

## Lesner Pointe Condominium Association VIRGINIA FAIR HOUSING ACT PROCEDURE

1. Upon delivery of request, respond quickly confirming **date of receipt**.
2. Engage in a **good-faith interactive process** if there are questions. Seek legal guidance as needed.
3. Approve unless it causes **undue financial/administrative burden** or fundamentally alters the community's operations.
4. Request more information only about:
  - Whether you have a disability
  - How the requested change relates to that disability
5. Decision
  - Approval:
    - **Accommodation:** Implement change to policy, rule or regulation
    - **Modification:** Permit work to proceed with clear construction conditions including agreement for restoration at termination of applicant's need. Photograph before/after for recordkeeping, include thorough description of work performed.
  - Denial:
    - Explain the reason
    - Applicant can revise the request, offer alternatives, or challenge the denial
6. Dispute
  - Try to resolve through further discussion.
  - If unresolved, applicant may:
    - File a complaint within 1 year to:
      - Virginia Fair Housing Office (VFHO) – under the Department of Professional and Occupational Regulation.
      - HUD's Office of Fair Housing & Equal Opportunity.
    - File a lawsuit in state or federal court within 2 years.
7. After Implementation
  - Retain records
  - If modified, applicant must comply with any restoration terms in agreement with Association upon sale of vacating residence