Cabin Branch Forest Association, Inc. P.O. Box 54 Sterling, Virginia 20167 www.cabinbranchforest.com

HOMEOWNER COMPLAINT FORM

Please provide your information below:

Name

Address

Telephone Number

Your information will be kept confidential.

Please provide the following information regarding the complaint below:

Date of Complaint

Location of Complaint

Details of Complaint

Form Submission Instructions

Please mail this completed complaint form to Cabin Branch Forest Association, Inc. at P.O. Box 54, Sterling, Virginia 20164. Questions regarding the complaint form may be directed in writing or to any Board member. Board members are listed on the Association website.

Notice of Adverse Decision

As prescribed in Virginia House Bill 516, Section 55-530, a complainant has the right to give notice of any adverse decision to the Office of Common Interest Community Ombudsman. The notice of adverse decision shall be filed within 30 days of the final adverse decision in writing on forms prescribed by the Common Interest Community Board.

A complainant may contact the Office of Common Interest Community Ombudsman at:

Department of Professional and Occupational Regulation Office of Common Interest Community Ombudsman 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1463

Phone: 804-367-0776 Email: <u>cicliaison@dpor.virginia.gov</u>

Signature

Printed Name

Date