

# FAIR WOODS HOMEOWNERS ASSOCIATION

## POLICY RESOLUTION NO. 2022 02 (superseding Policy Resolution 14-01 )

### ASSOCIATION COMPLAINT PROCEDURES (for resolving certain complaints from members and others)

**WHEREAS**, pursuant to Section 54.1-2354.4 of the Virginia Code, the Virginia Common Interest Community Board (“CICB”) promulgated final regulations imposing a requirement that each common interest community association (including condominiums, property owners’ associations and cooperatives) adopt a reasonable procedure for the resolution of certain written complaints from the members of such association and other citizens; and

**WHEREAS**, all common interest community associations must adopt a complaint procedure that is compliant with the CICB regulations;

**WHEREAS**, the Fair Woods Homeowners Association (“Association”) has previously published such a resolution, but must now re-publish an updated version as a result of, *inter alia*, a change of management agents.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Association, acting through its Board of Trustees, hereby adopts and establishes the following CICB-mandated Association complaint procedure for handling written complaints concerning actions or inactions allegedly inconsistent with state laws and regulations governing common interest communities:

- A. **Definitions.** Unless otherwise defined in this Resolution, the words, terms or phrases used in this Resolution shall have the same meanings as defined in the CICB regulations and/or in the Association’s recorded covenants.
- B. **Complaint Form.** If a member of the Association, a resident or other individual alleges that an action, inaction or decision of the Association, the Board of Trustees (“Board”) or the Association’s management agent (“Managing Agent”) is inconsistent with state laws or regulations governing common interest communities, then that individual must submit a formal written complaint (“Complaint”) to the Board using the attached Complaint Form (Exhibit A) in order to initiate the formal procedures described below. If the individual does not wish to initiate these formal procedures, then the individual should submit their questions, concerns or issues to the Managing Agent or the Board without using the attached form.
  1. **Complaint Form Instructions and Attachments.** A completed Complaint Form must include a description of the specific facts and circumstances relevant to the individual’s Complaint, and the specific action, result or resolution that is being requested. If the individual submitting the Complaint Form (the “Complainant”) knows the law or regulation that has been allegedly violated or is otherwise applicable to the Complaint, then the Complainant must provide a reference to that law or regulation on the Complaint Form. The Complainant must also attach to the Complaint Form a copy of any documents that the Complainant believes demonstrate or

support the validity of the Complaint (not including laws, regulations or the Association's governing documents). A copy of the Association-required Complaint Form will be available upon request from the Association by contacting Kathy Gately (or the current Community Manager) at (703) 778-4480.

- C. **Mailing or Delivering Complaint to Board of Trustees.** The fully completed, signed and dated Complaint (including the Complaint Form and all attachments) shall be mailed or otherwise delivered to the Board at the following address:

By Mail: Board of Trustees, Fair Woods Homeowners Assn.  
c/o Kathy Gately or current Community Manager  
Rosewood Management & Consulting Svcs  
3900 Jermantown Rd., Suite 470  
Fairfax, VA 22030

By Hand-Delivery: Board of Trustees, Fair Woods Homeowners Assn.  
Same as above

- D. **Means of Providing Notices to Complainant.** All written acknowledgments or other notices required by these procedures to be provided by the Association to the Complainant shall be hand-delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided on the Complaint Form, or by facsimile transmission or email if the Complainant has previously provided the Association with the Complainant's written consent to communicate with him/her by electronic transmission. The Managing Agent shall retain in the Association's records proof of the mailing, delivery or electronic transmission of the acknowledgments and notices per Section H below.

- E. **Acknowledging Receipt of Complaint.** Within seven (7) days of receipt of a Complainant's Complaint Form, the Managing Agent shall provide the Complainant with written acknowledgement of the Association's receipt of the Complaint.

1. **Incomplete Complaint.** If it appears to the Managing Agent that the submitted Complaint is missing the required minimum information, then the acknowledgment of receipt shall include notice to the Complainant of the identified problem(s) with the Complaint and advise the Complainant that he/she will need to submit a revised/corrected Complaint before it can be accepted and forwarded to the Board for consideration.
2. **Forwarding to the Board.** If it appears to the Managing Agent that the submitted Complaint includes the required minimum information, then on the same day that acknowledgment of receipt of the Complaint is provided to the Complainant, the Managing Agent shall provide the Board with a copy of the Complaint for consideration.

- F. **Formal Action – Consideration of Complaint by Board.** All completed, signed and dated Complaints forwarded to the Board as specified above shall be considered by the Board at a Board meeting and a decision made as to what action, if any, to take in response to the Complaint.

