

CERTIFICATE OF CORPORATE RESOLUTIONS OF
BOARD OF DIRECTORS
of the
UNIVERSITY TRACE CONDOMINIUM ASSOCIATION

Relating to the adoption of a

FAIR HOUSING POLICY

(Reasonable Accommodations and Reasonable Modifications)

The undersigned Officer of **UNIVERSITY TRACE CONDOMINIUM ASSOCIATION**, a Texas non-profit corporation (the "Association"), the Association named in that certain "Declaration and Master Deed – University Trace Condominiums" recorded in Volume 104, Page 4, et seq. of the Condominium Records of Harris County, Texas, together with all amendments thereto (the "Declaration"), does hereby certify that on May 10th, 2024, pursuant to the authority provided in Section 82.108(c)(2) of the Texas Property Code, by unanimous written consent in lieu of a meeting, the Board of Directors adopted and approved the following resolution, with a record of such action having been filed with the minutes of the Board meetings:

WHEREAS, the Association, acting by and through its Board, is responsible for the administration and operation of the University Trace Condominium (the "Premises"); the repair and maintenance of the common areas/common elements; and the regulation of the use, modification, and appearance of the units and common elements therein; and

WHEREAS, from time to time, persons residing within the Premises with a disability submit requests to the Board seeking reasonable accommodations and/or reasonable modifications under the Fair Housing Act in order to afford such person full enjoyment of the Premises; and

WHEREAS, by this resolution, the Board is desirous of adopting a policy governing the administration of matters pertaining to Fair Housing, regarding reasonable accommodations and reasonable modification requests;

NOW THEREFORE, RESOLVED, that the Board hereby adopts the following policy relating to Fair Housing, regarding reasonable accommodations and reasonable modification requests from persons residing within the Premises with a disability, as follows:

[see continuation on following page]

FAIR HOUSING POLICY
(Reasonable Accommodations and Reasonable Modifications)

Recitals

The Fair Housing Act (the "Act") (42 U.S.C. Sections 3601-19) prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based upon race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, and disability.

The Act prohibits housing providers from discriminating against potential or existing residents because of their disability or the disability of anyone associated with them and treating persons with disabilities less favorably than others because of their disability.

While the Association does not own, sell, or lease any of the dwelling units within the Premises, the Association is a "housing provider" and is subject to the Act with respect to the administration and management of the Premises, including the enforcement of restrictive covenants, policies, and rules governing the use of the Premises.

Discrimination may include (i) the failure to make a change, exception, or adjustment to a policy, practice, or procedure, or service when such accommodation may be necessary for an individual with a disability to enjoy and use housing (a "Reasonable Accommodation"), or (ii) the refusal to permit, at the expense of the disabled person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises ("Reasonable Modification").

The Act defines a person with a disability to include (i) individuals with a physical or mental impairment that substantially limits one or more major life activities; (ii) individuals who are regarded as having an impairment, and (iii) individuals with a record of such impairment. The term "physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairment, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Human Immunodeficiency Virus Infection, mental retardation, emotional illness, drug addition (other than addiction caused by current, illegal use of controlled substance) and alcoholism. The term "substantially limits" suggests that the limitation is "significant" or "to a large degree." The term "major life activities means those activities that are central importance to daily life, such as seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning and speaking. This list is non exhaustive.

Persons who meet the Act's definition of "person with a disability" may be entitled to a Reasonable Accommodation and/or a Reasonable Modification under the Act. However, there must be an identifiable relationship, or nexus, between the requested accommodation and/or modification, and the individual's disability. If no such nexus exists, then the housing provider may refuse to allow the requested accommodation and/or modification.

The Association, acting by and through its Officers and Directors, is committed to use its best and reasonable efforts to comply with the Act and not discriminate against any person with a disability who has asked that the Association to consider a Reasonable Accommodation and/or Reasonable Modification under the Act.

