

Jordan Crossing Homeowners Association Inc.

Association Disclosure Packet Acknowledgment Form

I / We hereby acknowledge receipt of an electronic copy of the Jordan Crossing Homeowners Association Inc. Association Disclosure Packet on _____.

The packet was electronically sent to _____.

Purchaser _____

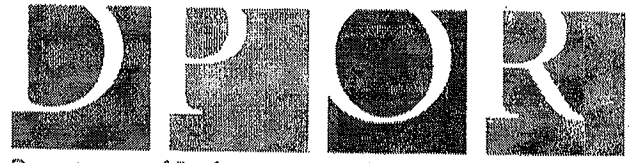
Purchaser _____

Purchaser _____

Jordan Crossing Homeowners Association Inc.

Disclosure Packet Information Statements as of January 1, 2021

- 1) There are no planned special assessments.
- 2) There is a two hundred-dollar (\$200.00) capitalization fee payable to the Association at closing which will be used to increase reserves for the Association.
- 3) No other entity or facility charges fees for managing or maintaining Association facilities or services to the homeowners.
- 4) There is no balance in the reserve account and no loans are owed by the Association.
- 5) No lawsuits are pending, and no unpaid judgments exist.
- 6) No known project approvals currently in effect issued by secondary market agencies exist.



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Common Interest Community Board
PROPERTY OWNERS' ASSOCIATION DISCLOSURE PACKET NOTICE

Section 54.1-2350 of the *Code of Virginia* requires that this form accompany disclosure packets issued pursuant to § 55-509.5 of the *Code of Virginia*.

The lot being purchased is in a development subject to the Virginia Property Owners' Association Act ("Act"). Properties subject to the Act are considered "common interest communities" under the law. Owning and living in a community governed by a common interest community association has benefits and obligations. Upon accepting title to a lot within a community governed by a common interest community association, membership in the property owners' association ("association") is mandatory and automatic. The Act specifies the contents of the **disclosure packet**, and fees that may be charged for preparation and distribution of the disclosure packet.

In addition to information provided in the disclosure packet, the following are important considerations when purchasing a lot in a community governed by an association.

Assessments

Each owner is responsible for and obligated to pay regular assessments and, if applicable, other assessments, including special assessments, and other mandatory fees to ensure that the association's financial requirements are met. Assessments are mandatory, imposed by the association for expenses incurred for maintenance and services provided for the benefit of some or all of the lots, reserves for future expenditures, the maintenance, repair, and replacement of the common area, insurance, administrative expenses, and other costs and expenses established in the governing documents. Failure or refusal to pay assessments and any other mandatory fees may result in imposition of late fees, interest, costs and attorney fees, recordation of a lien, filing a lawsuit and obtaining judgment against the lot owner, foreclosing on the lot to enforce the lien, and other actions permitted by the governing documents and the Act.

Declaration and Other Governing Documents

Governing documents typically include a declaration, plats, articles of incorporation, bylaws, rules and regulations, and architectural standards or guidelines ("governing documents"). The governing documents, association policies, and other information contained in the disclosure packet describe the basis for living in a community governed by a common interest community association. The form of governance, nature and scope of services, as well as limitations on property use are addressed in the governing documents, and association policies.

Owners have the responsibility, among other things, to comply with the restrictive covenants and association policies that outline what owners may and may not do on lots and common area. Use of common area, financial obligations of owners and other rights, responsibilities and benefits associated with ownership in a common interest community are subject to the provisions of governing documents and association policies. Some decisions are made by the association board of directors, while other decisions are reserved to a vote of association members. Failure to comply with the governing documents and

This form was developed by the Common Interest Community Board in accordance with § 54.1-2350 of the Code of Virginia and is to accompany the association disclosure packet required by § 55-509.5 of the Code of Virginia.

Effective 07/01/2018

association policies may result in monetary penalties, a lien against the lot, suspension of certain privileges, and legal action against the lot owner.

Limitations

The governing documents and association policies may establish limitations affecting use of individual lots and the common area. While the limitations applicable to each association may vary from community to community, § 54.1-2350 of the Code of Virginia makes particular reference to the following. The governing documents and association policies may establish:

- Limitations on an owner's ability to rent the lot.
- Limitations on parking and storage of certain types of motor vehicles and boats within the community.
- Limitations on maintenance of pets on a lot or in common areas.
- Limitations on operation of a business within a dwelling unit on a lot.
- Architectural restrictions applicable to an owner's lot.
- The period or length of time that the declarant (developer) may control membership on the board, make decisions on behalf of the association, and therefore operate the association. This period is often referred to as the *declarant control period*. At the conclusion of the declarant control period, control of the association is transferred to the members.

This list does not represent all limitations that may affect lots within the common interest community.

