



ALTERATIONS FOR ACCESSIBILITY POLICY

ADOPTED JANUARY 20, 2026, RESOLUTION 03-26-03

A Third Mutual resident with a documented ambulatory disability may request permission to modify the common area to facilitate access to the manor being occupied by the resident. Such modification shall be considered an Accessibility Alteration (AA). In the event that the resident is not the owner of the manor, the resident will need to have the owner consent to the proposed AA and execute the License Agreement described below.

To expedite review of such modification requests, Third Mutual utilizes the Manor Alterations Division (MA) to perform the initial review of the resident's application. The MA will make recommendations to the Third Architectural Control and Standards Committee (ACSC). The ACSC then decides whether or not to recommend the request to the Third Mutual Board. The Third Mutual Board shall approve or disapprove the resident's request.

Third Mutual has adopted the following standards in connection with the review and approval of a request for an AA.

Section A. GENERAL RESPONSIBILITIES

1. MA shall process all requests to install an AA on common area in compliance with current rules, regulations, policies and standards.
2. The request for an AA may be made by the disabled resident or a family member or an authorized representative of the resident.
3. The request for an AA may be made at any time during a member's membership in the Third Mutual or, if the resident making the request is not also the owner of the Manor, during the resident's residency in the Manor.
4. Third Mutual and MA shall keep confidential all information concerning a resident's application for an AA (e.g., information related to the resident's disability or application) unless or to the extent the disclosure is:

- (a) Required to make or assess the decision to grant or deny the request for modification;
 - (b) Required to administer or implement the requested modification;
 - (c) Required because the resident applicant is not the owner of the manor, and the owner of the manor must execute the License Agreement;
 - (d) Authorized by the manor resident with the disability in writing; or
 - (e) Otherwise required by law.
5. Upon request, Third Mutual and MA shall provide the requesting manor resident with any needed assistance in completing any forms or following any procedures.
 6. The MA, ACSC and Third Mutual shall endeavor to process the request for an AA as promptly as reasonably possible and in consideration of California Civil Code Section 4600 (b)(3)(f), Civil Code Section 4760 and other relevant state and federal laws.

Section B. RESPONSIBILITY OF REQUESTOR

1. The application for an AA submitted to the MA shall include the following material:
 - (a) Information sufficient to document the accessibility need of the manor resident and the physical need for an AA in common area must be provided. If the physical impairment and the need for an AA is not obvious, this information may necessitate the acknowledgment of the physical impairment by a licensed medical professional treating the resident. This information is private. It is provided to assist in the AA process only and is not for public use.
 - (b) The submittal must include accurate site-specific conceptual drawings, or plans, of the proposed alteration and meet the following criteria:
 - (i) The plans must represent a true replication of both the existing floor plan and proposed floor plan modifications, inclusive of specific dimensional details of each.
 - (ii) The plans must identify the precise location of the proposed alteration and any related alterations/installations. For example, showing landscape or utility equipment that affect the installation area.
 - (iii) The plans must provide specific details of how the proposed alteration would be constructed. For example, materials, colors, dimensions, anchoring and attachment details.

- (iv) Where a request is for an alteration that is visible from the outside of a manor (handrail or stairlift etc.), an exterior elevation must be submitted, inclusive of the alteration's proposed heights and widths in relation to the surrounding area.
 - (v) All plans must be site specific and original. Plans submitted for another manor for a similar requested alteration would not be considered.
 - (vi) If a proposed AA will differ slightly from a standard plan, the requestor shall provide written documentation with a new manor plan indicating how the proposed alteration would vary from the standard plan. Do not change or alter standard plans.
 - (c) Upon plan review, affected manors (as determined by MA) will be required to have the notification in writing of the proposed AA. Objections from affected manors must be received within 10 days of the notification to be considered as part of the approval process.
2. In the event of approval of the member/applicant's request, the additional Conditions of Approval listed in Section C. Conditions of Approval shall apply.

Section C. CONDITIONS OF APPROVAL

1. All accessibility requests will be processed as a variance.
2. Third Mutual will require the requesting resident to review and sign a Revocable License and Indemnity Agreement ("License Agreement"), which includes, without limitation, the following:
 - (a) The resident, at the resident's expense is responsible for any and all costs associated with the AA modification request.
 - (b) The resident, at the resident's expense is responsible for all ongoing maintenance of AA unless other policies or standards specify otherwise, for removing the AA when the resident no longer needs the AA or no longer occupies the manor and for restoring the common area to its pre-AA condition.
 - (c) The resident must provide and maintain General Liability insurance for the AA indemnifying and naming the mutual as additional insured at member's expense.
 - (d) If the resident is not the owner of the manor, the owner of the manor will also need to review and sign the License Agreement and be responsible for the resident's failure to comply with the terms of the License Agreement.

3. The MA office must be informed in writing of any deviations from an approved AA that is being performed, prior to making any field changes. Any deviations from an approved plan must be approved by the MA before it is made on the manor or to the common area. Deviations from approved plans may be subject to denial or require additional approval by the Third Mutual Board via the variance process.
4. Any requested modifications to the common area because of a disability shall be designed and installed consistent with the intent of the otherwise applicable provisions of the Mutual's governing documents pertaining to safety or aesthetics.
5. Modifications to the common area external to the dwelling shall not prevent reasonable passage by other residents.
6. Any change in the exterior appearance of a separate interest or common area shall be in accordance with the governing documents of Third Mutual and applicable provisions of state and federal law, agency regulations and interpretations, and judicial and administrative decisions.
7. Third Mutual requires that the modification to the common area be made in a workmanlike manner by an appropriately licensed contractor, but shall not require that the modification be performed by a specific contractor.
8. Third Mutual requires that the resident applicant obtain a city permit to make the modification when applicable.
9. Others use of the resident's modifications shall be governed by the following: Ramps on common areas which the Mutual maintains are allowed to be used by other residents. Elevators providing access to more than one manor remain subject to their conditions of approval. Stairlifts on exterior common areas remain the exclusive use of the requesting resident. Independent of the Mutual, the requesting resident– at their sole discretion - can allow use by others.
10. The planned location and installation of an AA shall be reviewed as needed by the Landscape Division. They will provide recommendations for the installation, e.g., mow strip between alteration and landscape to avoid unmaintained areas.
11. The design and installation of an AA shall meet the current Federal Fair Housing Act Design and construction requirements, and current California Building Code – Housing Accessibility guidelines and/or current Standards for Accessible Design, whichever is more stringent.
12. Where possible, alterations shall be painted a color consistent with the building/unit.
13. AA exterior modifications shall be removed and the common area restored to original condition at the resident's expense, when the manor is no longer occupied by a resident requiring those modifications or the use of the

modifications has been abandoned by the same.

14. Should a subsequent buyer or resident of the manor also make a request for an AA because of a disability and execute new required governing documents/License Agreements as part of the purchase/rental process, the new manor owner/resident may retain an AA until it is no longer needed.