

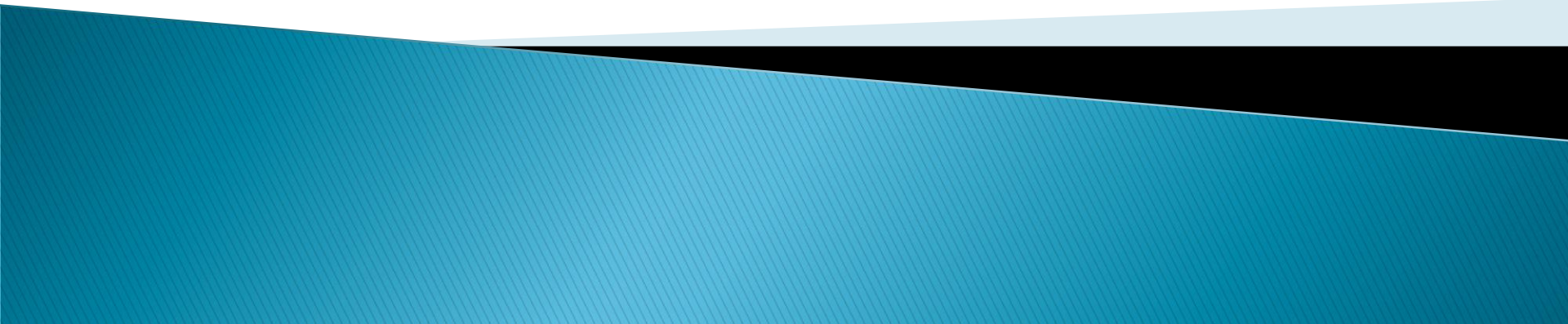
# Common Interest Community Update



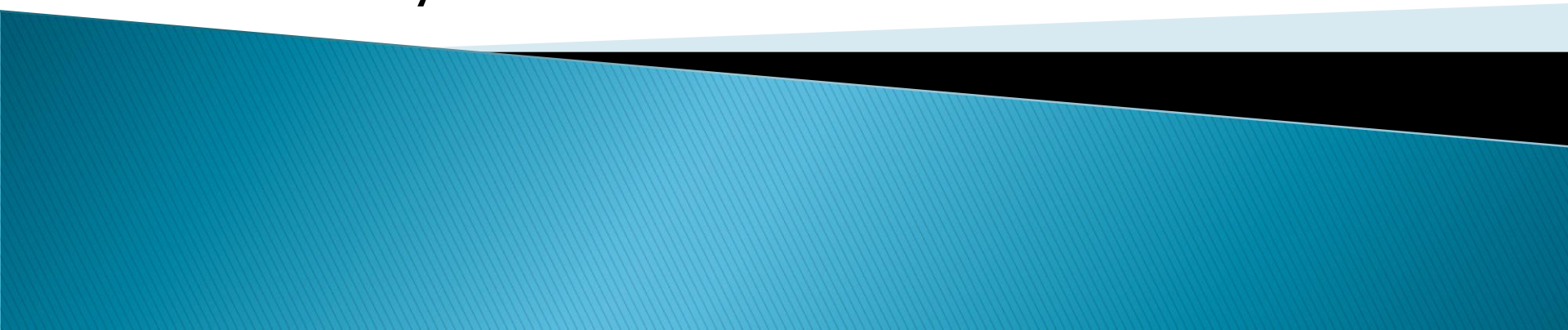
**Consumer Affairs Branch**  
Fairfax County Department of  
Cable and Consumer Services

[fairfaxcounty.gov/consumer](http://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

