

FRANKLIN FARM FOUNDATION  
Administrative Resolution No. 30

**Reasonable Accommodation Policy**

1. Purpose: Franklin Farm Foundation has certain obligations under the Fair Housing Act and the Virginia Fair Housing Law. One is to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a person with a handicap equal opportunity to use and enjoy their respective home. This policy provides procedures for residents, prospective residents and other affected individuals who require such an accommodation to initiate a request and for the Board of Trustees to evaluate, respond, and implement appropriate action on the request.

2. Definitions:

Unless otherwise provided by applicable law, the following definitions are applicable to this Policy:

A. Handicap - "Handicap" means, with respect to a person, (1) a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) a record of having such impairment, or (3) being regarded as having such an impairment.

B. Reasonable Accommodation - "Reasonable accommodation" means changing a rule, policy, procedure or practice that is generally applicable to everyone so as to make its burden less onerous on the handicapped individual. It is impossible to determine in advance what, if any, reasonable accommodation is required for any particular situation, since whether an accommodation is "reasonable" is determined by an examination of the facts of the particular circumstances.

3. Requests for Reasonable Accommodation:

A. Place: All requests for accommodation must be made in writing and delivered to the Executive Director at the following address:

Franklin Farm Foundation  
12700 Franklin Farm Road  
Oak Hill, Virginia 20171

Telephone: (703) 620-6230  
Fax: (703) 620-9021

This is necessary to ensure that all requests are properly logged and considered. Please do not make oral requests or requests to any other person (i.e., individual Trustees, etc.).

B. Contents: The request for an accommodation should include at least the following:

- (1) Name of requesting party.
- (2) Address (please also include telephone number where you can be reached).
- (3) Do you own or lease the home? If lease, please give the commencement and termination dates of the lease.
- (4) The nature of your handicap and whether it is permanent or temporary.
- (5) Please describe the problem that your handicap is causing with respect to a rule, policy, practice, or service of the Foundation. Please try to be specific as to what the problem is and what you would like the Foundation to do.

You may be contacted if any further information is necessary to respond to your request.

4. Consideration of Requests:

A. The Executive Director will acknowledge receipt of the request and will advise the requesting party that the request will be responded to promptly. The response time will vary depending on many factors including the nature of the request, the urgency of the request and scheduled meetings of the Board of Trustees.

B. If the requesting party is a tenant, and it appears that the tenant is requesting a change to the interior of a home that does not require approval by the Foundation, the requesting party will be directed to make the request directly to the owner. If the request is for something that approval requires approval by the Foundation, the request will be processed as provided below.

C. The Executive Director will (1) make a record of receipt of the request, (2) review the request to make sure that the items described in Paragraph 3.B. above are included, and (3) provide a copy to the President. If there is an apparent legal issue about the handicap or the nature of the requested accommodation, or if otherwise appropriate, the President will send a copy of the request to the Foundation's counsel for legal advice.

D. If any information required by Paragraph 3.B. is missing, or if any additional information or clarification is necessary, the Executive Director will notify the requesting party. If it is not clear to the Board of Trustees that the requesting party is, in fact, handicapped, the requesting party may be asked to submit additional documentation.

E. If any requested accommodation will require any expenditure of funds, the Executive Director will ascertain the probable expenditure.

F. If the requested accommodation is a one-time accommodation, requiring an expenditure of \$250.00 or less, the President is authorized to approve the accommodation without referral to the Board of Trustees. Any other request shall be referred to the Board

for consideration at its next regularly scheduled meeting. In the event of an emergency, the President may convene a special meeting of the Board of Trustees.

G. The Executive Director will notify the requesting party as to the Board's decision. If the request is granted, the Executive Director will make necessary arrangements for the implementation of the request.

H. In the event that the Board of Trustees does not approve the request in whole or in part, the Board acting through the President or such other person designated by the President will communicate with the requesting party in an attempt to resolve the matter in some other manner than requested that still effects the purposes of the Fair Housing Act and the Virginia Fair Housing Law.

I. In resolving any request, the Board encourages, but does not require that the requesting party or someone on his or her behalf, meet with the Board or its designee to review the need, the request and the possible alternatives.

8/21/02  
Date

Lawrence W. Danforth  
Lawrence W. Danforth, President

Attest:  
Carol L. Teigen  
Carol L. Teigen, Executive Director

I hereby certify that a vote was duly taken and the above Resolution was adopted by a vote of two-thirds of the Trustees of the Board of Trustees at the meeting of the Board of Trustees on the 21<sup>st</sup> day of August 2002.

SEAL

John Walker  
John Walker, Secretary  
Book of Minutes No. 41  
Meeting No. 259