



COUNTY OF SAN MATEO

**Stone Pine Cove
830 Stone Pine Road, Half Moon Bay
Resident Selection Plan**



Introduction

Stone Pine Cove is composed of 46 manufactured homes on a 5-acre site located at 830 Stone Pine Road in Half Moon Bay, CA 94019 (the “Community”) which provides affordable housing for lower-income San Mateo County agricultural households. This Community will provide low-income agricultural worker households affordable homeownership opportunities in 1–3-bedroom manufactured homes.

Mission

It is the mission of the County of San Mateo’s Department of Housing to provide high quality, safe, and affordable housing to those in need; to establish stability and opportunity in the lives of residents; and to foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect. Stone Pine Cove will have on-site Property Management staff (“Management”) to provide our residents with a well-maintained, professionally managed community consistent with the County’s mission.

Key Regulations

The policies and procedures established in this document are used in the selection of residents for this Community. All procedures will be implemented in conjunction with applicable federal statutes, and regulations, including but not limited to the following:

- Federal Register Notices/Final Rules
- Code of Federal Regulations (CFR)
- The Fair Housing Act (Title VIII of the Civil Rights Act of 1968)
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- State of California Fair Housing Laws
- HUD Handbook 4350.1 REV-1, Chapter 5, Determining Income and Calculating Tenant Rent
- The Federal Fair Credit Reporting Act and state/local credit reporting laws
- Section III: Non-Discrimination Statement and Equal Opportunity Housing

This Community fully adheres to applicable federal, state, and local fair housing and civil rights laws, which provide that it is illegal to discriminate against any person due to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, physical or mental disability, genetic information, age or any other arbitrary, personal characteristic in all housing-related activities. If an applicant believes that they have been discriminated against or treated unfairly in the application process, they may contact the County of San Mateo in writing at:

Director of Housing
Department of Housing San Mateo County
264 Harbor Boulevard Bldg. A
Belmont, CA 94002

This Community follows the requirements of section 504 of the Rehabilitation Act of 1973. It does not discriminate based on disability status in the admission or access to, treatment or employment in our federally assisted programs and activities.

This Community will seek to effectively communicate with applicants, residents, and members of the public or individuals with handicaps or disabilities. The use of auxiliary aides, such as readers, interpreters, large print documents, or recordings, will be implemented when necessary. Management asks for three (3) business days' notice if an applicant requires us to provide any auxiliary aides to ensure effective communication in any meeting, interview, or appointment.

Privacy Notices

HUD PRIVACY ACT NOTICE

The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.), by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and by the Fair Housing Act (42 U.S.C. 3601-19) The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the social security number of each household member.

Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and/or utilities.

Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate federal, state, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

Penalty: You must provide all of the information requested by the owner, including all social security numbers or taxpayer identification numbers ("ITIN"), you, and all other household members, have and use. Giving the social security numbers or ITIN of all household members is mandatory, and not providing the social security numbers or ITIN may affect your eligibility. Social security numbers and ITIN need to be used to check credit history and other critical program eligibility requirements. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

COMMUNITY PRIVACY POLICY

The community endeavors to protect the privacy of the applicants/residents and their personal information/documents/records that are in the Community's possession. The Community collects and maintains within its possession personal information/documents/records pertaining to the applicants/residents, including but not limited to personal, financial, background, criminal, residential history, lease compliance, information. This personal information/ documents/records may be collected and/or maintained by the community in physical and/ or electronic format. The Community may use this personal information/documents/records in its operations, including but not limited to income verification, housing eligibility, determining rent, landlord/tenant relations and disputes, compliance with regulatory obligations, reporting to regulatory agencies, law enforcement, lenders and investors. The Community may share the personal information/documents/records pertaining to the applicants/resident with third parties including but not limited to Federal, state and local regulatory agencies; law enforcement agencies; lenders,

investors when required or as permitted by law.

