

CAREFREE ACRES HOMEOWNERS CORPORATION
282 Carefree, Boyce, VA 22620 cahc_email@yahoo.com,
COMPLAINT FORM

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors (Board) of the Carefree Acres Homeowners Corporation has established this complaint form for use by persons who wish to file written complaints with CAHC regarding the action, inaction or decision by the Board that is inconsistent with applicable laws and regulations.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Please 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, please attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint.

Sign, date & print your name & address below & submit this completed form to CAHC at either address listed above.

Printed Name _____ Signature _____ Date _____
Mailing Address _____
Lot/Unit Address _____
Contact Preference Phone _____ E-mail _____

CAHC will provide written acknowledgement of the Complaint Form within 7 days of receipt. The Board will designate an officer or director to investigate the complaint. Within 90 days of the filing of the complaint, the Board will convene a special meeting specifically to hear the complaint. At the hearing, the complainant will be provided a reasonable amount of time to present argument and evidence. The Board will also hear from the Board appointed investigator and any additional parties. A notice of final determination will be sent to complainant within 7 days of the hearing.

Procedure and form were approved at the 26 August 2012 Board of Directors meeting.

If, after the Board's consideration, review and hearing of the complaint, the Board issues a final decision adverse to the complainant, you have the right to file a notice of final adverse decision (form is at www.dpor.virginia.gov) 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