

Fox Run Estates Property Owners Association, Inc.
ASSOCIATION DISCLOSURE PACKET – PART 2 of 2
Updated February 2024

Note to prospective purchasers: The lot you are considering purchasing is in a development which is subject to the provisions of the Virginia Property Owners Association Act. Owning property in such a community carries with it certain rights and responsibilities. These rights and responsibilities are set forth in the Association's Declaration, Bylaws and other governing documents which are provided in this packet. These documents play an important role in the ownership of your lot and should be reviewed carefully. In order to finance the operation of the Association, each owner is responsible for and obligated to pay regular assessments and, if necessary, special assessments to ensure that the Association's financial responsibilities are met. These assessment obligations provided for in the governing documents and the amount of the assessment obligations are generally determined by the Board of Directors.

1. See Part 1 of Disclosure Packet.
2. See Part 1 of Disclosure Packet.
3. At this time, the Association has not approved the expenditure of any funds that shall require an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year.
4. At this time, all association assessments, annual dues of \$500 per lot, have been paid in full as of February 2024.
5. At this time, there is no other entity or facility to which the lot owner may be liable for fees or other charges.
6. As of February 2024, a reserve analysis and report have previously been completed. A reserve fund has been established following the completion of the approved Fox Run Estates POA Reserve Study.
7. Attached is a copy of a summary of the Association's current budget and a copy of its statement of income and expenses for the last fiscal year.
See the following documents labeled: Documents D1& D2.
8. There are no pending suits against the Association or unpaid judgments which would have a material impact on the Association.
9. The Association has the following insurance coverage and fidelity bond. Each lot owner should also obtain insurance for their own lot.

See the following document labeled: Document E.

10. Any improvements to the lot/lots by the previous property owner are not in violation of the declaration, bylaws, rules and regulations, architectural guidelines and articles of incorporation.
11. There is no restriction, limitation, or prohibition on the right of an lot owner to place a sign on the owner's lot advertising the lot for sale.
12. There are no restrictions, limitations, or prohibitions on the right of a lot owner to display a flag on the owner's lot.
13. There are no restrictions, limitations, or prohibitions on the right of a lot owner to install or use solar energy collection devices on the owner's property.
14. Attached is a copy of the Common Interest Community Board Annual Report.
See the following documents labeled: Document F.
15. Attached is a copy of the Associations Complaint Procedures.
See the following documents labeled: Document G1-G3.
16. There have not been any notices of current or pending rule or architectural violations provided to the lot owner by the Association.
17. Attached is a copy of approved minutes from the board of directors and association meetings for the last six months.
See the following documents labeled: Document H1-H2.
18. Attached is a copy of the Virginia POA Disclosure Packet Notice.
See the following documents labeled: Document I.

Fox Run Estates POA 2024 Budget
Fiscal Year Apr 1, 2023 through March 31, 2024

Revenue

POA Dues (\$500 x 39 lots)	\$19,500
Dues Late Fees	\$0
Transfer Fee	\$0
Interest	\$10
Total Revenue	\$19,510

Operating Expenses

Admin	\$250
Insurance	\$740
Accountant	\$375
Legal	\$500
Reserve Study	\$0

Annual Ordinary Road Maintenance	\$6,200
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Total Operating Expenses	\$8,065
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Net Income for Reserves	\$11,445
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Reserve Account

Beginning Balance	\$40,366
Interest	\$60
2024 Capital Expenditure	\$0
2024 Reserve Contribution	\$11,445
Prior Year Operating Budget Over/Under	
Ending Balance	\$51,871

Proposed Road Maint (FY24)

Mowing (\$550x3 events)	\$1,650
Ditch Clearing/Tree Trimming	\$750
Brush Removal	\$500
Plowing (\$700x4 events)	\$2,800
Front entrance maintenace	\$500
Ice melt (0 bags) & sand	\$0
	\$6,200

Fox Run Estates Property Owners Association
Statement of Income, Expenses and Change Net Assets-Tax Basis
For the Year Ended March 31, 2023

