

**COUNCIL OF CO-OWNERS OF KEENE MILL WOODS II CONDOMINIUM  
POLICY RESOLUTION NO. 12-01**

**Re-Affirmed by the Board of Directors on June 26, 2014**

(Policy Required under Virginia Law for the Receipt and Resolution of Complaints)

**WHEREAS**, THE Virginia Code 55-530 (E) and Regulations (Chapter 70, Part One of the Common Interest Community Ombudsman Regulations) require community associations to adopt a policy and procedures for the receipt and resolution of complaints alleging a violation of applicable law or regulations; and

**WHEREAS**, Section 18VAC48-70-10, *et seq*, of the Virginia Administrative Code requires that the Association enact the written complaint procedures required by Section 55-530(E) of the Virginia Code by September 28, 2012 and outlines the requirements of said complaint procedures; and

**NOW, THEREFORE**, the Board of Directors adopts the following policy and procedures:

1. **Complaint Form.** In order to properly submit a complaint, the complaining party must fully complete the Complaint Form attached hereto as Exhibit A and send by mail, hand-delivery, or facsimile to the following address or number:

**Council of Co-Owners of Keene Mill Woods II Condominium  
c/o Gates Hudson Community Management  
3020 Hamaker Ct., Suite 300  
Fairfax, VA 22031  
{703} 752-8300**

2. **Required Information.** The Association shall review the Complaint Form in order to determine if it is complete and actionable. A complaint must specifically allege a violation of applicable law or regulations by the Association. If the complaint does not express such an allegation, the complaint is not actionable, and this policy shall not apply. If the complaint is complete and actionable, the Association will accept it for review and decision. If the complaint is incomplete or not actionable, the Association will not accept the complaint and shall notify the complainant why the complaint was not accepted and what additional documentation or information is necessary, if applicable, to process the complaint. In either case, the Association will provide a written response to the complainant within 7 days by either certified mail or hand delivery. Acknowledgment of receipt and either acceptance or rejection may be sent via electronic means if the complainant has consent to receive electronic communication from the Association, and, in such event, the Association shall retain a record of delivery of such acknowledgment.
3. **Review Period.** Assuming the complaint is accepted for review, either upon initial filing or upon receipt of additional information or documentation, the Association shall then undertake best efforts to complete its review of the complaint within 30 days of receipt. If a complainant fails to timely submit any required and requested documentation or information to the Association in accordance with the notice described in Section 2 herein, the Association shall deem the matter closed.

4. **Meeting or Hearing.** After conclusion of the review period, the Association shall provide written notice to the complainant of the time, date and location of either a hearing or meeting of the Association's representatives who will make a final decision regarding the complaint. The written notice shall be sent to the complainant via either hand-delivery or certified mail, return receipt requested, no less than 14 days in advance of the meeting or hearing. The written notice may be sent via electronic means if the complainant has consented to receive electronic communication from the Association and, in such event, the Association shall retain a record of delivery of such acknowledgment.
5. **Notice of Decision.** The Board of Directors shall determine the representatives of the Association who shall conduct the proceedings and make a final decision on the complaint. Notice of that decision ("Notice of Decision") shall be rendered to the complainant by certified mail or hand delivery within 7 days of the decision. The Notice of Decision shall be dated as of the date of the decision, include specific citations to the laws or regulations of Virginia that led to the final decision, and shall include the Common Interest Community registration number for the Association. If applicable, the Notice of Decision shall also state the name and license number of the common interest community manager involved.
6. **Appeal to Ombudsman.** The Notice of Decision shall also advise the complainant of his or her right to file a Notice of Adverse Decision to the Office of the Common Interest Community Ombudsman and provide the data necessary to do so.
7. **Record Keeping.** The Association shall maintain a record of all complaints for no less than one year from the date of the Association's final decision, including incomplete and non-actionable complaints.
8. **Availability.** A copy of these procedures shall be made available upon request, and on the Association's website, if any.
9. **Resale Disclosure Packet.** A copy of these procedures shall be included in any resale disclosure packet issued after the effective date below.
10. **Annual Report.** The Association shall certify with each annual report filing that the Association complaint procedure has been adopted and is in effect.

The effective date of this Resolution shall be 9-27-12. This resolution was re-affirmed by the Board of Directors at a regular meeting on 6-26-14.

**COUNCIL OF CO-OWNERS OF KEENE MILL WOODS II CONDOMINIUM**

**BY: Steven P. Philbin, President**

EXHIBIT A  
Council of Co-Owners of Keene Mill Woods II Condominium  
COMPLAINT FORM  
(To comply with Section 55-530 of the Virginia Code)

You must use this form to file a complaint. Please complete, sign and date this form and mail, or fax to the Association's common interest community manager at the address below:

COUNCIL OF CO-OWNERS OF KEENE MILL WOODS II CONDOMINIUM  
c/o GATES HUDSON COMMUNITY MANAGEMENT  
3020 HAMAKER CT. SUITE 300  
FAIRFAX, VA 22031  
Ph (703) 752-8300 or Fax (703) 876-9594

Name of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

Preferred method of communication \_\_\_\_\_ Writing \_\_\_\_\_ Email

Please describe the nature of your complaint, including relevant times, dates and locations, and the specific provision of state law and/or regulations that you believe have been violated (please attach all documents and communications supporting your complaint – you may use additional pages).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and address of persons who are the subject of complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain what you want the Association to do in response to your complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



You must sign and date this form. Anonymous complaints will not be accepted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Association will maintain a record of your complaint for one year for the date upon which it takes action to resolve your complaint.

To be completed by Association representative only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_