



102 Timberlake Terrace
Stephens City, VA 22655

Per the House Bill 516 effective July 1, 2008, all reports to the Association must be in writing. Your Association would like you to know your rights. You are entitled to a hearing and or meeting with your Board.

Description of the violation. (Must have details: date, time. If it is a pet we need its color, type, who is walking the pet.)

Resident committing the alleged violation. (Name, address, unit number, male, female, child)

Repairs/ Problems: (Association reasonability)

Approval for changes of property. (All changes must be approved. We will need a written plan, photos, color, etc.)

The board will vote and mail the approval in 30 days.

****Required information: (Name & Phone Number) NO action will be taken without your name and phone number:*

Name:

Phone:

For the safety of the residents, the association will not give out your information. The association may have to share this form with the court system. Call with any questions.