INCOME

Income	
Dues	\$ 19,500.00
Late Fees	25.00
Transfer Fees	250.00
Interest Earned	123.28
	<hr/>
<u>Total Income</u>	<u>\$ 19,898.28</u>

EXPENSES

Expenses	
General and Administrative	\$ 226.20
Insurance	731.00
Road Maintenance	1,900.00
Accounting	375.00
Legal	525.00
Major Repairs (Road)	3,250.00
	<hr/>
<u>Total Expenses</u>	<u>\$ 7,007.20</u>
<u>Excess/(Deficit) of Income over Expenses</u>	<u>\$ 12,891.08</u>
Net Assets, Beginning	<hr/> 33,606.43
Net Assets, Ending	<u><u>\$ 46,497.51</u></u>



RENEWAL CERTIFICATE

Agent	ITEM 2. Policy Period	Policy Number
DD2064 WEAVER INS & FINANCIAL	06/20/23 TO 06/20/24	Q42 2051079 V

ITEM 1. Named Insured and Address

FOX RUN ESTATES PROPERTY
OWNER'S ASSOCIATION INC
PO BOX 525
WAYNESBORO VA 22980-0389

ITEM 3. Other Interest

POLICY PERIOD BEGINS AND ENDS AT 12.01 A.M. STANDARD TIME AT THE STATED ADDRESS OF THE NAMED INSURED.

THE INSURANCE APPLIES TO THOSE PREMISES DESCRIBED AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS. THIS IS SUBJECT TO ALL APPLICABLE TERMS OF THE POLICY AND ATTACHED FORMS AND ENDORSEMENTS

DEDUCTIBLE (PROPERTY PROTECTION ONLY)- \$ 500.

COVERAGES:

PROPERTY PROTECTION - AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS

1. BUILDINGS	\$
2. BUSINESS PERSONAL PROPERTY AND PERSONAL PROPERTY OF OTHERS	\$
3. INCOME PROTECTION	\$
4. GLASS AND LETTERING	\$
5. SIGNS, LIGHTS AND CLOCKS	\$

DEPOSIT
PREMIUM

LIMITS OF INSURANCE

\$ INCL

EACH OCCURRENCE LIMIT \$ 1,000,000

DAMAGE TO PREMISES

RENTED TO YOU LIMIT

\$ 1,000,000 ANY ONE PREMISES

MEDICAL EXPENSE LIMIT

\$ 5,000 ANY ONE PERSON

PERSONAL & ADVERTISING INJURY LIMIT \$ 1,000,000 ANY ONE PERSON OR ORGANIZATION

GENERAL AGGREGATE LIMIT \$ 2,000,000

PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT \$ 2,000,000

OPTIONAL COVERAGES

EMPLOYEE DISHONESTY - INCREASED COVERAGE

\$ 50,000 - 5 EMPLOYEES

\$ INCL

DIRECTORS AND OFFICERS LIABILITY - CONDOMINIUM

\$ 1,000,000 EACH CLAIM

\$ INCL

\$ 2,000,000 AGGREGATE

31 UNITS \$ 1,000 SELF INSURED RETENTION

RETROACTIVE DATE 06/11/2018

TOTAL DEPOSIT PREMIUM - - - - - \$ 731.

