

Exhibit A
FAIRLINGTON GLEN CONDOMINIUM COUNCIL OF CO-OWNERS
COMPLAINT FORM

(To comply with Section 55-530 of the Virginia Code)

You must use this form to file a complaint. Please complete, sign and date this form and mail, or fax it to the Council's common interest community manager at the address below:

Fairlington Glen Condominium Council of Co-Owners
c/o Karen A. Conroy, Property Manager
Cardinal Management Group, Inc.
4330 Prince William Pkwy, Suite 201
Woodbridge VA 22192
Fax: 703-866-3156

Name of Complainant(s):

Address:

Phone: (Home) _____ **(Work)** _____

(Mobile) _____ **(Email)** _____

Preferred method of communication: _____ **Writing** _____ **E-mail**

Please describe the nature of your complaint, including relevant times, dates and locations, and the specific provision of state law and/or regulations that you believe has been violated (please attach all documents and communications supporting your complaint – you may use additional pages):

Name and address of persons who are the subject of complaint:

Explain what you want the Council to do in response to your complaint:

You must date and sign this form. Anonymous complaints will not be accepted.

Signature: _____

Date: _____

The Council will maintain a record of your complaint for one year from the date upon which it takes action to resolve your complaint.

To be completed by Council representative only

Received by: _____ **Date:** _____