

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
PERIMETER CENTER
9960 MAYLAND DRIVE
RICHMOND, VIRGINIA 23233**

COMMON INTEREST COMMUNITY BOARD

Tentative **AGENDA**

THURSDAY, JUNE 4, 2020, 9:30 A.M.

****VIRTUAL MEETING****

MEMBERS OF THE PUBLIC: PLEASE SEE PAGE TWO OF THE AGENDA FOR VIRTUAL MEETING ACCESS INSTRUCTIONS.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

- a. Board Agenda, June 4, 2020

III. APPROVAL OF MINUTES

- a. Board Meeting, March 12, 2020

IV. PUBLIC COMMENT PERIOD*

V. BOARD BUSINESS

- a. Consider and Adopt Amended POA Disclosure Packet Notice

VI. OTHER BUSINESS

- a. Ombudsman Report
- b. DPOR COVID-19 Updates
- c. Consider Future Meeting Dates

VII. ADJOURN

NEXT MEETING SCHEDULED FOR SEPTEMBER 3, 2020, at 9:30 A.M.

* Five minute public comment, per person, with the exception of any open disciplinary or application files.

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8510 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.



Department of Professional and Occupational Regulation

COMMON INTEREST COMMUNITY BOARD PUBLIC PARTICIPATION IN JUNE 4, 2020 BOARD MEETING

AUTHORITY | Virtual Meeting

Access to the Perimeter Center, where DPOR board meetings are normally held, is closed to the public as a result of the COVID-19 pandemic. The meeting will be conducted in accordance with the applicable provisions of the Freedom of Information Act (Chapter 37 of Title 2.2 of the Code of Virginia) and Amendment 28 to House Bill 29 (Budget Bill for 2018-2020).

ACCESSING THE MEETING | Cisco WebEx

Members of the public may observe the meeting via the Cisco WebEx platform using the link, access code, and password below:

Link: 1617349307@covaconf.webex.com

Event number (access code): 161 734 9307

Event password: 2h3GPmWuyR2

The public can also listen to the meeting via audio by calling the number below and entering the access code:

Phone number: 1-866-692-4530

Access code: 161 734 9307

PUBLIC COMMENT | Registration Required

Members of the public who would like to provide comments to the Board during the public comment period must notify the Board in advance of the meeting in order to be registered. Please email the Board at cic@dpore.virginia.gov by 12:00 p.m. on Wednesday, June 3, 2020

VIRTUAL BOARD MEETING INSTRUCTIONS

and provide your name and email address. You will receive an email confirmation once your registration is complete.

Providing Public Comment

- Members of the public who have registered to provide comment can do so after having their names announced during the public comment period.
- Commenters will be limited to 5 minutes.
- Participants are asked to call from a location without background noise.
- The public comment period is an opportunity to provide comments to the Board. If a member of the public has questions of the Board or needs information, please email your inquiry to the Board office at the email address above so that staff can handle it appropriately.
- At the close of the public comment period, all public participants' connections to the meeting will be muted, and they will only be able to view and listen to the meeting.
- Feedback on this electronic meeting can be provided to the FOIA Council on the *Electronic Meetings Public Comment* form at <http://foiacouncil.dls.virginia.gov/sample%20letters/welcome.htm>.

DURING THE MEETING | Broadcast Interruption

Should an interruption of the broadcast occur during the meeting, please call 804-367-0362 or email Tanya.Pettus@DPOR.Virginia.gov.

The Board and staff appreciate your patience as we work through any challenges associated with a virtual meeting. The safety of all participants is of utmost concern during these unprecedented times and we look forward to resuming in-person meetings once it is safe to do so.

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The Common Interest Community Board (Board) met on March 12, 2020, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Drew Mulhare, Chair
Maureen A. Baker
Tom Burrell
Jim Foley
Amanda Jonas
David S. Mercer, Vice-Chair
Lori Overholt
Anne M. Sheehan
Scott Sterling
Katherine E. Waddell

Board member Eugenia Lockett Reese was not in attendance at the meeting.

DPOR staff present for all or part of the meeting included:

Mary Broz-Vaughan, Director
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Tanya M. Pettus, Administrative Assistant

Joshua Laws, Assistant Attorney General with the Office of the Attorney General, was present.

Finding a quorum of the Board present, Mr. Mulhare, Chair, called the meeting to order at 9:32 a.m. **Call to Order**

Ms. Henshaw advised the Board of the emergency evacuation procedures. **Emergency Evacuation of Board Rooms**

Ms. Henshaw advised the Board of amendments to the agenda. Ms. Overholt moved to approve the agenda as amended. Mr. Foley seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, and Waddell. **Approval of Agenda**

Ms. Henshaw introduced newly appointed Board members Jim Foley, who will serve the Board as a community manager member, and Anne Sheehan, who will serve as the CPA member.

Introduction of New Board Members

Mr. Sterling arrived to the meeting at 9:35 a.m.

Arrival of Board Member

Ms. Henshaw and Ms. Pettus advised the Board of amendments to the minutes of the December 5, 2019, Board meeting. Mr. Sterling moved to approve the December 5, 2019, Board meeting minutes as amended. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

Approval of Minutes

There were no members of the public present to address the Board on matters other than the case files to be presented.

