

**Fernbrook Homeowners Association, Inc.**  
**P.O. Box 5212**  
**Williamsburg, Virginia 23188**  
**www.fernbrook.net**

**HOMEOWNER COMPLAINT FORM**

Please provide your information below:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

*Your information will be kept confidential.*

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Please provide the following information regarding the complaint below:

Date of Complaint \_\_\_\_\_

Location of Complaint \_\_\_\_\_

Details of Complaint \_\_\_\_\_

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Form Submission Instructions

Please mail this completed complaint form to Fernbrook Homeowners Association, Inc. at P.O. Box 5212, Williamsburg, Virginia 23188. Questions regarding the complaint form may be directed in writing or via telephone to any Board member. Board members are listed on [www.fernbrook.net](http://www.fernbrook.net) and telephone numbers are available in the Fernbrook directory.

Notice of Adverse Decision

As prescribed in Virginia House Bill 516, Section 55-530, a complainant has the right to give notice of any adverse decision to the Office of Common Interest Community Ombudsman. The notice of adverse decision shall be filed within 30 days of the final adverse decision in writing on forms prescribed by the Common Interest Community Board.

A complainant may contact the Office of Common Interest Community Ombudsman at:

Department of Professional and Occupational Regulation  
Office of Common Interest Community Ombudsman  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233-1463

Phone: 804-367-0776  
Email: [cicliaison@dpor.virginia.gov](mailto:cicliaison@dpor.virginia.gov)

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Signature

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Printed Name

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Date