



Department of Professional and Occupational Regulation

COMMON INTEREST COMMUNITY BOARD  
TENTATIVE AGENDA  
Thursday, October 3, 2024 -10:00 a.m.  
2nd Floor – Board Room # 2  
9960 Mayland Drive  
Richmond, Virginia 23233  
804-367-8526

**Mission:** Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

**I. CALL TO ORDER**

- A. Emergency Egress
  - B. Determination of Quorum
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**II. APPROVAL OF DRAFT AGENDA**

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**III. APPROVAL OF MINUTES**

- A. Common Interest Community Board Meeting, June 06, 2024
- 

**IV. WELCOME, INTRODUCTIONS, AND RESOLUTIONS**

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**V. PUBLIC COMMENT PERIOD: \*FIVE MINUTE PUBLIC COMMENT, PER PERSON\***

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**VI. ELECTION OF OFFICERS**

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**VII. REVIEW FILES AND DISCIPLINARY MATTERS**

- A. Consent Orders
    - 1. FirstService Residential DC Metro LLC File Number: 2024-01542  
**Talbert**
    - 2. Tagare Corporation File Number: 2024-01759  
**Durham**
    - 3. Evernest Holdings LLC File Number: 2024-01976  
**Baker**
- 

**VIII. NEW BUSINESS**

- A. Executive Director's Update
- B. Receivership Payment
- C. Regulatory Update
  - A. Proposed Association Registration Regulations

B. Proposed Changes to Resale Certificate

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**IX. OTHER BOARD BUSINESS**

- A. EPICx Update
  - B. Ombudsman Report
  - C. Board Financial Statement
  - D. Board Recovery Fund
  - E. Board Member Training Conference October 10-11, 2024
  - F. 2025 Board Meeting Dates
- 

**IX. COMPLETION OF PAPERWORK**

- A. Travel Voucher
  - B. Conflict of Interest Form
- 

**X. ADJOURNMENT**

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**NEXT MEETING SCHEDULED FOR THURSDAY DECEMBER 5, 2024**

\*\* 5-minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files. No other public comment will be accepted by the Board during the meeting.

Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the Department at (804) 367-8552 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.

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**PERIMETER CENTER CONFERENCE CENTER**  
**EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS**  
(Script to be read at the beginning of each meeting.)

**PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.**

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

**Board Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Room 2**

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Rooms 3 and 4**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 2**

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

## **DETERMINATION OF QUORUM:**

- The Common Interest Community Board, consist of eleven members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by six board members in accordance with [§ 54.1-2348](#).

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# **APPROVAL OF DRAFT AGENDA**

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# **APPROVAL OF MINUTES**

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**COMMON INTEREST COMMUNITY BOARD  
MINUTES OF MEETING**

The Common Interest Community Board (Board) met on June 6, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Deborah Casey  
Matt Durham, Chair  
Thomas Mazzei  
Catherine Noonan  
Lori Overholt  
Anne M. Sheehan  
Margaret Tunstall

Board members absent from the meeting Maureen Baker, Tracey Talbert, Katherine Waddell, and Joyce Wolf.

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

Brian Wolford, Chief Deputy Director  
Tom Payne, CID Deputy Director  
Stephen Kirschner, LRPD Deputy Director  
Anika Coleman, Executive Director  
Justina Ehiawaguan, CIC Ombudsman  
Lee Bryant, CIC/Cemetery Board Administrator  
Breanne Lindsey, Regulatory Operations Administrator  
Rachel Harris, Administrative Coordinator  
Lauren England, CIC Program Analysis

Joshua Laws from the Office of the Attorney General was present.

Charles Vaughters, BPOR Board Liaison was present.

Finding a quorum of the Board present, Mr. Durham called the meeting **Call to Order** to Order at 10:00 A.M.

Mr. Durham reviewed the emergency evacuation procedures.

**Emergency Egress**

Ms. Noonan moved to approve the agenda as presented. Ms. Tunstall seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, and Tunstall.

**Approval  
of Agenda**

Ms. Tunstall moved to approve the minutes from the March 28, 2024, Common Interest Community Board meeting and the April 10, 2024, Common Interest Community Regulatory Review Committee meeting minutes in a block. Mr. Mazzei abstained from the vote stating that he was not present at the meetings. Ms. Noonan seconded the motion which was approved by members: Casey, Durham, Noonan, Overholt, Sheehan, and Tunstall.

**Approval of Minutes**

Mr. Durham allowed the Board and Board staff to introduce themselves due to recent reorganization changes.