Public Comment Period

In the matter of **File Number 2020-00381, Joie Scott Ford**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference (IFF), and the Presiding Officer's Summary and Recommendation.

File Number 2020-00381, Joie Scott Ford

Lawrence Marshall, counsel to Ms. Ford, was present to address the Board. Mr. Marshall stated that Ms. Ford was unable to attend the Board meeting due to a previously scheduled event. Mr. Marshall stated that Ms. Ford has been forthcoming with her criminal convictions and that she has completed probation and paid restitution in full. He further stated that Ms. Ford holds other professional licenses and has not faced any disciplinary actions in regard to those licenses. Mr. Marshall advised the Board that as demonstrated in the IFF, Ms. Ford has received glowing reviews from superiors, co-workers, and clients.

After discussion, Mr. Sterling moved to accept the recommendation of the Presiding Officer and approve Ms. Ford's application for a Principal or Supervisory Employee certificate. Mr. Burrell seconded the motion which was approved by: Baker, Burrell, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell. Mr. Foley voted in opposition to the motion. The motion passed by majority vote.

Ms. Sheehan recused herself from the meeting for discussion and deliberation of File Numbers 2020-00599 and 2020-00601.

Recusal of Board Member

In the matter of **File Number 2020-00599, Linda S. Emiroglu**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

File Number 2020-00599, Linda S. Emiroglu

Ms. Emiroglu was present to address the Board. Ms. Emiroglu explained the circumstances surrounding her previous bankruptcy filing and stated that she has been in the industry for ten years with no formal complaints or disciplinary actions. Ms. Emiroglu expressed her appreciation of the Presiding Officer's recommendation and asked that the Board approve her application.

After discussion, Mr. Foley moved to accept the recommendation of the Presiding Officer and approve Ms. Emiroglu's application for a Principal or Supervisory Employee certificate. Mr. Burrell seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sterling, and Waddell.

In the matter of **File Number 2020-00601, Emiroglu Management Services, LLC**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

File Number 2020-00601, Emiroglu Management Services, LLC

Linda S. Emiroglu was present to address the Board. Ms. Emiroglu explained the circumstances surrounding her previous bankruptcy filing and stated that Emiroglu Management Services, LLC undergoes an audit each year and has never had a negative finding. Ms. Emiroglu thanked the Board for their time and consideration.

After discussion, Mr. Burrell moved to accept the recommendation of the Presiding Officer and approve Emiroglu Management Services, LLC's application for a Common Interest Community Manager license. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sterling, and Waddell.

Ms. Sheehan returned to the meeting.

Return of Board Member

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the condominium registration of Vineyard Terraces, a Condominium at the Virginian, for failure of the declarant,

Consider Temporary Cease and Desist Orders

The Virginian Golf Club, L.C., to submit a complete annual report with evidence of a bond or letter of credit from a financial institution as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. Mr. Haughwout noted that staff had received a completed Condominium Bond/Letter of Credit Verification Form, but had not received a completed Annual Report.

**Regarding
Condominium
Registrations**

Mr. Sterling moved to authorize staff to issue a temporary cease and desist order against the declarant of Vineyard Terraces, a Condominium at the Virginian, as failure to file an annual report would cause irreparable harm to the public. Mr. Mercer seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

At 10:07 a.m., Ms. Jonas moved that the Board meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation with legal counsel pertaining to legal matters within the jurisdiction of the Board as permitted by § 2.2-3711.A.8 of the Code of Virginia. The following non-members were in attendance to reasonably aid the consideration of the topic: Mary Broz-Vaughan, Trisha Henshaw, Valerie Matney, and Joshua Laws. The motion to convene in closed meeting was with respect to the matter identified as agenda item VIII.a. Closed Meeting for the Purpose of Consultation of Legal Counsel Regarding Specific Legal Matters Pursuant to 2.2-3711.A.8 of the Code of Virginia. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

**Closed Meeting for
the Purpose of
Consultation with
Legal Counsel
Regarding Specific
Legal Matters
Pursuant to § 2.2-
3711.A.8 of the
Code of Virginia**

At 10:43 a.m., Mr. Mercer moved that the Board adjourn the closed meeting and immediately reconvene in open session. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Common Interest Community Board has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the *Code of Virginia* requires a certification by this Common Interest Community Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Common Interest Community Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Common Interest Community Board.

VOTE

AYES: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, and Waddell.

NAYS: None.

ABSENT DURING THE VOTE: Sterling.

ABSENT DURING THE MEETING: Lockett Reese.

Mr. Haughwout provided an update on the current status of the regulatory review processes for the Board's regulatory packages:

**Update on
Regulatory Actions**

Amendments to the Condominium Regulations in connection with the recodification of Title 55 of the Code of Virginia as outlined in SB 1080, became effective on December 31, 2019.

Amendments to the Time-Share Regulations in connection with the recodification of Title 55 of the Code of Virginia as outlined in SB 1080, became effective on December 30, 2019.

Amendments to the Common Interest Community Ombudsman Regulations in connection with the recodification of Title 55 of the Code of Virginia as outlined in SB 1080, became effective on December 11, 2019.

The Board's general review of the CIC Management Information Fund Regulations is in process. A public hearing was held on November 12, 2019, as part of a sixty-day public comment period that ended on

December 27, 2019. Mr. Haughwout advised the Board that public comments received will be reviewed and considered later in the meeting.