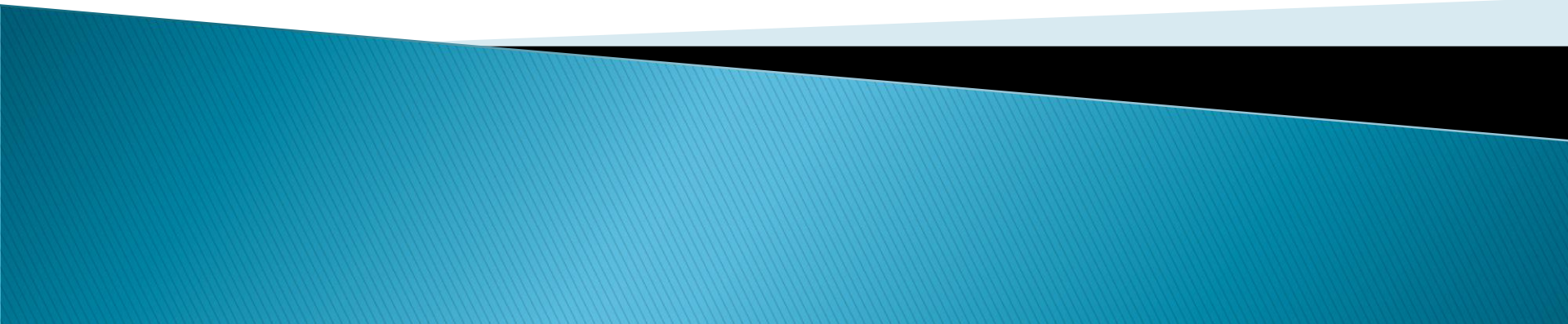
Main Reception (703) 865-7272  
[info@nvms.us](mailto:info@nvms.us)

# Become More Engaged

- ▶ Get involved in the community
  - Run for the board
  - Join a committee
  - Support community events



# Virginia State Corporation Commission





Commonwealth of Virginia  
**State Corporation Commission**

Virginia.gov

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SCC Home











Search SCC



[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

### Quick Links

-  [Learn more about the Commission](#)
-  [Submit public comments on a case](#)
-  [Obtain case information](#)
-  [Find a news release](#)
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-  [Get career information/apply for a job](#)
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-  [View current solicitations](#)
-  [View SCC expenses](#) 

### News & Alerts

#### Welcome to the SCC Home Page

Stay informed about the Commission and its happenings by visiting our site often.

# Business Entities

- ▶ Entity Search
  - ▶ Entity Formation
  - ▶ Forms and Fees
  - ▶ Expedited Services
  - ▶ Annual Reports
  - ▶ Reinstatements
  - ▶ Online Services
  - ▶ Copies/Certificates
  - ▶ FAQs
- 

# Virginia Non Stock Corporations

[http://www.scc.virginia.gov/clk/  
vanon\\_corp.aspx](http://www.scc.virginia.gov/clk/vanon_corp.aspx)



# Commonwealth of Virginia State Corporation Commission

[Home](#) | [Site Map](#) | [About SCC](#) | [Contact SCC](#) | [Privacy Policy](#)

[SCC Home](#) > [Office of the Clerk](#) > [Forms and Fees](#) > Virginia Nonstock Corporations

## Office of the Clerk

Citizen\_Quick\_Links

GO

Industry\_Quick\_Links



### Business Entities

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[Entity Formation](#)  
[Forms and Fees](#)  
[Expedited Services](#)  
[Annual Reports](#)  
[Reinstatements](#)  
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### UCC or Tax Liens

[UCC/Tax Lien Search](#)  
[UCC Forms and Fees](#)  
[Rules and Guidelines](#)  
[Federal Tax Liens](#)  
[Copies/Certificates](#)  
[FAQs](#)

### Court Services

[Case Information](#)  
[Electronic Filing](#)  
[Document Control Center](#)

## 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.

SCC FORM #/FORMAT	FORM TITLE	FILING FEE/COMMENTS
<a href="#">Notice-DOC</a> <a href="#">Notice-PDF</a>	<b>Notice to Virginia Corporations</b>	
<a href="#">Charter/Entrance-DOC</a> <a href="#">Charter/Entrance-PDF</a>	<b>Corporation Charter/Entrance Fee Schedule</b>	
<a href="#">Annual-DOC</a> <a href="#">Annual-PDF</a>	<b>Annual Corporation Requirements and Fee Schedule</b>	
SCC1 <a href="#">Request Form</a>	<b>Corporate Annual Report</b>	No fee.
<a href="#">SCC607/807-DOC</a> <a href="#">SCC607/807-PDF</a>	<b>Guide for Articles of Correction for a Virginia Corporation</b>	\$25
SCC615/815 <a href="#">Request Form</a>	<b>Notice of Assessment of Registration Fee</b>	
<a href="#">SCC631/830-DOC</a>	<b>Application for Reservation or for Renewal</b>	\$10 for Reservation: \$10

