The Waters At Lake Anna Homeowners' Association
Compliance Committee Policies and Procedures

I. Purpose:

1. These policies and procedures are set forth to define the role and duties assigned to The Waters at Lake Anna Homeowner's Association (hereinafter referred to as "the Association" or "TWALAHOA") Compliance Committee, as established by the Association Board of Directors meeting of July 25, 2009, and as amended April 26, 2025. The Compliance Committee shall operate under the guidance of the Association's Board of Directors, which is responsible to the Association for enforcement decisions and actions, as per Paragraph #8 of the Declaration of Restrictions (hereinafter the "TWALA Covenants"), Article VIII of the Association Bylaws dated February 28, 2006, the Virginia Code as it pertains to Property Owners' Associations and Common Interest Communities (Title 55.1, Chapter 18, Property Owners' Associations Act; Title 54, Chapter 23.3, Common Interests Communities), as amended from time to time, and the guidelines contained herein. Any proposed modifications of these policies and procedures defining the role and duties of the Compliance Committee shall be presented to the Board of Directors for approval from time to time as it may become necessary. The Compliance Committee shall strive to maintain an enjoyable environment within the development while respecting the rights of the Association members.

2. Revision 2 (April 26, 2025) changed the timeline for the complaint process and replaced the previous approved Filing and Resolution of Initial Complaints.

3. Revision 1 (March 27, 2010) incorporated the contents of, and replaced the previous revision issued and approved by the TWALAHOA Board of Directors on August 23, 2008, entitled *"Violation Process***" which addressed processes to be followed by the Association for apparent violations of the architectural requirements of the TWALAHOA Covenants, and such rules as issued by the Association.**

4. These policies and procedures address a process through which the TWALAHOA members may file complaints related to one or more non-compliances with the Association's rules.

5. These policies and procedures address a process through which TWALAHOA members and other citizens may file a complaint, in accordance with section 54.1-2354.4 of the Code of Virginia, relating to the Common Interest Community Ombudsman process, to the Virginia Common Interest Community Board."

6. In the past, TWALAHOA members have contacted the TWALAHOA office or a Board member to identify a problem, but did not file a complaint under the policies and processes set forth herein. The TWALAHOA Board of Directors confirmed that it will normally take action only when a complaint is filed in accordance with the policies and procedures set forth herein. However, in situations that may require immediate corrective actions, the Board of Directors may act to resolve a non-compliant situation without implementing the complaint process. See Board of Directors August 24, 2019, Meeting Minutes. In an emergency situation, TWALAHOA members should contact the Louisa County Sheriff's Department or the Louisa County Department of Fire and Emergency Services.

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Compliance Committee Policies and Procedures

II. Policies:

1. The community described and known as The *Waters at Lake Anna* consists of over 400 parcels contained within approximately 600 acres (+ or -) of land located in Louisa County, Virginia. In order to maintain such a large and diverse area in a manner that upholds property values and assists in maintaining a high quality of life for permanent and temporary residents and users, several rules have been established and are applicable to all Association members and residents of property within the development. Those rules are presented in the form of the TWALA Covenants and Bylaws, as recorded in the records of the County of Louisa.

Additionally, the Association has established published written rules covering the usage, maintenance, and upkeep of property, both the property personally owned by members and such property as owned and controlled by the Association (common areas). Therefore, in addition to the Declaration and Bylaws, the Association may adopt additional rules, policies, and procedures, as approved by the Board of Directors and promulgated to the membership through official communications, including but not limited to the President's Letter and the Owners' and Renters' Guide.

Such rules, policies, and procedures may address architectural standards, compliance matters, maintenance, use restrictions, and other operational matters, and may be developed with the assistance of committees or advisory groups as authorized by the Board of Directors. All such rules derive their authority from and are subject to approval by the Board of Directors. These documents are available to members on the TWALA Website (thewaters2022.org)."