The public comment period for the periodic review of Public Participation Guidelines, Time-Share Regulations, Common Interest Community Manager Regulations, Common Interest Community Management Fund Regulations, and Common Interest Community Ombudsman Regulations ended on October 21, 2019. The Board reviewed the comments received at its meeting on December 5, 2019. The Board also voted to retain the regulations as is on December 5, 2019.

As Mr. Sterling was absent from the vote of the Certification of Closed Meeting, Ms. Henshaw asked him to certify that, to the best of his knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Common Interest Community Board. Mr. Sterling voted "aye".

Closed Meeting
Vote by Board
Member

Mr. Haughwout asked to the Board to consider an exempt action to amend trade/fictitious name requirements in the Condominium Regulations in order to align the regulations with amendments made to § 59.1-69 of the Code of Virginia that became effective on January 1, 2020. After review of the proposed amendments, Mr. Sterling moved to authorize staff to initiate an exempt action to amend the Condominium Regulations to comport with § 59.1-69 of the Code of Virginia. Ms. Baker seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

Consider Exempt
Actions to Amend
Trade/Fictitious
Name Requirements

Mr. Haughwout asked the Board to consider an exempt action to amend trade/fictitious name requirements in the Time-Share Regulations in order to align the regulations with amendments made to § 59.1-69 of the Code of Virginia that became effective on January 1, 2020. Mr. Haughwout also advised that the proposed amendments contained technical changes stemming from recodification of Title 55 of the Code of Virginia as outlined in SB 1080. After review of the proposed amendments, Ms. Jonas moved to authorize staff to initiate an exempt action to amend the Time-Share Regulations to comport with § 59.1-69 of the Code of Virginia and the recodification of Title 55. Mr. Burrell

seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

Mr. Haughwout asked to the Board to consider an exempt action to amend trade/fictitious name requirements in the CIC Manager Regulations in order to align the regulations with amendments made to § 59.1-69 of the Code of Virginia that became effective on January 1, 2020. After review of the proposed amendments, Mr. Burrell moved to authorize staff to initiate an exempt action to amend the CIC Manager Regulations to comport with § 59.1-69 of the Code of Virginia. Mr. Foley seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

The Board considered final adoption of amendments to the CIC Management Information Fund Regulations, to include the renaming of the regulations to the CIC Association Registration Regulations. Based on public comments received, staff recommended amendments to both the definitions section, and registration and renewal fees section. Ms. Jonas suggested additional amendments to address the comments received. After review and discussion of the public comments received on the draft amendments, Ms. Jonas moved to amend the proposed final regulations. Mr. Sterling seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell. The Board thanks all public commenters for their insights and participation in the review process.

Ms. Jonas then moved to adopt the amendments to the CIC Management Information Fund Regulations as amended. Ms. Baker seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

Ms. Henshaw advised that legislation passed during the 2019 General Assembly session directed the cash balance of the Board's funds to be placed in a cash reserve fund for designated purposes such as upgrades to the Department's information technology and addressing Department staffing needs, and that continuing the reduction of association renewal and registration fees, currently \$10.00, would cause a deficit that would place the Board outside of compliance with the Callahan Act. Ms. Henshaw asked the Board to consider allowing the temporary reduction

Consider Final Adoption of Amendments to CIC Management Information Fund Regulations

Discussion on Expiration of Temporarily Reduced Application Fees for Registration and Renewal of Community

of association renewal and registration fees to expire on its expiration date of June 30, 2020. Effective July 1, 2020, association renewal and registration would revert back to the fees as they are set forth in the Board's regulations. Ms. Henshaw also advised that pursuant to the passage of HB 2081 in 2019, assessment payment language was removed from the CIC Management Information Fund Regulations, therefore the Board no longer collects an assessment payment. After discussion, the Board agreed by consensus to allow the temporary reduction of association renewal and registration fees to expire on June 30, 2020.

Association Registrations

Ms. Henshaw advised that after reviewing previous Board disciplinary actions, it was determined that there is no baseline for determining monetary penalties for associations brought before the Board for disciplinary matters. Ms. Henshaw stated that in the 11 years the Board has been active, there have been five cases against associations in which monetary penalties were ordered in disciplinary matters. Due to the lack of data, monetary penalties must be determined on a case-by-case basis until there is enough precedent.

Discussion on Determining Sanctions for Associations Brought Before the Board for Disciplinary Matters

Ms. Henshaw and Ms. Broz-Vaughan provided an update of legislation affecting DPOR and the Board.

Legislative Update

Ms. Gillespie provided the Board with a summary of current complaint and file statistics as of March 6, 2020.

Ombudsman Report

Ms. Henshaw provided the Board with the most recent financial statements. There have been no claims from the Recovery Fund.

Board Financial Statements

Ms. Henshaw provided an overview of recent events attended by Board staff and the Ombudsman.

