

TWINBROOK Owners Association

PO Box 1256, Lorton VA 22079

ASSOCIATION COMPLAINT FORM

In accordance with section 55-530 of the Code of Virginia, associations registered with the Common Interest Community Board (CICB) must establish a written process for resolving association complaints from members and citizens. An Association complaint shall concern a matter regarding the action, inaction, or decision by the governing board, managing agent, or association inconsistent with applicable laws and regulations.

1. Please 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.

2. Sign, date and print your name and address below and submit this completed form to the Association via the email address: board@twinbrookatmountair.info.

Our board members are volunteers and our post office box is not checked daily. If mailing the form is your only option, please send to the PO Box above and notify the Board via email: board@twinbrookatmountair.info.

_____	_____	_____
Printed Name	Signature	Date

Mailing Address		

Lot/Unit Address		
_____	_____	Contact Preference • Phone • E-mail
Email Address	Phone Number	• Other _____

- Appeals are not available. Rendered decisions are final. A complainant may file a notice of final adverse decision issued by the Board of TWINBROOK Homeowners Association with the Office of the Common Interest Community Ombudsman in accordance with § 55-530 F of the Code of Virginia. The notice shall: (i) be filed within thirty (30) days of the date of the final adverse decision, (ii) shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman) and, (iii) shall include copies of any supporting documents, correspondence and other materials related to the decision. 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