



# George Mason Forest Reporter

NUMBER 3

[www.gmfhoa.org](http://www.gmfhoa.org)

SUMMER 2012

## AMANDA PLACE ANNEXATION APPROVED

A GMFHOA special meeting was held on June 27, 2012, to vote on the annexation of Amanda Place Property Owners Association (APPOA) into GMFHOA. The GMFHOA Declaration of Covenants, Conditions and Restrictions (DCCR) requires 2/3 of its 183 members to approve an annexation. The annexation was strongly approved with 136 for annexation and 3 against, 43 members did not vote.

The next steps will be review of the annexation document by an attorney; signing of the document by both GMFHOA and APPOA officers; recording the document with Fairfax County, and finally dissolving the APPPOA corporation. Once this process is completed, GMFHOA governing documents will be carefully reviewed to determine what changes may be necessary to reflect the annexation and to bring the DCCR into compliance with the current Code of Virginia Property Owners Act. A special committee of homeowners has been appointed by the GMFHOA board to conduct the review.

All recommended changes to the DCCR will be submitted to the GMFHOA homeowners for a vote of approval. The present DCCR which was written in 1979 does not reflect the many changes to VA laws and regulations nor to GMFHOA over the past 33 years. For example, it makes frequent reference to the developer's rights, and defines two obsolete classes of property owners. Among other updates needed are to reflect GMFHOA's present legal boundaries and homeowner status.

### **GMF BOARD MEMBERS**

Tena Bluhm - President	703-978-9468
Heather Villavicencio-Vice President	703-764-9717
Vikki Keen - Treasurer	703-426-1776
Margo Lockard - Secretary	703-978-2163
Leo Baviello	703-764-3046
Charles Cason	703-978-7784
Tom Ezell	703-978-1958
Paul Kite	703-425-6314
Frank McHugh	703-978-3219
Mike Miller	703-978-5515
Tom Ruzic	703-426-8432
Lori Taylor	703-978-1045
Ryan Yang	703-971-1772



## SUMMARY OF GMFHOA BOARD MEETING MINUTES

**Complete Board minutes are on the web site**  
[www.gmfhoa.org](http://www.gmfhoa.org)

*The GMFHOA Board meets monthly except in Aug. and Dec. Summary of April, May, June and July 2012 below.*

**A. President's Report:** Assisted living facility project is at a standstill. Supervisor Cook will not support an out-of-turn amendment for zoning to increase density of a development at this location.  
—July 1, 2012 new VA law requires, all HOA's have in place a formal complaint process for residents against their HOA and/or its Board. This procedure is only for complaints in which there are alleged violations of the VA POA (Property Owners Act).  
—GMU distributed information to surrounding communities regarding GMU's "Good Neighbor Policy". This is an initiative to educate students how to be good neighbors.  
—In April University Mall held a ribbon cutting ceremony to launch the new construction slated to begin in this summer.

—A GMU professor has applied for a Federal Grant concerning a watershed study and includes storm water management. If the grant is awarded, he will contact GMFHOA to ask if the HOA would like to participate. The GMFHOA stream in the common land is part of the Occoquan watershed.

**B. Treasurer Report:** As of June 2012: Operating account: \$20,783; Reserve account: \$6,867; CD: \$10,903.

### **B. Committee Reports:**

**Grounds Committee** – Street lights are out at several locations. Residents have the responsibility to report outages near their property to Dominion Power. Phone number for Dominion Power is listed in the GMFHOA phone directory.

(Continued on Page 2)

## New Laws Affect HOA Operations

The General Assembly passed Virginia Code 55-530 (E) which directs homeowner associations to establish a policy and procedure to resolve complaints of actions or inactions by an association which are allegedly inconsistent with state laws and regulations governing common interest communities. The policy applies only those type complaints. Other types of complaints such as those against governing documents or instruments of the association are **not** covered in this policy.

A complaint may be filed by members of a homeowner association or other citizens. Complaints are filed first with the association board for decision. This legislation provides complainants who receive an adverse decision from the homeowner association board with an additional avenue for appeal through the Common Interest Community Board located in Richmond, VA. The complaint procedure is further defined in the VA Administrative Code 18VAC 48-70-20 through 48-70-125.