2. All owners, guests, invitees, and residents of the TWALA development must comply with all the provisions of the Association Rules. Failure to comply with the aforementioned rules and regulations shall be grounds for action to require correction; recover damages or for injunctive relief; for suspension of voting rights and use of recreational facilities and access to or use of other amenities; for foreclosure of liens; or for any other legal or equitable relief deemed appropriate and allowable under the laws of the Commonwealth of Virginia. It is the role of the Compliance Committee to assist all owner or resident parties in upholding and adhering to such published Association Rules. In that regard, it is in the best interest and is the responsibility of all members of the Association to assist in advising the Association's Board of Directors of apparent violations which may be observed within the community. A copy of a complaint form for use within the community is appended to this document.

3. Failure of the Association to enforce any provisions of the Association Rules at any time shall in no event be deemed a waiver of the right to do so thereafter. As provided per Paragraph #18 in the TWALA Covenants, the Association shall have a right of easement over all non-Common Areas for the purpose of carrying out any of its rights or duties, in this case to conduct any necessary inspection of property within the development in accordance with the Procedures paragraph, contained in Part III, Procedures, herein.

4. The Compliance Committee shall, as directed, assist the Association and its Board of Directors in asserting the right of prosecution of "any proceeding at law or in equity against the person, persons or entity violating or attempting to violate" the Association Rules, as provided in Paragraph #4 of

the TWALA Covenants.

III. Procedures:

1. Filing and Resolution of Initial Complaints

The following procedures will be used by the Association to enforce Association Rules and complaints regarding action, inaction, or decisions of the Association. Complaints may be filed by a TWALAHOA member (or members) using Attachment 1, Compliance Committee Form #1: Complaint Form for Noncompliance of Association Rules, Laws, or Regulations. Specific instructions for filing a complaint are explained on the form.

a. As no comprehensive inspection of properties within the TWALA community had been undertaken since the incorporation of the Association, the Association scheduled a one-time visual inspection of TWALA properties from public access roadways. The inspection was conducted by the Association Board of Directors in conjunction with the Compliance Committee to identify possible violations of Association Rules. That schedule was created by the Association's Board of Directors upon the approval of these Policies and Procedures (March 27, 2010), and the membership of the Association was advised of the approximate inspection dates for each phase within the TWALA Community. Going forward, inspections of TWALA property may be conducted at such times as: (1) Upon receipt of a request for a resale disclosure certificate, as required-Upon receipt of a request for a resale disclosure certificate, as required under sections 55.1-1808 through 55.1-1815 of the Code of Virginia, or; (2) Upon receipt of a complaint alleging a violation of the Associations governing documents, provided the Compliance Committee Board determines the complaint contains sufficient information to warrant investigation;[Such notification to the Association's Compliance Committee or Board of Directors will be judged on a case-by-case basis as to whether the violation complaint contains a majority of elements of the information required by the *Complaint Form* **discussed in Part II, Para 2.], ; (3) by the Architectural Review Committee in conjunction with the approval and/or verification of house plans submitted for approval and the follow-on construction, or; (4) At any other such times as the Board of Directors deems reasonably necessary to ensure our neighborhood maintains its standards and that we ensure compliance with the Declaration, Bylaws, and duly adopted rules and regulations of the Association.**

Inspections, if proposed, shall be conducted in a manner consistent with the Association's governing documents and applicable law.

b. In the event a complaint identifies an apparent violation of any Association Rule per Paragraph 1(a), above, and that complaint is properly filed via Form #1 and received by the Association, the Association will attempt to verify said violation(s) within seventy-two (72) hours of receipt of said complaint.

c. If a complaint is verified by the Association, an initial email correspondence and first-class mailing will be sent, simultaneously, to the TWALA property owner(s) of the violating lot. These correspondences will identify the violation, provide a contact point and email address within the Association, and request the lot owner contact the Association as soon as possible to discuss the

violation. These correspondences will also provide a five (5) day window to cure the defect or violation. A copy of these correspondences will be maintained in the Association's office files. If no contact is made by the TWALA property owner(s) in response to these correspondences within five (5) days of the date of mailing, or if any agreed to corrective action is not undertaken by the TWALA property owner(s), it will be necessary to proceed to the formal procedures in the following paragraphs.

d. In the event initial attempts (Subparagraph c, above) to remedy violation(s) are not successful, action as provided by Title 55-1819, Virginia Property Owners' Association Act. In accordance with those provisions, the TWALA property owner(s) have a right to be heard before any monetary charges or suspension of privileges may be imposed. Consequently, once ten (10) days have passed following the correspondence in Subparagraph c., above, and contact has not been made by the TWALA property owner(s), a date for a hearing will be established by the Association and the TWALA property owner(s) notified of the date by a Notice of Hearing letter.

