

EXHIBIT A

COMPLAINT FORM

(To comply with Section 55-530 of the Virginia Code and 18 VAC 48-70-10, *et seq.*)

You must use this form to file a complaint. Please complete, sign and date this form, and mail or fax it to the Association at:

Wakefield Chapel Woods Homes Association, Inc.

c/o _____

Address: _____

Fax: _____

Name of Complainant(s):

Address:

Phone: (Home) _____ **(Work)** _____

(Mobile) _____ **(Email)** _____

Preferred method of communication: _____ **Writing** _____ **E-mail**

Please describe the nature of your complaint, including relevant times, dates and locations, and the specific provision of state law and/or regulations that you believe has been violated (please attach all documents and communications supporting your complaint – you may use additional pages):

Name and address of persons who are the subject of complaint:

Explain what you want the Association to do in response to your complaint:

You must date and sign this form. Anonymous complaints will not be accepted.

Signature: _____

Date: _____

The Association will maintain a record of your complaint for one year from the date upon which it takes action on your complaint.

To be completed by Association representative only

Received by: _____ **Date:** _____

Once you have received a Notice of Final Determination, you have the right to contact the Office of the Common Interest Community Ombudsman. You may give notice to the Common Interest Community Board (“CICB”) of any final adverse decision which your Association may make regarding your complaint. You must file the notice within 30 days of the final adverse decision along with the necessary filing fee. Your notice must be in writing on forms prescribed by the CICB, shall include copies of all records pertinent to the decision, and shall be accompanied by a filing fee. The CICB may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause you undue financial hardship. For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:

Virginia Common Interest Community Ombudsman
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1463
Phone: 804-367-2941
Email: CICOmbudsman@dpor.virginia.gov

CERTIFICATE OF MAILING OR DELIVERY

I hereby attest that Resolution No. 14-___ was mailed and/or hand-delivered to the addresses of record of the Owners on this _____ day of _____, 2014.

Date

Title/Name,
Wakefield Chapel Woods Homes Association, Inc.