Exhibit A

WINCHESTER LANDING HOMEOWNERS ASSOCIATION
COMPLAINT FORM
(To comply with §54.1-2354.4 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 Association's common interest community manager at the address below:

WINCHESTER LANDING HOMEOWNERS ASSOCIATION
c/o Coventry Group Community Management, Inc.
P.O. Box 2580 Winchester, VA 22604
540-535-0816

Name of Complainant(s):
David Gillette

Address: 105 Maury Way Winchester VA 22602

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

(Mobile) [redacted] **(Email)** [redacted]

Preferred method of communication: _____ **Writing** X **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):
I am filing this complaint because the Association has violated Va. Code § 55.1-1815 by failing to respond to or produce records I requested on 6/2/26 for final approved architecture change request applications (showing approval dates and approving authority) for fences on lots 11, 112, 116, 166 & 179 with PII redacted. This is a proper records request under § 55.1-1815 for the purpose of membership oversight of covenant enforcement consistency. The Association's complete lack of response after more than 5 days constitutes a denial.

Name and address of person(s) who is/are the subject of complaint:
Winchester Landing Homeowners Association Board of Directors (c/o Coventry Group Community Management)
2045 Valley Ave #100, Winchester, VA 22601

Explain what you want the Association to do in response to your complaint:
Produce the requested final approved Architectural Change Request applications for the specified lots (with only legitimate personally identifying information redacted) in electronic format, upon my payment of reasonable costs consistent with § 55.1-1815(E). If the Association continues to deny or withhold the records, please issue this as a Final Adverse Decision / Notice of Final Determination so that I may proceed to the Common Interest Community Ombudsman.

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

Signature: David Gillette

Date: 6/12/26

The Association 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 Association representative only

Received by: _____ **Date:** _____