6/9/23
Pd

APPLICABLE FORMS - SEE SCHEDULE OF FORMS



SUPPLEMENTAL DECLARATIONS

LOCATION 1, BUILDING 1

LOCATION OF PREMISES

OCCUPANCY/OPERATIONS

309 FOX RUN LN & FOX RIDGE LN,
WAYNESBORO,
AUGUSTA CO, VA 22980

TOWNHOUSE ASSOCIATION -
ASSOCIATION RISK ONLY - STREET OR
ROAD - EXISTENCE & MAINTENANCE -
CGL COVERAGE PART ONLY

INTEREST OF NAMED INSURED IN SUCH PREMISES - OWNER

PROPERTY PROTECTION

COVERAGES

CO-INS %

AMOUNT OF INSURANCE

1. BUILDINGS
2. BUSINESS PERSONAL PROPERTY AND
PERSONAL PROPERTY OF OTHERS
3. INCOME PROTECTION

OCCURRENCE

Q42 2051079

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SCHEDULE OF FORMS

FORM NUMBER	EDITION DATE	DESCRIPTION
ULF	03/01	ULTRAFLEX PACKAGE POLICY
GU48	03/15	VIRGINIA AMENDATORY ENDORSEMENT
UF3138*	10/04	VIRGINIA IMPORTANT NOTICE - NO FLOOD COVERAGE
GU102	01/05	VIRGINIA AMENDMENT OF POLICY - TWO OR MORE COVERAGE PARTS OR POLICIES WITH US
GUVA*	01/07	IMPORTANT INFORMATION FOR VIRGINIA POLICYHOLDERS
UF6807*	07/93	VIRGINIA NOTICE - ADDITIONAL COVERAGE AVAILABLE
IL985G*	01/21	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT
UF4810*	03/08	IMPORTANT NOTICE - POLICY SERVICE FEES
UF6330*	08/09	IMPORTANT NOTICE: DO YOU USE SUBCONTRACTORS?
GU145	06/13	VIRGINIA AMENDATORY ENDORSEMENT - FIRE DEPARTMENT SERVICE CHARGES
FORM SA	11/12	SUBSCRIBERS AGREEMENT
UFD314	05/20	IMPORTANT NOTICE TO POLICYHOLDERS - ULTRAFLEX PACKAGE PROGRAM
ULKD	02/02	EMPLOYEE DISHONESTY - INCREASED COVERAGE
ULBKVA	07/16	DIRECTORS AND OFFICERS LIABILITY COVERAGE - CONDOMINIUMS - VIRGINIA
ULUH	06/13	VIRGINIA AMENDATORY ENDORSEMENT - EXTENDED REPORTING PERIOD FOR DIRECTORS AND OFFICERS
ULED	09/05	EXCLUSION - ASBESTOS

Q42 2051079

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Erie Insurance Place
PA 16530

RENEWAL CERTIFICATE

Agent	ITEM 2. Policy Period	Policy Number
DD2064 WEAVER INS & FINANCIAL	06/20/23 TO 06/20/24	Q42 2051079 V

ITEM 1. Named Insured and Address	ITEM 3. Other Interest
FOX RUN ESTATES PROPERTY OWNER'S ASSOCIATION INC PO BOX 525 WAYNESBORO VA 22980-0389	

INCLUDE SPECIFIED NONCOMPENSATED OFFICERS AS EMPLOYEES

NONCOMPENSATED OFFICERS: PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER,
BOARD MEMBERS

SEE FORM ULRU

Nonstock Corporation - Annual Report

Entity Information			
Entity Name:	Fox Run Estates Property Owners' Association, Inc.	Entity Type:	Nonstock Corporation
Entity ID:	06690994	Formation Date:	12/07/2006
Jurisdiction:	VA		
Status:	Active		
Registered Agent Information			
RA Type:	Individual	RA Qualification:	Officer of the Corporation
Name:	BRIAN W RIDDLE	Registered Office	422 FOX RUN LN, WAYNESBORO, VA, Address: 22980 - 0000, USA
Locality:	AUGUSTA COUNTY		
Principal Office Address			
Address: 309 FOX RUN LN, WAYNESBORO, VA, 22980 - 0000, USA			
Principal Information			
<input type="checkbox"/> No Officers: If the corporation does not have officers because an organizational meeting has not been held.			
<input type="checkbox"/> No Directors: If the corporation does not have directors because (i) initial directors were not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated by a written agreement signed by all of the shareholders, or by the adoption of provision in the articles of incorporation or bylaws that was approved by all of the shareholders.			
Title	Director	Name	Address
President	Yes	RICHARD A STOWELL	309 FOX RUN LANE, WAYNESBORO, VA, 22980 - 0000, USA
	Yes	SUSAN CLARK MIRRA	151 FOX RIDGE LANE, WAYNEBORO, VA, 22980 - 0000, USA
Treasurer	Yes	ROBIN GIROUX	113 FOX RIDGE LANE, WAYNESBORO, VA, 22980 - 0000, USA
Vice President	Yes	Brian W Riddle	422 Fox Run Ln, Waynesboro, VA, 22980, USA
Secretary	Yes	Toviah Payne	217 Windsor Drive, Fishersville, VA, 22939, USA
Signature Information			
Date Signed: 12/20/2023			
Printed Name	Signature	Title	
Robin Giroux	Robin Giroux	Treasurer	