Staff Event Calendar

Board members considered the following resolution for former Board members Paul Orlando and Pia Trigiani:

Consideration of Resolutions for Service

PAUL ORLANDO

WHEREAS, **Paul Orlando**, did faithfully and diligently serve as a member of the Common Interest Community Board from 2015 to 2019;

WHEREAS, **Paul Orlando**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Paul Orlando**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this twelfth day of March 2020, that **Paul Orlando** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

LUCIA ANNA TRIGIANI

WHEREAS, **Pia Trigiani**, did faithfully and diligently serve as a member of the Common Interest Community Board from 2008 to 2019;

WHEREAS, **Pia Trigiani**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Pia Trigiani**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this twelfth day of March 2020, that **Pia Trigiani** be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Ms. Overholt moved to adopt the resolutions as presented. Mr. Sterling seconded the motion which was unanimously approved by: Baker,

Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

Due to changes in Board membership, Ms. Henshaw asked the Board to consider updating the membership of the Training Program Review Committee. After discussion, Mr. Burrell moved to appoint Mr. Foley to the Committee. In addition, Ms. Baker will serve as Chair of the Committee and Mr. Mulhare will serve as the Ex Officio member. Mr. Sterling seconded the motion which was unanimously approved by: Baker, Burrell, Foley, Jonas, Mercer, Mulhare, Overholt, Sheehan, Sterling, and Waddell.

**Discuss Training
Program Review
Committee
Membership**

Mr. Mulhare advised the Board that he had received an inquiry from a training provider who is developing a training webinar and asked if online training was accepted by the Board. Ms. Henshaw advised that Board regulations allow for online training.

Other Business

Ms. Henshaw advised the Board of a series of public hearings to be held by the Board for Professional and Occupational Regulation for the purpose of evaluating several licensure programs as a result of the 2018 Joint Legislative Audit and Review Commission study and legislation during the 2019 General Assembly session. Ms. Henshaw advised that the schedule of the meetings is subject to change due to the current COVID-19 public health emergency.

Mr. Mulhare reminded Board members to refer any inquiries they receive from members of the public regarding Board business to staff.

There being no further business, the meeting was adjourned at 11:49 a.m.

Adjourn

Drew Mulhare, Chair

Mary Broz-Vaughan, Secretary

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position.
DRAFT AGENDA

DRAFT

PUBLIC COMMENT PERIOD

Five minute public comment, per person, with the exception of any open disciplinary or application files.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
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DRAFT AGENDA

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

An Act to amend and reenact §§ 55.1-1809 and 55.1-1814 of the Code of Virginia, relating to Property Owners' Association Act; notice of restrictions on display of political signs.

[H 720]

Approved

Be it enacted by the General Assembly of Virginia:

1. That §§ 55.1-1809 and 55.1-1814 of the Code of Virginia are amended and reenacted as follows:

§ 55.1-1809. Contents of association disclosure packet; delivery of packet.

A. Within 14 days after receipt of a written request and instructions by a seller or the seller's authorized agent, the association shall deliver an association disclosure packet as directed in the written request. The information contained in the association disclosure packet shall be current as of a date specified on the association disclosure packet. If hand or electronically delivered, the written request is deemed received on the date of delivery. If sent by United States mail, the request is deemed received six days after the postmark date. An association disclosure packet shall contain the following:

1. The name of the association and, if incorporated, the state in which the association is incorporated and the name and address of its registered agent in the Commonwealth;

2. A statement of any expenditure of funds approved by the association or the board of directors that requires an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;

3. A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association, together with any post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the lot and to the right of use of common areas, and the status of the account;

4. A statement of whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;

5. The current reserve study report or summary of such report, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund allocated by the board of directors for a specified project;

6. A copy of the association's current budget or a summary of such budget, prepared by the association, and a copy of its statement of income and expenses or statement of its financial position (balance sheet) for the last fiscal year for which such statement is available, including a statement of the balance due of any outstanding loans of the association;

7. A statement of the nature and status of any pending action or unpaid judgment (i) to which the association is a party and (ii) that could or would have a material impact on the association or its members or that relates to the lot being purchased;

8. A statement setting forth the insurance coverage that is provided for all lot owners by the association, including the fidelity coverage maintained by the association, and any additional insurance that is required or recommended for each lot owner;

9. A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned to such lot, is or is not in violation of the declaration, bylaws, rules and regulations, architectural guidelines, and articles of incorporation, if any, of the association;

10. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;

11. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including reasonable restrictions as to the size, place, and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;

12. A statement setting forth any restrictions as to the size, place, duration, or manner of placement or display of political signs by a lot owner on his lot.

13. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to install or use solar energy collection devices on the owner's property;

14. A copy of the current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;

15. A copy of any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;

16. A copy of the notice given to the lot owner by the association of any current or pending rule

57 or architectural violation;

58 ~~16.~~ 17. A copy of the fully completed form developed by the Common Interest Community Board
 59 pursuant to § 54.1-2350;

60 ~~17.~~ 18. Certification that the association has filed with the Common Interest Community Board the
 61 annual report required by § 55.1-1835. Such certification shall indicate the filing number assigned by the
 62 Common Interest Community Board and the expiration date of such filing; and

63 ~~18.~~ 19. A statement indicating any known project approvals currently in effect issued by secondary
 64 mortgage market agencies.

65 B. Failure to receive copies of an association disclosure packet shall not excuse any failure to
 66 comply with the provisions of the declaration, articles of incorporation, bylaws, or rules or regulations.

67 C. The disclosure packet shall be delivered in accordance with the written request and instructions of
 68 the seller or the seller's authorized agent, including whether the disclosure packet shall be delivered
 69 electronically or in hard copy, and shall specify the complete contact information for the parties to
 70 whom the disclosure packet shall be delivered. The disclosure packet required by this section shall not,
 71 in and of itself, be deemed a security as defined in § 13.1-501.