Important Notice for Purchasers

The contract to purchase a lot within a community governed by a common interest community association is a legally binding document. The purchaser may have the right to cancel the contract after receiving the disclosure packet.

Information provided in this form is a summary of select matters to consider when purchasing a lot in a community governed by a common interest community association but should not be relied upon exclusively to understand the character and nature of the community and association.

The purchaser is responsible for examining the information contained in and provided with the disclosure packet. The purchaser shall carefully review the entire disclosure packet. The purchaser may request an update of the disclosure packet.

The contents of the disclosure packet control to the extent that there are any inconsistencies between this form and the disclosure packet.

The Disclosure Packet must include the following:

- 1 ☐ Association name, and if incorporated, the state of incorporation and the name and address of its registered agent in Virginia;
- 2 ☐ A statement of any expenditures of funds approved by the association or the board of directors that shall require an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;
- 3 ☐ A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association, together with any post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the lot and to the right of use of common areas, and the status of the account;
- 4 ☐ A statement of whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;
- 5 ☐ The current reserve study report or summary thereof, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund allocated by the board of directors for a specified project;
- 6 ☐ A copy of the association's current budget or a summary thereof prepared by the association, and a copy of its statement of income and expenses or statement of its financial position (balance sheet) for the last fiscal year for which such statement is available, including a statement of the balance due of any outstanding loans of the association;
- 7 ☐ A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party and that either could or would have a material impact on the association or its members or that relates to the lot being purchased;
- 8 ☐ A statement setting forth what insurance coverage is provided for all lot owners by the association, including the fidelity bond maintained by the association, and what additional insurance would normally be secured by each individual lot owner;
- 9 ☐ A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are or are not in violation of any of the declaration, bylaws, rules and regulations, architectural guidelines and articles of incorporation, if any, of the association;
- 10 ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;
- 11 ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including but not limited to reasonable restrictions as to the size, place, and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;
- 12 ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to install or use solar energy collection devices on the owner's property;
- 13 ☐ The current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;
- 14 ☐ Any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;
- 15 ☐ The notice given to the lot owner by the association of any current or pending rule or

architectural violation;

- 16 ☐ A copy of the fully completed form developed by the Common Interest Community Board pursuant to § 54.1-2350;
- 17 ☐ Certification that the association has filed with the Common Interest Community Board the annual report required by §55-516.1, which certification shall indicate the filing number assigned by the Common Interest Community Board and the expiration date of such filing;
- 18 ☐ A statement indicating any known project approvals currently in effect by secondary mortgage market agencies; and
- 19 ☐ The association complaint procedure required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50.



MAXIMUM ALLOWABLE PREPARATION FEES

Disclosure Packets for Non-Professionally Managed Property Owners' Associations
Includes Fees Updated January 16, 2018 + Law Changes Effective October 1, 2019

Virginia law requires that when selling a home in a property owners' association (POA), the owner must provide a potential purchaser with certain legally required information regarding the home, common areas, and the association. **The Property Owners' Association Act** (POA Act) calls the legally required information a **disclosure packet**. The packet must be requested by the seller, prepared by the POA, and delivered to the potential purchaser.

Compiling the required documents involves time, effort, and resources, so the law allows the preparer to assess **reasonable fees**, but sets a **maximum amount for such fees**.

The POA Act distinguishes between communities that are "professionally managed" and those run by volunteer member-owners. "Professionally managed" means a common interest community that has engaged (i) a common interest community manager to provide management services to the community or (ii) a person as an employee for compensation to provide management services to the community, other than a resident of the community who provides bookkeeping, billing, or recordkeeping services for that community. (See § 55.1-1800 in the POA Act)

POAs that are **not** professionally managed may charge fees as established in § 55.1-1811 of the POA Act. (See adjacent table.)

NOTE: A non-professionally managed POA may not collect fees authorized by § 55.1-1811 of the POA Act unless the association is (i) registered with the Common Interest Community Board (CIC Board), (ii) current in filing its most recent annual report and fee pursuant to § 55.1-1835, and (iii) current in paying any assessment made by the CIC Board pursuant to § 54.1-2354.4.

• See page two of this form for more information on association registration.

PREPARERS of DISCLOSURE PACKETS FOR POAs that are **NOT PROFESSIONALLY MANAGED*** are allowed to charge **no more than the following maximum fees** for *only* the following tasks:

Actual cost for **preparation and issuance** of disclosure packet **not to exceed** \$.10 per page of copying costs, or **\$100.00** for all costs incurred.

\$50.00 for an additional fee to **expedite** the inspection, preparation, and delivery of the disclosure packet (if completed within five business days of the request)—with the consent of the association (*optional* at request of seller/agent).

