

Freshwater Estates Property Owners Association  
Board of Directors  
PO Box 73  
Mineral, VA 23117

**REPORT OF PERCEIVED INFRACTIONS FORM**

The Commonwealth of Virginia, Department of Professional and Occupational Regulation, Common Interest Community Board (CICB), of Richmond, VA, notified all associations registered with the CICB, by letter dated June 28, 2012, that, in part, associations should address all internal complaints from its members and follow due process requirements under common interest community law. Otherwise, members may file a complaint through the CICB alleging a lack of compliance with notice and hearing requirements.

The FEPOA Board of Directors (Board) has developed this report of perceived infractions form for FEPOA members to communicate with the Board instances of perceived infractions of FEPOA covenants, by-laws, regulations, policy and/or processes.

Legibly describe your complaint in the area provided below. Please include references to the specific facts and circumstance at issue, the provisions of the Association’s documents or governing law that support your complaint and, the alleged violator if warranted. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also attach any supporting documents relevant to your complaint.

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You may forward this form to the Board by US Mail to the above address or electronically to:  
[directors@freshwater-estates.net](mailto:directors@freshwater-estates.net).

Once received, a member of the Board will review the complaint for consideration. Should the board member render a written decision adverse to the complaint, please be aware that you have the right to file a notice of final adverse decision for consideration by the full Board to uphold or repeal the initial decision.

**COMPLAINANT**

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<b>Printed Name</b>		<b>Signature</b>		<b>[Date]</b>	
<hr/>					
<b>Street Address</b>					
<hr/>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<hr/>					
<b>Phone</b>	(      )		<hr/>		
	<b>Area Code</b>	<b>Number</b>			