**Welcome and  
Introductions**

Board members considered the following resolution for Raven C. Custer.

**Resolution for  
Service**

**Raven C. Custer**

WHEREAS, **Raven C. Custer** did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation from 2022 to 2023.

WHEREAS, **Raven C. Custer**, did devote generously of his time, talent, and leadership to the Board.

WHEREAS, **Raven C. Custer**, 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 sixth day of June 2024, that **Raven C. Custer** be given all honors and respect due him for his outstanding service to this Board and 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.



Ms. Overholt moved to accept the resolution for Raven C. Custer.  
Ms. Casey seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, and Tunstall.

Cynthia Gale, an association manager for myStreet Community was present for public comment. Ms. Gayle inquired about annual reporting requirements related to the number of lots or units in the common interest community, and that relates to the fee amount.

**Public Comment**

Ms. Sheehan recused herself from the meeting for discussion and deliberation of File Number 2024-00750.

**Recusal of Board Member**

In the matter of **File Number 2024-00750, Serinity Management Inc.**, Board members reviewed the Consent Order. Serinity Management Inc. admits to violation of 18 VAC 48-50-190.17 as outlined in Count 1 and consents to the imposition of a monetary penalty of \$1000.00 for violation of Count 1, and Board costs of \$150.00. In addition, the Board shall waive imposition of the \$500.00 monetary penalty.

**Serinity Management Inc., File Number: 2024-00750**

Ms. Noonan moved to approve the terms of the Consent Order as presented. Mr. Mazzei seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, and Tunstall.

Ms. Sheehan returned to the meeting.

**Return of Board Member**

Ms. Coleman provided the board with a regulatory update. Ms. Coleman informed the Board of the current regulatory phase for each of the regulations that are under review by the Regulatory Review Committee. She continued by informing the Board that Board staff are currently working to implement legislative changes into the regulations to present to the Board as exempt actions at a future meeting.

**Regulatory Update**

Mr. Durham inquired Board staff about the likelihood of canceling future Board meetings if the Board does not have business to discuss. Mr. Kirschner informed the Board of the parameters around cancelling meetings and indicated it depends on the statutory requirement related to how often the Board is required to meet per year. Mr. Kirschner continued by stating that if the Board has a disciplinary case to decide on, then the meeting would need to continue to ensure the case decision is made in the amount of time required by statute.

**Other Business**

After discussion, Ms. Coleman confirmed the next Board meeting is scheduled for Friday, September 27, 2024. The Board asked that Board staff provide the proposed 2025 and 2026 Board meeting dates to the full Board via email.

Mr. Payne, Compliance and Investigations Division Deputy Director, provided the Board with the report from the Office of the Common Interest Community Ombudsman, the report contains statistics on complaints received by the Ombudsman's office, as well as compliance and enforcement statistics.

**Ombudsman Report**

Mr. Durham informed the Board that the most recent financial statements were provided for the Board to review.

**Board Financial Statements**

Mr. Durham informed the Board that the Board recovery fund documentation was provided for informational purposes.

**Board Recovery Fund**

Ms. Coleman informed the Board of the Board Member Training Conference on October 10-11, 2024; more information will be provided on a later date.

**Board Member Training Conference**

Mr. Durham reminded the Board members to complete their conflict-of-interest forms and travel vouchers.

**Complete Conflict of Interest Forms and Travel Vouchers**

There being no further business, the Board adjourned at 10:38 a.m.

**Adjourn**

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Matt Durham, Board Chair

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Brian P. Wolford, Board Secretary

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**WELCOME,**  
**INTRODUCTIONS, AND**  
**RESOLUTIONS**

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# **PUBLIC COMMENT PERIOD**

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# **ELECTION OF OFFICERS**

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## **NEW BUSINESS:**

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1 **Common Interest Community Board**

2 **General Review of Common Interest Community Association Registration Regulations**

3 **18VAC48-60-13. Definitions.**

4 A. Section § 54.1-2345 of the Code of Virginia provides definitions of the following terms and  
5 phrases used in this chapter:

6 "Association"

7 "Board"

8 "Common interest community"

9 "Governing board"

10 B. Section § 55.1-1800 of the Code of Virginia provides definitions of the following terms and  
11 phrases used in this chapter:

12 "Property owners' association"

13 C. Section § 55.1-2100 of the Code of Virginia provides definitions of the following terms  
14 and phrases used in this chapter:

15 "Proprietary lessees' association"

16 D. The following words and terms when used in this chapter shall ~~shall~~ will have the following  
17 meanings unless the context clearly indicates otherwise a different meaning is provided or is  
18 plainly required by the context:

19 "Annual report" means the proper filing with the board of a completed, board-prescribed  
20 form submitted with the appropriate fee, and other required documentation for registration or  
21 renewal of an association.