The Community shall not use or disclosure the personal information/documents/records pertaining to the applicants/residents in violation of applicable Federal, state and local laws.

Resident Eligibility

General Requirements

- The applicant(s) must be able to demonstrate that his/her/their conduct in present or prior housing has been such that the admission to the Community would not negatively affect the health, safety, or welfare of other residents, or the physical environment, or financial stability of the Community.
- Positive identification with a picture will be required for all adult applicants (photocopy may be kept on file). Applications must include date of birth of all applicants to be considered complete.
- The Head of Household, the spouse and/or co-head and all other adults (18 and older) in each applicant household must sign an Authorization for Release of Information prior to being accepted and every year thereafter.
- A complete and accurate Application for Housing that lists a current and at least one previous rental reference, with phone numbers, is required (incomplete applications will be returned to the applicant). Applicants must provide at least 2 years residency history.
- Applicant must have a history of good housekeeping habits.
- Applicant must have a history of cooperation with property management regarding house rules and regulations; abiding by lease terms; and care of property.
- Each applicant must agree to pay the space rent required by the program under which the applicant is qualified.
- Applicant must have a history of cooperation in completing or providing the appropriate information needed for determining eligibility in affordable housing.
- Any applicant whose conduct interferes with, hinders, delays, obstructs, or otherwise prevents the application process from being completed may be disqualified.
- Applicants must agree that their manufactured home will be their only residence. When applicants are undergoing income limit tests, they are required to reveal all income they receive and assets they own including real estate.

Community Eligibility Requirements:

In addition to the General Requirements listed above, all applicants must meet the additional Community eligibility requirements listed in Exhibit A.

Preferences:

Applicants that meet the eligibility requirements will be sorted according to the County's priorities and preferences listed under Exhibit B.

Income Eligibility:

The applicant's annual income must not exceed the applicable maximum income limit for the Community at the time of move-in. Current Income Limits are attached in Exhibit C.

Additionally, applicants must meet the minimum income requirements for the unit for which they are applying at the Community. The minimum monthly income is set at two (2) times the space rent for the home. Management may review and amend these requirements as appropriate in its discretion and consistent with applicable program limits and restrictions.

Occupancy Standards:

Each manufactured home is subject to an occupancy standard which sets the minimum and maximum number of household members that may reside in a home of a specific size. Every member listed on the application is counted in determining the household size including all full-time members, persons temporarily absent from the home, children anticipated to live with the family, children away at school, live-in aides, foster children, and foster adults. Household size must be appropriate for the size of the home, considering any verified special needs. In general, maximum occupancy is calculated as two people per bedroom, plus one additional person.

The occupancy standards for the units in the Community are listed in Exhibit A. Occupancy limits will be enforced by Management and will be an ongoing condition of the County’s loan agreement with selected residents and are included in the Community’s rules and regulations.

Background Screening Requirements

Prior to final acceptance of any application, this Community will conduct a criminal background search on each household member aged eighteen (18) years or older, including emancipated minors, using an independent consumer-reporting agency. The criminal background search will include state and national sex offender registries. If the criminal background report indicates that one or more such felony records were found, those records will be compared to the established acceptance policies to determine whether or not the applicant may be accepted. HUD regulations require that we deny admission to applicant households if:

- Any household member was evicted in the last three years from federally assisted housing for drug-related criminal activity;
- Any household member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
- Any household member is subject to a State sex offender lifetime registration requirement; or
- Any household member if there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

In addition to HUD's regulations, this Community also will deny admission for:

- Felony convictions for the illegal manufacture or distribution of a controlled substance within the last 7 years
- Felony convictions for bodily harm, intentional damage, or destruction of property within the last 7 years
- Felony convictions for sexual related offenses within the last 7 years

If the application is denied based on this criminal background search, the applicant will be given the name, address, and telephone number of the consumer-reporting agency that provided the criminal background report. An applicant who is denied based on a criminal background search may obtain a copy of the report and may initiate an investigation to have any erroneous information contained in the report corrected. The consumer-reporting agency will advise the applicant of the actions that they may take in order to do so. Available units will not be held open during any such investigation by the applicant.