It should be noted that in any instance where the violation presents an imminent health or safety hazard, by order of the Association's Board of Directors, the Association or its management may take immediate action, at the owner's expense, to correct the violation. Notification to the TWALA property owner of the action taken and the costs incurred will be made by certified mail, as in the paragraphs above. The Notice of Hearing letter will specify the date, time and place of the hearing, identify the apparent or verified violation involved (include a copy of the initial contact letter) and the charges or other sanctions which may be imposed, and will be mailed by certified mail, return receipt requested, to the address shown on Association records, at least fourteen (14) days before the date of the scheduled hearing. If the property is known to have a nonowner resident (renter), then a copy of the Notice of Hearing letter notification shall also be sent to the tenant at the unit address by first class mail. The Notice of Hearing letter should also request that the TWALA property owner(s) notify the Association point of contact, by mail or by telephone number provided, whether they do or do not intend to be present or will be represented at the hearing. Members are reminded that Article II, #2.3 of the Association Bylaws requires TWALA property owners to notify the Association of a proper notification address of record. Non-receipt of a notification which was properly mailed to an address of record is not a defense against notification or corrective actions.

e. At the hearing, the Association's Board of Directors shall take such evidence and hear such testimony as is deemed necessary. As a result of the hearing, the Association Board of Directors shall determine the action required by Article VIII of the Association Bylaws, and shall determine the default (actual violation), the action required by the TWALA property owner(s) to cure the identified defect, the time within which the cure shall be required to be completed, and the remedies or sanctions, if any, to be imposed. The results of the hearing, as determined above, will be mailed as per paragraph (d) above within seven (7) days of the hearing. If the defect is not cured within the time frame prescribed by the Board at the hearing or in its letter outlining the results of the hearing, the Association's Board of Directors may then proceed to take such action as necessary to obtain relief and the TWALA property owner(s) will be notified of that action by certified, return receipt requested. The TWALA property owner may be held liable for any and all costs incurred in connection with the correction of the violation. [See Article VIII of the Association's Bylaws]

2. Complaints to Common Interest Communities Board

Once the Association has issued a final decision on a complaint, the complainant has a right to give notice of an adverse decision to the Virginia Common Interest Communities (CIC) Board. The policies and procedures in Paragraph 2 address a process through which TWALA HOA members or other citizens may file a complaint, in accordance with the Common Interest Communities Act, Section 54.1-2354.4, to the Virginia Common Interest Communities (CIC) Board.

a. Specifically, the actions described in Paragraph 2 relate to filing written complaints with the CIC Board regarding action, inaction, or decision by the Association that the complainant claims are inconsistent with applicable laws and regulations (note that this does not relate to complaints regarding Association Rules that are covered in Bylaws and Covenants unless there is a corresponding statute or regulation). If the Association issues a final decision adverse to the complaint, the complainant has a right to file for a review of the decision with the CIC Board.

The form and written procedures in Paragraph 2 include a clear and understandable description of the complainant's right to give notice of adverse decisions of the Association's Board of Directors to the CIC Board. Specifically, the TWALAHOA complaint form (Attachment 1) includes an explanation of the complainant's rights.

b. A complainant may give notice to the CIC Board of any Association final adverse decision in accordance with regulations promulgated by the CIC Board. The notice shall be filed within thirty (30) days of the Association final adverse decision, shall be in writing on forms prescribed by the CIC Board,[1] shall include copies of all records pertinent to the decision, and shall be accompanied by a twenty-five dollar ($25.00) filing fee. The fee shall be collected by the CIC Director and paid directly into the state treasury and credited to the CIC Management Information Fund pursuant to § 54.12354.2. The CIC Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the Association member. The CIC Director shall provide a copy of the written notice to the Association that made the final adverse decision.

c. The CIC Director (or designee) may request additional information concerning any notice of Association final adverse decision from the Association that made the final adverse decision (in this case, the TWALAHOA). The Association shall provide such information to the CIC Director within a reasonable time upon request. If the CIC Director, upon review, determines that the Association's final adverse decision may conflict with laws or regulations governing common interest communities or interpretations thereof by the CIC Board, the CIC Director may, in his/her sole discretion, provide the complainant and the Association with information concerning such laws or regulations governing common interest communities or interpretations thereof by the CIC Board.