22 "Association" means the same as the term is defined in § 54.1-2345 of the Code of Virginia.

23 ~~"Board" means the same as the term is defined in § 54.1-2345 of the Code of Virginia.~~

24 ~~"Common interest community" means the same as the term is defined in § 54.1-2345 of the~~  
25 ~~Code of Virginia.~~

26 "Contact person" means the individual designated by an association to receive  
27 communications and notices from the board on behalf of the association.

28 ~~"Governing board" means the same as the term is defined in § 54.1-2345 of the Code of~~  
29 ~~Virginia.~~

30 ~~"Property owners' association" means the same as the term is defined in § 55.1-1800 of the~~  
31 ~~Code of Virginia.~~

32 ~~"Proprietary lessees' association" means the same as the term is defined in § 55.1-2100 of~~  
33 ~~the Code of Virginia.~~

34 "Registration" means the proper filing of an annual report with the board by an association  
35 and issuance of a certificate of filing by the board to an association in accordance with § 54.1-  
36 2349 A 8 of the Code of Virginia.

37 "Renew" means the process of filing an annual report with the board for continuance of a  
38 registration.

39 **18VAC48-60-15. Timeframe for association registration and annual report.**

40 A. ~~Within 30 days after the date of termination of the declarant control period, an association~~  
41 ~~governing a condominium shall~~ the meaning and intent of § 55.1-1835 of the Code of Virginia, a  
42 property owners' association must register with the board by filing ~~the~~ an annual report ~~required~~  
43 by § 55.1-1980 of the Code of Virginia within 30 days of recordation of the declaration and shall  
44 file an annual report every year thereafter.



45 B. Within 30 days after the date of termination of the declarant control period, a ~~proprietary~~  
46 ~~lessees' association shall~~ an association governing a condominium must register with the board  
47 by filing the annual report required by ~~§ 55.1-2182~~ § 55.1-1980 of the Code of Virginia and shall  
48 file an annual report every year thereafter.

49 C. ~~Within the meaning and intent of § 55.1-1835 of the Code of Virginia, a property owners'~~  
50 ~~association shall~~ 30 days after the date of termination of the declarant control period, a  
51 proprietary lessees' association must register with the board by filing an annual report ~~within 30~~  
52 ~~days of recordation of the declaration~~ required by § 55.1- 2182 of the Code of Virginia and shall  
53 file an annual report every year thereafter.

54 **18VAC48-60-16. Designation of association contact person; certification of association**  
55 **complaint procedure.**

56 A. An association must include the following information on an annual report:

- 57 1. The name and contact information of the contact person for the association.
- 58 2. The name and contact information of a governing board member authorized by the  
59 association to receive correspondence related to notices of final adverse decision from  
60 the Office of the Common Interest Community Ombudsman.

61 B. An association must certify with each annual report filing that it has adopted an  
62 association complaint procedure in accordance with the Common Interest Community  
63 Ombudsman Regulations (18VAC48-70) and that such procedure is in effect.

64 **18VAC48-60-17. Association registration expiration and renewal.**

65 A. An association registration shall ~~will~~ expire ~~one year~~ 12 months from the last day of the  
66 month in which it was issued.

67 B. Prior to the expiration date on the registration, the board ~~shall mail~~ will send a renewal  
68 notice to the registered association's contact person named in the board's records. ~~Failure to~~  
69 ~~receive a renewal notice from the board does not relieve the association of the obligation to~~  
70 ~~renew by filing the annual report with the applicable fee.~~

71 C. Each association ~~shall~~ will renew its registration by filing an annual report with the board,  
72 including payment of renewal fee established in 18VAC48-60-60. ~~A registration shall be~~  
73 ~~renewed and considered current upon~~ Upon receipt and processing by the board office of the  
74 ~~completed annual report along with the renewal fee pursuant to 18VAC48-60-60,~~ the  
75 registration will be renewed and considered current.

76 D. An association that does not renew registration within 12 months after expiration of the  
77 registration may not renew and must submit a new ~~common interest community association~~  
78 ~~registration~~ application by filing the annual report and applicable registration fee.