Social Security Number

All household members must disclose and provide verification of the complete and accurate Social Security Number or Tax Identification Number (“ITIN”) assigned to them. A photocopy may be kept on file of these documents. This information will be used specifically to check credit history and other program eligibility requirements.

Applicants are not required to disclose or provide verification of a social security number at the time of application however, they must disclose and provide verification of a social security number for all non-exempt household members before they can be housed. If all non-exempt household members have not disclosed and/or provided verification of their social security number or ITIN at the time a home becomes available, the next eligible applicant will be offered the available unit.

If a child under the age of 6 is added to the household within the 6-month period prior to the household’s date of admission and the child's social security number and verification are not available, the household will have 90 days after the date of admission to provide the number and documentation. An extension of one 90-day period may be allowed under certain circumstances.

Application Procedures

Complete a Pre-application for Housing

To apply to live at this Community, an applicant must first complete a pre-application and certify that the supplied information is complete and accurate. Based on the household size, the applicant must designate the number of bedrooms requested. There are several parts to an application; each part must be completed. **The pre-application cannot be accepted unless it is complete.**

Submit a Pre-application within the Application Period

A pre-applications can be submitted electronically in the Doorway Housing Portal or by U.S. Mail as outlined in the marketing materials. Pre-applications must be signed and dated by the applicant (with a digital signature if submitted electronically or a physical signature if submitted by mail). Paper pre-applications are available to download at the Doorway Housing Portal and must be received at the following address by the deadline:

Doorway Housing Portal
P.O. BOX 194404
San Francisco, CA 94119

The period in which pre-applications for the initial selections of residents for the Community will be accepted is between March 17, 2025, and April 18, 2025 (the “Application Period”). The questions in the pre-application will determine if the applicant qualifies for the Community and for

any of its preferences. The applicant can request more than one unit type at the time of the initial pre-application provided the household meets the occupancy standards.

Lottery Selection Process

At initial lease up, after the Application Period has closed, a lottery will be conducted assigning a random lottery number to each eligible applicant. Applicants are sorted by lottery number (lowest number to highest) to receive a position on the ranking list. Applicants that meet the preference criteria will be considered first, in the order of lottery number assigned, ahead of those applicants that do not meet the preference criteria.

Once the lottery is completed, all eligible applicants who applied by the application deadline will receive notification by email or first-class mail of their lottery number and position on the waiting list. Applications at the top of the waiting list will receive an appointment date for their intake/orientation interview.

The Community has a certain number of home types that are designed specifically for persons with disabilities. Whenever reasonably possible, these homes will be made available to an applicant that meets one of the preference criteria under Exhibit B, that would be accommodated by that specific type of home, based on the order of their lottery number and position on the waiting list. The Community will conduct outreach to ensure that the Community is marketed consistent with its marketing plan to eligible applicants with disabilities.

Notification of Selection for Intake Interview

The Community will notify applicants selected for an intake interview by either first-class mail or email. ***Please be advised that notification of selection for an interview does not constitute admission to the Community.*** Applicants must respond to the notice in writing within 5 days of the date of the notice to confirm appearance at the interview. If the applicant does not respond to the selection notification letter within 5 days of the date of the notice, the applicant will be removed from the waiting list and a notice of denial will be sent to the applicant's address of record.

Participation in Intake/Orientation Interview

All members of the applicant's household must attend the intake interview and provide all required application documents. Two failures to schedule and/or attend an agreed-upon time for an interview will be grounds for denial. Language assistance can be requested for applicants with limited English proficiency and should be requested at least three business days prior to the interview.

