

The following ammendments to the Friendly West Townhomes Bylaws were approved at the Homeowners' Meeting on January 29, 2013.

Article V, Section 1. Number. The affairs of the Association shall be managed by a Board of up to seven (7) directors who are members in good standing with the Association.

Article III, Section 3. Reasonable Accomodation & Modification Policy. It is the policy of Friendly West Townhomes Association to provide reasonable accomodations and reasonable modifications upon request, whenever such acomodations and/or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjou their dwelling. Refer to attached Exhibit A regarding implementation of this policy.

REASONABLE ACCOMMODATIONS & MODIFICATIONS POLICY

It is the policy of Friendly West Townhouse Association to provide reasonable accommodations and reasonable modifications upon request, whenever such accommodations and/or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy their dwelling.

Definitions:

1. **Disability** – A physical or mental impairment that substantially limits one or more major life activities (e.g. seeing, walking, communicating, hearing, caring for one's self, etc.). A person is also disabled if he/she has a record of having such impairment. Finally, a person is disabled if he/she is regarded as having such impairment. A person currently engaged in the illegal use of drugs is not considered disabled.
2. **Accommodation** – A change, exception, adaptation or modification to a rule, policy, practice, program or service which will allow a person with a disability to the full use and enjoyment of his/her dwelling, including all public and common areas.
3. **Modification** – A structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to common and public use areas.
4. **Reasonable** – A request for an accommodation and/or modification is reasonable if:
 - a. There is an identifiable relationship between the individual's disability and the requested accommodation/modification.
 - b. The request does not impose an undue financial and administrative burden on the Association considering the Association's resources; and
 - c. The request does not require the Association to make a fundamental alteration in the nature of its operations.

Procedures:

Step 1. A resident must first request an accommodation and/or modification from the Association. The request must be submitted in writing on the attached form, unless:

- a. The need for the requested accommodation/modification is obvious; or
- b. The disability prevents the resident from making the written request.

In the event the request for reasonable accommodation/modification is made verbally, the Association shall make a written record of the request to be kept in the resident's file (via resident files kept by the management company contracted by the Association and on file with the President of the Association).

Step 2. The Association may require the resident to verify his/her disability and the need for the accommodation/modification, unless:

- a. The need for an accommodation/modification is obvious; or
- b. The requested accommodation/modification requires only minimal cost or board members' time.

The verification may be provided by any healthcare provider including, but not limited to: a medical doctor; nurse; physical therapist; social worker; or counselor. The Association may not require the resident to provide specific information or records about the disability.

Step 3. The Association shall promptly review all requests for reasonable accommodations/modifications. The Association shall engage in a dialogue with the resident to reach a mutually acceptable reasonable accommodation/modification.

Step 4. Provide the Accommodation/Modification:

- a. The Association will provide a written response to the resident within five (5) business days of the verified request.