

MEMORANDUM (2012-1-M)

FROM: THE BOARD OF DIRECTORS

FRESHWATER ESTATES PROPERTY OWNERS ASSOCIATION

DATE: September 28, 2012

SUBJECT: BOARD ADMINISTRATIVE RESOLUTION 01-2012

Universal Complaint Filing with the Common Interest Community Board

Dear Owners:

Pursuant to the Code of Virginia, Chapter 26, Section 55-515.3, 1950, Use of Technology, the Board of Directors ("Board") has adopted a written process for members and non-members who wish to register complaints of perceived violations of common interest community law or regulations cited through the Code of Virginia, Chapter 26, Sections 55-508-516.2, Property Owners' Association Act.

The Board approved the above resolution September 28, 2012 by electronic vote to adopt the Universal Complaint Form and procedures in compliance with the Common Interest Community Board (CICB) regulation cited in Section 55-530 effective July 1, 2012.

A copy of the Universal Complaint Form is enclosed for your information.