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 produce records I requested on 10/15/26 for final approved Architecture Change Request application (showing approval dates and approving authority) for the fence on lot 171 with PII redacted. This is a proper records request under § 55.1-1815 for the purpose of membership oversight of covenant enforcement consistency.

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 fence application for lot 171 (with only legitimate PII 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 a Notice of Final Determination per 18VAC48-70-50 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: _____

Date: 10/21/26

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:** _____

Additional Comments Regarding 10/21/26 Complaint Concerning Access to Association Records

My complaint raises a narrow question: May the Association refuse to process an otherwise qualifying records request under Virginia Code § 55.1-1815 unless the requesting member accepts its prohibition on public dissemination?

Section 55.1-1815 establishes members' rights to examine and copy Association records for a proper purpose related to their membership, subject to statutory conditions and exclusions. It does not expressly make acceptance of a public-dissemination restriction a condition of access.

My purpose in requesting the approved fence application for the fence installed on lot 171 is to understand how the Association administers its architectural review process and documents approved fence applications, in the interest of transparency and consistent enforcement of the governing documents. I submitted the Association's records-request form with a qualification reserving my rights under Virginia law. The Association refused to process the request with that qualification.

The Association may characterize its publication restriction as governing conduct after records are produced rather than access itself. But its policy classifies public dissemination as an "improper purpose," and acceptance of the restriction was required before my request would be processed. As applied to my request, the restriction therefore operates as a condition of access, not merely a rule governing later conduct.

I am not asking the Board to determine whether every possible future publication would be lawful. I am challenging its refusal to process this request unless I unconditionally accept the publication restriction. The policy's classification of public dissemination as improper does not itself establish that the classification is consistent with the statutory proper-purpose standard.

I request that the Board direct the Association to process my request and provide the requested record, subject to any withholding or redaction permitted by § 55.1-1815, without requiring acceptance of the disputed publication restriction.

If the Board declines, please identify the specific factual and legal grounds for its decision, including the provision of the POAA, the Declaration, or other applicable authority that it contends permits this condition, and explain how applying that condition is consistent with § 55.1-1815. statutory access?