Common Interest Community Update

Consumer Affairs Branch
Fairfax County Department of Cable and Consumer Services
fairfaxcounty.gov/consumer
The Road To Conflict Resolution
Document the concern

- Address the concern in writing to the board president
- Highlight any reference to the governing documents
- Make a specific request or proposed resolution
- Specify a time frame for a response
- Deliver by certified mail
Review the response

- Review the response
- Clarify any issues
- Prepare a rebuttal/alternative resolution
Fairfax County Consumer Affairs Branch

- Advice
- Referral to Resources
- Referral to Training and Publications
Northern Virginia Mediation Services

- provides the entire community with accessible, affordable, and appropriate conflict resolution and education services. We help people find collaborative approaches to achieve acceptable and enduring outcomes.
Northern Virginia Mediation Services

http://nvms.us/

4041 University Drive Suite 101
Fairfax, Virginia 22030

Main Reception (703) 865-7272
info@nvms.us
Become More Engaged

- Get involved in the community
  - Run for the board
  - Join a committee
  - Support community events
Virginia State Corporation Commission
SCC eFile for online filing of business entity documents and payment of fees is a secure, convenient, and cost-effective alternative to submitting paper.

Use SCC eFile to form a Virginia stock corporation or LLC, perform registered agent changes and resignations, file corporate annual reports, pay corporate and LLC annual registration fees; obtain certificates of good standing for corporations and certificates of fact of existence or qualification for LLCs.
Business Entities

- Entity Search
- Entity Formation
- Forms and Fees
- Expedited Services
- Annual Reports
- Reinstatements
- Online Services
- Copies/Certificates
- FAQs
Virginia Non Stock Corporations

**Virginia Nonstock Corporations**

The number of the form relates to the applicable statute in Title 13.1 of the Code of Virginia. All fee payments should be made payable to the State Corporation Commission.

<table>
<thead>
<tr>
<th>SCC FORM #/FORMAT</th>
<th>FORM TITLE</th>
<th>FILING FEE/COMMENTS</th>
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<tbody>
<tr>
<td>Notice-DOC</td>
<td>Notice to Virginia Corporations</td>
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<tr>
<td>Notice-PDF</td>
<td></td>
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<tr>
<td>Charter/Entrance-DOC</td>
<td>Corporation Charter/Entrance Fee Schedule</td>
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<td>Charter/Entrance-PDF</td>
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<tr>
<td>Annual-DOC</td>
<td>Annual Corporation Requirements and Fee Schedule</td>
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<td>Annual-PDF</td>
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<td>SCC1</td>
<td>Corporate Annual Report</td>
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<tr>
<td>Request Form</td>
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<tr>
<td>SCC607/807-DOC</td>
<td>Guide for Articles of Correction for a Virginia Corporation</td>
<td>$25</td>
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<td>SCC607/807-PDF</td>
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<tr>
<td>SCC615/815</td>
<td>Notice of Assessment of Registration Fee</td>
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<td>Request Form</td>
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<tr>
<td>SCC631/830-DOC</td>
<td>Application for Reservation or for Renewal</td>
<td>$10 for Reservation: $10</td>
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</table>
Virginia State Corporation Commission
http://www.scc.virginia.gov
Office of the Clerk
P.O. Box 1197
Richmond, Virginia 23218

Call Center: (804) 371–9733
Toll-free in Virginia 1–866–722–2551
Office Hours: 8:15 a.m. to 5:00 p.m.
Monday through Friday
Maintain Registration Status

- Know who is responsible for completing the annual registration
- Request a certificate with each annual update to confirm completed renewal
Common Interest Community Board
COMMON INTEREST COMMUNITY BOARD

The Common Interest Community Board became effective on July 1, 2008. The Board was established to regulate Common Interest Community Managers, via a licensure program for management firms, and principal and supervisory employees of the licensed firms. Also included under the Common Interest Community Board are the Condominium Act, the Real Estate Time-Share Act, the Real Estate Cooperative Act, the Property Owners’ Association Act, and the Common Interest Community Management Information Fund Act. The programs under the authority of the Common Interest Community Board include: condominium project and time-share project registrations; property owner, condominium, and cooperative associations, and common interest community managers. The Condominium Act and the Real Estate Time-Share Act cover transactions occurring within the Commonwealth, even if the property involved is located outside the Commonwealth.

Additionally, property owner, condominium, and cooperative associations are required to file annual reports with the Common Interest Community Board. The fees from the annual reports go to fund the Common Interest Community Management Information Fund, which in turn helps to fund the Common Interest Community Management Recovery Fund.

In addition to establishing the Common Interest Community Board, enactment of the 2008 legislation also created the Office of the Common Interest Community Ombudsman. The Ombudsman’s responsibilities include offering assistance and information to association members in regarding rights and processes available to them through the association. More information regarding the Office of the Common Interest Community Ombudsman may be obtained here The Office of the Common Interest Community Ombudsman.
CIC Board Website

- Important Notices
- Regulatory Matters
- Licensure and Forms
- Board Roster and Calendar
- Newsletters
Maintain Registration Status

- Know who is responsible for completing the annual registration
- Verify your registration status by viewing the License Look Up feature to confirm completed renewal
LICENSE LOOKUP AND DISCIPLINARY ACTIONS

The Department of Professional and Occupational Regulation provides information regarding the licensee, complaint histories, and disciplinary actions involving licensees.

