

**Ombudsman's COMMON INTEREST COMMUNITY (CIC) INTERNAL COMPLAINT FORM**  
**Townhomes of Bayshore Condominium Association, INC**  
24832 JOHN J. WILLIAMS HWY, PMB #24 MILLSBORO, DE 19966  
**Phone:302-663-1030** **Fax: 302-945-1825**

The Council of the Townhomes of Bayshore Condominium Association, INC (the "Board") adopted this complaint form for filing a written CIC Complaint *internally* with the Board about violations of the community's governing documents including:

- The Plat or Plot plan,
- The Declaration,
- The Certificate of Incorporation,
- The Bylaws,
- The Rules or policy of the community, or The applicable law (if known) such as:
  - The Delaware Uniform Common Interest Ownership Act (DUCIOA), 25 *Del. C.* ch. 8;
  - The Unit Properties Act (UPA for Condominiums), 25 *Del. C.* ch. 22
  - The Delaware General Corporation Law (DGCL) 8 *Del. C.* ch. 1
  - The Office of the Common Interest Community Ombudsperson Act, 29 *Del. C.* ch. 2544

This form may be used for other complaints as well.

**Instructions:** You can fill-in this form online at the Ombudsman's website. If you have more than one complaint to explain, please answer these questions for each complaint or document violated and include them all as one complaint to the board.

**For each complaint, please answer these questions:**

1. **Describe your claim in a few words. (Examples: Denial of access to records; Violation of bylaws on elections...)**
  
2. **What document (the Declaration, Certificate of Incorporation, Bylaws or Rule) and paragraph number did anyone violate? Please select all that apply. If other please specify.**
  - Plat Plan**
  - Declaration**
  - Certificate of Incorporation**
  - Bylaws**
  - Rules**
  - Amendment to any Document**
  - DUCIOA**

- Unit Property Act**
- General Corporation Law**
- Other**

- 3. Please quote the part of each section violated.**
  
- 4. Explain in what way anyone violated the section, in the order things happened, starting at the beginning.**
  
- 5. Describe, explain and attach any documents or other evidence that supports your claim.** (Examples: Meeting minutes, Notices, letters, emails, policy statements, photos...)
- 6.**
  
- 7. Please state what you want to the Board to do because of your complaint.**
  
- 8. Anything else important to know about your complaint?**

Please sign, date, and print your name and address below and submit this completed form to the Association at the address listed above.

Printed Name:

Date:

Signature: \_\_\_\_\_

Your Mailing Address:

Lot/Unit Address:

Your Contact Preference:

Your Telephone or cell #:

Your Email Address:

Other:

**NOTICE:**

If the Board issues a final decision denying your CIC Complaint, or if the board does not respond to it after 20 days, you have the right to file a Notice of Final Adverse Decision with the Common Interest Community Ombudsperson under 29 *Del. C.* §2544 (9), (10). Follow the procedure below.