79 E. The governing board of an association that fails to comply with registration requirements  
80 in this chapter may be subject to action by the board in accordance with 18VAC48-60-14 ~~D~~ C.

81 **18VAC48-60-25. Maintenance of registration.**

82 An association shall must notify the board office, in writing, within 30 days of any of the  
83 following:

- 84 1. ~~Change of address of contact person~~ information;
- 85 2. Change of governing board member designated by the association pursuant to  
86 18VAC48-60-16 A 2;
- 87 3. Change of members of the governing board; and
- 88 3. 4. Any other changes in information reported on the association's annual report.

89 **18VAC48-60-55. Fees, generally.**

90 All fees are nonrefundable and shall will not be prorated. The date on which the fee is  
91 received by the board or its agent will determine whether the fee is on time. Checks or money  
92 orders shall must be made payable to the Treasurer of Virginia.

93 **18VAC48-60-60. Registration and renewal fees.**

94 The following fee schedule is based upon the number of lots or units subject to the  
95 declaration for each association. Each association filing its first annual report shall must also  
96 pay the assessment required by § 54.1-2354.5 B of the Code of Virginia. The phrase "lots or  
97 units subject to the declaration" as used in in this section means any lots or units in a  
98 development to which the provisions of the recorded declaration, as amended, for the common  
99 interest community are applicable.

Number of Lots or Units	Registration Fee	Renewal Fee
1 - 50	\$45	\$30
51 - 100	\$65	\$50
101 - 200	\$100	\$80
201 - 500	\$135	\$115
501 - 1000	\$145	\$130
1001 - 5000	\$165	\$150
5001+	\$180	\$170

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



9960 Mayland Drive, Suite 400  
Richmond, Virginia  
23233-1485  
(804) 367-8510  
[cic@dpor.virginia.gov](mailto:cic@dpor.virginia.gov)  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

### **Common Interest Community Board COMMUNITY ASSOCIATION RESALE CERTIFICATE**

Section 54.1-2350 of the *Code of Virginia* requires that this form accompany resale certificates issued pursuant to § 55.1-2311 of the Resale Disclosure Act.

The home being purchased is in a development subject to the Virginia Condominium Act, the Virginia Property Owners' Association Act or the Virginia Real Estate Cooperative Act. Properties subject to these acts are considered "common interest communities" under the law, governed by an owners' association ("association"). Upon accepting title to a home, membership in the association is mandatory and automatic. Homes in common interest communities are subject to the Virginia Resale Disclosure Act that requires disclosure of information about the common interest community and its association on this resale certificate.

The Resale Disclosure Act also regulates the fees that may be charged for preparation and distribution of the resale certificate.

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### **Important Notice for Purchasers**

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**The contract to purchase a home in a common interest community association is a legally binding document. The purchaser may have the right to cancel the contract after receiving the resale certificate.**

**The purchaser is responsible for examining the information contained in and provided with this resale certificate. The purchaser may request an update of the resale certificate from the association.**

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THE VIRGINIA CONDOMINIUM  
RESALE CERTIFICATE

TO: \_\_\_\_\_

RE: Condominium Unit No. \_\_\_\_\_  
(and limited common element parking space(s) \_\_\_\_\_),  
(and limited common element storage space(s) \_\_\_\_\_),  
The Virginia Condominium  
Falls Church, Virginia

The following disclosures are being made pursuant to § 55.1-2310 of the Virginia Resale Disclosure Act.

**1. Contact Information**

NAME & ADDRESS OF ASSOCIATION:

The Virginia Condominium Unit Owners Association  
123 Main Street  
Falls Church, Virginia 22042  
Phone: 703-123-4567      Email: thevirginiacondouoa@gmail.com

NAME & ADDRESS OF MANAGING AGENT (OR PREPARER IF NO MANAGING AGENT):

John Smith      The association  **does**  **does not**  
Perfection Management Company      have a managing agent.  
800 Mayberry Way  
Fairfax, Virginia 22030  
Phone: 703-555-1212      Email: jsmith@perfection.com

**2. Assessment and Fee Information**

Current installment of annual assessment due \_\_\_\_\_ \$ \_\_\_\_\_  
*Due Date*

Assessments in arrears \_\_\_\_\_ \$ \_\_\_\_\_  
*Periods Covered*

Any special assessment due \_\_\_\_\_ \$ \_\_\_\_\_  
*Due Date*

Other fees or charges due \_\_\_\_\_ \$ \_\_\_\_\_  
*Description/Due Date*

Fees or charges in arrears \_\_\_\_\_ \$ \_\_\_\_\_  
*Description/Due Date*

TOTAL ASSESSMENTS & CHARGES DUE \$ \_\_\_\_\_

Assessments, fees and charges for the current fiscal year not yet due:

