

**Delray Villas Plat No. 1 Homeowners' Association, Inc.**  
**Composite Exhibit "A"**

**Policy and Procedure for Disabled Owner or  
Requester to Request Reasonable Accommodation - Animals**

**Background:** Under the Federal and State Fair Housing Acts, an owner or other requester who is disabled /handicapped may request reasonable accommodation(s) in the Association's rules, policies, practices, or services when such accommodation(s) may be necessary because of his/her disability/handicap. For more information on the rules pertaining to requests for reasonable accommodation, please review the Joint Statement of the Dept. of Housing and Urban Development and the Department of Justice on Reasonable Accommodations under the Fair Housing Act at [www.usdoj.gov/crt/housing/jointstatement\\_ra.htm](http://www.usdoj.gov/crt/housing/jointstatement_ra.htm).

**Objective:** To establish policies and procedures for meeting the requirements of applicable state, federal and local law relating to disabled or handicapped individuals with respect to animals.

**Policy:** The policy of the Board of Directors of Delray Villas Plat No. 1 Homeowners' Association, Inc., is to make every attempt to provide reasonable accommodations to disabled or handicapped residents in accordance with applicable state and federal law.

**PROCEDURE RELATING TO ANIMALS**

**Submittal of Request:** A disabled owner or requester is encouraged to complete the Association's form entitled Request for Reasonable Accommodation, and provide documentation from a treating medical provider if required by the terms of the Request for Reasonable Accommodation. If the accommodation is granted, the owner or requester must complete the Animal Registration form. The completed forms should be delivered or mailed to the Association or its management office. The Association will consider all requests for a reasonable accommodation no matter how the request is made; however, use of the supplied forms will expedite the process.

**Procedure for Reviewing a Request for Reasonable Accommodation:** Upon receipt of the requested form (or information supplied) for a disabled owner or requester's request for a reasonable accommodation(s) from the Animal Policy, the request forms will be reviewed by the Board of Directors, and the owner or requester will be notified in writing of the Board's decision. If additional information is required by the Board, the submitting owner or requester will be so advised in writing. Additionally, it may be necessary for the Association's legal counsel to review the documentation submitted in support of a request for a reasonable

accommodation. If the matter is referred to the Association's legal counsel, the owner or requester will be notified in writing. The Association endeavors to complete its review and provide a response within fifteen (15) days of receipt of the Request and any required supporting documentation.

If the request is approved, any decision of approval will be provided in writing. If disapproved, the reason for disapproval will be provided in writing. Delivery will be by e-mail if the Association has an e-mail address or by regular mail.

The Association may request advice from its legal counsel concerning any requests for a reasonable accommodation. **The requester consents to the disclosure of all documentation in support of the request to the Association's legal counsel.**

### **Additional Information**

An individual's need for an accommodation may change over time as a result of changes in the individual's own level of disability/handicap or impairment, treatments available to mitigate a disability/handicap, and/or other circumstances affecting the individual. What qualifies as reasonable in one set of circumstances may not be reasonable or necessary in another. If and when circumstances change, it is your responsibility to notify the Association if you need, or no longer need, a reasonable accommodation and to update any information concerning the disability/handicap.

### **Maintaining an Assistive/Emotional Support Animal**

Should a request for a reasonable accommodation to the Animal Policy be granted, the Association reserves the right, pursuant to Florida law, to pursue violations of the Declaration and Rules and Regulations of the Association with respect to the assistive/emotional support animal. Additionally, the approval of the animal may be withdrawn if the requesting party is no longer disabled.

All information received by the Association in conjunction with a disabled owner's or requester's request for reasonable accommodation will be kept confidential in compliance. If any other resident or owner inquires as to why a special accommodation appears to have been made, the Association representative's response will be: "a fair housing reasonable accommodation has been granted."

No information will be provided regarding the nature of the disability.

**Acknowledgment**

I have received and read a copy of the Policy and Procedure for Disabled Owner or Resident to Request Reasonable Accommodation – Animals and I agree to abide by the regulations.

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Requesting Party's Signature

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Date

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Printed Name of Requesting Party

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Address