Search Disciplinary Actions Occurring Since April 1, 2002 (for those records appearing in License Lookup)
Search by any word (similar to a Google search).

Search License Records and Complaint History
Search by name, license number, or zip code. To search for a specific license enter the ten-digit license/certificate number, OR search within one or more occupations by checking the boxes beside the occupation(s), entering the name (or partial name), and/or zip code. Please reference the license lookup search instructions for help on entering search criteria. To include special characters in the name (i.e. &), please reference the license lookup search instructions.

Name: [ ] Zip Code: [ ] US Postal Zip Information

License/Certificate Number: [ ] Search Licenses [ ] Clear Entries

APELSCIDLA
- Architects
- Professional Engineers
- Land Surveyors
- Land Surveyors B
- Land Surveyor Photogrammetrists

COMMON INTEREST COMMUNITIES
- Condominium, Cooperative, and Property Associations
- Standard Management Companies
- Provisional Management Companies

CONTRACTORS

ONSITE SEWAGE SYSTEM PROFESSIONALS
- Soil Evaluators
- Operators
- Installers

OPTICIANS
- Opticians
LICENSING AND DISCIPLINARY ACTIONS

The Department of Professional and Occupational Regulation provides information regarding the licensee, complaint histories, and disciplinary actions involving licensees.

Search Disciplinary Actions Occurring Since April 1, 2002 (for those records appearing in License Lookup)
Search by any word (similar to a Google search).

Search License Records and Complaint History
Search by name, license number, or zip code. To search for a specific license enter the ten-digit license/certificate number, OR search within one or more occupations by checking the boxes beside the occupation(s), entering the name (or partial name), and/or zip code. Please reference the license lookup search instructions for help on entering search criteria. To include special characters in the name (i.e. &), please reference the license lookup search instructions.

Name: Newington
License/Certificate Number: [ ]
Zip Code: [ ]
US Postal Zip Information

APESTCIDL
- Architects
- Professional Engineers
- Land Surveyors
- Land Surveyors B
- Land Surveyor Photogrammetrists

COMMON INTEREST COMMUNITIES
- Condominium, Cooperative, and Property Associations
- Standard Management Companies
- Provisional Management Companies

CONTRACTORS

ON SITE SEWAGE SYSTEM PROFESSIONALS
- Soil Evaluators
- Operators
- Installers

OPTICIANS
- Opticians
### License Lookup and Disciplinary Actions

#### Search Criteria (in addition to board)
- Name: Zip Code: License Number: Records Found: 5

<table>
<thead>
<tr>
<th>Board</th>
<th>Number</th>
<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>CIC ASSOCIATIONS</td>
<td>0550002343</td>
<td>NEWINGTON HEIGHTS HOMEOWNERS ASSOC. INC</td>
<td>LORTON, VA 22079</td>
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<tr>
<td>BUSINESS</td>
<td></td>
<td>NATIONAL REALTY PARTNERS 365 HERNDON PKWY STE 111</td>
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<tr>
<td>CIC ASSOCIATIONS</td>
<td>0550003505</td>
<td>NEWINGTON COMMONS HOMEOWNERS ASSOCIATION INC.</td>
<td>LORTON, VA 22079</td>
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<tr>
<td>BUSINESS</td>
<td></td>
<td>AAA PROPERTY MANAGEMENT</td>
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<td>CIC ASSOCIATIONS</td>
<td>0550001368</td>
<td>NEWINGTON WOODS HOMEOWNERS ASSOCIATION INC.</td>
<td>SPRINGFIELD, VA 22153</td>
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<td>CIC ASSOCIATIONS</td>
<td>0550000872</td>
<td>NEWINGTON COMMUNITY ASSOCIATION</td>
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<td>CIC ASSOCIATIONS</td>
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<td>NEWINGTON FOREST COMMUNITY ASSOCIATION INC.</td>
<td>SPRINGFIELD, VA 22153</td>
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<td>BUSINESS</td>
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Common Interest Community (CIC)

<table>
<thead>
<tr>
<th>ASSOCIATION NAME</th>
<th>NEWINGTON FOREST COMMUNITY ASSOCIATION INC.</th>
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<tbody>
<tr>
<td>ASSOCIATION WEB SITE</td>
<td>NOT PROVIDED</td>
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<tr>
<td>ADDRESS</td>
<td>SPRINGFIELD, VA  22153</td>
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<td>ASSOCIATION TYPE</td>
<td>PROPERTY OWNERS</td>
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<td>LICENSE NO</td>
<td>0550000858</td>
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<td>INITIAL CERTIFICATION DATE</td>
<td>MARCH 25, 1994</td>
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<td>EXPIRATION DATE</td>
<td>MARCH 31, 2012</td>
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Open Complaints: None

"Open Complaints" reflect only those complaints for which a departmental investigation has determined that sufficient evidence exists to establish probable cause of a violation of the law or regulations. Only those cases that have proceeded through an investigation to the adjudication stage are displayed.