Common expenses \$ \_\_\_\_\_

Any special assessment \$ \_\_\_\_\_

The association levies annual assessments, payable in equal monthly installments, to pay common expenses. Special assessments may also be levied for the same purpose. A fee of up to \_\_\_\_\_ Dollars is currently charged by the association for the preparation of a Resale Certificate (such as this one). A late charge of \_\_\_\_\_ Dollars is currently applied to any assessment or installment thereof not paid within ten days after the date it becomes due. There are no other fees or charges imposed by the association except:

[Fill in if applicable.]

### 3. Assessments, fees, or charges due to another entity

The unit owner  is  is not liable to any other entity or facility for assessments, fees, or other charges due to ownership of the unit.

If so: \_\_\_\_\_ \$ \_\_\_\_\_  
*Entity/facility name* *Due date*

Any documents pertaining to any entity or facility to which the unit owner may be liable for assessments, fees, or other charges due to ownership of the unit are attached.

### 4. Restraints on Alienation

The governing documents do not create any rights of first refusal or other restraints on free alienability of any of the units.

Leasing of units is subject to certain restrictions. No unit may be leased initially for less than a six-month term other than units owned by the Declarant or by certain Mortgagees. No unit may be leased for hotel or transient purposes. No portion of a unit (less than the entire unit) may be leased for any period. All leases must be written and must provide that failure to comply with the governing documents and Rules and Regulations constitutes a default under the lease. No unit may be subjected to a timesharing or similar form of ownership on a periodic or revolving basis.

The governing documents create a right of first refusal for the benefit of the association on the sale of any of the units. The right has been waived in the case of the sale of this unit from \_\_\_\_\_ to \_\_\_\_\_, provided such sale takes place in accordance with the terms of the contract of sale between them dated \_\_\_\_\_, 20\_\_\_\_, and that no modification of the contract occurs without the consent of the association.

**5. Capital expenditures approved by the association**

The association  **does**  **does not** have approved capital expenditures for the current and succeeding fiscal years. If so, the capital expenditure is for \$ \_\_\_\_\_ for the purpose of: \_\_\_\_\_

**6. Replacement Reserves**

Attached to this certificate is a copy of the current reserve study. As of the date of this certificate, there is an outstanding balance in the reserve for replacement fund (reserve account) of approximately \$ \_\_\_\_\_. Of that balance, the following amounts, if any, have been designated by the Board of Directors for the following specific projects: \_\_\_\_\_

**7. Financial Information**

Attached to this certificate is a copy of the statement of financial condition (balance sheet), an income and expense statement (if any), and the current operating budget of the association for the year ended \_\_\_\_\_, 20\_\_\_\_, the most recent fiscal year for which such statement is available.

**8. Unsatisfied Judgments and Pending Actions**

There  **are**  **are not** unsatisfied judgments against the association or any pending suits in which the association is a party that could have a material impact on the association, the unit owners or the unit being sold except as follows: \_\_\_\_\_

**9. Insurance Coverage**

The association has obtained the following insurance coverage covering the common elements and the units as required by the governing documents:

- comprehensive general liability coverage       workers compensation coverage
- directors and officers liability coverage       fidelity coverage
- property damage coverage  **with**  **without** full replacement cost
- flood insurance     cyber liability coverage
- Other \_\_\_\_\_

The association policy  **does**  **does not** cover property damage to betterments and improvements installed in the unit and personal property contained therein as well as insurance covering personal liability

The governing documents  **do**  **do not** require that unit owners obtain homeowners' insurance coverage on the unit.

## 10. Notice of Violations

The association  **has**  **has not** given or received written notice that any existing uses, occupancies, alterations or improvements in or to the unit being sold or to the limited elements assigned thereto violate a provision of the governing documents or rules and regulations. If the association has given the unit owner notice of any current or pending violation, a copy of the notice is attached to this certificate.

The association  **has**  **has not** received a written notice from a governmental agency of a violation of environmental, health, or building codes with respect to the unit being sold, the limited elements assigned thereto, or a portion of the common interest community that has not been cured. If the association has received notice of any current or pending violation, a copy of the notice is attached to this certificate.

## 11. Meeting Minutes

A copy of any approved minutes of meetings of the Board of Directors held during the last six months  **is**  **is not** attached.

