

REGENCY at MCLEAN, A CONDOMINIUM

Pursuant to Section 54.1-2354.4 of the Code of Virginia, the Board of Directors (“Board”) of the Unit Owners’ Association of Regency at McLean, A Condominium (“Association”) has established this Association Complaint Form for use by persons who wish to file written complaints with the Association regarding the action, inaction, or decision by the Board, managing agent, or Association inconsistent with applicable laws and regulations.

This form may be sent to the Association: By U.S. Mail to: General Manager Regency at McLean, A Condominium Management Office 1800 Old Meadow Road McLean, VA 22102 By email to: gm@regencyatmclean.org The telephone number of the Association/Manager to whom this form is to be directed is 703- 821-3450. COMPLAINING PARTY (The person filing the complaint.)

The telephone number of the Association/Manager to whom this form is to be directed is 703- 821-3450. COMPLAINING PARTY (The person filing the complaint.)

Name _____ Unit Number _____

Mailing Address _____

Phone Number _____ Are you: ____ Tenant ____ Owner

Email Address _____

Is this the first time you have filed this formal complaint? Yes ____ No ____

Please describe the circumstances and specific details regarding your allegation and complaint. (Please give specifics on the conditions or events you believe to be in violation of Laws or Association Rules/Regulations. List names, dates, times and places, and reasons leading to this complaint.)

[Attachments:](#)

Signature of Complaining Party: _____

Date: _____

(The Grievance and Complaint Protocol is described in the Rules Document dated 9/4/2019.)

If, after the Board’s consideration and review of the Complaint, the Board issues a final decision adverse to the Complaint, you have the right to file a notice of final adverse decision with the 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 CICombudsman@dpor.virginia.gov