In compliance to this new legislation, the GMFHOA Board approved the following policy and forms: Association Complaint Policy # 2012-01; Association Complaint Procedure # 2012-01-01; and Association Complaint Form # 2012-01-02. They are posted on the GMFHOA website. These forms are now included in Disclosure (Resale) Packets provided to potential buyers by sellers of their GMFHOA property.

Also, pursuant to Code of Virginia 55-510 Property Owners Act (POA), the GMFHOA Board approved the following policy and form: Request for Association Records Policy #2012-02 and Document Request Form # 2012-02-01. The request form is submitted to the board secretary when requesting to inspect or obtain copies of GMFHOA documents that are not on the association web site. The document request form is submitted to the association secretary electronically at:

**Secretary@GMFHOA.org**

Homeowners are advised to review the new policies and procedures. Samples of the forms are included in this newsletter.

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## 2012 GMFHOA CALENDAR

September 8, 2012—Community Picnic & Potluck

October 27, 2012, —Children's Halloween Parade and Party

(Summary of Board Meeting Minutes continued from Page 1)

**Bridges and Trail** — Grass damage along the edges of one of the new asphalt paths will be repaired in the fall pending favorable weather. Common land trees were blown down as result of the derecho storm. The board approved J & L Tree Service to remove trees that fell on two homeowners property and one tree across the trail at the cost of \$1100.

**Landscaping**— The community entrance plantings were pruned, area weeded and new mulch laid.

**Newsletter** —New GMFHOA phone directory will be published this fall. Residents will be asked to update their information.

**Social Committee** — Annual GMFHOA picnic is Saturday, September 8. Volunteers needed. Contact Susan Job to help at [susanmjob@gmail.com](mailto:susanmjob@gmail.com)

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## GMFHOA ANNUAL PICNIC Saturday September 8, 2012 4 to 6 PM

GMFHOA will once again hold its annual picnic and potluck. Entrée from Red Hot and Blue, drinks and paper products will be provided. Show off your cultural heritage and bring a side dish or dessert that reflect your roots. The event will be held at Ratcliff Park on Sager Road. Extra parking is available at the Fairfax Historical Museum parking lot right next to the park. There is a play ground next to the picnic area for children. Drawings will be held for great door prizes. This is always a well attended affair. Come and meet your old and new neighbors and share some great food.



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## Police Stations Serve as Flag Collection Points

Many GMFHOA residents fly the American flag. When it is time to dispose of your weather-beaten flag, where do you go? Fairfax County Police stations accept worn flags in bins located in their front lobby areas. Flags will be ceremoniously disposed of by Honor Guard members, in coordination with the Fairfax County Fire Department. The nearest Fairfax County Police Station is located at 6140 Rolling Road, Springfield, VA.

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## NEW GMFHOA PHONE DIRECTORY

Time for an update to the present phone directory. The project will begin later this fall. **Volunteers are needed** to do data entry, proof read, collect the correct resident information, help with lay out, and deliver the new edition. Please contact [TenaRB@aol.com](mailto:TenaRB@aol.com) if you would like to help.

## GETTING TO KNOW YOUR NEIGHBOR

The GMFHOA newsletter has been published quarterly for the past 12 years. It contains information of interest to homeowners and residents but has never touched on the human side of our community. In this issue, a new column is being introduced to do just that. To introduce you to this feature, Dieutrang Tran who lives on Gilbertson has contributed the following article.

*My husband and I are Vietnamese Americans and we have a few things to share about our Vietnamese culture. First, in Vietnam, women do not change their last names after marriage. Some Vietnamese women living in the US still keep this tradition by not changing their last names after getting married. I am an example.*

*Second, we observe both the solar and lunar calendars. That means we have two New Year celebrations. In Vietnam, the Lunar New Year, usually in February, is the biggest celebration with typically 1-week holiday for government employees and students. It's similar to Thanksgiving in the meaning that family members, living near or far, all get back 'home' and spend time together. Kids will get money (cash only) from adults as a gift. We have Mid-Autumn Festival on August full moon day when kids eat moon-cakes, light beautifully decorated lanterns, and participate in or watch dragon dances in the moon-lit nights.*