Policy and Procedures

1. Request for a Reasonable Accommodation and/or Reasonable Modification.

- (a) In any request for a Reasonable Accommodation, the requesting resident or prospective resident ("resident") of the Premises should make it clear to the Association that he or she is requesting that the Association make a change, exception, or adjustment to a policy, practice, or procedure, or service with respect to the restrictive covenants, policies, and and/or rules governing the use of the Premises because of his or her disability.
- (b) In any request for a Reasonable Modification, the requesting resident or prospective resident ("resident") of the Premises should make it clear to the Association that he or she is requesting permission to make a structural change to the Premises (whether to the condominium unit and/or the common area/common elements) because of his or her disability.
- (c) In conjunction with any request for a Reasonable Accommodation or Reasonable Modification, the resident should explain that he or she has a disability, if not readily apparent or not known to the Association, the type of accommodation and/or modification he or she is requesting, and the relationship between the requested accommodation or modification and his or her disability.
- (d) A person with a disability need not personally make the reasonable accommodation or reasonable modification request; the request can be made by a family member or someone else who is acting on his or behalf.
- (e) While the request for a Reasonable Accommodation or Reasonable Modification may be made orally or in writing, to the President of the

Association and/or the managing agent of the Association, the Association recommends that the request be made in writing, as it is usually helpful to both the resident and the Association so as to prevent misunderstandings regarding what is being requested, or whether the request was made.

2. Approval is necessary before any modifications are made. The person with the disability must obtain the Association's approval before making a reasonable modification to the Premises (whether the condominium unit or the common area/common elements).
3. Response. The Association will use its best and reasonable efforts to promptly review and respond to any reasonable accommodation or reasonable modification request without undue delay. Provided however, that such review and response may be subject to reasonable delays so as to allow the Board of Directors of the Association adequate time to review and respond to same, as the Association is governed by an elected Board of Directors, who are fellow owners of condominium units in the Premises, who volunteer their time in serving as such and such Directors are not always immediately available to meet and/or confer with regard to the review of any such request. Further, while the Association is professionally managed by a managing agent, such managing agent ordinarily does not have the authority to immediately respond as it carries out the directives of the Board. Upon receipt of a request, if a delay in response is anticipated, the Association or its managing agent shall promptly notify the requesting party of same and provide its/their best estimate of the estimated time necessary for its review and response to same.
4. Questions relating to a request. If, upon review of the request, the Association (acting by and through its Board or its managing agent) has questions or requires clarifications prior to providing a formal response, the Association or its managing agent will promptly contact or respond to the requesting party so as to seek a clarification or resolution of any issues made subject to the question or clarification.
5. Approval. If the request is approved, the Association or its managing agent shall notify the requesting party of same in writing. If the request is approved subject to any reasonable conditions, the response shall outline those conditions, including, to the extent applicable, any requirement that the requesting party execute documentation reasonably necessary to reflect the agreement by and between the parties incidental to such approval.
6. Denial. If the Association refuses a requested accommodation or modification on the basis that the request is not reasonable, the Association (acting through one or more board members or its managing agent) shall offer the opportunity to meet with the requesting party and/or otherwise engage in an

interactive process with the requesting party to discuss the disability-related need for the requested accommodation or modification and possible alternative accommodations with the goal of providing an effective accommodation for the requesting party that does not impose an undue financial and administrative burden for the Association.

7. Hearing before the Board of Directors. At any time after the submission of a request, review by the Board of Directors, or after an approval and/or denial of a request, the requesting party shall always have the right to appear before the Board of Directors to discuss the request, the Board's consideration and response to same, and/or any appeal to same.

This Policy shall in all respects be subject to the Act. To the extent that there are any inconsistencies in the policy and procedures set forth herein contrary to the Act, the provisions of the Act shall prevail.

EXECUTED this 10th day of May, 2021

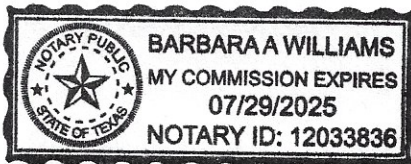
**UNIVERSITY TRACE CONDOMINIUM
ASSOCIATION, a Texas non-profit corporation**

By: Ray Marie Bennett
(signature)
RAY MARIE BENNETT
(name printed)
Its: PRESIDENT
(Title/position)

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument, was acknowledged before me on the 10th day of May, 2021 by Ray m. Bennett, President of **UNIVERSITY TRACE CONDOMINIUM ASSOCIATION**, a Texas non-profit corporation, on behalf of said corporation.



Barbara A. Williams
Notary Public in and for the State of
Texas