A copy of any approved or draft minutes of the most recent association meeting  **is**  **is not** attached.

## 12. Leasehold Estates

There  **is**  **is not** an existing leasehold estate affecting a common area or common elements in the community. The terms of the leasehold estate are:

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## 13. Occupancy limitations

The association  **does**  **does not** have any limitation in the governing documents on the number or age of persons who may occupy the unit as a dwelling. If any, the limitation is as follows:

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## 14. Other Restrictions, Limitations or Prohibitions

**Yes**  **No** The right of an owner to display the flag of the United States. If any, the applicable provision follows: \_\_\_\_\_

**Yes**  **No** The right of an owner to install or use solar energy collection devices on the owner's unit or limited element. If any, the applicable provision follows: \_\_\_\_\_

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**Yes**  **No** The size, placement, or duration of display of political, for sale, or any other signs on the property. If any, the applicable provision follows: \_\_\_\_\_

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**Yes**  **No** Parking or vehicle restrictions, limitations, or prohibitions in the governing documents or rules and regulations. If any, the applicable provision follows: \_\_\_\_\_

**Yes**  **No** The operation of a home-based business that otherwise complies with all applicable local ordinances. If any, the applicable provision follows: \_\_\_\_\_

### 15. Pending sales or encumbrances:

There  **is**  **is not** a pending sale or encumbrance of the common elements. If there is such a sale or encumbrance, a summary is attached.

### 16. Secondary mortgage market agency approvals:

The common interest community is known to be currently approved (or mortgages secured by units in the common interest community are eligible for purchase) by the agencies checked below:

- Federal Housing Administration
- Veterans Administration
- Fannie Mae (formerly Federal National Mortgage Association)
- Federal Home Loan Mortgage Corporation (Freddie Mac)

### 17. [Real Estate Cooperatives Only] Accountant's Tax deductibility Statement

An accountant's statement as to the deductibility for federal income tax purposes by the owner of real estate taxes and interest paid by the association  **is**  **is not** attached.

### 18. Property Owners' Association

The Condominium  **is**  **is not** located within a development subject to the Virginia Property Owners' Association Act (section 55.1-1800 et seq. of the Code of Virginia, as amended).

### 19. Certification

The association  **has**  **has not** filed with the Common Interest Community Board the annual report required by law.

\_\_\_\_\_  
Filing number

\_\_\_\_\_  
Expiration date

### 20. Governing Documents, Rules and Regulations and Other Attachments

When checked, the following documents are attached to this Resale Certificate:

- Declaration
- Bylaws
- Articles of Incorporation (or other formation document if applicable)
- Rules and Regulations

- Financial Information (balance sheet, income statement, reserves)
- Reserve Study
- Violation Notices, if any
- Board of Directors and Association Meeting Minutes
- Summary of pending sale or encumbrance of common elements
- [*Real Estate Cooperatives Only*] Accountant's Statement

The information contained in this Resale Certificate, issued pursuant to section 55.1-2310 of the Resale Act, as amended, based on the best knowledge and belief of the association, is current as of the date hereof. The association may charge a fee for the preparation of this Resale Certificate as allowed by law.

THE VIRGINIA CONDOMINIUM  
UNIT OWNERS ASSOCIATION

Dated \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_  
*Officer:*

I hereby acknowledge that I received this Resale Certificate on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Unit Owner

I hereby acknowledge that I have received and read the information contained in this Resale Certificate on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Purchaser

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## **OTHER BOARD BUSINESS:**

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**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Common Interest Community Board  
954520**

**2022-2024 Biennium**

**May 2024**

	May 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - May 2022	July 2022 - May 2024
<b>Cash/Revenue Balance Brought Forward</b>			0
<b>Revenues</b>	51,900	1,169,469	506,355
<b>Cumulative Revenues</b>			506,355
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	31,261	813,369	672,550
<b>Board Administration</b>	0	0	0
<b>Administration of Exams</b>	0	0	0
<b>Enforcement</b>	11,496	281,760	382,104
<b>Legal Services</b>	0	1,916	4,479
<b>Information Systems</b>	8,626	152,658	163,567
<b>Facilities and Support Services</b>	9,124	147,289	153,165
<b>Agency Administration</b>	10,535	100,985	162,519
<b>Other / Transfers</b>	0	5,006	4,415
<b>Total Expenses</b>	71,042	1,502,983	1,542,798
<b>Transfer To/(From) Cash Reserves</b>	(821)	0	(1,069,726)
<b>Ending Cash/Revenue Balance</b>			33,283