During the interview, the applicant will be asked to confirm and provide any updates to the information provided with their application. All sources of income and assets must be disclosed. During the interview, all items on the application will be discussed and confirmed, and third-party verification of each factor will be attempted, per HUD and IRS regulations and procedures. Until all items in the application are verified, eligibility cannot be finally determined, nor any housing offered. Third party verification includes original or authentic documents generated by a third-party source that are dated within 120 days from the date of receipt by the Management, verification forms sent by the Management directly to the source and returned to the Management through mail, email, or fax, and oral verification.

Application Decision

Applicants will be notified in writing if their application is approved and provisionally selected for

residence in the Community, provided that the applicant must come to the Management office and sign a lease to rent the lot space for the manufactured home unit, together with the Community's Rules and Regulations, and other residency documents as may then be required, provided that applicant's final selection shall remain contingent upon satisfaction of loan requirements and close of escrow on the purchase of a manufactured home in the Community. Applicants are encouraged to review all space lease documents in advance of this appointment, which documents may be mailed to applicants upon request.

Applicants will be notified of the denial of their application in writing. This written statement will include the reason(s) for the denial, and state that the applicant has the right to appeal the denial decision and present any extenuating circumstances the applicant would like to have considered.

An applicant will be rejected if it fails to meet eligibility requirements. An application may be rejected for any of the following reasons, including without limitation:

- The applicant (including household) does not meet the program/Community eligibility requirements listed in this plan and furthermore in Exhibit A.
- The household gross income (using the HUD definition of income) is over the applicable income limits published by HUD (See Exhibit A).
- There is submission of false or untrue information on the application.
- Failure to cooperate in the verification process including failure to provide requested information.
- Failure to schedule and/or attend interview(s).
- Applicant has refused to accept an available manufactured home. .
- The applicant/household has an unacceptable criminal background as reported by a consumer-reporting agency in accordance with the County of San Mateo's Fair Chance Ordinance.
- Applicant's household size does not conform to the Occupancy Standards included in Exhibit A.
- Failure to sign designated or required forms and/or documents upon request.
- Applicant will have more than one residence including the unit in the Community.
- Failure to present all applicants/household members during interview with Management.
- Disrespectful or disruptive behavior, or demonstrable history of such behavior, towards Management, the property, or other residents exhibited by an applicant or household member or friend any time prior to move-in.
- Misrepresentation of any information related to eligibility, allowance, household composition or rent or any other material information in application or interview.
- Failure to meet any of the selection criteria in this document.
- Failure to close escrow on manufactured home purchase.

Appeal Procedures

To appeal a denial decision, an applicant must notify Management in writing within seven (7) days after the date of a denial letter. The notice of appeal must state the grounds for the appeal and include any documentation supporting the appeal. Applicant's notice of appeal may also include a request to meet with Management to discuss the appeal. If applicant does not appeal within seven (7) days after the date of the denial letter, the file will be closed permanently, and no later appeal will be considered.

A Management or County representative who was not a party to the decision to deny the application will review the appeal. This representative will review the appeal notice, the application and any new facts or information not previously considered that the applicant presents for consideration of the appeal. Management will notify the appealing applicant of the final decision within five (5) business days after receiving the applicant's written appeal or the date of the appeal meeting. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process.

Available homes will not be held open during the appeal procedure. If a home is not available at the completion of the appeal procedure and the appeal is granted, the applicant will be returned to the waiting list in its original position.

Interest List

Property Management will keep an interest list for the property to notify interested parties on future vacancies at the Community. If there is an opening, vacancies will be filled on a first come first serve basis subject to the Program's eligibility requirements.

Reasonable Accommodation Policy

This Community is committed to making the Community readily accessible and usable by individuals with disabilities. Management will consider requests by or on behalf of a disabled resident or applicant for reasonable accommodations in accordance with applicable law. Such reasonable accommodations may include:

- A reasonable accommodation requesting a change in its rules and/or policies; or
- A reasonable modification relating to alteration of the common areas.