72 D. The seller or the seller's authorized agent may request that the disclosure packet be provided in
 73 hard copy or in electronic form. An association or common interest community manager may provide
 74 the disclosure packet electronically; however, the seller or the seller's authorized agent shall have the
 75 right to request that the association disclosure packet be provided in hard copy. The seller or the seller's
 76 authorized agent shall continue to have the right to request a hard copy of the disclosure packet in
 77 person at the principal place of business of the association. If the seller or the seller's authorized agent
 78 requests that the disclosure packet be provided in electronic format, neither the association nor its
 79 common interest community manager may require the seller or the seller's authorized agent to pay any
 80 fees to use the provider's electronic network or system. The disclosure packet shall not be delivered in
 81 hard copy if the requester has requested delivery of such disclosure packet electronically. If the
 82 disclosure packet is provided electronically by a website link, the preparer shall not cause the website
 83 link to expire within the subsequent 90-day period. The preparer shall not charge another fee during the
 84 subsequent 12-month period, except that the preparer may charge an update fee for a financial update or
 85 for an inspection as provided in § 55.1-1810. If the seller or the seller's authorized agent asks that the
 86 disclosure packet be provided in electronic format, the seller or the seller's authorized agent may request
 87 that an electronic copy be provided to each of the following named in the request: the seller, the seller's
 88 authorized agent, the purchaser, the purchaser's authorized agent, and not more than one other person
 89 designated by the requester. If so requested, the property owners' association or its common interest
 90 community manager may require the seller or the seller's authorized agent to pay the fee specified in
 91 § 55.1-1810. Regardless of whether the disclosure packet is delivered in paper form or electronically, the
 92 preparer of the disclosure packet shall provide such disclosure packet directly to the persons designated
 93 by the requester to the addresses or, if applicable, the email addresses provided by the requester.

94 **§ 55.1-1814. Exceptions to disclosure requirements.**

95 A. The contract disclosures required by § 55.1-1808 and the association disclosure packet required by
 96 § 55.1-1809 shall not be provided in the case of:

- 97 1. A disposition of a lot by gift;
- 98 2. A disposition of a lot pursuant to court order if the court so directs;
- 99 3. A disposition of a lot by foreclosure or deed in lieu of foreclosure;
- 100 4. A disposition of a lot by a sale at an auction, where the association disclosure packet was made
 101 available as part of an auction package for prospective purchasers prior to the auction sale; or

102 5. A disposition of a lot to a person or entity who is not acquiring the lot for his own residence or
 103 for the construction thereon of a dwelling unit to be occupied as his own residence, unless requested by
 104 such person or entity. If such disclosures are not requested, a statement in the contract of sale that the
 105 purchaser is not acquiring the lot for such purpose shall be conclusive and may be relied upon by the
 106 seller of the lot. The person or entity acquiring the lot shall nevertheless be obligated to abide by the
 107 declaration, bylaws, rules and regulations, and architectural guidelines of the association as to all
 108 matters.

109 B. In any transaction in which an association disclosure packet is required and a trustee acts as the
 110 seller in the sale or resale of a lot, the trustee shall obtain the association disclosure packet from the
 111 association and provide the packet to the purchaser.

112 C. In the case of an initial disposition of a lot by the declarant, the association disclosure packet
 113 required by § 55.1-1809 need not include the information referenced in subdivisions A 2, 3, 5, or 9 of
 114 § 55.1-1809, and it shall include the information referenced in subdivision A ~~17~~ 18 of § 55.1-1809 only
 115 if the association has filed an annual report prior to the date of such disclosure packet.

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

An Act to amend and reenact §§ 55.1-1809 and 55.1-1814 of the Code of Virginia, relating to Property Owners' Association Act; notice of restrictions on display of political signs.

[H 720]

Approved

Be it enacted by the General Assembly of Virginia:

**1. That §§ 55.1-1809 and 55.1-1814 of the Code of Virginia are amended and reenacted as follows:
 § 55.1-1809. Contents of association disclosure packet; delivery of packet.**

A. Within 14 days after receipt of a written request and instructions by a seller or the seller's authorized agent, the association shall deliver an association disclosure packet as directed in the written request. The information contained in the association disclosure packet shall be current as of a date specified on the association disclosure packet. If hand or electronically delivered, the written request is deemed received on the date of delivery. If sent by United States mail, the request is deemed received six days after the postmark date. An association disclosure packet shall contain the following:

1. The name of the association and, if incorporated, the state in which the association is incorporated and the name and address of its registered agent in the Commonwealth;

2. A statement of any expenditure of funds approved by the association or the board of directors that requires an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;

3. A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association, together with any post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the lot and to the right of use of common areas, and the status of the account;

4. A statement of whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;

5. The current reserve study report or summary of such report, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund allocated by the board of directors for a specified project;

6. A copy of the association's current budget or a summary of such budget, prepared by the association, and a copy of its statement of income and expenses or statement of its financial position (balance sheet) for the last fiscal year for which such statement is available, including a statement of the balance due of any outstanding loans of the association;

7. A statement of the nature and status of any pending action or unpaid judgment (i) to which the association is a party and (ii) that could or would have a material impact on the association or its members or that relates to the lot being purchased;

8. A statement setting forth the insurance coverage that is provided for all lot owners by the association, including the fidelity coverage maintained by the association, and any additional insurance that is required or recommended for each lot owner;

9. A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned to such lot, is or is not in violation of the declaration, bylaws, rules and regulations, architectural guidelines, and articles of incorporation, if any, of the association;

10. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;

11. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including reasonable restrictions as to the size, place, and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;

12. A statement setting forth any restrictions as to the size, place, duration, or manner of placement or display of political signs by a lot owner on his lot.

13. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to install or use solar energy collection devices on the owner's property;

14. A copy of the current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;

15. A copy of any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;

16. A copy of the notice given to the lot owner by the association of any current or pending rule

57 or architectural violation;

58 ~~16.~~ 17. A copy of the fully completed form developed by the Common Interest Community Board
59 pursuant to § 54.1-2350;

60 ~~17.~~ 18. Certification that the association has filed with the Common Interest Community Board the
61 annual report required by § 55.1-1835. Such certification shall indicate the filing number assigned by the
62 Common Interest Community Board and the expiration date of such filing; and

63 ~~18.~~ 19. A statement indicating any known project approvals currently in effect issued by secondary
64 mortgage market agencies.

65 B. Failure to receive copies of an association disclosure packet shall not excuse any failure to
66 comply with the provisions of the declaration, articles of incorporation, bylaws, or rules or regulations.

67 C. The disclosure packet shall be delivered in accordance with the written request and instructions of
68 the seller or the seller's authorized agent, including whether the disclosure packet shall be delivered
69 electronically or in hard copy, and shall specify the complete contact information for the parties to
70 whom the disclosure packet shall be delivered. The disclosure packet required by this section shall not,
71 in and of itself, be deemed a security as defined in § 13.1-501.

72 D. The seller or the seller's authorized agent may request that the disclosure packet be provided in
73 hard copy or in electronic form. An association or common interest community manager may provide
74 the disclosure packet electronically; however, the seller or the seller's authorized agent shall have the
75 right to request that the association disclosure packet be provided in hard copy. The seller or the seller's
76 authorized agent shall continue to have the right to request a hard copy of the disclosure packet in
77 person at the principal place of business of the association. If the seller or the seller's authorized agent
78 requests that the disclosure packet be provided in electronic format, neither the association nor its
79 common interest community manager may require the seller or the seller's authorized agent to pay any
80 fees to use the provider's electronic network or system. The disclosure packet shall not be delivered in
81 hard copy if the requester has requested delivery of such disclosure packet electronically. If the
82 disclosure packet is provided electronically by a website link, the preparer shall not cause the website
83 link to expire within the subsequent 90-day period. The preparer shall not charge another fee during the
84 subsequent 12-month period, except that the preparer may charge an update fee for a financial update or
85 for an inspection as provided in § 55.1-1810. If the seller or the seller's authorized agent asks that the
86 disclosure packet be provided in electronic format, the seller or the seller's authorized agent may request
87 that an electronic copy be provided to each of the following named in the request: the seller, the seller's
88 authorized agent, the purchaser, the purchaser's authorized agent, and not more than one other person
89 designated by the requester. If so requested, the property owners' association or its common interest
90 community manager may require the seller or the seller's authorized agent to pay the fee specified in
91 § 55.1-1810. Regardless of whether the disclosure packet is delivered in paper form or electronically, the
92 preparer of the disclosure packet shall provide such disclosure packet directly to the persons designated
93 by the requester to the addresses or, if applicable, the email addresses provided by the requester.

94 **§ 55.1-1814. Exceptions to disclosure requirements.**

95 A. The contract disclosures required by § 55.1-1808 and the association disclosure packet required by
96 § 55.1-1809 shall not be provided in the case of:

97 1. A disposition of a lot by gift;

98 2. A disposition of a lot pursuant to court order if the court so directs;

99 3. A disposition of a lot by foreclosure or deed in lieu of foreclosure;

100 4. A disposition of a lot by a sale at an auction, where the association disclosure packet was made
101 available as part of an auction package for prospective purchasers prior to the auction sale; or

102 5. A disposition of a lot to a person or entity who is not acquiring the lot for his own residence or
103 for the construction thereon of a dwelling unit to be occupied as his own residence, unless requested by
104 such person or entity. If such disclosures are not requested, a statement in the contract of sale that the
105 purchaser is not acquiring the lot for such purpose shall be conclusive and may be relied upon by the
106 seller of the lot. The person or entity acquiring the lot shall nevertheless be obligated to abide by the
107 declaration, bylaws, rules and regulations, and architectural guidelines of the association as to all
108 matters.

109 B. In any transaction in which an association disclosure packet is required and a trustee acts as the
110 seller in the sale or resale of a lot, the trustee shall obtain the association disclosure packet from the
111 association and provide the packet to the purchaser.

112 C. In the case of an initial disposition of a lot by the declarant, the association disclosure packet
113 required by § 55.1-1809 need not include the information referenced in subdivisions A 2, 3, 5, or 9 of
114 § 55.1-1809, and it shall include the information referenced in subdivision A ~~17~~ 18 of § 55.1-1809 only
115 if the association has filed an annual report prior to the date of such disclosure packet.