<b>Cash Reserve Beginning Balance</b>	1,631,290	0	2,700,194
<b>Change in Cash Reserve</b>	(821)	0	(1,069,726)
<b>Ending Cash Reserve Balance</b>	1,630,468	0	1,630,468

<b>Number of Regulators</b>	
Current Month	7,731
Previous Biennium-to-Date	7,583

DEPARTMENT OF PROFESSIONAL  
& OCCUPATIONAL REGULATION

**VIRGINIA COMMON INTEREST  
COMMUNITY MANAGEMENT  
RECOVERY FUND**

**FINANCIAL STATEMENTS**

Cash Basis

For the Month Ended

7/31/2024

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**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
 VIRGINIA COMMON INTEREST COMMUNITY MANAGEMENT RECOVERY FUND  
 BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 07/31/24**

	Special Revenue Funds		
	Principal	Interest	Totals
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 910,575	\$ 26,095	\$ 936,671
	-	-	-
<b>Total Assets</b>	<u>\$ 910,575</u>	<u>\$ 26,095</u>	<u>\$ 936,671</u>
<b>FUND BALANCES</b>			
Reserved for Payment of Future Claims	\$ 910,575	\$ -	\$ 910,575
Reserved for Administration of Recovery Act	-	26,095	26,095
	<u>\$ 910,575</u>	<u>\$ 26,095</u>	<u>\$ 936,671</u>
<b>Total Fund Balances</b>	<u>\$ 910,575</u>	<u>\$ 26,095</u>	<u>\$ 936,671</u>

The accompanying notes are an integral part of this statement.

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
 VIRGINIA COMMON INTEREST COMMUNITY MANAGEMENT RECOVERY FUND  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 FOR THE MONTH ENDED 07/31/2024**

	CURRENT MONTH			YEAR TO DATE		
	Principal Fund	Interest Fund	Totals	Principal Fund	Interest Fund	Totals
<b>REVENUES:</b>						
Assessments	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ -	\$ 1,300
Investment Income		707	707		707	707
Total Revenues:	<u>1,300</u>	<u>707</u>	<u>2,007</u>	<u>1,300</u>	<u>707</u>	<u>2,007</u>
<b>EXPENDITURES:</b>						
Claims Expense	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-
Total Expenses:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,300</u>	<u>707</u>	<u>2,007</u>	<u>1,300</u>	<u>707</u>	<u>2,007</u>
<b>Beginning Fund Balance</b>	<u>909,275</u>	<u>25,388</u>	<u>934,663</u>	<u>909,275</u>	<u>25,388</u>	<u>934,663</u>
<b>Ending Fund Balance</b>	<u>\$ 910,575</u>	<u>\$ 26,095</u>	<u>\$ 936,671</u>	<u>\$ 910,575</u>	<u>\$ 26,095</u>	<u>\$ 936,671</u>

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**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
 VIRGINIA COMMON INTEREST COMMUNITY MANAGEMENT RECOVERY FUND  
 SUPPLEMENTAL SCHEDULE OF CLAIMS PAID**

July 31, 2024

<b>CLAIMS PAID:</b>	<b>Number of Payments</b>	<b>Dollar Amount of Claims Paid</b>	<b>Related Recoveries</b>	<b>Net Payments</b>
July 1, 2024 - June 30, 2025	0	\$0.00	\$0.00	\$0.00
July 1, 2023 - June 30, 2024	0	\$0.00	\$0.00	\$0.00
July 1, 2022 - June 30, 2023	0	\$0.00	\$0.00	\$0.00
July 1, 2021 - June 30, 2022	1	\$239,466.76	\$0.00	\$239,466.76
July 1, 2020 - June 30, 2021	0	\$0.00	\$0.00	\$0.00
July 1, 2019 - June 30, 2020	0	\$0.00	\$0.00	\$0.00
July 1, 2018 - June 30, 2019	0	\$0.00	\$0.00	\$0.00
July 1, 2017 - June 30, 2018	0	\$0.00	\$0.00	\$0.00
July 1, 2016 - June 30, 2017	0	\$0.00	\$0.00	\$0.00
July 1, 2015 - June 30, 2016	0	\$0.00	\$0.00	\$0.00
July 1, 2014 - June 30, 2015	0	\$0.00	\$0.00	\$0.00
July 1, 2013 - June 30, 2014	0	\$0.00	\$0.00	\$0.00
July 1, 2012 - June 30, 2013	0	\$0.00	\$0.00	\$0.00
July 1, 2011 - June 30, 2012	0	\$0.00	\$0.00	\$0.00
July 1, 2010 - June 30, 2011	0	\$0.00	\$0.00	\$0.00
July 1, 2009 - June 30, 2010	0	\$0.00	\$0.00	\$0.00
July 1, 2008 - June 30, 2009	0	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>1</b>	<b>\$239,466.76</b>	<b>\$0.00</b>	<b>\$239,466.76</b>