Any such request should be made in writing to Management in accordance with the Reasonable Accommodation Policy (Exhibit D). If it is not possible to make the request in writing, Management will provide reasonable assistance to the person making the request and provide the necessary information.

Pet Policy

Pets will be admitted in accordance with the Pet Policy (Exhibit F). Service animals are managed under the Reasonable Accommodation Policy (Exhibit D).

Revision of Resident Selection Criteria

The Community reserves the right to make modifications to this plan, as necessary and advisable in its discretion and as permitted by applicable law. When the plan is revised, the effective date of the new plan will be noted on the cover page. In addition, any time a new plan is implemented, all applicants on the waiting list and current residents will be provided with notice that a revised plan is being implemented and that they may request a copy from the Management office.

Exhibit A – Community Eligibility: Stone Pine Cove

This Community is funded under the following programs and adheres to all regulatory requirements, income and rent restrictions (if applicable):

- HUD Economic Development Initiative (EDI) Community Project Funding (CPF) sponsored by the office of U.S. Representative Anna Eshoo’s office
- California Department of Housing and Community (HCD) Development Joe Serna, Jr. Farmworker Housing Grant Program
- State General Funds from the offices of Senator Josh Becker and Assemblymember Marc Berman
- County of San Mateo Measure K Funds
- City of Half Moon Bay
- Chan Zuckerberg Initiative
- Sobrato Foundation

To be considered an Eligible Household to reside at Stone Pine Cove, the applicant must meet all the following requirements at move-in:

- Lives and works in San Mateo County:¹
 - a. Has lived continuously lived/worked for a minimum of one year in San Mateo County.
 - b. Working in San Mateo County is defined as working a minimum of one year over the last two years with a minimum average of 20 hours per week, over the course of the qualifying year.
- 18 years of age or older (Head of Household).
- Household includes a worker that derives, or prior to retirement or disability derived, a substantial portion of their income from agricultural employment*.
- The new home is applicant’s primary residence and is owner occupied.
- Gross annual income of all household residents 18 or older must not exceed at time of purchase:
 - **30% of AM;** or
 - **50% of AMI;** or
 - **60% of AMI.**

Chart of income limits are included in Exhibit C.

- Must be able to demonstrate adequate income to pay space rent, registration fees, property taxes, insurance, utilities, and other household expenses. This will be demonstrated by setting the minimum monthly income at two (2) times the rent for the unit. The Community may review and amend this requirement if deemed necessary and may consider individual circumstances on a case-by-case basis.
- First-time homebuyer and must not have partial or whole interest and/or maintained title

¹ The Community will consider households that have experienced displacement from the County within the last three years.

in any real property. No member of a household must have had any ownership interest in a residential property for the last three years.

- Household is within the occupancy standards for home sizes set forth in the chart below. Each manufactured home is subject to an occupancy standard which sets the minimum and maximum number of household members that may reside in a home of a specific size. Every member listed on the application is counted in determining the household size including all full-time members, persons temporarily absent from the home, children anticipated to live with the family, children away at school, live-in aides, foster children, and foster adults. Household size must be appropriate for the size of the home, considering any verified special needs. Occupancy standards will be enforced by Management and will be an ongoing requirement that will be enforced during the term of the Lease agreement.

Occupancy Standards

HOME SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
1 bedroom	1 person	3 persons
2 bedrooms	2 persons	5 persons
3 bedrooms	3 persons	7 persons

** Agricultural Employment means employed in the cultivation and tillage of the soil; the production, cultivation, growing and harvesting of any agricultural or horticultural commodities; the raising of livestock, bees, furbearing animals, or poultry; dairying, forestry, and lumbering operations; and any work on a farm as incident to or in conjunction with such farming operations, including the delivery and preparation of commodities for market or storage. Agricultural Employment also includes work done by any person who works on or off the farm in the processing of any agricultural commodity until it is shipped for distribution, whether or not such person is encompassed within the definition.*

Exhibit B - Community Preferences: Stone Pine Cove

To the extent permissible under applicable state and federal law, the Community will utilize the following priority order for selecting applicants for available homes at the time of initial lease-up of the Community. This preference will not be applied for subsequent move-ins after the initial lease up of the Community.