*Third, we strongly value education and hard work. We encountered several obstacles of being immigrants in the early days: language barriers, cultural differences, financial difficulties, and learning curves in almost everything (driving, computers, processes, paper work etc.). Despite all the challenges, we managed to survive and thrive with education and hard work. My husband earned a Master in Computer Science (GPA 3.8) and I graduated with Master of Business Administration (GPA 3.9), both from George Mason University. We work in Information Technology field. We're married for 13 years with two daughters.*

Send an article 250 words or less telling about yourself and it will be published in future "Getting to Know your Neighbor" column. Send to TenaRB@aol.com

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## Preventing a Disaster

A GMFHOA homeowner asked to share his experience with the water pressure regulator in his home. His pressure regulator broke causing water damage in his basement. The water pressure regulator controls the amount of water pressure through out your home. It is usually located on the main water pipe coming into your home near the main water shut off valve in your water line. It is suggested to have it checked by a professional. It is a very easy problem for a plumber to fix before you experience a disaster in your basement. Check the following web site for more information: [http://co.union.nc.us/Portals/0/PublicWorks/Documents/WaterPressure/Pressure\\_Reducing\\_Valve.pdf](http://co.union.nc.us/Portals/0/PublicWorks/Documents/WaterPressure/Pressure_Reducing_Valve.pdf)



## GMFHOA RECEIVES SPECIAL RATES FOR SOME SERVICES

### For Trash Removal

GMFHOA residents who use American Disposal for their trash and lawn debris removal services now are eligible for a special rate. It is a three year contract. The first year rate is \$54 per quarter; the second year is \$60 per quarter and the final year of the contract is \$66 per quarter. This is a substantial saving over the present rate. To get this special rate, call American Disposal at **703-368-0500** and ask for the George Mason Forest Homeowner's Association rate.

### For Lawn Care

Silverbrook Nursery and Landscaping, provider of lawn care for GMFHOA, is offering homeowners and residents a special discount of 15% off on cash and carry at their retail store and 10% off landscape job over \$1000 and 5% off landscape jobs under \$1000. Tell them your are a resident of GMFHOA. In addition, they are offering a 10% discount on one year lawn care contracts that total over \$1000. Contact Tom at Silverbrook at 703-690-1231 ext. 10 for additional information.

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## VOLUNTEER DRIVERS NEEDED FOR MEALS ON WHEELS

Fairfax County Meals on Wheels program is in desperate need of drivers to deliver meals to older adults and adults with disability between 11 a. m. and 1 p.m., Monday through Friday. The meals are a life line for those older and disabled adults who can remain in their own home, but not able to shop nor prepare meals. You can volunteer on a weekly, monthly or substitute basis. Volunteer opportunities are available where you work or live. Employee groups are welcome to share a delivery commitment. Contact Fairfax County's Volunteer Solutions at 703-324-5406 or visit [VolunteerSolutions@fairfaxcounty.gov](mailto:VolunteerSolutions@fairfaxcounty.gov)

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## HALLOWEEN PARTY AND PARADE

Mark your calendars for the coming of the ghosts and goblins on Saturday, October 27, 2012 at our annual Halloween Parade and Party. Even though this is a kids party, adults have been know to catch the Halloween spirit and dress up to join the fun. Details of the time and party site will follow at a later date. Drinks are provided and participants are asked to bring a treat. Volunteers are needed to help with this event. Contact TenaRB@aol.com





## **COYOTES SIGHTED IN FAIRFAX**

Coyotes have been seen in Fairfax County and also in the GMF neighborhood. Local TV news has reported an attack by a pack of three coyotes causing severe injury to a golden retriever in Fairfax City. Authorities advise that pets, especially cats, not be allowed to roam. Dog walkers should keep their pets leashed while walking and not unleash animals to roam into wooded areas. All residents are advised to keep outside trash cans tied down and remove outside pet food. Authorities report that coyotes rarely attack humans.

Fairfax County Animal Control Officers will respond to the following wildlife encounters/emergencies:

- In a home or business that poses a threat to humans or pets
- Between humans or domestic animals that could result in rabies exposures
- When wildlife shows signs and symptoms of rabies
- When wildlife poses a threat to humans or pets
- When wildlife appear sick or injured

Fairfax County Animal Control Officers do **NOT** respond to the following:

- calls reporting wildlife nuisances
- when wildlife poses no real threat to humans or pets. **Examples are:** Wild animals living under decks, storage sheds, porches; wild animals living in populated areas; wild animals in attics, basements, garages and sheds; wildlife has damaged gardens, flower beds or shrubs.

