

Highland Heights Policy Regarding Modifications or Alterations to the Exterior of Units to Accommodate Handicapped Residents.

The Association's by-laws prohibit an owner from making changes to the exterior of any unit without the prior approval of the Board of Directors. The Association recognizes that from time-to-time units may be occupied by a resident requiring exterior modifications or alterations to accommodate accessibility issues arising from a physical handicap or disability. The purpose of this document is to establish the procedures by which residents (or prospective residents) and the Board shall work together to address such accessibility issues.

To carry out the Association's desire to make reasonable accommodation to residents with disabilities, the following policy is established.

1. Modifications to the interior of any unit to accommodate a disability do not require prior Board approval so long as such modification or alteration does not impair the structural integrity of the building.
2. An owner or prospective owner desiring a modification or alternation to the exterior of the owner's unit shall make a written request to the Association addressed to the Association's Management Company for approval to make such alteration or modification. The written request shall include the following:
 - a. A description of the handicap requiring the alteration or modification.
 - b. If the handicap is not readily apparent, a letter from a medical professional setting forth the nature of the handicap and the accommodation required to make the exterior of the unit accessible to the resident.
 - c. An architectural drawing prepared by a licensed architect, engineer or ADA accredited contractor showing the modification or alteration. The drawing shall also include a statement certifying that the modification or alternation meets all applicable building codes. To the extent possible the modification or alteration shall be designed in such a way that it is compatible with the architectural and aesthetic character of the development.
 - d. The written specifications for the modification or alternation describing the nature of the work to be performed, the materials to be used including the color

and type of the materials (wood, metal, plastic, etc.).

- e. The name of the contractor that will perform the work.
 - f. The Management Company may request a meeting with the applicant to better understand the details of the request.
3. After the Management Company has gathered all the necessary information it shall forward the request to the Board for action.
 4. The Board shall provide the applicant with the time and date of the meeting at which the request will be discussed and shall provide the applicant the opportunity to make a presentation to the Board on the matter.
 5. The Board may approve the request, disapprove it or propose changes to the design.
 6. All approvals by the Board for such modifications or alternations shall be subject to the following:
 - a. All costs associated with the modification or alteration shall be borne by the unit owner.
 - b. The work shall be carried out by a licensed contractor and work shall proceed only after a building permit has been obtained. Under no circumstances shall a "do-it-yourself" installation be approved.
 - c. The unit owner shall be responsible for the maintenance of the modification or alteration and shall hold the Association from all claims arising from its use.
 - d. The modification or alteration shall immediately be removed and the area restored to its original condition by the owner at the owner's expense when (1) the unit is no longer occupied by a handicapped person or (2) prior to the sale of the unit to a non-handicapped person(s).

This policy was adopted by the Board of Director of the Highland Heights Owners Association on August 19, 2015.