\$25.00 for an **additional hard copy** of the disclosure packet—with the consent of the association (*optional* at request of seller/agent).

Actual cost for third-party commercial delivery service to **hand-deliver or overnight** the disclosure packet—with the consent of the association (*optional* at request of seller/agent).

\$50.00 for an update to the disclosure packet—at request of person authorized by seller/agent (*collected at time of delivery of update*).

\$50.00 for a financial update—at request of settlement agent (*collected at time of delivery of update*).

\$50.00 for **additional inspection** of the dwelling unit exterior and lot *if authorized* by the association declaration (*optional* at request of purchaser/agent).

*POAs that are not professionally managed may charge certain fees for inspection, preparation, and other services as set out in § 55.1-1810, provided the association provides the disclosure packet electronically, if requested, and otherwise complies with § 55.1-1810. (See page two of this form.)

Preparers for non-professionally managed POAs are allowed to charge **no more than the following maximum fees** for *only* the following tasks *and only if* they provide the disclosure packet electronically, if requested, and otherwise comply with § 55.1-1810:

\$117.37 for inspection of the exterior of the dwelling unit and lot <i>if authorized in the declaration</i> and as necessary to <u>prepare</u> the disclosure packet.
\$146.71 total for preparation and delivery of the disclosure packet in electronic form . Only one fee shall be charged for preparation and delivery of the disclosure packet.
\$58.69 for an additional fee to expedite the inspection, preparation, and delivery of the packet (if completed within five business days of the request)—but only if the preparer agrees to do so (<i>optional</i> at request of seller/agent).
\$29.34 for an additional hard copy of the packet (<i>optional</i> at request of seller/agent).
Actual cost for third-party commercial delivery service to hand-deliver or overnight the packet (<i>optional</i> at request of seller/agent).
\$58.69 post-closing fee charged to the purchaser (<i>collected at settlement</i>) to update ownership records of the association.
\$58.69 for pre-settlement updates to the packet (<i>collected at settlement</i>).
\$117.37 for additional inspection of the exterior of the dwelling unit and lot <i>if authorized</i> by the association declaration (<i>optional</i> at request of purchaser/agent).

What to do if your POA is not registered/ not current in filing with the CIC Board.

If your POA is not registered with the CIC Board, or is not current in filing an annual report to the CIC Board, then your POA is prohibited from collecting fees authorized by §§ 55.1-1810 and 55.1-1811 of the POA Act.

To verify if your POA is registered with the CIC Board, or to verify your POAs current registration status, use the License Lookup feature on the website for the Department of Professional and Occupational Regulation (<http://www.dpor.virginia.gov>). You may also contact the CIC Board office.

To register a POA, or to file an annual report, your POA must submit a completed registration or annual report application, along with the required application fees and payments.

The application is available on the CIC Board website (<http://www.dpor.virginia.gov/Boards/CIC-Board/>).

Your POA will also be required to certify that it has adopted, or will adopt, an association complaint procedure as required by § 54.1-2354.4 and the Common Interest Community Ombudsman Regulations.

Please be advised that receipt of an application and the deposit of fees/payments by the CIC Board do not indicate CIC Board approval of the application.

For additional information, contact the CIC Board office by email at cic@dpor.virginia.gov or by telephone at 804-367-8510.

[Skip to Content \(#skipPoint\)](#)

<http://www.dpor.virginia.gov/>

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File A Complaint

The Regulatory Programs and Compliance section reviews consumer reports against licensees to determine whether DPOR is authorized to file the complaint. DPOR only processes complaints against individuals or businesses that are subject to the laws or regulations of its regulatory board.

DPOR and its regulatory boards CANNOT require any individual or business to refund money, correct deficiencies, or provide other personal relief in some cases, private legal action may be your only recourse to resolve a matter. DPOR cannot provide legal advice.

Regulatory Programs and Compliance Section

Department of Professional and Occupational Regulation

9980 Mayland Drive, Suite 400

Richmond, Virginia 23233-1463

Phone: (804) 367-8504

FAX: (804) 282-3932

Email: ComplaintAnalysis@dpor.virginia.gov (mailto:ComplaintAnalysis@dpor.virginia.gov)

File a Complaint (/File_a_Complaint/)	Disciplinary Process (/Disciplinary_Process/)	Closed Disciplinary Files (/Closed_Disciplinary_Files/)	Worker Misclassification (/Worker_Misclassification/)
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FILE A COMPLAINT

[Time for Filing \(/time/\)](#) | [What Happens When You File \(/happens/\)](#) | [Complaint Form & Instructions \(/reporting/\)](#)

Time For Filing A Complaint

Any report against a regulant for allegedly violating board statutes or regulations, in order to be investigated, must be made in writing and received by the Department of Professional and Occupational Regulation (DPOR) within three years of the act, omission, or occurrence give rise to the alleged violation.

