



Sunrise Bay Property Owners Association, Inc.

P.O. Box 116

Mineral, VA 23117

Email: sunrisebaylka@gmail.com

COMPLAINT FORM

Pursuant to Chapter 29 (55-530) of Title 55 of the Code of Virginia, the Board of Directors of the Sunrise Bay Property Owners Association, Inc. has established this complaint form for use by persons who wish to register written complaints with the Association regarding the action, inaction, or decision by the Board of Directors inconsistent with applicable laws and regulations.

Legibly describe your complaint in the area provided below as well as the requested action or resolution. Include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations and/or the Association's documents or governing law that support your complaint. If there is insufficient space, attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence, and other materials relevant to your complaint.

Print your name, address, telephone number, and lot number; sign and date; and submit this form and attachments to the Association to either the mailing address or email address listed above.

Printed Name	Signature	Date
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Mailing Address	Lot No.
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Email Address	Telephone Number
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For Association use only: Received by: _____ Date: _____