Fairfax County Animal Control can be contacted at 703-691-2131.

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## **ROAD CLOSURES AT GMU= HEAVY TRAFFIC ON BRADDOCK ROAD**

As part of a joint project between George Mason University and the Fairfax County Department of Transportation, road improvements will be made to Roanoke River Road and Braddock Road starting in July 27, 2012.

To minimize the lane closures and effects on traffic when the fall 2012 semester begins in late August, Roanoke River Road will be completely closed to all vehicle, bicycle, and pedestrian traffic from early July to late August to allow the contractor as much time as possible to get the maximum amount of work done.

The road improvements include (1) doubling the length of the left turn lane for east-bound Braddock Road into Roanoke River Road onto campus; (2) widening Roanoke River Road on campus to have three lanes outbound, a median, and two lanes into campus with a dedicated left turn lane into Lot K and a dedicated right turn lane onto Po River Lane by the Patriot Center as the road heads toward Lots L and A; and (3) synchronizing the traffic signal at Roanoke River Road and Braddock Road, so left turns out of campus and University Mall can be made simultaneously to improve traffic flow on Braddock Road.

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## **Board of Supervisors Take Action to End Neighborhood Speeding**

At the Fairfax County Board of Supervisor's meeting on June 19, the Board unanimously approved a board matter that Supervisor Cook submitted jointly with Supervisors Hyland and McKay. The submission directs County staff to develop a campaign addressing traffic concerns and safety issues – particularly speeding through our neighborhoods.

So far in 2012, Fairfax County Police Officers have issued 11,906 speeding citations, or more than 50 a day. Statistics also show a rise in other unsafe violations, such as disregarding stop signs and reckless driving. Currently, the Fairfax County Police Department has a new program, HEAT (Help Eliminate Aggressive Traffic) which targets unsafe, and aggressive driving behaviors. A new proposal would build upon the efforts of HEAT by increasing enforcement and implementing a vigorous awareness and educational campaign that involves and empowers communities. The County staff will consider these possible strategies as part of an overall campaign: (1) coordination between the police and office of public affairs to publicize widely a strong county policy against speeding and unsafe driving, (2) publication of speeding and unsafe driving convictions and other means to raise public consciousness, (3) working with home owner associations, civic associations, schools, community groups, and others to establish a community value system that discourages speeding and unsafe driving, (4) hiring a consultant to develop a professional public service media campaign including radio, television, internet, and print media, (5) increased police enforcement, including highly visible speed check points, (6) coordination with the Commonwealth's Attorney for stricter prosecution of unsafe driving, (7) consideration for funding traffic calming with county funds, and seeking greater authority from the General Assembly to implement traffic calming measures.

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1. **Purpose** - To establish policies and procedure for resolution of certain complaints from members of the George Mason Forest Homeowners Association (GMFHOA) or other citizens (the “complainant”) pursuant to Section 55-530(E) of the Code of Virginia.
  2. **Scope** - This policy applies specifically to all complaints concerning actions or inactions by the GMFHOA which are allegedly inconsistent with state laws and regulations governing common interest communities. Other type complaints made to the GMFHOA Board are not covered by this policy.
  3. **Definitions** - Unless otherwise defined, the words, terms and phrases used in this policy document shall have the same meanings as defined in the Virginia Administrative Code, Common Interest Community Board regulations (hereafter referred to as “CICB regulations”).
  4. **Applicable References**
    - GMF HOA Website- [www.gmfhoa.org](http://www.gmfhoa.org)
    - Virginia Common Interest Community Board regulations, Sec. 55-530 (E), Code of Virginia
    - GMFHOA Form 2012-01-01, Procedure for Resolution of Association Complaints
    - GMFHOA Form 2012-01-02, Association Complaint
    - GMFHOA Form 2012-01-03, Complaint Log
    - GMFHOA Form 2012-01-04, Complaint Receipt/Return
    - GMFHOA Form 2012-01-05, Notice of Board Decision
  5. **Policies**
    - 5.1 If a member of the GMFHOA, a resident, or other individual alleges that an action, inaction or decision by the GMFHOA, the Board of Directors (Board), or its agent is inconsistent with state laws or regulations governing common interest communities, then the complainant must submit a formal written complaint to the Board using the approved GMFHOA Form 2012-01-02, Association Complaint and to initiate these formal procedures.
    - 5.2. GMFHOA Form 2012-01-02, Association Complaint, is available on the GMFHOA website. That form must be used to initiate the formal complaint response process. Instructions for proper preparation and the submission procedure to the Board are on the form.
    - 5.3 If the complainant does not wish to trigger these formal procedures, then the questions, concerns or issues should be brought before the Board at a scheduled Board meeting. The Board will then determine the appropriate response.
    - 5.4 Pursuant to CICB regulations, the GMFHOA Board of Directors considers 90 days from the date of receipt of a properly written formal complaint to be a reasonable time frame for review, consideration and final determination of a complaint.
    - 5.5 The formal complaint procedure and response process is described in GMFHOA Procedure 1201-01-01 which is available on the GMFHOA website.
    - 5.6 The complainant shall receive written or electronic notification of the GMFHOA Board’s decision within 10 business days of the decision.