Fox Run Estates Property Owners Association, Inc.

C/o The Board of Directors, PO Box 525, Waynesboro, VA 22980

email: foxrunestatesva@gmail.com

ASSOCIATION COMPLAINT FORM

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors ("Board") of the Fox Run Estates Property Owners Association ("Association") has established this complaint form for use by persons who wish to file complaints with the Association regarding the action, inaction or decision by the Board or association inconsistent with applicable laws and regulations.

Legibly describe your complaint in the area provided below, as well as the action or resolution requested to the issues described in your complaint. Please include references to the specific facts and circumstances at issue and the provisions of the laws and regulations and applicable association governing documents 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, correspondence and other materials related to your complaint.

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

Print Name	Signature	Date
Mailing Address		
Unit Address		
Email	Phone No.	Contact Preference: ___Phone___Email___Other___

If, after the Board's consideration and review of your complaint, the Board issues a final decision adverse to your 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 Mayland Drive, Suite 400
Richmond, VA 23233
(804)367-8500
CICombudsman@dpor.virginia.gov

Fox Run Estates Property Owners Association, Inc.

C/o The Board of Directors, PO Box 525, Waynesboro, VA 22980

email: foxrunstatesva@gmail.com

**COMPLAINT PROCESS PURSUANT TO
VA. CODE SECTION 55-530E AND REGULATION 18 VAC 48-70-60**

1. An owner or resident may file a written complaint regarding the action, inaction or decision by the Board or Association inconsistent with applicable statutes and regulations ("Association Complaint"). All Association Complaints shall be submitted in writing to the Board of Directors by mail to PO Box 525, Waynesboro VA, 22980. Association Complaint Forms are available by contacting any of the Fox Run Estates POA Board of Directors or the POA Secretary at any time.
2. The Association Complaint shall be as specific as possible about the facts and circumstances; shall include references, to the extent the complainant has knowledge, to any provisions of law, regulations, the Governing Documents, Rules and resolutions, which are the subject of the Association Complaint; and shall state the requested action or resolution. The Association has the option not to act upon any complaint for which insufficient information is provided, which does not in the Association's sole discretion constitute a valid complaint or that an owner or resident fails or refuses to submit in writing.
3. The Fox Run Estates Secretary will provide written acknowledgement of receipt of the completed Association Complaint Form within seven (7) days of receipt and shall state the date, time and location that the matter will be considered by the Board of Directors. The acknowledgement shall be hand delivered or mailed by certified mail, return receipt requested, to the complainant at the mailing address or, provided the sender retains proof of delivery, by electronic transmission to the email address provided on the Association Complaint Form. If it appears from the submission that additional information is necessary to continue processing the Association Complaint, the acknowledgement will also identify the additional information needed and provide a reasonable amount of time for the complainant to respond.
4. If the complainant fails to respond within the timeframe by providing the additional requested information, the Association Complaint shall be deemed withdrawn. If an Association Complaint is deemed withdrawn, the POA Secretary shall notify the complainant in writing of such disposition by hand delivery, first class mail or email.

Fox Run Estates Property Owners Association, Inc.

