MEMORANDUM

TO: All Associations Registered with the Common Interest Community Board
All Licensed Common Interest Community Managers

FROM: Joseph C. Haughwout, Jr., Board Administrator
Common Interest Community Board

DATE: August 2, 2021

SUBJECT: Amendments to Common Interest Community Association Registration Regulations (formerly CIC Management Information Fund Regulations)

Effective September 1, 2021, the regulations governing the registration of common interest community associations will be amended. The amendments include the following:

- The title of the regulations was changed from Common Interest Community Management Information Fund Regulations to Common Interest Community Association Registration Regulations to more accurately reflect the purpose of the regulations.
- Establish clearer procedures for renewal of a registration, including a one-year timeframe for an association to renew. An association that does not renew during that timeframe must reapply by submitting a new registration application.
- Addition of several definitions, including for the terms “registration” and “annual report.”
- Creation of a new section that comprehensively outlines association registration requirements, including potential consequences outlined in statute for associations that fail to comply.
- Removal of language indicating that a State Corporation Commission Annual Report may be submitted by an association in lieu of a Board-designated annual report form.

A copy of the amended regulations effective September 1, 2021 may be found on the Board’s website: https://www.dpor.virginia.gov/Boards/CIC-Board.

As referenced above, any association whose registration has been expired for more than a year on or after September 1, 2021 may be required to re-register their association.

If you have questions or need additional information, feel free to contact the office of the Board by phone at (804) 367-8510 or email at cic@dpor.virginia.gov.