

POA COMPLAINT PROCEDURE

**CEDAR SPRING ESTATES TOWNHOUSE LOTS PROPERTY OWNERS
ASSOCIATION, INC.
C/O COVENTRY GROUP COMMUNITY MANAGEMENT, INC.
2580 VALLEY AVENUE, SUITE 100
WINCHESTER, VA 22601
540-535-0816**

I. Initiating a Complaint

- A. Who May Initiate. Any member of the Association or any resident of the Commonwealth of Virginia who is not otherwise a member of the Association (referred to herein as the “Complainant”).
- B. How to Initiate a Complaint
1. A Complaint with the CEDAR SPRING ESTATES TOWNHOUSE LOTS PROPERTY OWNERS ASSOCIATION (the “POA”) is initiated by filing a written Complaint using the form attached as Exhibit A hereto (the “Complaint Form”).
 2. Return the Complaint Form to CEDAR SPRING ESTATES TOWNHOUSE LOTS POA, at 2580 Valley Avenue, Suite 100, Winchester, VA 22601 by certified mail, return receipt requested. For more information, you can contact by telephone the POA Manager at 540-535-0816.
 3. All future communications between the POA and the Complainant shall be by certified mail, return receipt requested.
- C. Confirming Receipt of the Complaint. Within seven (7) days of receipt, the POA shall provide written acknowledgement of receipt of the Complaint pursuant to the procedure outlined in Paragraph (B)(3) above.

II. Purpose and Contents of the Complaint.

- A. Purpose. The purpose of a Complaint is to bring to the POA’s attention acts, omissions, or decisions of lot owners and/or the POA, its agents, officers, or directors, or any conditions on any property within the CEDAR SPRING ESTATES TOWNHOUSE LOTS subdivision which the Complainant believes are inconsistent with (i) the governing documents of the POA, including the restrictive covenants; (ii) the POA bylaws; (iii) any rules or regulations issued by the POA governing body; and/or (iv) relevant Virginia legal authority (statutes, regulations, case law, etc.).
- B. Contents. The Contents to be contained in a Complaint are described in the attached Exhibit A. In addition, if the Complainant has knowledge of relevant

Virginia legal authorities supporting the Complainant's position, the Complainant should provide citations to or copies of such legal authorities.

- C. POA Requests for Additional Information. The POA shall review the Complaint and conduct whatever investigations the POA believes necessary and appropriate. The POA shall make a good faith effort to provide to Complainant a comprehensive list of all additional information, if any, needed from the Complainant in order to assist the POA in its investigation. The Complainant shall have fifteen (15) days from the date upon which the POA sends a written notice of request for additional information in which to provide any such additional information. If the Complainant fails to provide any requested additional information, the POA shall move forward with a hearing on the Complainant based on information available.
- III. Hearing. The POA Board of Directors shall make good faith efforts to schedule a hearing on the Complaint within sixty (60) days after the date upon which the POA acknowledges in writing receipt of the Complaint. The Complainant shall be notified in writing by the POA Board of Directors of the date, time and location of the hearing at the address provided on the Complaint Form.
- IV. Decision by the POA Board of Directors. Within forty five (45) days after the hearing before the POA Board of Directors, the POA shall send to the Complainant a copy of the POA Board of Directors' final determination on the Complaint. The final determination shall state the POA Board's reasoning, including where appropriate specific citations to the restrictive covenants, bylaws and written policies of the POA as well as to applicable laws, statutes, case authority and regulations. The final determination shall likewise include the registration number of the POA with the Virginia Common Interest Community Board ("CICB"). The final determination of the POA Board of Directors is final.
- V. Right of Appeal of POA Board Final Determination. Any final determination issued by the POA Board of Directors in response to a Complaint shall contain the following language:
- "You have the right to file a notice of an adverse final determination with the Virginia Common Interest Community Board ("CICB") in accordance with the regulations promulgated by the CICB. The notice (i) shall 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"); (iii) shall include copies of any supporting documents, correspondence and other materials related to the decision; and (iv) shall be accompanied by a \$25.00 filing fee. The Ombudsman may be contacted at the Office of Common Interest Community Ombudsman, Department of Professional and Occupational Regulation, 9960 Maryland Drive, Suite 400, Richmond, Virginia 23233, Telephone (804) 367-2941, email address CICombudsman@dpor.virginia.gov."
- VI. Recordkeeping. The POA shall maintain a record of all written Complaints received by the POA for one (1) year after the date of the written final determination of the POA Board of Directors.

