DATE COMPLAINT RECEIVED: DATE ACKNOWLEDGEMENT LETTER SENT: DATE OF DISPOSTION:

COMPLAINT FORM

Pursuant to Section 55-530(E) of the Code of Virginia, 1950, as amended, the Board of Directors ("Board") of the Forest Hills Homeowners Association (the "Association") has established this complaint form for use by persons who wish to register written complaints with the Association.

SECTION I - REQUIRED INFORMATION				
COMPLAINT FILED BY	Company: (Your company name if filing on behalf of Mailing Address: City, State, and Zip: Phone Numbers BUSINESS	a company)	HOME/OTHER	
COMPLAINT AGAINST	Individual Name: Company: Address: City, State, and Zip: Phone Numbers: BUSINESS	CELL		- - -

SECTION II – SUPPORTING DOCUMENTS

To process a Complaint Form, supporting documents are needed, which may include the following:

Individual Copies of all relevant documentation including, but not limited to: contracts, agreements, invoices, receipts, correspondence, and photographs (all pages – front and back)

Contractor

Copy of contract, Proof of Payment, Building Official Documentation, Notice of Violation

SECTION III - COMPLAINT DESCRITION

Describe the complaint. If more room is needed, include additional pages with submittal.

Describe the relief being sought by Complainant or Requested Action.

I wish to complain about the individual/business named above.

Full Name:	Date:			
SECT	ON IV - HOW TO SUBMIT THIS FORM			
Please return this form to the following address:				
Forest Hills Community Association Post Office Box 2804 Arlington, VA 22202 Preferred method of communication: Writing Email				
SECTION V - FINAL DISPOSITION				
If, after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint, you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:				
Office of the Common Interest Com Department of Professional and Oc	•			

Department of Professional and Occupational Regula 9960 Mayland Drive, Suite 400 Richmond, VA 23233 804/367-2941 CICOmbudsman@dpor.virginia.gov