



## Common Interest Community Management Information Fund Regulations

Effective  
May 15, 2009



The Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, Virginia 23233  
(804) 367-8510  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

## STATEMENT OF PURPOSE

This booklet contains the information you will need related to the Common Interest Community Management Information Fund Regulations. The law that governs your profession is found in **Chapter 29 (§55-528 et seq.) of Title 55 of the Code of Virginia**. That law permits the board to issue regulations that tell you more about what is expected of you in your profession. This booklet contains a copy of the regulations that you will need to know and with which you must comply for your license or registration.

**FAILURE TO COMPLY WITH THESE PROVISIONS COULD RESULT IN A MONETARY PENALTY, THE LOSS OF YOUR LICENSE, REGISTRATION, OR OTHER DISCIPLINARY ACTION.**

It is the goal of the Department of Professional and Occupational Regulation to provide the information you need to comply with the law and regulations. If you have a question and cannot find the answer in this booklet, please write to:

Common Interest Community Board  
9960 Mayland Drive  
Richmond, VA 23233

Or call the Agency at (804) 367-8500.

Or e-mail at [cic@dpor.virginia.gov](mailto:cic@dpor.virginia.gov).

**-- TABLE OF CONTENTS --**

**18 VAC 48-60-10 -- PURPOSE.....1**

**18 VAC 48-60-13 -- DEFINITIONS .....1**

**18 VAC 48-60-17 -- ASSOCIATION REGISTRATION AND RENEWAL .....1**

**18 VAC 48-60-20 -- ANNUAL REPORT BY ASSOCIATION .....1**

**18 VAC 48-60-30 -- ANNUAL REPORT BY CONDOMINIUM ASSOCIATION.....1**

**18 VAC 48-60-40 -- ANNUAL REPORT BY COOPERATIVE ASSOCIATION .....2**

**18 VAC 48-60-50 -- ANNUAL REPORT BY PROPERTY OWNERS' ASSOCIATION .....2**

**18 VAC 48-60-60 -- REGISTRATION FEE.....2**

**18 VAC 48-60-10. Purpose.**

These regulations govern the exercise of powers granted to and the performance of duties imposed upon the Common Interest Community Board by §§ 54.1-2350, 55-79.93:1, 55-504.1, 55-516.1 and 55-528 of the Code of Virginia.

*Historical Notes:*

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008.*

**18 VAC 48-60-13. Definitions.**

“Association” shall be as defined in § 55-528 of the Code of Virginia.

“Governing board” shall be as defined in § 54.1-2345 of the Code of Virginia.

*Historical Notes:*

*Derived from Virginia Register Volume 25, Issue 15, eff. May 15, 2009.*

**18 VAC 48-60-17. Association registration and renewal.**

An association registration shall expire one year from the last day of the month in which it was issued or renewed. A registration shall be renewed upon submittal to the board office of the completed annual report and applicable fees. An association shall notify the board office, in writing, within 30 days of any of the following:

- A. Change of address;
- B. Change of members of the governing board; and
- C. Any other changes in information that was reported on the association’s previous annual report filing.

*Historical Notes:*

*Derived from Virginia Register Volume 25, Issue 15, eff. May 15, 2009.*

**18 VAC 48-60-20. Annual report by association.**

Each association annual report shall be on the form designated by the board or shall be a copy of the annual report filed with the State Corporation Commission. Such report shall be accompanied by the fee established by this chapter, as well as the annual assessment required pursuant to §§ 55-79.93:1.C, 55-516.1.C, and 55-504.1.C of the Code of Virginia.

*Historical Notes:*

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008; amended, Virginia Register Volume 25, Issue 15, eff. May 15, 2009.*

**18 VAC 48-60-30. Annual report by condominium association.**

Within 30 days after the date of termination of the declarant control period, and every year thereafter, an association shall file an annual report with the board.

***Historical Notes:***

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008.*

**18 VAC 48-60-40. Annual report by cooperative association.**

Within 30 days after the date of termination of the declarant control period, and every year thereafter, an association shall file an annual report with the board.

***Historical Notes:***

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008.*

**18 VAC 48-60-50. Annual report by property owners' association.**

Within the meaning and intent of § 55-516.1 of the Code of Virginia, within 30 days of the creation of the association, and every year thereafter, the association shall file an annual report with the board.

***Historical Notes:***

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008.*

**18 VAC 48-60-60. Registration fee.**

The following fee schedule is based upon the size of each residential common interest community. The application fee is different than the annual renewal fee. All fees are nonrefundable.

Number of Lots/Units	Application Fee	Renewal Fee
1-50	\$45	\$30
51-100	\$65	\$50
101-200	\$100	\$80
201-500	\$135	\$115
501-1000	\$145	\$130
1001-5000	\$165	\$150
5001+	\$180	\$170

***Historical Notes:***

*Derived from Virginia Register Volume 25, Issue 4, eff. November 27, 2008; amended, Virginia Register Volume 25, Issue 15, eff. May 15, 2009.*