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[1] The process and applicable forms are available at the CIC Ombudsman Website at the following links: http://www.dpor.virginia.gov/CIC-Ombudsman/ and http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/HomeownersAssociation/CIC%20Ombudsman%20Complaint%20Form.pdf [NOTE: The form is a PDF that allows printing or filing in using PDF.]

The determination of whether the Association's final adverse decision may conflict with laws or regulations governing common interest communities or interpretations thereof by the CIC Board shall be a matter within the sole discretion of the CIC Director, whose decision is final and not subject to further review. The determination of the CIC Director shall not be binding upon the complainant or the Association that made the final adverse decision.

IV. Common Area Violations:

In the event a violation of the rules takes place within or on a TWALA Common Area, the individuals (property owner, etc.) responsible for the violation shall be notified. Should such violation involve other than a TWALA member or his family members, tenants, guests, or other invitees of the TWALA property owner or tenant, local law enforcement entities will be informed, as necessary. The Association will seek correction of the violation through the individual found responsible for the violation. TWALA lot owners, moreover, are liable for any damage done to Common Area property by any residents, visitors, renters, repairmen, or others associated with said TWALA lot owner.

V. Grandfather Clause:

Any and all construction done without proper approval by the Association shall require a request for, and approval of, after-the-fact acceptance by the Association, before any pending action regarding a possible violation concerning the TWALA property owner can be finalized. This clause also applies to those TWALA members who applied for and received approval through the developer before the incorporation of the Association. It is the responsibility of the TWALA member/property owner(s) to provide adequate proof of any claimed developer's approval, as well as any necessary local government approval/sanction. Such proof does not, in and of itself, absolve the TWALA property owner of any violation of Association Rules, nor prevent the Association from taking action concerning any violation of the Rules. Documentation of the onetime review described above in Section III.I may address one or more noncompliance that falls within this Grandfather Clause.

VI. Inspection Report:

To fulfill its obligations under the Virginia Property Owners' Association Act (§ 55.1-1811) and the Virginia Resale Disclosure Act (Chapter 23.1, §§ 55.1-2307 through 55.1-2317), the Association may conduct a visual inspection of a lot and any exterior improvements in connection with:

- **The preparation of a resale disclosure certificate, or**
- **The investigation of potential violations of the Association's governing documents.**

Such inspections are conducted only from public rights-of-way and common areas, or the owner provides written consent. The purpose of the visual inspection is to help the Association:

- **Identify potential architectural or covenant violations,**
- **Ensure compliance with community standards,**

- **Provide accurate disclosures to prospective purchasers, and**
- **Limit the Association's potential liability by documenting the lot's status at the time of inspection.**

All inspections shall be documented in writing and retained, as applicable. The Association shall provide advance notice of inspections when required.

VII. Penalties, Remedies or Sanctions:

1. Should attempts, as outlined above, to correct identified violation(s) be unsuccessful, thereby requiring a hearing by the Association's Board of Directors, the Association's Board of Directors has the authority and responsibility to determine such remedies as would repair the defect, a time-frame for such corrections to be completed by the TWALA property owner(s), and to impose, as appropriate, penalties or sanctions against the responsible TWALA property owner(s).

2. The following possible penalties or sanctions may be imposed, either individually or in combination, by the Association's Board of Directors; however, the list is not all inclusive and is intended merely as notification to Association members of possible sanctions:

a. Suspension of all rights as a TWALA Association member until the defect is cured. (This may include the right of access to one or all of the TWALA Association owned facilities [pool, boat launching ramp, tennis courts, clubhouse, or common areas], or any other entitlement as a TWALA Association member for the duration of the default. See Article VIII of the Association Bylaws.)

b. A monetary fine of fifty dollars ($50.00) for a single offense, to be treated as an assessment against the Association member's lot.

c. A monetary fine not to exceed ten dollars ($10.00) per day for an offense of a continuing nature, not to exceed a period of ninety (90) days, to be treated as an assessment against the Association member's lot. (No additional charges shall accrue from the date a lawsuit is filed challenging the charges; however, the court may entitle the Association to collect such charges from the date the action was filed as well as all other charges so assessed. (See Property Owners' Association Act, Section 55.1-1819, Virginia Code.)

d. Any and all actual costs incurred by the Association to cure any defect which the TWALA property owner(s) failed to cure after proper notification by the Association's Board of Directors of an imposed remedy for correction within the time limit so determined by the Board (See Paragraph 8.1, Article VIII, of the Association Bylaws).

