

1 CIVANO I: NEIGHBORHOOD I ASSOCIATION, INC.

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3 **Procedure for Disabled Owner or Resident to Request**
4 **Reasonable Accommodation or Reasonable Modification**
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6 Background: Under the Federal and State Fair Housing Acts, an owner or resident
7 who is disabled may request reasonable accommodation(s) in the Association’s rules,
8 policies, practices, or services when such accommodation(s) may be necessary because of
9 his/her disability. In addition, a disabled owner or resident also may request permission
10 from the Association to make reasonable structural modifications to his/her dwelling unit
11 or to common areas when those modifications may be necessary because of his/her
12 disability. For more information on the rules pertaining to requests for reasonable
13 accommodation or reasonable modification, please review the *Joint Statement of the Dept.*
14 *of Housing and Urban Development and the Department of Justice on Reasonable Accommodations*
15 *under the Fair Housing Act* at www.usdoj.gov/crt/housing/jointstatement_ra.htm. If you
16 do not have internet access, you may request a copy of this publication at the Association’s
17 management office.
18

19 Submittal of Request: A disabled owner or resident needs to complete the
20 Association’s form to request a reasonable accommodation or reasonable modification. The
21 completed form should be delivered or mailed to the Association’s management office.
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23 Procedure for Reviewing a Request for Reasonable Accommodation: If a disabled
24 owner or resident is requesting reasonable accommodation(s) in the Association’s rules,
25 policies, practices, or services, the request form will be reviewed by the Board of Directors
26 within 30 days of receipt in the Association’s management office, and the owner or resident
27 will be notified in writing of the Board’s decision. If additional information is required by
28 the Board, the review may take longer, and the submitting owner or resident will be so
29 advised in writing.
30

31 Procedure for Reviewing a Request for Reasonable Procedure for Reviewing a
32 Request for Reasonable Structural Modification: If a disabled owner or resident is
33 requesting permission for a reasonable structural modification, the request form will be
34 reviewed by the Association’s Design Review Committee. A request for reasonable
35 structural modification needs to include plans and specifications showing details of the
36 proposed modification, as set forth in the *Architectural Design review Policies and Procedures*
37 *for Civano 1*. The request form will be reviewed by the DRC within 30 days of receipt in the
38 Association’s management office, and the owner or resident will be notified in writing of
39 the DRC’s decision. If additional information is required by the DRC, the review may take
40 longer, and the submitting owner or resident will be so advised in writing. Please note that
41 the requesting party is responsible for the costs of reasonable structural modifications and
42 also is responsible to obtain any necessary building permit(s) and inspections from the City
43 of Tucson.

1 Guidelines as to when medical documentation is required and what type of medical
2 documentation is required. The Association is entitled to obtain information that may be
3 necessary to evaluate if a requested accommodation or modification may be necessary
4 because of the owner's or resident's disability. If a person's disability is obvious and if the
5 request for accommodation or modification also is apparent, then the Association will not
6 request any additional information about the requester's disability or the related need for
7 the requested accommodation or modification.
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9 If the requester's disability is not obvious, after reviewing the submitted request
10 form, the Association may request reliable information that is necessary to verify that the
11 requester has a physical or mental impairment that substantially limits one or more major
12 life activities (which is the definition of "disability" under the Fair Housing Acts). If
13 information on the requester's disability is requested by the Association, he/she may
14 provide information verifying that he/she meets the foregoing definition of "disability,"
15 for example, by submitting proof that he/she is under 65 years of age and receiving
16 Supplemental Security Income, Social Security Disability Insurance benefits, or private
17 disability insurance benefits; or by a credible statement signed by the requester. In
18 addition, a doctor or other medical professional, a peer support group, a non-medical
19 service agency, or a reliable third party who is in a position to know about the requester's
20 disability, may provide verification of a disability.
21

22 If the requester's disability is obvious, but the need for the accommodation or
23 modification is not apparent, the Association may request information that is necessary to
24 evaluate the disability-related need for the requested accommodation or modification. In
25 this case, the Association will request reliable disability-related information that is
26 necessary to evaluate the disability-related need for the accommodation. Typically, the
27 requester may provide this information.
28

29 **All information received by the Association in conjunction with a disabled**
30 **owner's or resident's request for reasonable accommodation or reasonable modification**
31 **will be kept confidential. If any other resident or owner inquires as to why a special**
32 **accommodation appears to have been made, the Association representative's response**
33 **will be: "a Federal Fair Housing Act reasonable accommodation (or modification) has**
34 **been granted." No additional information will be provided regarding the nature of the**
35 **disability.**
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37 **ADOPTED BY THE BOARD OF DIRECTORS OF CIVANO 1:**
38 **NEIGHBORHOOD I ASSOCIATION, INC. ON APRIL 8, 2008.**
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43 _____
44 President