Winchester Landing Homeowners Association, Inc.
c/o Coventry Group
2045 Valley Avenue, Suite 100
Winchester, VA 22656
Phone: 540-535-0816 / Fax: 540-301-5143

Date of Issuance: November 12, 2026

By email [redacted]

David Gillette
105 Maury Way
Winchester, VA 22602

NOTICE OF BOARD'S FINAL DETERMINATION
Winchester Landing HOA
RE: your 10/21/26 Complaint regarding access to records

Dear Mr. Gillette:

On behalf of the Association's Board of Directors, I am providing you with this notice of the Board's determination regarding the above-referenced Complaint you submitted, which was discussed and voted on at the Board Meeting on November 10th. Your Complaint states that the Association violated the Va. Property Owners' Association Act ("POA Act") by not providing you with records that you requested on October 15th through your altered (improperly submitted) Records Access Form.

Based on a review of your Complaint and consultation with the Association's attorney, the Board's determination is listed below. Citations leading to the Board's determinations include: 54.1-2354.3 (re: authority of CICB and CIC Ombudsman); Va. Administrative Code 18VAC48-70-10 through 18VAC48-70-130 (re: scope of CICB-mandated Complaint Process); and Section 55.1-1815 of the Va. Property Owners' Association Act ("POA Act").

Below is a summary of events related to this matter:

(1) In February, the Association's attorney sent you a letter demanding that you stop improperly publishing the Association's private corporate records for members of the general public to see. Enclosed for reference is a copy of that letter.

(2) You have continued to publish the Association's records for the entire world to see.

(3) Because of your continuing improper use of the Association's records, the Board adopted a new records access policy in September that was drafted by the Association's attorney. That records policy addresses the proper and improper purposes for inspecting and copying records and requires owners to sign and submit a Records Access Form before requests for records are processed. In addition, that policy is part of the Association's governing documents that all homeowners must comply with.

(4) On October 15th, you submitted an altered Records Access Form, so that the Form contained language to basically indicate that you would not agree with the prohibition against publishing the Association's corporate records for the public to see.

(5) You were informed that a Records Access Form with alterations or qualifications like you inserted would not be accepted for processing; but that you could cross-out the additional language you added and re-submit it for processing. You did not do this. Instead, you filed your formal Complaint.

(6) Even if you resubmitted an unaltered Records Access Form, your 10/15 request included asking for a copy of the Association's final written approval of Lot 171's fence application. While you have the right to meeting minutes and copies of architectural applications from open meeting packets, notices sent to individual homeowners regarding the approval or denial of their architectural applications are confidential and not available for other homeowners to inspect or copy because those notices are part of that other individual homeowner's lot file.

The Board's determination on your Complaint is that your October 15th records request was properly rejected because of your altered language on the Request Form, which indicated your refusal to confirm that the records would be used only for proper purposes rather than being published for the general public to see.

In addition, as required by the Common Interest Community Ombudsman Regulations ("Ombudsman Regs"), I am providing you with the following information:

(1) The Association's registration number on file with the Va. Dept. of Professional and Occupational Regulation (DPOR) is: 0550010729. The license number for the Association's management agent (Coventry Group Property Management, Inc.) is: 0501000086.

(2) In accordance with the Ombudsman Regs, you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB). The notice must be filed within 30 days of the date of the final adverse decision, must be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), must include copies of any supporting documents, correspondence and other materials related to the decision, and must be accompanied by a $25 filing fee. The Ombudsman may be contacted at: Department of Professional & Occupational Regulation, Office of the Common Interest Community Ombudsman, 9960 Mayland Drive, Suite 400, Richmond, VA 23233 (phone: 804/367-2941; email: CICOmbudsman@dpor.virginia.gov).

If you have any questions or wish to communicate with the Board regarding this matter, please feel free to contact me by email.

This letter is being sent via email per your request as noted on the Complaint.

Sincerely,
Keila Navarro
Keila Navarro
Community Manager,
Winchester Landing HOA

Enclosure: 2/11/26 letter

cc: Board of Directors
cc: Allen Warren, Attorney (Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.)