C/o The Board of Directors, PO Box 525, Waynesboro, VA 22980

email: foxrunstatesva@gmail.com

5. Completed Association Complaint forms submitted to the Board of Directors will be reviewed at the next regularly scheduled meeting of the Board of Directors, provided such form is submitted at least seven (7) days prior to the next regularly scheduled Board of Directors meeting. The Board of Directors does not currently have a set meeting schedule. If the completed form is received less than seven (7) days prior to the next regularly scheduled meeting of the Board of Directors, the form shall be reviewed at the next subsequent regularly scheduled Board meeting.
6. Within seven (7) days of any decision by the Board of Directors, notice will be hand delivered or mailed by certified mail return receipt requested or, provided the sender retains sufficient proof of delivery, by electronic transmission to the complainant at the address on the Association Complaint Form. This notice shall be dated and include specific citations to applicable Governing Documents, statutes, regulations, Rules or resolutions that led to the determination, as well as the CICB registration number of the Association and if applicable, the name and license number of the Common Interest Community Manager shall also be provided. This notice will be the final written determination if no appeal is made by the complainant.
7. Once the Association Complaint procedure has been exhausted, the notice of final determination shall be dated and include specific citations to applicable Governing Documents, statutes, regulations, Rules or resolutions that led to the final determination, as well as the CICB registration number of the Association. If applicable, the name and license number of the Common Interest Community Manager shall also be provided. The final determination notice shall include a notice of the complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Ombudsman and the applicable contact information.
8. A record of each association complaint filed with the Association shall be maintained for no less than one year after the association acts on the complaint.

Fox Run Estates POA Meeting Minutes
Election of the Board
August 21, 2023

Time: 6:30 PM

Members Present (via ZOOM): Rich Stowell, Brian Riddle, Robin Giroux, Sue Clark Mirra, Toviaah Payne, Chris Payne, Terry Penn, Jenn Reynolds, Duane Rothgeb

Next POA Board Meeting Date: November 2, 2023

A. Key Topics: Election of Board of Directors

1. *Action:* The Board received electronic ballots from property owners for the election of the Board. Ballots from owners representing 26 lots were recorded and tallied. The following 5 candidates were nominated and voted in as the Board of Directors: Rich Stowell, Sue Clark Mirra, Robin Giroux, Brian Riddle, and Toviaah Payne.

Comments: POA non Board members attending the meeting were supportive of the process and expressed appreciation of the work of the Board. No nominations from the floor were provided.

2. *Action:* The elected directors held a meeting at the conclusion of the election and discussed what position each would fulfill on the Board. The Board officers are:

Rich Stowell - President

Brian Riddle - Vice President

Robin Giroux - Treasurer

Toviaah Payne - Secretary

Sue Clark Mirra - Director

3. *Action:* The Board discussed creating a calendar of required activities/tasks for the year. Meeting dates for the upcoming year were also established.

November 2, 2023 (Board meeting- consider road repair, tree/brush removal)

January 25, 2024 (Board meeting - Budget prep)

February 29, 2024 (Board meeting - Budget prep)

March 21, 2024 (POA Annual meeting)

Fox Run Estates POA Meeting Minutes
Election of the Board
November 2, 2023

Time: 6:30 PM

Members Present (via Zoom): Rich Stowell, Brian Riddle, Robin Giroux, Sue Clark Mirra, Toviah Payne

Next POA Board Meeting Date: January 25, 2024 (Budget prep)

Robin emailed budget ahead of Zoom meeting.

A. Key Topics: Road degradation, maintaining culverts and ditches, and tree trimming

1. *Comments:* Board members discussed concern of smaller, encroaching trees that should be trimmed or removed and also larger dead trees that could fall during a storm. Board members discussed who has responsibility of the trees, concern the lot owners do not necessarily know when they do not live here and the burden on the people who live in Fox Run.

Action: Robin will contact Logan from *The Sharpest Cut* to confirm snow removal contract and also to have him estimate for the smaller encroaching trees. Recommendations or quotes will be then presented to Board via text.

Action: Rich will contact *Manning Brothers* for estimates and opinions for larger, dead trees. Recommendations or quotes will be then presented to Board via text.

2. *Comments:* Board members discussed leaves falling quickly, covering roads, clogging drains and culverts. Board members agreed to blowing leaves into the woods surrounding their homes, beyond the sides of the road. Rich informed Board that culverts were cleaned with power washer/water approximately 2 years ago.