[Divisions](#)

[Divisions](#)

[Laws & Regulations](#)

[Bulletins](#)

[External Links](#)

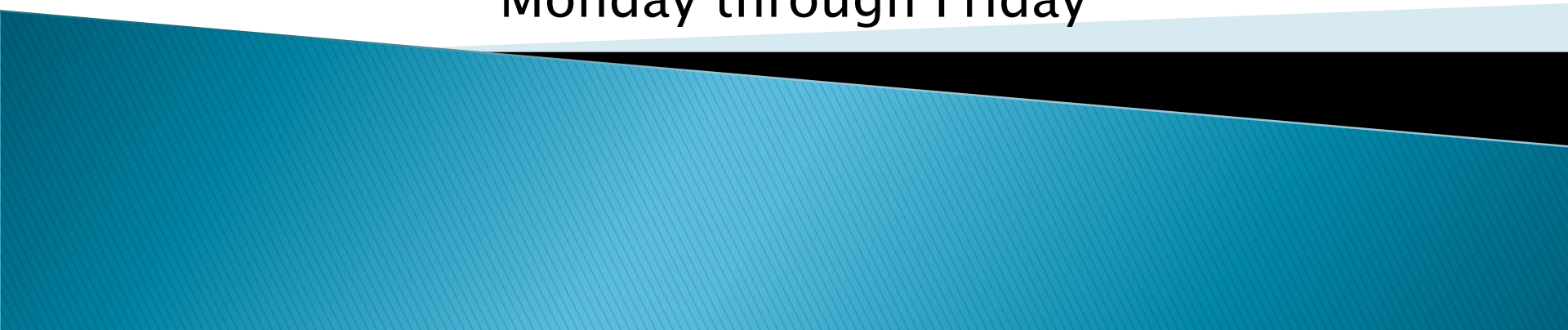


# Virginia State Corporation Commission

<http://www.scc.virginia.gov>

Office of the Clerk  
P.O. Box 1197  
Richmond, Virginia 23218

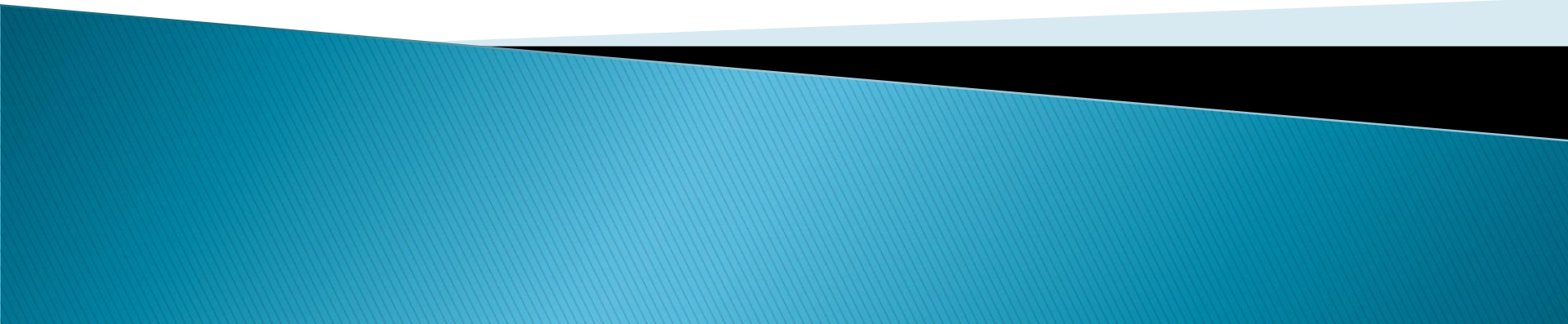
Call Center: (804) 371-9733  
Toll-free in Virginia 1-866-722-2551  
Office Hours: 8:15 a.m. to 5:00 p.m.  
Monday through Friday



# 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





<a href="#">License Lookup</a>
<a href="#">Online License Services</a>
<a href="#">News &amp; Announcements</a>
<a href="#">Licensing &amp; Regulation (Boards)</a>
<a href="#">Compliance &amp; Investigations</a>
<a href="#">Law &amp; Policy</a>
<a href="#">Public Records</a>
<a href="#">Services for Licensees / Regulators</a>
<a href="#">Services for Consumers</a>
<a href="#">Services for Board Members / Employees</a>
<a href="#">Fair Housing Office</a>

