
WEST PARK COMMUNITY ASSOCIATION

Association Complaint Form

Pursuant to Virginia regulation 18 VAC 48-70, the West Park Community Association (WPCA) has established this complaint form for the use of WPCA members who wish to file formal, written complaints with WPCA regarding the action, inaction, or decisions of WPCA that are considered to be inconsistent with applicable laws, regulations, or WPCA's governing documents.

Legibly describe your 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's laws and regulations and WPCA's governing documents that support your 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 your complaint.

Fill out this form, then print it out and sign it. Send the signed, completed form to the WPCA president at the address shown on the Contacts page of the WPCA website at <http://kpwwpca.org/wpca/contact/contacts.html> or scan it into Portable Document Format (.pdf) and attach it to an email sent to complaints@kpwwpca.org.

Printed Name _____
Date

Signature

Mailing Address

Lot Number _____ _____
Email Address _____ _____
Phone Number

Contact Preference: Phone Email Other _____

If, after the Board considers your complaint and issues a final decision adverse to your complaint, you have the right to file a Notice of Final Adverse Decision with the Virginia 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
CICombudsan@dpor.virginia.gov
