



800 CHIMNEY HILL PKWY VIRGINIA BEACH, VA 23462  
O: (757)463-3805 F :( 757) 463-5266  
WWW.CHIMNEY-HILL.NET

**Mission Statement:** To provide every resident in Chimney Hill with a clean, enjoyable, and desirable place to live.  
**Vision:** To protect and positively influence property values.

*Appeal Process: A homeowner/registered agent may appeal the ACC's Decision if you meet the following grounds and timeline. An Appeal may be filed if it is within 30 calendar days of the date of the ACC Decision's Letter and an explanation if the Association did not follow Due Process and/or the violation(s) did not violate from any of the following CHCA Governing Docs CHCA Declaration of Covenants, Conditions and Restrictions, the Virginia Maintenance Code, City and State Laws, Ordinances and the Property Owner's Association Act, Title 55.1, Subtitle IV, Chapter 18, Operation and Management of Association, § 1819 Adoption and enforcement of rules. If you do not meet the timeline and you do not have the appropriate grounds for an appeal, then your appeal request will be automatically denied.*

## REQUEST FOR APPEAL

Date of Request: \_\_\_\_\_

### Homeowner's Information:

Homeowner's Name: \_\_\_\_\_

Chimney Hill Property Address: \_\_\_\_\_

Homeowner's Phone Number: \_\_\_\_\_ **Home Mobile Work (circle one)**

Style/Type of home cited: Single Family \_\_\_\_\_ Townhome \_\_\_\_\_

### Violation Information:

Date(s) Cited: 1<sup>st</sup> Notice: \_\_\_\_\_ 2<sup>nd</sup> Notice: \_\_\_\_\_

Days given to resolve 1<sup>st</sup> Notice: \_\_\_\_\_ 2<sup>nd</sup> Notice: \_\_\_\_\_

Total # of days given: \_\_\_\_\_

ACC Code cited: \_\_\_\_\_

Action required to resolve violation: \_\_\_\_\_

What was ACC Committee's decision: \_\_\_\_\_

Date of the ACC Committee's Decision Letter: \_\_\_\_\_

### Appeal Information:

Reason/grounds for this appeal request:

\_\_\_\_\_  
\_\_\_\_\_

What would you like for the Board to Consider?

\_\_\_\_\_  
\_\_\_\_\_



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The following Documents are attached with this request: \_\_\_\_\_

I understand that by submitting this request it does not absolve me of the current penalty imposed by the Architectural Control Committee (ACC) at the Due Processing hearing conducted on: \_\_\_\_\_.

You have the right to submit any new evidence and to present this evidence to the Board at your Appeal Hearing. You will be notified of such hearing via Certified mail (14) fourteen days in advance of the scheduled Appeal Hearing. The CHCA Board of Directors will review this request and any existing and new evidence that you submit at your Appeal Hearing. You will be notified of the Board's ruling (7) seven days after the scheduled Appeal Hearing.

The Homeowner/agent has the right to have an attorney present for the Appeal Hearing, and should you choose to exercise this right, please inform the Association's office Staff at least (7) seven days in advance of the scheduled hearing. Also please be aware that the Board Appeal Hearing Letter will be sent Certified Mail. There will be a Certified Letter fee assessed to your account in the amount of **\$6.75**.

**Final Action:** The Association will send a letter to the owner and/or agent stating the Appeal Decision of the HOA Board of Directors. This letter must be sent within seven (7) days after the scheduled HOA Board Meeting. A Board Letter must be sent via Certified Mail, Return Receipt Requested and Regular Standard Mail.

Also, please be advised that the Board of Directors will not entertain any of your concerns unless your homeowner dues are paid in full, and your account has a zero balance.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Does this Appeal Request meet the guidelines for an appeal: \_\_\_\_\_

What are the grounds for this appeal request: \_\_\_\_\_

Has this request been filed within 30 calendar days of the date of the ACC Decision's Letter: \_\_\_\_\_

Hearing Notice Sent: \_\_\_\_\_ or Denial Notice Sent: \_\_\_\_\_

Hearing Scheduled: \_\_\_\_\_ Board's Decision: \_\_\_\_\_