State law prohibits the disclosure of any information about open complaints [Code of Virginia Section 54.1-108]. Members of the public may review official records and obtain copies only after a complaint investigation is closed.

Closed Complaints: None
Common Interest Community Board

http://www.dpor.virginia.gov/dporweb/cic_main.cfm

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233–1463

Phone: (804) 367–8510
cic@dpor.virginia.gov
The Office of the Common Interest Community Ombudsman

The Office of the Common Interest Community Ombudsman was established by the 2008 General Assembly and was created to:

- Assist members in understanding and exercising their rights in resolving issues with their common interest community associations (condominiums, property owners' association, and cooperatives).
- Issue non-binding explanations (not interpretations) of laws and regulations governing Associations.
- Offer referrals to alternative dispute resolution services.
- Assist members in using the procedures and processes available to them in their association to resolve conflicts within the community.
- Once regulations are in effect - the process is underway and expected to be completed in the near future - the Ombudsman will receive notices of adverse decision from association members and citizens who allege an Association governing body violated common interest community laws or regulations.
- Once complaint regulations have been approved and are in place, notices of final adverse decisions must be filed within 30 days of an Association's notice to a member of its final decision, they must be submitted in writing on Board forms (to be developed through the regulatory process and will be available online), and they must include a $25 filing fee (statutory requirement).
- In addition to the work it does with common interest communities, the office also fields complaints related to violations of the Virginia Real Estate Time-Share Act and Time-Share Regulations.
CIC Ombudsman Website

- Regulatory Matters
- Annual Reports
- Information and Form for Filing A Complaint
Virginia Regulatory Town Hall
<table>
<thead>
<tr>
<th>VAC Code</th>
<th>Chapter Title</th>
<th>Last Activity</th>
<th>Last Review</th>
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<tbody>
<tr>
<td>18 VAC 48-20</td>
<td>Condominium Regulations</td>
<td>* 3/12/2012</td>
<td>12/8/2011</td>
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<tr>
<td>18 VAC 48-50</td>
<td>Common Interest Community Manager Regulations</td>
<td>1/30/2012</td>
<td>12/8/2011</td>
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<td>18 VAC 48-70</td>
<td>Common Interest Community Ombudsman Regulations</td>
<td>1/17/2011</td>
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</tbody>
</table>

* Future dates would indicate something scheduled for publication in the Virginia Register

http://www.townhall.virginia.gov/L/ViewBoard.cfm?boardid=147
### Final Stage

<table>
<thead>
<tr>
<th>Changes to Text</th>
<th>Changes have been made to the text since the <strong>proposed stage</strong> was last published in the Register.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt from APA</td>
<td>No, this stage/action is subject to article 2 of the <em>Administrative Process Act</em> and the standard executive branch review process.</td>
</tr>
</tbody>
</table>
| Attorney General Certification | Submitted on 6/29/2011  
Result: Certified |
| DPB Review | Submitted on 6/29/2011  
Review Completed: 7/6/2011  
*DPB’s policy memo is “Governor’s Confidential Working Papers”* |
| Secretary Review | Review Completed: 8/15/2011 |
| Governor’s Review | *Governor’s office review in progress.* [Day 192] |
| Virginia Registrar | Not yet submitted |
| Final Adoption Period | You may comment on this stage in a Town Hall comment forum as soon as it is published in *The Virginia Register of Regulations*.  
If you sign up for the Town Hall email notification service, you will be notified when the comment forum opens.  
The regulatory information regarding this stage is subject to change until 10 days before it is published in the Register. |
| Effective Date | Not yet determined |
Virginia General Assembly
**Current Events at the Capitol**

**2012 Regular Session**

The 2012 Regular Session will convene on Wednesday, January 11, at 12 noon. Information on the newly elected House and Senate members is now available. In addition, the 2012 Regular Session deadlines (see HJR 5), as well as the filing schedule for the 2013 Regular Session (see HJR 6), are available in the Meeting and Events section of our homepage.

Legislative session information including daily House and Senate convene and adjourn times can also be found at each body’s respective twitter accounts, @vahouse and @vasenate.

**House and Senate offer live video of 2012 Legislative Sessions**

The House of Delegates and the Senate of Virginia offer live streaming video of the 2012 Legislative Sessions, when each body convenes for session.

Minimum system requirements for viewing the streams are available from the links above along with links to related legislative content.

**Contacting Your Legislator**

As a citizen of the Commonwealth of Virginia, one of your greatest responsibilities is to elect the legislators to represent you in the Virginia General Assembly. There are a number of online resources available on the Virginia General Assembly website to assist you.

http://legis.state.va.us/
2012 General Assembly
Legislative Session

Don Hinman
Questions
Contact Consumer Affairs

12000 Government Center Parkway, Suite 433
Fairfax, Virginia 22035
703–222–8435 TTY 711

www.fairfaxcounty.gov/consumer
consumer@fairfaxcounty.gov