## COMMON INTEREST COMMUNITY BOARD

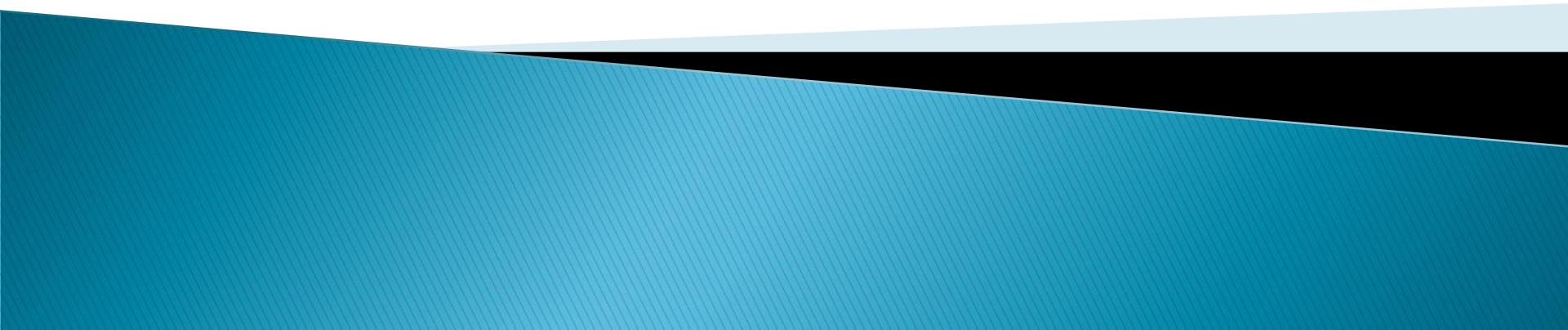
The Common Interest Community Board became effective on July 1, 2008. The Board was established to regulate Common Interest Community Managers, via a licensure program for management firms, and principal and supervisory employees of the licensed firms. Also included under the Common Interest Community 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



Home > License Lookup and Disciplinary Actions

Contact Us |

GO

License Lookup
Online License Services
News & Announcements
Licensing & Regulation (Boards)
Compliance & Investigations
Law & Policy
Public Records
Services for Licensees/Regulants
Services for Consumers
Services for Board Members/Employees
Fair Housing Office
About DPOR

## 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:

#### 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



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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:

#### 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





Home &gt; Search Results of License Lookup and Disciplinary Actions

[Contact Us](#) |[License Lookup](#)[Online License Services](#)[News & Announcements](#)[Licensing & Regulation  
\(Boards\)](#)[Compliance & Investigations](#)[Law & Policy](#)[Public Records](#)[Services for](#)[Licensees/Regulants](#)[Services for Consumers](#)[Services for Board](#)[Members/Employees](#)

## License Lookup and Disciplinary Actions

Search Criteria (in addition to board)

Name Zip Code License Number Records Found

newington

5

Click on any column for additional information

Board	Number	Name	Location
<a href="#">CIC ASSOCIATIONS</a>	<a href="#">0550002343</a>	<a href="#">NEWINGTON HEIGHTS HOMEOWNERS ASSOC. INC</a>	<a href="#">LORTON, VA 22079</a>
<a href="#">BUSINESS</a>		<a href="#">NATIONAL REALTY PARTNERS, 365 HERNDON PKWY STE 111</a>	
<a href="#">CIC ASSOCIATIONS</a>	<a href="#">0550003505</a>	<a href="#">NEWINGTON COMMONS HOMEOWNERS ASSOCIATION INC.</a>	<a href="#">LORTON, VA 22079</a>
<a href="#">BUSINESS</a>		<a href="#">AAA PROPERTY MANAGEMENT</a>	
<a href="#">CIC ASSOCIATIONS</a>	<a href="#">0550001368</a>	<a href="#">NEWINGTON WOODS HOMEOWNERS ASSOCIATION INC.</a>	<a href="#">SPRINGFIELD, VA 22153</a>
<a href="#">BUSINESS</a>			
<a href="#">CIC ASSOCIATIONS</a>	<a href="#">0550000872</a>	<a href="#">NEWINGTON COMMUNITY ASSOCIATION</a>	<a href="#">SPRINGFIELD, VA 22153</a>
<a href="#">BUSINESS</a>			
<a href="#">CIC ASSOCIATIONS</a>	<a href="#">0550000858</a>	<a href="#">NEWINGTON FOREST COMMUNITY ASSOCIATION INC.</a>	<a href="#">SPRINGFIELD, VA 22153</a>
<a href="#">BUSINESS</a>			