1. First priority will be given to Eligible Households displaced as a result of the shooting at two coastal farms in Half Moon Bay, California in January 2023.
2. Second Priority will be given to Eligible Households that have been or are currently at risk of displacement due to unsafe living conditions identified by the work of the Farmworker Housing Compliance Task Force. Households must provide documentation that their housing was deemed uninhabitable by the County of San Mateo's Planning and Building Department. Names will be additionally verified by the County of San Mateo.
3. Eligible Households that are at significant risk of displacement from their homes, as demonstrated by a self-certification by the applicant specifying one of the following risks :
 - a. Paying more than 50% of household income towards housing costs
 - b. Living in overcrowded housing. DOH will follow HUD's Section 8 Housing Quality Standards in considering acceptable housing conditions.
 - c. Pending eviction.
 - d. Pending redevelopment.
 - e. Living in substandard housing.
 - f. Other displacement including without limitation relocation occurring because of the inability of a person or family of low or moderate income to pay increased rentals resulting from rehabilitation, or involuntary temporary or permanent displacement of such a person or family.

Exhibit C - Income Limits and Space Rents

**MAXIMUM ANNUAL INCOME LIMITS PER HOUSEHOLD
(2024 AMI)**

Maximum annual income limits published by the U.S. Department of Housing and Urban Development (“HUD”) at time of move-in will be used for final qualification of eligible households. Households will be required prior to move in and annually thereafter to submit an annual certification/affidavit of their household income. Below are the current listed HUD income limits for 2024:

	1 person	2 people	3 people	4 people	5 people	6 people	7 people
30% AMI	\$0 to \$41,150	\$0 to \$47,000	\$0 to \$52,900	\$0 to \$58,750	\$0 to \$63,450	\$0 to \$68,150	\$0 to \$72,850
50% AMI	\$41,151 to \$68,550	\$47,001 to 78,350	\$52,901 to \$88,150	\$58,751 to \$97,900	\$63,451 to \$105,750	\$68,151 to \$113,600	\$72,851 to \$121,400
60% AMI	\$68,551 to \$82,260	\$78,351 to \$94,020	\$88,151 to \$105,780	\$97,901 to \$117,480	\$105,751 to \$126,900	\$113,601 to \$136,320	\$121,401 to \$145,680

SPACE RENT LEVELS

Selected eligible applicants will be required to enter into a lease agreement to lease the lot space for the manufactured home. The costs to rent the lot space is called “Space Rent” and will be based on the household’s initial income level. Space Rent shall not annually increase by more than the change in Consumer Price Index, annually. If upon recertification, a household no longer qualifies as a low-income household and the gross household income for the household is greater than eighty percent (80%) of Area Median Income for San Mateo County, such household’s Space Rent may be increased to the lesser of 30% of the household’s actual monthly household income or to a comparable market rent for a unit of comparable size, upon sixty (60) days’ written notice to household.

Utilities, insurance, and property taxes are the responsibility of the homeowner, therefore, reasonable utility consumption costs, insurance charges, and property taxes have been subtracted from the space rent to ensure affordability.

	1 Bedroom Home	2 Bedroom Home	3 Bedroom Home
30%	\$657	\$780	\$885
50%	\$1,370	\$1,639	\$1,881
60%	\$1,726	\$2,069	\$2,379

**All Rents are subject to change as set by County of San Mateo.*

Exhibit D - Community's Reasonable Accommodation Policy

Stone Pine Cove recognizes its obligations to reasonably accommodate individuals with disabilities in all phases of its operations. This includes employees of the Community, applicants for housing and residents.

