



Charles County Homeowner’s Association Dispute Review Board

Thank you for contacting the Charles County Homeowner’s Association Dispute Review Board. To file a complaint, please complete the attached complaint form and return it to the address below. You may wish to keep a copy for your personal records. (See fees below).

Mediation may be requested by either party at any time. If mediation is not requested, or if a complaint is not resolved through mediation, it will be presented to the Board to consider jurisdiction of the complaint. If jurisdiction is accepted, a hearing will be scheduled.

NOTE: A copy of the complete set of the community’s governing documents must accompany this complaint. Please do not send original documents.

In an effort to expedite the resolution of the complaint, the Board encourages the parties to continue to make every effort to resolve the situation even after application has been made.

Pursuant to Bill No. 2004-05, Section 247-4 of the Charles County General Code, effective June 30, 2005, the County Commissioners may set a fee for filing disputes with the Homeowner’s Association Dispute Review Board to offset administrative fees. The fee is payable by the party filing the dispute, and must accompany the complaint form. Any checks should be made payable to “Charles County Commissioners”.

| Complaint Fee Schedule | Covenant/Architectural Enforcement | Bylaw/Process |
|-------------------------------|---|----------------------|
| Application Fee: | \$121.00 | \$71.00 |
| Mediation Fee: | \$177.00 | \$173.00 |
| Public Hearing Fee: | \$438.00 | \$177.00 |

Charles County Homeowner's Association Dispute Review Board

COMPLAINT FORM

CASE NO. _____
(Office Use Only)

COMPLAINING PARTY (The Party Filing the Complaint)

Complaining Party's Name: _____

Address: _____

Home Phone: _____ Office Phone: _____

Complaining Party's Standing: (Check One)

_____ a lot owner in a homeowner association

Name of Community _____

_____ a governing body

Name of Community _____

RESPONDING PARTY (The party against whom the complaint is being filed)

Responding Party's Name _____

Address: _____

YOUR COMPLAINT INVOLVES: (Check as appropriate)

The authority of a governing body, under any law or association document, to:

_____ require any person to take any action, or not to take any action, involving a unit

_____ require any person to pay a fee, fine, or assessment

_____ spend association funds

_____ alter or add to a common area or element

The failure of a governing body, when required by law or an association document, to:

_____ properly conduct an election

_____ give adequate notice of a meeting or other action

_____ properly conduct a meeting

_____ maintain or audit books and records

_____ allow inspection of books and records

_____ properly adopt a budget or rule

Circumstances regarding the above violation:

Name the condition(s) or event(s) that you believe to be a violation of law or governing documents. List names, dates, times, places, events and reasons leading to this formal complaint. Use additional sheets of paper if necessary.

DESIRED ACTIONS:

State what actions will resolve your complaint.

PROPER FILING:

Do your community's governing documents provide a procedure or remedy for resolving disputes? _____ (yes) _____ (no)

If yes, what steps has the Association taken to exhaust all procedures or remedies provided in the community documents? Please provide all necessary documentation to support your response.

Has it been at least sixty (60) days since you initiated the procedure or remedy provided for in the community documents? ____ (yes) ____ (no) Date Initiated: _____

I hereby certify that the statements made on this form and in any attached documents are true and complete to the best of my knowledge, information and belief.

Signature

Date

Note: A full and complete copy of the adopted and recorded deed, codes, covenants, restrictions, bylaws or other legal instruments under which the Homeowner's Association is governed, as well as copies of any and all court filings or decisions filed by or against the petitioner relative to or bearing upon the conflict that is the subject of the petition, must accompany this complaint.

Submit to: Charles County PGM - Permits Administration
P.O. Box 2150
La Plata, Maryland 20646

Updated: 7/10/2012