- License Lookup
- Online License Services
- News & Announcements
- Licensing & Regulation  
(Boards)
- Compliance & Investigations
- Law & Policy
- Public Records
- Services for  
Licensees/Regulants
- Services for Consumers
- Services for Board  
Members/Employees
- Fair Housing Office
- About DPOR

## Common Interest Community (CIC)

ASSOCIATION NAME:	NEWINGTON FOREST COMMUNITY ASSOCIATION INC.
ASSOCIATION WEB SITE:	NOT PROVIDED
ADDRESS:	SPRINGFIELD, VA 22153
ASSOCIATION TYPE:	PROPERTY OWNERS
LICENSE NO:	0550000858
INITIAL CERTIFICATION DATE:	MARCH 25, 1994
EXPIRATION DATE:	MARCH 31, 2012

### 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](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](mailto:cic@dpor.virginia.gov)





<a href="#">License Lookup</a>
<a href="#">Online License Services</a>
<a href="#">News &amp; Announcements</a>
<a href="#">Licensing &amp; Regulation (Boards)</a>
<a href="#">Compliance &amp; Investigations</a>
<a href="#">Law &amp; Policy</a>
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<a href="#">Services for Licensees / Regulators</a>
<a href="#">Services for Consumers</a>
<a href="#">Services for Board Members / Employees</a>
<a href="#">Fair Housing Office</a>
<a href="#">About DPOR</a>

## 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







**VIRGINIA**  
REGULATORY TOWN HALL



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[Regulatory Activity](#)

[Meetings](#)

[Guidance documents](#)

[Public Comment](#)

[Sign in](#)

[State Agency](#)

[Registered Public](#)

**Secretariat** Commerce and Trade

**Agency** Department of Professional and Occupational Regulation

**Board** **Common Interest Community Board**

[Chapters](#) [Board Information](#) [Meetings](#) [General Notices](#) [Guidance Documents](#) [Periodic Reviews](#)

6 active chapters

VAC Code	Chapter Title	Last Activity	Last Review
<a href="#">18 VAC 48-10</a>	Public Participation Guidelines	10/13/2008	12/8/2011
<a href="#">18 VAC 48-20</a>	Condominium Regulations	* 3/12/2012	12/8/2011
<a href="#">18 VAC 48-40</a>	Virginia Time-Share Regulations	10/27/2008	12/8/2011
<a href="#">18 VAC 48-50</a>	Common Interest Community Manager Regulations	1/30/2012	12/8/2011
<a href="#">18 VAC 48-60</a>	Common Interest Community Management Information Fund Regulations	3/30/2009	12/8/2011
<a href="#">18 VAC 48-70</a>	Common Interest Community Ombudsman Regulations	1/17/2011	

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

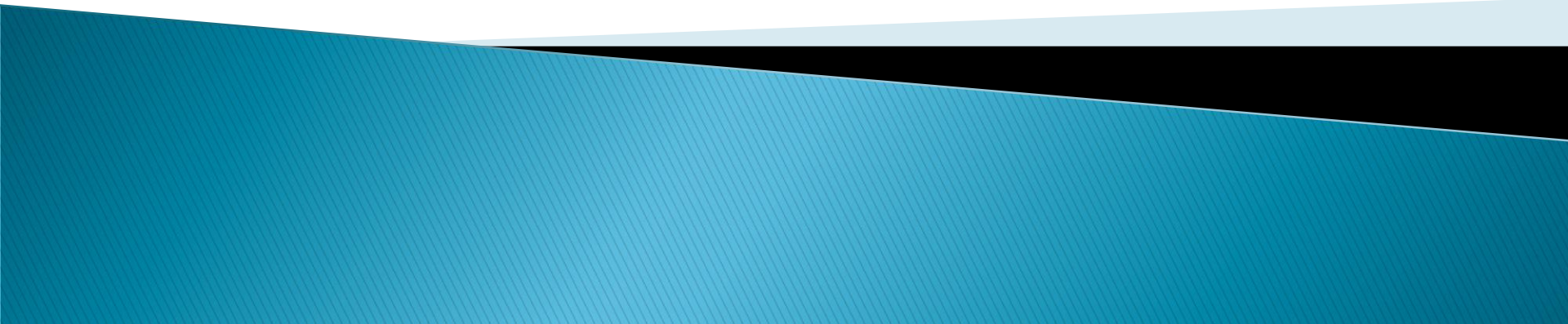
<http://www.townhall.virginia.gov/L/ViewBoard.cfm?boardid=147>