**GMFHOA Policy 2012-01  
Resolution of Association Complaints  
George Mason Forest Homeowners Association**

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**Approved July 18, 2012**

- 5.6 The complainant shall receive written or electronic notification of the GMFHOA Board's decision within 10 business days of the decision.
- 5.7 The GMFHOA Board will not consider internal appeals to its final decision. Pursuant to CICB regulations, complainants have the right to file a notice of final adverse decision with the CICB as described in GMFHOA Procedure 1201-01-01 and .GMFHOA Form 2012-01-02.
- 5.8 A log and record of each complaint shall be maintained by the Board Secretary for no less than five years after a decision is rendered.
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**George Mason Forest Homeowners Association**

**GMFHOA Form 2012-01-01**

**Procedure for Resolution of Written Association Complaints**

**Approved July 18, 2012**

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1. **Purpose** - To establish the procedure the George Mason Forest Home Owners Association (GMFHOA) Board will follow to implement GMFHOA Policy 2012-01 concerning resolution of certain formal association complaints.
  2. **Scope** - This procedure **only** applies to the processing of written complaints addressed by GMFHOA Policy 2012-01.
  3. **Definitions** - Unless otherwise defined, the words, terms and phrases used in this policy document shall have the same meanings as defined in the Virginia Common Interest Community Board regulations in Section 55-530(E), Code of Virginia (referred to hereafter as "CICB regulations").

**4. Applicable References**

- 4.1 GMF HOA Website- [www.gmfhoa.org](http://www.gmfhoa.org)
- 4.2 Virginia Common Interest Community Board regulations in Section 55-530(E), Code of Virginia.
- 4.3 Title 18, Virginia Administrative Code, Agency 48, Chp. 70, Sec. 50
- 4.4 GMFHOA Policy 2012-01, Resolution of Association Complaints
- 4.5 GMFHOA Form 2012-01-02, Association Complaint Form
- 4.6 GMFHOA Form 2012-01-03, Complaint Log
- 4.7 GMFHOA Form 2012-01-04, Complaint Receipt/Return
- 4.8 GMFHOA Form 2012-01-05, Notice of Board Decision

**5. Responsibilities**

- 5.1 The GMFHOA Secretary shall be the GMFHOA Board (Board) representative. Written complaint forms must be submitted to the Secretary who shall assign a number to each form received. The Secretary shall maintain a registration log of all complaints. During a temporary absence of the Secretary, the Board will appoint an acting representative.
- 5.2 Once a completed complaint form has been received, the Secretary shall notify the other members of the Board that it has been received. The Secretary shall then review the written complaint form for completeness and compliance with the form's instructions. The Secretary shall notify the complainant of any deficiencies on the form and return it.
- 5.3 It is the responsibility of complainants to obtain, properly complete a GMFHOA Form 2012-01-02, Association Complaint Form and send or deliver it to the Secretary along with any supporting documents or other related materials. If a deficiency or error is found by the Secretary, it is the responsibility of complainants to retrieve the complaint form, correct any deficiencies noted, and to re-submit the complaint form.

5.4 The Secretary shall keep the Board apprised of the status of complaints and notify the complainant in writing of the Board's final determination.

**6. Procedure**

6.1 A GMFHOA Form 2012-01-02 may be obtained from the GMFHOA website, or from the Secretary.

6.2 A complainant must follow the directions on the form for properly filling it out. All applicable sections are to be filled out in a legible manner, and supporting documents attached.