Commonwealth of Virginia
Common Interest Community Board
Department of Professional and Occupational Regulation



Post Office Box 29570
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www.dpor.virginia.gov

Common Interest Community Board
PROPERTY OWNERS' ASSOCIATION DISCLOSURE PACKET NOTICE

Section 54.1-2350 of the *Code of Virginia* requires that this form accompany disclosure packets issued pursuant to § 55.1-1809 of the *Code of Virginia*.

The lot being purchased is in a development subject to the Property Owners' Association Act ("Act"). Properties subject to the Act are considered "common interest communities" under the law. Owning and living in a community governed by a common interest community association has benefits and obligations. Upon accepting title to a lot within a community governed by a common interest community association, membership in the property owners' association ("association") is mandatory and automatic. The Act specifies the contents of the **disclosure packet**, and fees that may be charged for preparation and distribution of the disclosure packet.

In addition to information provided in the disclosure packet, the following are important considerations when purchasing a lot in a community governed by an association.

Assessments

Each owner is responsible for and obligated to pay regular assessments and, if applicable, other assessments, including special assessments, and other mandatory fees to ensure that the association's financial requirements are met. Assessments are mandatory, imposed by the association for expenses incurred for maintenance and services provided for the benefit of some or all of the lots, reserves for future expenditures, the maintenance, repair, and replacement of the common area, including for the construction or maintenance of stormwater management facilities, insurance, administrative expenses, and other costs and expenses established in the governing documents. Failure or refusal to pay assessments and any other mandatory fees may result in imposition of late fees, interest, costs and attorney fees, recordation of a lien, filing a lawsuit and obtaining

This form was developed by the Common Interest Community Board in accordance with § 54.1-2350 of the Code of Virginia and is to accompany the association disclosure packet required by § 55.1-1809 of the Code of Virginia. Effective ~~10/01/2019~~ 7/01/2020

judgment against the lot owner, foreclosing on the lot to enforce the lien, and other actions permitted by the governing documents and the Act.

Declaration and Other Governing Documents

Governing documents typically include a declaration, plats, articles of incorporation, bylaws, rules and regulations, and architectural standards or guidelines ("governing documents"). The governing documents, association policies, and other information contained in the disclosure packet describe the basis for living in a community governed by a common interest community association. The form of governance, nature and scope of services, as well as limitations on property use are addressed in the governing documents, and association policies.

Owners have the responsibility, among other things, to comply with the restrictive covenants and association policies that outline what owners may and may not do on lots and common area. Use of common area, financial obligations of owners and other rights, responsibilities and benefits associated with ownership in a common interest community are subject to the provisions of governing documents and association policies. Some decisions are made by the association board of directors, while other decisions are reserved to a vote of association members. Failure to comply with the governing documents and association policies may result in monetary penalties, a lien against the lot, suspension of certain privileges, and legal action against the lot owner.

Limitations

The governing documents and association policies may establish limitations affecting use of individual lots and the common area. While the limitations applicable to each association may vary from community to community, § 54.1-2350 of the Code of Virginia makes particular reference to the following. The governing documents and association policies may establish:

- Limitations on an owner's ability to rent the lot.
- Limitations on parking and storage of certain types of motor vehicles and boats within the community.
- Limitations on maintenance of pets on a lot or in common areas.
- Limitations on operation of a business within a dwelling unit on a lot.
- Architectural restrictions applicable to an owner's lot.
- The period or length of time that the declarant (developer) may control membership on the board, make decisions on behalf of the association, and therefore operate the association. This period is often

referred to as the *declarant control period*. At the conclusion of the declarant control period, control of the association is transferred to the members.

This list does not represent all limitations that may affect lots within the common interest community.

Important Notice for Purchasers

The contract to purchase a lot within a community governed by a common interest community association is a legally binding document. The purchaser may have the right to cancel the contract after receiving the disclosure packet.

Information provided in this form is a summary of select matters to consider when purchasing a lot in a community governed by a common interest community association but should not be relied upon exclusively to understand the character and nature of the community and association.

The purchaser is responsible for examining the information contained in and provided with the disclosure packet. The purchaser shall carefully review the entire disclosure packet. The purchaser may request an update of the disclosure packet.

The contents of the disclosure packet control to the extent that there are any inconsistencies between this form and the disclosure packet.

The Disclosure Packet must include the following:

- 1 Association name, and if incorporated, the state of incorporation and the name and address of its registered agent in Virginia;
- 2 A statement of any expenditures of funds approved by the association or the board of directors that shall require an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;
- 3 A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association, together with any post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the lot and to the right of use of common areas, and the status of the account;
- 4 A statement of whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;
- 5 The current reserve study report or summary thereof, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund allocated by the board of directors for a specified project;
- 6 A copy of the association's current budget or a summary thereof prepared by the association, and a copy of its statement of income and expenses or statement of its financial position (balance sheet) for the last fiscal year for which such statement is available, including a statement of the balance due of any outstanding loans of the association;
- 7 A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party and that either could or would have a material impact on the association or its members or that relates to the lot being purchased;
- 8 A statement setting forth what insurance coverage is provided for all lot owners by the association, including the fidelity bond maintained by the association, and what additional insurance would normally be secured by each individual lot owner;
- 9 A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are or are not in violation of any of the declaration, bylaws, rules and regulations, architectural guidelines and articles of incorporation, if any, of the association;