By this language, the Association does not waive its right to hire counsel and pursue whatever rights it may have against the TWALA property owner(s). In addition, the TWALA property owner shall also be responsible for the costs of any legal fees and legal proceedings incurred as necessary by the Association to arrive at compliance with the Association rules, as charged to the Association by the attorney in pursuit of those rights.

VIII. Records:

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The Association Board of Directors, in conjunction with the Office Manager, is responsible for maintaining the Association records detailing the enforcement of the rules and regulations of the Association. Those responsibilities include the proper mailing of notifications, maintenance of records of such mailings, and the maintenance of a TWALA Association Violations Log. Access to this information by the TWALA membership will be governed by the Property Owners' Association Act, Section 55.1-1815, Virginia Code. (A sample Compliance Log is included as Attachment 3, Form #3).

Attachments:

1. **Compliance Committee Form #1: Complaint Form for Noncompliance of Association Rules, Laws, or Regulations**
2. **Compliance Committee Form #2: Report of Property Inspection**
3. **Form #3 - Sample Compliance Log**

Attachment 1

COMPLIANCE COMMITTEE FORM #1

COMPLAINT FORM FOR NONCOMPLIANCE OF ASSOCIATION RULES, LAWS, OR REGULATIONS

This form is to be used to file a complaint with The Waters at Lake Anna Homeowner's Association (TWALAHOA) Board of Directors, concerning issues within the development known as The Waters at Lake Anna. A on line "Fillable" version of the Complaint form can be found on the TWALA Website, under HOA documents at the bottom, see "Compliance Committee Complaint Form (Fillable)".

TWALAHOA members or other citizens may file a complaint, pursuant to and in accordance with the Common Interest Communities Act, Section 54.1 -2354.4 of the Code of Virginia. The TWALA Board of Directors (TWALAHOA Board) of the TWALAHOA (the Association) has established this complaint form for use by persons who wish to file written complaints with the Association regarding the action, inaction, or decision by the governing board (TWALAHOA Board), managing agent (if any), or the Association inconsistent with applicable laws and regulations.

Legibly describe the 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 laws and regulations that support the 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 the complaint.

Should you choose to file a complaint using this form, please complete, sign and date the form and mail it to the Association's Office Manager at the following address:

The Waters at Lake Anna Homeowner's Association
ATTN: Office Manager
841 Lake Forest Drive, Mineral, VA 23117
Telephone: 540-894-0409

Name of Complainant(s):

Address: **Lot number:**

Phone: (Home): **(Work)**

(Mobile) **(Email)**

Preferred method of communication: _____ Writing ____Email

Please describe the nature of your complaint and cite any provisions of the Association documents or Virginia Laws or Regulations that is the basis for your complaint below (Use additional sheets if more space is required). Name and address (if known) of person or persons that are the subject of your complaint:

Please explain why any of the information requested above was not provided (if necessary):

Please be advised that the Association may elect not to take action on any complaint which does not conform to the above-referenced delivery requirements or include the requested information.

Upon receipt of your complete, written complaint, the Association will begin investigation. The Association will maintain a record of your complaint for a minimum of one (1) year from the date upon which it takes action, if appropriate, to resolve your complaint.

You must sign and date the form.