The Reasonable Accommodations requirements are expressed in the Fair Housing Act Amendment of 1988 as promulgated by HUD (24 CFR Parts 14 et seq.) and as set forth in the California Code of Regulations.

In accordance with these regulations, and in recognition of our obligations, *Stone Pine Cove* hereby puts forth this Reasonable Accommodations Policy:

Management will make reasonable accommodations, which are changes, exceptions, or adjustments in rules, policies, practices, or services when such an accommodation may be necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling unit and public and common use areas, or an equal opportunity to obtain, use, or enjoy a housing opportunity.

A reasonable modification is a change, alteration or addition to the physical premises of an existing housing accommodation, when such a modification may be necessary to afford the individual with a disability an equal opportunity to use and enjoy a dwelling unit and public and common use areas, or an equal opportunity to obtain, use, or enjoy a housing opportunity.

Management will make accommodations that are both reasonable and necessary to afford an individual with disabilities equal opportunity. In order to show that a request is necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

Management will determine whether a request for accommodation is reasonable and may propose an alternative that is equally as effective in affording equal opportunity.

In order to be eligible for a reasonable accommodation, an individual must be considered disabled as defined by applicable federal or state law.

A person with disabilities is defined as someone who has a physical or mental impairment that limits or substantially limits one or more major life activities; is regarded as having such an impairment; or has a record of such an impairment. Major life activities include but are not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for oneself, learning, speaking and working. California law may provide broader definitions and protections for persons with disabilities, including physical and mental disabilities, which definitions and protections apply to the extent applicable.

Normally a reasonable accommodations request may be submitted orally or in writing though written submissions are preferred if feasible, but whenever a resident, applicant, or employee requests an exception, change, or adjustment to a rule, policy, practice, service, or physical structure because of their disability, Management will consider the request. Reasonable Accommodation requests

can be made by the person with the disability, a family member, or someone else acting on the individual's behalf. If the individual with a disability requires assistance in providing a written reasonable accommodation request, Management will assist the individual with disabilities with this request.

Upon receiving the request, Management will attempt to verify that the applicant/resident/employee meets the definition of a person with disabilities listed above, and needs the accommodation in order to benefit from the programs, or services offered at this Community unless the disability is obvious or otherwise known to the Management and the need for the accommodation is readily apparent or known, in which case no verification is required.

Management will respond in writing, and in a manner deemed most understandable to the applicant/resident/employee. If Management cannot immediately grant the requested accommodation or modification, Management will engage in an interactive process with the individual with a disability or the individual's representative to exchange information to identify, evaluate, and implement a reasonable accommodation or modification that allows the individual with a disability equal opportunity to use and enjoy a dwelling or housing opportunity.

Management is not, by law, required to honor a reasonable accommodation request that would result in:

A fundamental alteration in the nature of the Community. This means that Management does not have to provide services that are not presently being provided or to otherwise change the essential nature of the services or operations of the Community. In such case, the individual may obtain the service(s) on their own.

An undue financial burden. This determination will be made on a case-by-case basis, involving various factors, such as the cost of the reasonable accommodation, the financial resources of the Property, the benefits the accommodation would provide the requester, and the availability of alternative accommodations that would adequately meet the requester's disability-related needs.

An undue administrative burden. This means the accommodation would not easily be accomplished with existing staff and would require the hiring of additional staff or would result in a reduction in services to other residents.

A direct threat to the health and safety of others or would cause substantial physical damage to the property of others. This includes an assessment of evidence considering the nature, duration, and severity of the risk of a direct threat to the health and safety of others or of substantial physical damage to the property of others; the likelihood that a direct threat to the health or safety of others or substantial physical damage to the property of others will actually occur; and whether there are any additional or alternative reasonable accommodations that will eliminate the direct threat to the health or safety of others or substantial physical damage to the property of others.

If an accommodation request falls into one of the categories above, Management will endeavor to identify an equally effective means of meeting the individual's needs. Reasonable accommodations are based on need not preference. Management may also, where a request is denied for reasons permitted by law, allow the individual to make reasonable modifications at their own expense.