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- 10 A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;
- 11 A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including but not limited to reasonable restrictions as to the size, place, and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;
- 12 A statement setting forth any restrictions as to the size, place, duration, or manner of placement or display of political signs by a lot owner on his lot.
- 1213 A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to install or use solar energy collection devices on the owner's property;
- 1314 The current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;
- 1415 Any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;
- 1516 The notice given to the lot owner by the association of any current or pending rule or architectural violation;
- 1617 A copy of the fully completed form developed by the Common Interest Community Board pursuant to § 54.1-2350;
- 1718 Certification that the association has filed with the Common Interest Community Board the annual report required by § 55.1-1835, which certification shall indicate the filing number assigned by the Common Interest Community Board and the expiration date of such filing;
- 1819 A statement indicating any known project approvals currently in effect by secondary mortgage market agencies; and
- 1920 The association complaint procedure required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50.

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are reserved to a vote of association members. Failure to comply with the governing documents and association policies may result in monetary penalties, a lien against the lot, suspension of certain privileges, and legal action against the lot owner.

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- 1 Association name, and if incorporated, the state of incorporation and the name and address of its registered agent in Virginia;
- 2 A statement of any expenditures of funds approved by the association or the board of directors that shall require an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;
- 3 A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association, together with any post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the lot and to the right of use of common areas, and the status of the account;
- 4 A statement of whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;
- 5 The current reserve study report or summary thereof, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund allocated by the board of directors for a specified project;
- 6 A copy of the association's current budget or a summary thereof prepared by the association, and a copy of its statement of income and expenses or statement of its financial position (balance sheet) for the last fiscal year for which such statement is available, including a statement of the balance due of any outstanding loans of the association;
- 7 A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party and that either could or would have a material impact on the association or its members or that relates to the lot being purchased;
- 8 A statement setting forth what insurance coverage is provided for all lot owners by the association, including the fidelity bond maintained by the association, and what additional insurance would normally be secured by each individual lot owner;
- 9 A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are or are not in violation of any of the declaration, bylaws, rules and regulations, architectural guidelines and articles of incorporation, if any, of the association;
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- 14 Any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;
- 15 The notice given to the lot owner by the association of any current or pending rule or

architectural violation;

- 16 A copy of the fully completed form developed by the Common Interest Community Board pursuant to § 54.1-2350;
- 17 Certification that the association has filed with the Common Interest Community Board the annual report required by § 55.1-1835, which certification shall indicate the filing number assigned by the Common Interest Community Board and the expiration date of such filing;
- 18 A statement indicating any known project approvals currently in effect by secondary mortgage market agencies; and
- 19 The association complaint procedure required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50.

DRAFT AGENDA
Materials contained in this agenda are proposed for public discussion
and are not to be construed as regulation or official board action.
DRAFT AGENDA

office of the common interest community ombudsman

Date: June 1, 2020
To: Common Interest Community Board
From: Heather Gillespie
RE: Report to the CIC Board

The current complaint/file statistics as of June 1, 2020 are as follows:

	Phone	Email	Complaints	Closed
2007-08 Annual Report	222	300	77	17
2008-09 Annual Report	1,416	982	275	297
2009-10 Annual Report	1,551	1,129	276	271
2010-11 Annual Report	1,232	1,184	278	258
2011-12 Annual Report	1,613	1,833	311	345
2012-13 Annual Report	1,377	2,006	268	264
2013-14 Annual Report	1,697	2,195	235	226
2014-15 Annual Report	1,691	2,554	182	197
2015-16 Annual Report	1,602	2,238	182	175
2016-17 Annual Report	1,596	2,297	207	208
2017-18 Annual Report	1,622	2,598	224	230
2018-19 Annual Report	1,560	1,949	197	183
2019-20 Annual Report	669	1288	75	89
Totals	17,856	22,551	2,787	2,760

NFADs – 15 NFADs submitted.

We have received a greater than usual number of complaints from realtors related to a failure of an association to provide disclosure documents that are complete or provided in a timely manner.

We continue to hear about issues related to issues over which we have no authority – noise issues, parking, erosion.

I have updated the Notice of Final Adverse Decision Form and the CIC Ombudsman Complaint Form (submitted when an association fails to adopt a complaint procedure or respond to a properly submitted complaint) to more fully reflect the language in the CIC Ombudsman Regulations, address issues that have arisen over the years, and to streamline the information requested. These are being proofread now and once complete will be submitted to the Registrar.

DPOR COVID-19 UPDATES

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

2021 BOARD MEETING SCHEDULE

CIC BOARD	
Training Program Review Committee	Board Meeting
Wednesday, March 3, 2021 @ 1:00 pm Board Room 3	Thursday, March 4, 2021 @ 9:30 am Board Room 3
Wednesday, June 2, 2021 @ 1:00 pm Board Room 4	Thursday, June 3, 2021 @ 9:30 am Board Room 4
Wednesday, September 22, 2021 @ 1:00 pm Board Room 3	Thursday, September 23, 2021 @ 9:30 am Board Room 3
Wednesday, December 1, 2021 @ 1:00 pm Board Room 3	Thursday, December 2, 2021 @ 9:30 am Board Room 3

ADJOURN

DRAFT AGENDA
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and are not to be construed as regulation or official Board position
DRAFT AGENDA