6.3 A completed complaint form may be sent electronically or by post mail to the Secretary listed on the form. Within 7 days of receipt of the complaint form, the Secretary shall provide a dated electronic or post mail acknowledgement of receipt of the complaint.

6.4 a submitted complaint form is deemed by the Secretary to be incomplete or improperly completed, the form will be returned along with the dated acknowledgement of receipt indicating the problem(s) identified and the actions required for correction before the complaint can be accepted and forwarded to the Board.

6.5 The Board will have 90 days to review, consider a complaint and respond. The 90 day period will begin with the date that a correct complaint form is received by the Secretary.

6.6 At least 14 days prior to the Board meeting at which the complaint will be considered, a complainant will be notified of the date, time and location of the meeting. If the complainant wishes to, but is unable to attend the scheduled meeting, at the discretion of the Board, consideration of the complaint may be postponed to the next scheduled Board meeting.

6.7 At the Board meeting, the Board will consider the complaint and shall decide what action, if any, will be taken in response to the complaint. The Board shall make a decision on the complaint by a simple majority vote in accordance with GMFHOA governing documents. The Board has the option to go in to executive session to discuss the complaint before voting in open session. The Board's decision at the meeting shall fall into one of two categories:

6.7.1 Insufficient information: The Board feels there is insufficient information to make a final determination on the complaint, or that the Board needs additional time to consider the complaint. In this case, the Board shall postpone a final determination until another meeting is scheduled. The complainant will be notified of the new meeting per Para 6.5 above; or the Board may submit a written request for additional information from the complainant(s), specifying a 30 day timeframe by which the information is due. If the requested information is not received within the required 30 days the Board shall treat the complaint as though it had not been submitted.



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6.7.2 Final determination: A final determination is made concerning the complaint. This can be a decision to grant, approve, or implement the action requested in the complaint, or to not do so.

6.8 The Secretary shall notify a complainant electronically or in writing within 7 days of a final determination by the Board.

6.9 There is **no internal GMFHOA appeal process** to the Board's final determination. A complainant dissatisfied with the Board's decision has the right to file a "Notice of Final Adverse Decision" with the CICB as described on the GMFHOA Form 2012-01-02. This must be done within 30 days of the being notified of the Boards' decision, and is at the complainant's expense.

## 7. Administration - Secretary

7.1 The Secretary shall number and log in on GMFHOA Form 2012-01-03 each GMFHOA Form 2012-01-02 received. The number shall begin with the year of receipt (e.g. 2015) followed by numbers from 01 to 99, assigned sequentially in the order that they are received (for example #2015 - 03). The complaint form will be reviewed for acceptability (i.e. it has been properly completed and documentation, if any, provided).

7.2 Acceptable form: If the form is filled out correctly, a written or electronic acknowledgment of receipt (GMFHOA Form 2012-01-04) is then sent to the complainant indicating the date received and whether the form is acceptable. Also that the complaint will be reviewed and considered by the Board within 90 days from receipt. Date of receipt = day 0.

7.3 Unacceptable form: If the form is incomplete, a written acknowledgment of receipt (GMFHOA Policy Form 2012-01-04) is sent to the complainant indicating the date received. List the specific deficiencies and indicate that the complainant must submit a revised or corrected complaint.

7.4 Notify the GMFHOA Board that a complaint has been received and its status. Once the form is acceptable, distribute copies of the complaint form and all supporting documents to the Board members for review.

## 8. Administration – GMFHOA Board

8.1 The Secretary's report at each Board meeting shall include the number and Determine the date, time and location of the Board meeting at which the complaint will be reviewed. Notify the complainant of the meeting at least 14 before the meeting. If known, this may be done on the receipt acknowledgement of the complaint form.

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8.2 If there is a complaint to be considered, each Board member will be given an opportunity to comment on the complaint, to question the complainant and to request additional information. The complainant will be given an opportunity to address the board. There must be a quorum of Board members present for review and voting on a complaint.

8.3 The Board has the option to go into executive session to discuss a complaint; however, the vote to make a decision shall be done in open session. The possible decisions are outlined in Para. 6.6 above. The decision resolution will be documented in the meeting minutes.

