



**Laguna Woods Mutual No. 50**

**REQUEST FOR FURTHER INFORMATION  
RELATED TO POSSIBLE REQUEST FOR REASONABLE ACCOMMODATION OF A DISABILITY**

**Name of Member/Resident:** \_\_\_\_\_

**Unit Owner (if Different from Above):** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Best Phone # or Email for Member/Resident:** \_\_\_\_\_

**Date Request Received:** \_\_\_\_\_

**Date This Form Provided to Member/Resident:** \_\_\_\_\_

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**Dear Member/Resident:**

Laguna Woods Mutual No. Fifty ("Mutual") is in receipt of your recent correspondence and/or comments that may be a request that the Mutual make an exception to one of its rules, regulations, or policies as a "reasonable accommodation" of a disability ("Request"). The Mutual's Board of Directors ("Board") takes requests for reasonable accommodation very seriously and considers each request on a case-by-case basis, as is required under the law.

The Board will carefully consider the Request and will work with you and/or your representative on the Request. However, the receipt of a note, letter, or other document from a health care professional does not constitute a request for reasonable accommodation or modification. More information is necessary in order for the Board to consider the Request.

Please provide the following information to the best of your knowledge:

1. Please clarify your specific Request:

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2. What Mutual rule or policy is the Request related to?

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3. What is the specific exception to the rule or policy that you are requesting?

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4. How does the requested exception relate to a physical or mental health disability? Please do not provide confidential or private medical information.

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5. What other information would you like to share with the Board? Please do not provide confidential or private medical information.

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Thank you for assisting the Board with its consideration of the Request. The Board will endeavor to provide a response to the Request within ten (10) business days from the date that all information is received.

If you have any additional questions or comments, please do not hesitate to contact your management team.

Sincerely,

Board of Directors  
Laguna Woods Mutual No. Fifty