

EXHIBIT A

GREENFIELD CROSSING HOMEOWNERS ASSOCIATION, INC.

Board of Directors
Greenfield Crossing Homeowners' Association, Inc.
c/o Cardinal Management Group, Inc.
4300 Prince William Parkway, Suite 201, Woodbridge, VA 22192

ASSOCIATION COMPLAINT FORM

Pursuant to §54.1-2354.4 of the Code of Virginia, the Board of Directors (“Board”) of the GREENFIELD CROSSING HOMEOWNERS ASSOCIATION, INC. (“Association”) has established this “Association Complaint Form” for use by persons who wish to file written complaints with the Association regarding the action, inaction, or decision by the governing board, managing agent or Association inconsistent with applicable laws and regulations.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint, and the date of occurrence of the underlying issues. Please include references to the specific facts and circumstances at issue and the provisions of the Governing Documents or Virginia laws and regulations that support the complaint. Also, attach any supporting documents, correspondence and other materials related to the complaint. *If there is insufficient space, please attach a separate sheet of paper to this complaint form.*

COMPLAINT- INCLUDE SPECIFIC FACTS/CIRCUMSTANCES, AND DATE(S) AT ISSUE:

REQUESTED ACTION/RESOLUTION:

LIST VIRGINIA LAWS AND REGULATIONS THAT SUPPORT THE COMPLAINT:

LIST ATTACHED SUPPORTING DOCUMENTS, CORRESPONDENCE & OTHER RELATED MATERIALS:

Sign, date and print your name and address below and submit this completed form to the Association at the address listed above.

Printed Name

Signature

Date

Mailing Address and Address in Association, if different

Email Address

Phone Number

Contact Preference: Phone, Email, Other

If, after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint, you have the right to file a notice of adverse decision with the Common Interest Community Board ("CICB") in accordance with the regulations promulgated by the CICB. The notice shall be filed within thirty (30) days of the date of the final adverse decision, shall be in writing on forms provided by the Officer of the Common Interest Community Ombudsman ("Ombudsman"), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233

Telephone: (804) 367-2941

Fax: (804) 527-4405

Email: CICOmbudsman@dpor.virginia.gov

The CICB Director or his/her designee may request additional information concerning any notice of final adverse decision from the Association. The Association shall provide such information to the CICB Director within a reasonable time upon request. If the CICB Director upon review determines that the final decision may be in conflict with laws or regulations governing common interest communities or interpretations thereof by the CICB, the CICB Director may, in his/her sole discretion, provide the Complainant and the Association with information concerning such laws or regulations governing common interest communities or interpretations thereof by the CICB. The determination of whether the final adverse decision may be in conflict with laws or regulations governing common interest communities or interpretations thereof by the CICB shall be a matter within the sole discretion of the CICB Director, whose decision is final and not subject to further review. The determination by the CICB Director shall not be binding upon the Complainant or the Association.