



**REQUEST FOR BOARD APPROVAL – OWNER ACCOUNT ADJUSTMENTS**

(PLEASE PRINT CLEARLY)

DATE: \_\_\_\_\_ ASSOCIATION NAME: South Riding Proprietary

ACCOUNT #: \_\_\_\_\_ OWNER NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ (include unit number if applicable)

TELEPHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CHECK ONE: \_\_\_ Late Fee(s) Dispute *OR* \_\_\_ Other Charge(s) Dispute—state type of charge below

Total Late Fees - \$\_\_\_\_\_ Amount Total Other Charges - \$\_\_\_\_\_ Amount

DETAILED EXPLANATION: \_\_\_\_\_

Please send to the following:  
South Riding Proprietary  
43055 Center Street, South Riding, VA 20152  
Fax: 703-327-6116 E-mail: townhall@southriding.net

The Board of Directors will be presented with this request at the next regularly scheduled board meeting. After the Board review, you will receive notification of the Board’s final decision. **Submitting a request does not constitute approval, as all waivers must be approved by the Board of Directors.**

**\*\*FOR INTERNAL USE ONLY – ACCOUNTING TO COMPLETE\*\***

Approved By/Date: \_\_\_\_\_ Forwarded for Review by \_\_\_\_\_ (AR) to \_\_\_\_\_ (Mgr) on \_\_\_\_\_(Date)

Account Adjusted & Cleared from Dispute Process: \_\_\_\_\_ (initial & date)

**\*\*FOR INTERNAL USE ONLY – MANAGER TO COMPLETE\*\***

Board Approved – notice sent by Manager on \_\_\_\_\_  Board Denied – notice sent by Manager on \_\_\_\_\_  
**(Attach Board Approval)**