



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

Ralph S. Northam
Governor

Mary Broz-Vaughan
Director

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.