

## LEEWOOD HOMEOWNERS ASSOCIATION

### COMPLAINT FORM INSTRUCTIONS

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors ("Board") of the Leewood Homeowners Association, Inc. ("Association") has established this Association Complaint Form for use by persons who wish to file written complaints with the Association regarding the action, inaction or decision by the Board, the managing agent or the Association inconsistent with applicable laws and regulations.

This form may be sent to the Association

By U. S. Mail to:            Leewood Homeowners Association, Inc.  
   Attn: Complaint Procedure  
   7619 Little River Turnpike, Ste 210  
   Annandale, VA 22003

Via E-mail to:                [Board@leewood.us](mailto:Board@leewood.us)

If, after the Board's consideration and review 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 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 Maryland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-2941  
E-mail: [CICOmbudsman@dpor.virginia.gov](mailto:CICOmbudsman@dpor.virginia.gov)

**LEEWOOD HOMEOWNERS ASSOCIATION**

**COMPLAINT FORM**

**Your Name:** \_\_\_\_\_

**Your Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address of Association property owned  
(if you are an owner in the Association):** \_\_\_\_\_

**Your E-mail Address**  
\_\_\_\_\_

**Your Phone Number**  
\_\_\_\_\_

Please legibly describe the Complaint in the section below. On the following page, provide the requested actions or resolutions of the issue(s) described in the Complaint. Include references to the specific facts and circumstances at issue and the provisions of applicable laws and regulations that support the Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form. Please write legibly or type. You should attach any supporting documents, correspondence and other materials related to the Complaint.

**Complaint:**

**Requested resolution:**

**Provisions of applicable laws and regulations that support the Complaint:**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**