Signature of Complainant:

Date:

[To be completed by the Association representative only] Received By:

Date:

If, after the TWALAHOA Board's consideration and review of the complaint, the TWALAHOA 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 thirty (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 twenty-five ($25.00) 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

Attachment 2

TWALA COMPLIANCE COMMITTEE FORM #2

REPORT OF PROPERTY INSPECTION

The Waters at Lake Anna Homeowner's Association

841 Lake Forest Drive, Mineral, VA 23117

Date of Inspection: _____

TWALA Lot # _____

Lot Owner: _____

Address of Record: _____

In accordance with Title 55.1, Chapter 18, Property Owners' Associations Act, Virginia Code, a visual site inspection was performed by the TWALA Board of Directors of the above property in The Waters at Lake Anna development. As a result of this inspection, the item/s identified below were found to be in violation of the Association's Covenants, Bylaws, or other Rules and Regulations. If no violations are reported, as indicated by "None" below, then no violations were identified.

Maintenance Required:

Violations Identified:

Signature (for Compliance Committee)

Date:

Board/Committee Members participating in this Inspection:

Attachment 3

FORM #3 - SAMPLE COMPLIANCE LOG

Violations Log:

Violation #	Lot #	Owners Address	Violation	1st Notice Date	2nd Notice Date	Hearing Date	Comments/ Resolutions
YYYY-NN							

The Waters At Lake Anna Homeowners' Association
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List of Revisions

Revision Number / Date	**List of Revisions**	**Basis for Revisions**
Revision 0 August 23, 2008	**Initial Issuance**	**This policy and procedure document was entitled *"Violation Process"* which addressed processes to be followed by the Association for apparent violations of the architectural requirements of the Covenants, and such rules as issued by the Association.**
Revision 1 March 27, 2010	**Incorporates the contents of and replaces the initial issuance.**	**These policies and procedures are set forth to define the role and duties assigned to The Waters at Lake Anna Homeowner's Association (hereinafter referred to as "the Association" or "TWALAHOA") Compliance Committee, as established by the Association Board of Directors meeting of July 25, 2009. The Compliance Committee shall operate under the guidance of the Association's Board of Directors, which is responsible to the Association for enforcement decisions and actions, as per Paragraph #8 of the Declaration of Restrictions, Article VI11 of the Association Bylaws, the Virginia Code as it pertains to Property Owner Associations and Common Interest Communities (Title 55, Chapter 26) of Virginia Code, and the guidelines contained herein. Any proposed modifications of these policies and procedures defining the role and duties of the Compliance Committee shall be presented to the Board of Directors for approval from time to time as it may become necessary. The Committee shall strive to maintain an enjoyable environment within the development while respecting the rights of the members of the Association.** **This document also incorporates the contents of, and replaces the document issued and approved by the TWALAHOA Board of Directors on August 23, 2008, entitled *"Violation Process*," which addressed processes to be followed by the Association for apparent violations of the architectural requirements of the Covenants, and such rules as issued by the Association.**

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Revision Number / Date	List of Revisions	Basis for Revisions
		This revision includes a description of a one-time review of compliance with the Association requirements for use of the property. This information also discusses how certain issues or non-compliances that may be identified are resolved or managed.
Revision 2 04/25/2020	General	Address changes to Virginia Code and modify references to specific code sections. Retains certain historical information regarding the one-time review of compliance with the Association requirement for use of property, but changes the description (where appropriate) to indicate past actions that were completed and may no longer be applicable. Certain related information may continue to apply, especially in regard to resolution of non-compliances identified during the onetime review or ongoing reviews, as applicable. Add a description of the Common Interest Communities (CIC) right for complainants to seek review of Association adverse actions. Revise complaint form to include related information. Include the Report of Property Inspection as a form in this document. This form may be used when a property inspection is needed.
Revision 3 06/27/2020	General	Revised policy to incorporate comments of legal counsel.
Revision 4 4/26/2025	Section 2 complaint process	Simplified complaint process and established timelines for responses to violations. Template emails and letters were provided to the Secretary for uniformity. Address updated.
Revision 5 8/8/2025	Section VI: Inspection Report Attachment 1	Updated Section VI to reflect the updated Virginia Code as it relates to Inspections. Also added a link to Attachment 1 for the fillable Complaint Form.

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Revision Number / Date	List of Revisions	Basis for Revisions
Revision 6 7/25/2026	Section III procedures, 1, Filing and Resolution, paragraph C	This revision revises the cure period from 10 days to 5 days.
	Section 1 Purpose, paragraph 5 -1	This revision corrects the reference for the VA code to the Code of Virginia.
	Section II Policies (1)	This revision provides flexibility and change for the Association to act.