8.4 There is no GMFHOA internal appeal process. The Board's decision is final.

**9. Notice of Final Determination**

9.1 Within 10 business days after the final determination is made, the Secretary must provide written notice to the complainant regarding the decision. The notice must include the following:

9.1.1 Specific citations to applicable provisions of the GMFHOA governing documents, laws or regulations that led to the decision;

9.1.2 The GMFHOA registration number as assigned by the CICB;

9.1.3 Notice of the complainant's right to file a "Notice of Final Adverse Decision;

9.1.4 A copy of the complaint form

**10. Other - Resale Disclosure Packet**

10.1 A copy of GMFHOA Policy 2012-01; GMFHOA Form 2012-01-01; and GMFHOA Form 2012-01-02 shall be included in each packet

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**George Mason Forest Homeowners Association  
GMFHOA Form 2012-01-02 Association Complaint Form**

GMFHOA LOG-IN # \_\_\_\_\_

Approved July 18, 2012

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Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors (Board) of the George Mason Forest Homeowners Association (GMFHOA) has established this complaint form for use by persons who wish to file written complaints with the GMFHOA regarding an action, inaction or decision by the governing Board or GMFHOA that is 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. Please include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint.

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

_____ Printed Name	_____ Signature	_____ Date
_____ Mailing Address		
_____ GMF Lot Address		
_____ E-mail Address	_____ Phone Number	Contact Preference: <input type="radio"/> Post mail <input type="radio"/> E-mail

**SEND THIS FORM TO:** Secretary, GMFHOA , 4606 Tapestry Dr., Fairfax , VA 22032  
Phone: 703-978-2163   E-mail: [Secretary@gmfhoa.org](mailto:Secretary@gmfhoa.org)

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 final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office 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 Maryland Drive, Suite 400  
Richmond, VA 23233   Phone 804/367-2941  
[CICOmbudsman@dpor.virginia.gov](mailto:CICOmbudsman@dpor.virginia.gov)

**George Mason Forest Homeowners Association**

**GMFHOA Policy 2012-02**

**Request for Association Records**

**Approved July 18, 2012**

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1. **Purpose** - To establish a policy and procedure for members of the George Mason Forest Homeowners Association (GMFHOA) to obtain copies of association records pursuant to Code of Virginia 55-510, Property Owners Act (POA).
  2. **Scope** - This policy and procedure applies specifically to all requests for copies of official GMFHOA documents and records. Requests for informal documents such as association phone books, newsletters, flyers, etc. are not covered by this policy.
  3. **Definitions** - Unless otherwise defined, the words, terms and phrases used in this policy document shall have the same meanings as defined in the Code of Virginia 55-510 (hereafter referred to as "POA").
  4. **Applicable References**
    - 4.1 GMFHOA Website- [www.gmfhoa.org](http://www.gmfhoa.org)
    - 4.2 Code of Virginia 55-510, Property Owner's Act (POA)
    - 4.3 Bylaws of George Mason Forest Homeowners Association, Inc.
    - 4.4 GMFHOA Form 2012-02-01, Document Request Form
  5. **Policy**
    - 5.1 The official books, records and papers of GMFHOA shall be made available for inspection to GMFHOA members in good standing in accordance with Article X, GMFHOA Bylaws and POA, so long as the request is for a proper purpose related to the requestor's membership. The Board of Directors will review and reply within 30 days of receipt of a request.
    - 5.2 GMFHOA governing documents, and minutes from Board and member meetings are available for free on the association website.
    - 5.3 The GMFHOA Secretary shall serve as the principal administrative officer of the association for requests for official records and documents. Requests must be submitted to the Secretary who shall keep a log of all requests received and their status.
    - 5.4 A request for paper copies of GMFHOA document(s) must be in writing to the Secretary using GMFHOA Form 2012-02-01, Document Request Form. The form is available on the GMFHOA website. It must have a date, specific description or title of the document(s) and the reason for the request. A fee of \$0.10 per page plus tax will be imposed. An invoice shall be sent to the requester, and prior to providing the copies the total fee shall be collected by the Treasurer, GMFHOA.
    - 5.5 In accordance with Code of Virginia 55-510 (C), POA, in certain circumstances GMFHOA books and records may be withheld from inspection and copying. If the Board does not approve the request, the requester may submit a complaint to the Board per GMFHOA Policy 2012-01.