This schedule is presented on a cash basis and represents aggregate claims paid and related recoveries. Recoveries are often received and reported in a different year from when the claim was paid.

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**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**  
**VIRGINIA COMMON INTEREST COMMUNITY MANAGEMENT RECOVERY FUNDS**  
**NOTES TO FINANCIAL STATEMENTS**  
7/31/2024

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of certain significant accounting policies employed by the Department of Professional and Occupational Regulation in administering the Virginia Common Interest Community Management Recovery Fund.

**A. Basis of Presentation**

The accompanying financial statements have been prepared using governmental fund accounting as prescribed by the Governmental Accounting Standards Board (GASB). The financial statements are prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

**B. Reporting Entity**

These financial statements report the financial activity of the Virginia Common Interest Community Management Recovery Fund, which is administered by the Department of Professional and Occupational Regulation. The Department exercises oversight authority over other funds which are not included in these financial statements.

**C. Financial Statement Presentation**

Special Revenue Funds account for transactions related to resources received and used for restricted or specific purposes. The Virginia Common Interest Community Management Recovery Fund, which is reported as a special revenue fund, is established under Section 55-530.1 of the *Code of Virginia* to reimburse associations for losses that occur when their community manager fails to perform his or her fiduciary responsibilities.

**D. Measurement Focus and Basis of Accounting**

The governmental fund financial statements are reported using the current financial resources measurement focus and the cash basis of accounting. Revenues are recognized when cash is received and expenditures are recorded when paid. The Department uses the cash basis of accounting during the year and prepares financial statements in accordance with generally accepted accounting principles at year end.

**E. Cash and Cash Equivalents**

Cash and cash equivalents consist of cash on hand, demand deposits, and investments in the Local Government Investment Pool (LGIP). Investments in the Local Government Investment Pool are reported as cash equivalents since they are readily convertible to cash.

**2. RESTRICTED FUND BALANCES**

Assets held in the Virginia Common Interest Community Management Recovery Funds are restricted to the payment of claims in accordance with Section 55.530.1H of the *Code of Virginia*. Interest earned on the deposits are used to pay the expenses of administering the fund, to pay claims, or may be transferred to the Common Interest Community Management Information Fund.

**3. ASSESSMENTS**

The Common Interest Community Management Recovery Fund is financed through assessments. Each new common interest community manager pays a \$25 assessment into the Recovery Fund at the time of application. Each association pays \$25 into the Recovery Fund at the time of filing its first annual report. After July 1, 2011, the *Code of Virginia* requires the Board to transfer funds from the Common Interest Community Management Information Fund and/or assess each association and each common interest community manager additional fees whenever the principal balance of the Recovery Fund is less than \$150,000. If the principal balance of the fund exceeds \$5,000,000 on June 30 of any year, the Board must transfer the excess to the Virginia Housing Partnership Revolving Fund.

\* These financial statements are prepared by Tara Hasan, Accounting Specialist. Please contact me at [Tara.Hasan@dpor.virginia.gov](mailto:Tara.Hasan@dpor.virginia.gov) if you have questions.



# SAVE THE DATE!

2024 Board Member  
Training Conference

*The Spirit of Service & Innovation:  
Advancing Regulatory Excellence*

**October 10-11, 2024**

**Great Wolf Lodge in Williamsburg.**

The conference will include high profile guest speakers,  
relevant training sessions, breakout sessions,  
and networking opportunities.

Stay tuned— additional information regarding  
registration and reservations will be provided  
as we get closer to the date.



549 E. Rochambeau Drive

Williamsburg, VA 23188

<https://www.greatwolf.com/williamsburg>

**2025  
Common Interest Community Board  
Meeting Dates  
10:00 A.M.**

**Board Room 2**

Thursday, March 6

Thursday, June 5

Thursday, December 4

**Board Room 3**

Thursday, September 25

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# **Complete Conflict of Interest forms and Travel Vouchers**

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