1. **Meeting at which Complaint will be considered.** Complaints will be considered by the Board at a

regular or special Board meeting held within 90 days from the date on which the Complaint was forwarded to the Board for consideration.

2. **Notice to the Complainant.** At least fourteen (14) days prior to the Board meeting at which the Complaint will be considered, the Managing Agent shall provide the Complainant with notice of the date, time, and location of the Board meeting at which the matter will be considered by the Board. This Notice may be combined with the acknowledgment of receipt referenced in Section D above.
  3. **Board's Decision on Complaint.** The Board shall make a decision on the Complaint by majority vote of the members of the Board at the meeting. The Board's decision at the meeting shall fall into one of the following two categories:
    - (a) A decision that there is *insufficient information* on which to make a final determination on the Complaint *or that additional time is otherwise required* to make a final determination, in which case the Board shall postpone making a final determination on the Complaint until a later scheduled Board meeting (announced at the meeting or by giving at least 14 days notice to the Complainant) and, if needed, make a written request for additional information from the applicable party(s), specifying a deadline by which time the additional information must be received by the Managing Agent for forwarding to the Board; or
    - (b) A *final determination* on the Complaint, indicating whether the Complainant's requested action or resolution is, or is not, being granted, approved or implemented by the Board. A final determination may include, for example, a decision that no action will be taken on the Complaint because of the Complainant failing to timely provide additional information that was requested by the Association.
- G. **Notice of Final Determination.** Within seven (7) days after the final determination is made (per subsection F.3.b. above), the Managing Agent shall provide the Complainant with written notice of the Board's final determination. The notice of final determination shall be dated as of the date of issuance and include:
1. Specific citations to applicable provisions of the Association's governing documents, laws or regulations that led to the final determination;
  2. The Association's registration number as assigned by the CICB, and if applicable, the name and CICB-issued license number for the Managing Agent; and
  3. Notice of the Complainant's right to file a "Notice of Final Adverse Decision" with the CICB via the CIC Ombudsman (providing the applicable contact information).
- H. **Records.** The Managing Agent shall retain, as part of the Association's records, a record of each Complaint (including the Complaint Form and attachments, related acknowledgments and notices, and any action taken by the Association or Board in response to such Complaint) for a period of at least one (1) year from the date of the Association's final action on the Complaint.
- I. **Resale Disclosure Packet.** A copy of this Resolution (including the Exhibit A Complaint Form) shall be included as an attachment to Association-issued resale certificate packets.

**EXHIBIT A**  
(POLICY RESOLUTION NO. \_\_\_\_: "ASSOCIATION COMPLAINT PROCEDURES")  
**FAIR WOODS HOMEOWNERS ASSOCIATION**

Mailing: Kathy Gately  
Rosewood Mgmt &  
Consulting Svcs  
3900 Jermantown Rd #470  
Fairfax, VA. 22030

Delivery: Same as mailing

Phone #: (703) 778 4480

**ASSOCIATION COMPLAINT FORM**  
(for Complaints Against Association, Board or Managing Agent)

Pursuant to Section 54.1-2354.4 of the Code of Virginia, 1950, as amended, the Board of Trustees ("Board") of Fair Woods Homeowners Assn ("the Association") 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 Association or its Board or managing agent that may be inconsistent with applicable laws and regulations governing community associations in Virginia.

1. Legibly describe your complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the 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 related to the complaint (not including copies of laws, regulations or the Association's governing documents).

\_\_\_\_\_

\_\_\_\_\_

2. Sign, date and print your name and address below and submit this completed form to the Association at the address listed above.

Printed Name	Signature	Date
Mailing Address		
Unit Address		
E-mail Address	Phone Number	Contact Preference <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Other _____

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

# FAIR WOODS HOMEOWNERS ASSOCIATION

## RESOLUTION ACTION RECORD

Resolution Type: Policy No. 02

Pertaining to: CICB-mandated Association Complaint Procedures

Duly adopted by the Board of Trustees of the Association on June 30, 2022.

Motion by: Joe McDonald Seconded by: C. Miller

NAME	TITLE	YES	NO	ABSTAIN	ABSENT
<u>Joe McDonald</u>	Director <u>Treasurer</u>	✓			
<u>Carl J. Miller</u>	Director <u>VP</u>	✓			
<u>Frank [unclear]</u>	Director <u>Secretary</u>	✓			
<u>Wendy [unclear]</u>	Director <u>President</u>	✓			
	Director				

Attest: [Signature] (Secretary)

Date: June 30, 2022

Resolution effective as of date of adoption.