Action: Rich will contact Adam who does the mowing and weed eating for recommendation for a final mow, weed eating or leaf blowing. Recommendations or quotes will be then presented to Board via text.

3. *Comments:* Board discussed degradation of the side of the road in several places.

Action: Toviah will contact excavators for recommendations or quotes for road improvements. Recommendations or quotes will be then presented to Board via text.

Upcoming Meetings: **February 29, 2024 (Board meeting - Budget prep)**
 March 21, 2024 (POA Annual meeting)

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 29570
Richmond, Virginia 23242-0570
(804) 367-8510
cic@dpdor.virginia.gov
www.dpor.virginia.gov



Common Interest Community Board

VIRGINIA PROPERTY OWNERS' ASSOCIATION DISCLOSURE PACKET NOTICE

The lot being purchased is in a development subject to the Virginia Property Owners' Association Act. The contract to purchase a lot shall disclose that the lot is located in a property owners' association. The purchaser may have the right to cancel the contract after receiving the disclosure packet and the purchaser may request an update of the disclosure packet pursuant to § 55.509.4 of the Code of Virginia.

Living in a common interest community carries with it certain rights, responsibilities and benefits. Benefits include the right to use common areas, which may include swimming pools, parks, playgrounds and other recreational facilities. In order to finance the operation of the common interest community association, each owner is responsible for and obligated to pay periodic assessments, and if necessary, special assessments to ensure that the financial requirements are met.

Use of common areas, financial obligations of lot owners and other rights, responsibilities and benefits associated with the ownership of a lot in this common interest community are subject to the provisions of governing documents that typically include a declaration, articles of incorporation, bylaws and rules and regulations. These documents are important and should be reviewed carefully prior to purchase.

Some decisions are made by the association board of directors, while other decisions are reserved to a vote of association members. The purchaser is bound by all decisions of the association and the board of directors and the provisions of the governing documents.

Failure to comply with the association governing documents can result in legal action taken against the lot owner. Failure to pay assessments and mandatory fees may result in the association filing a lien and/or lawsuit against the lot owner, foreclosing the lien, and other actions permitted by the governing documents and the Property Owners' Association Act.

Documents and information contained in the disclosure packet describe the basis for living in a common interest community and should be reviewed carefully prior to purchase of the lot.

The Association Disclosure Packet must include the following statements:

- ☐ Association name, and if incorporated, the state of incorporation and the name and address of the registered agent;
- ☐ A statement of any approved expenditures that require an additional assessment during the current year or the immediately succeeding fiscal year;
- ☐ A statement of all assessments and other mandatory fees currently imposed by the association;
- ☐ A statement whether there is any other entity or facility to which the lot owner may be liable for fees or charges;
- ☐ The current reserve study report (or a summary thereof), a statement of the status and amount of any reserve or replacement fund and any portion of the fund allocated by the governing board for a specified project;
- ☐ A copy of the association's current budget (or a summary thereof) and a copy of its statement of income and expenses or financial condition for the last fiscal year available, including a statement of the balance due of any outstanding loans of the association;
- ☐ A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party and that either could or would have a material impact on the association or its members or that relates to the lot being purchased;
- ☐ A statement setting forth the insurance coverage provided for all lot owners by the association, including any fidelity bond maintained by the association, and what additional insurance would normally be secured by each individual lot owner;
- ☐ A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto by the prior lot owner, are not in violation of any of the instruments referred to in this disclosure notice;
- ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;
- ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including, but not limited to reasonable restrictions as to the size, place and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;
- ☐ Certification, if applicable, that the association has filed with the Common Interest Community Board the annual report required by §55-516.1 of the Code of Virginia including the filing number assigned by the Common Interest Community Board and the expiration date of the filing;
- ☐ The association complaint procedure as required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50.

The Association Disclosure Packet must include the following attachments, if any:

- ☐ A copy of the current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;
- ☐ A copy of notice given to the lot owner by the association of any current or pending rule or architectural violation;
- ☐ A copy of any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet;