

**BRANDERWOOD RECREATION ASSOCIATION, INC.**

R&A Management & Referral, LLC

2772 Electric Rd., Ste. 2

Roanoke, VA 24018

(540) 527-0002

www.RandAManagement.com

**COMPLAINT FORM**

Pursuant to Section 55-530(E) of the Code of Virginia, 1950, as amended, the Board of Directors ("Board") of the Branderwood Recreation Association, Inc. (the "Association") has established this complaint form for use by persons who wish to register written complaints with the Association.

Legibly describe your complaint in the area provided below. Please include references to the specific facts and circumstances at issue and the provisions of the Association's documents or governing law that support your complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also attach any supporting documents relevant to your complaint.

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If, after the Board's consideration and review of your complaint, the Board issues a final decision adverse to your complaint, please be aware that you have the right to give notice to the Common Interest Community Board ("CICB") of any final adverse decision in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the CICB, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25.00 filing fee. The CICB's contact information is:

Office of the Common Interest Community Ombudsman  
P.O. Box 11066  
Richmond, VA 2320-1066  
(804)367-2941

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

COMPLAINANT:

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(Printed Name)	(Signature)	(Date)
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(Address)