## Final Stage

Stage Information	Documents	Contact Information
Changes to Text	Changes have been made to the text since the <a href="#">proposed stage</a> was last published in the Register.	
Exempt from APA	No, this stage/action is subject to article 2 of the <i>Administrative Process Act</i> and the standard executive branch review process.	
Attorney General Certification	Submitted on 6/29/2011 Review Completed: 6/29/2011 Result: Certified	
DPB Review	Submitted on 6/29/2011 Review Completed: 7/6/2011 <i>DPB's policy memo is "Governor's Confidential Working Papers"</i>	
Secretary Review	Review Completed: 8/15/2011	
Governor's Review	<b>Governor's office review in progress.</b> [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 <i>The Virginia Register of Regulations</i> .  If you sign up for the Town Hall <a href="#">email notification service</a> , 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






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[Citizen's Guide](#)
[Legislative Information System](#)
[Capitol Classroom](#)
[Who's My Legislator](#)

## 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 prefiling 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



Restored House of Delegates Chamber  
Photos of Virginia's Capitol Building and Grounds

### Quick Links

[The Virginia General Assembly](#)  
[House Session Live Video](#)  
[Senate Session Live Video](#)  
[Use of the Capitol for Events](#)  
[Virtual Tours of the Capitol](#)  
[Citizen Participation](#)  
[How to Track a Bill](#)  
[Lobbyist-in-a-Box Service](#)  
[2012 Liaison Book](#)  
[FAQ](#)  
[Meeting Schedule](#)  
[Publications](#)

### 2012 Regular Session

Enter a Bill Number



Examples:

hb1, sj2, hr+

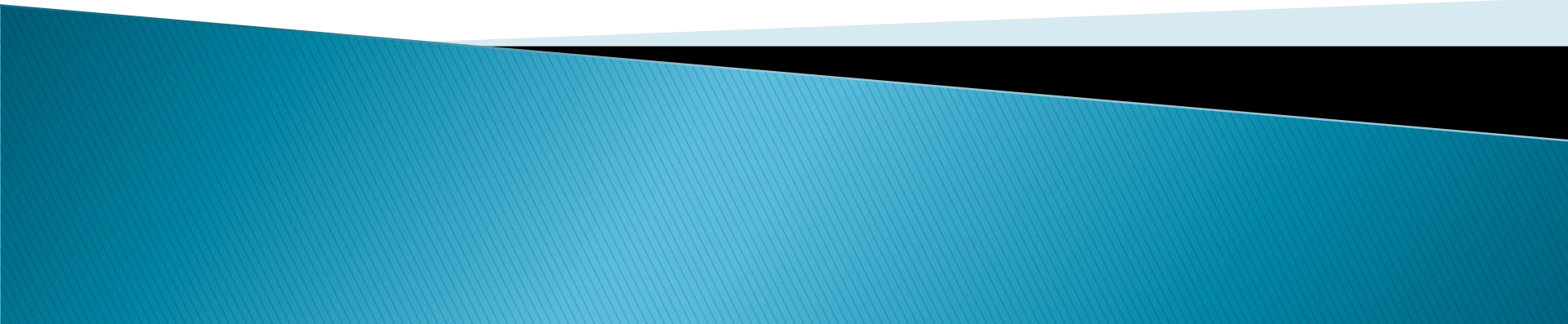
[Bill Text Search](#)

[Session Tracking](#)

<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](http://www.fairfaxcounty.gov/consumer)  
[consumer@fairfaxcounty.gov](mailto:consumer@fairfaxcounty.gov)