In cases where a regulant has materially and willfully misrepresented any information required by statute or regulations to be disclosed to complainant, and the information so misrepresented is material to the establishment of the alleged violation, the filing may be made at a time within two years after discovery of the misrepresentation.

What Happens When You File

The report will be reviewed to determine whether a violation of board laws or regulations may have occurred. If the evidence suggests a probable violation of a law or board regulation, the Regulatory Programs and Compliance Section will attempt to resolve the issue informally or investigate further. You may be asked to provide additional information.

If an investigation supports probable cause that a violation occurred, the appropriate regulatory board may take disciplinary action to require remedial education, impose a fine, suspend or revoke the license, or fail to renew a license. If an investigation indicates the individual or business is not properly licensed, DPOR may take criminal action. You may be asked to appear at a disciplinary proceeding or court to provide testimony for the case.

If the investigation does not show probable cause that a violation occurred, the case will be closed.

NOTE: DPOR cannot guarantee anonymity. By law, all complaints received by DPOR are subject to public disclosure once a case is closed. Therefore, if you wish to file anonymously, please do not include any personal information on the reporting form or submit any supplementary documents that reveal your identity. While DPOR may accept anonymous reports against licensees, it will not proceed if the report lacks sufficient information to suggest a regulatory or criminal violation.

In some instances, the Department may offer [Alternative Dispute Resolution \(/Report-License/Alternative-Dispute-Resolution/\)](#) regarding reports against licensees. A regulatory board CANNOT require any individual or business to refund money, correct deficiencies, or provide other personal remedies. In some cases, a legal action may be your only recourse to resolve a matter. The Department cannot provide legal advice.

Complaint Form and Instructions

DPOR considers all complaints important. The processing of your complaint form will be conducted in as timely a manner as possible. Many complaints, however, present an immediate threat to public safety and will be given priority. Thank you for your patience during the complaint process.

DPOR COMPLAINT FORM

- For complaints involving regulated

[Interactive \(Fillable\)](#)

[\(/uploadedFiles/MainSite/Content/FormsandApplications/F701-COMPFRM.pdf\)](#)

[Static \(/uploadedFiles/MainSite/Content/FormsandApplications/F701-COMPFRM.pdf\)](#)

- NOT for Fair Housing discrimination complaints

Need to file a Fair Housing Complaint?

- Visit the [Virginia Fair Housing Office page \(/FairHousing/\)](#)

no interactive option

[VFHO Complaint Form \(/uploadedFiles/MainSite/Content/FairHousing/\)](#)

- The Interactive form allows you to enter information directly onto the fillable PDF, save to a personal computer for your records, and submit the completed form electronically by e-mail.
 - If you need help with a "Please wait . . ." message, [go here \(/FormsAndApplications/Adobe_error_message/\)](#).
- The Static form only allows you to print the PDF and complete by hand (no saving).

Select Language } ▼ (javascript:void(0))

IF YOU HAVE PROBLEMS OPENING INTERACTIVE PDFs, [HERE ARE TIPS \(/FormsAndApplications/\)](#) ON VIEWING OR DOWNLOADING DPOR APPLICATIONS AND FORMS.

If you have difficulty accessing any material on this site because of a disability, please [contact us \(/Contact/\)](#) in writing or via telephone and we will work with you to make the information available.

Questions or comments about this WEB SITE Contact [Web Coordinator \(/dpor.virginia.gov/mailto/WebCoordinator@dpor.virginia.gov\)](#)
[VAI Level Complaint \(/http://www.w3.org/WAI/PCAT/2018/Conformance/\)](#) | [Web Policy \(/WebPolicy/\)](#) | [Logo Use Guidelines \(/uploadedFiles/MainSite/Content/AboutDPOR/Logo_Use_Guidelines.pdf\)](#)
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JORDAN CROSSING HOMEOWNERS ASSOCIATION, INC.

DATE: _____

DEAR _____:

This letter is being written at the direction of the Board of Directors of the Jordan Crossing Homeowners Association. As a member, you are obligated to abide by certain predetermined Rules and Regulations as found in the association's Governing Documents.

We regret to advise you that the following item(s) identified below is/are not in compliance with the requirements of the Homeowner's Association's Documents.

Inspection Date: _____

Violation: _____

Action Needed: _____

Action Compliance Date: _____

We request that you gain compliance with the Homeowners Association's Documents so that no further action is necessary.

Your cooperation in completing the item(s) noted above would be appreciated by your association and your neighbors and will help maintain an aesthetically pleasing community, which in turn keeps up real estate values.

Thank you in advance for your anticipated cooperation in this matter.