Management will allow assistance and companion animals. Management will verify the need for the assistance or companion animal (unless the need is readily apparent or already known), and the resident is responsible for the conduct of the animal at all times in a manner consistent with the lease. If a support animal, as defined in subsection 12005(d)(1), is requested as a reasonable accommodation, the request may be denied if it would constitute a direct threat to the health or safety of others or would cause substantial physical damage to the property of others.

Consideration of all accommodation requests shall be made on a case-by-case basis.

Individuals who believe they have been discriminated against in connection with this policy should contact the County in writing at:

Director of Housing
Department of Housing San Mateo County
264 Harbor Boulevard Bldg. A,
Belmont, CA 94002

Exhibit E – Exceptions and Special Circumstances Policy: Stone Pine Cove

In the event an applicant fails to meet one or more of the Resident Selection Plan criteria, the Community may consider admitting the applicant and approving the application through consideration of special circumstances or by applying reasonable accommodations if requested by applicant. The applicant must submit an appeal as a part of the Appeal Process outlined above. The applicant will meet with a consideration committee made up of Management and County of San Mateo representatives who were not a party to the decision to deny the application will review the appeal. During the consideration meeting an applicant will then have the opportunity to explain why their history or credit problem or other basis for denial of their application occurred and what has changed so that similar incidents will not recur. Decisions will be based on availability and the committee's assessment of applicant's capacity to comply with the terms and conditions of the lease, the loan financing requirements and the Community Rules and Regulations.

Exceptions and special circumstances are verifiable facts that would overcome or outweigh information gathered in the resident selection process. The verifier must corroborate the reason(s) given by the applicant for the disqualifying circumstances and indicate that the prospect for lease compliance in the future is good because the reason for their disqualifying circumstances is either no longer in effect or otherwise controlled.

Exhibit F - Pet Policy: Stone Pine Cove

A pet is a “small, domesticated animal commonly kept in residential settings.” Pursuant to California Health and Safety Code 50466, a resident will be permitted to own or otherwise maintain one or more common household pets within the resident’s dwelling unit, subject to applicable state laws and local government ordinances related to public health, animal control, and animal anticruelty. The following Pet policy does not apply to service animals, which are animals specifically trained to perform specific tasks to assist individuals with disabilities. A separate agreement governs those animals which will be included as a part of the Lease.

1. Vaccination. Every pet shall be vaccinated in accordance with state and local law. Vaccination and inoculation shall be the responsibility of the resident. Vaccinations shall be always current, and evidence of current vaccination shall be provided to Management. It shall be the responsibility of the resident to provide evidence of vaccination on a timely basis. Failure of Management to notify resident of the need for vaccination shall in no way relieve resident of the responsibility to obtain vaccinations for their pet and to provide evidence of same to Management. **California State Law states that all dogs and cats over the age of four months must receive the rabies vaccine every 3 years.** The following vaccines are required for cats and dogs:
 - Dogs: Rabies, Canine Distemper, Hepatitis, Parvovirus, and Bordetella for animals living in communities with other dogs.
 - Cats: Rabies, Feline Distemper, Feline Calicivirus, and Feline Herpes
2. Pet Type. Pets means any domesticated bird, cat, dog, aquatic animal kept within any aquarium, or other animal as agreed between the Management and the resident.
3. Neutering Requirement. Cats and dogs must be neutered before they are brought onto the property. Evidence of neutering must be provided to Management prior to acceptance/approval of pet.
4. Pet Restraint. All pets shall be on a leash, effectively and appropriately restrained under the control and supervision of a responsible household member while outside the resident’s unit and/or in the common areas of the Community. Pet restraint includes effective control to ensure that pets do not scratch, claw, or bite any person(s) on the property and do not scratch, claw, or bite furniture, walls, doors, plants, and plant materials.
5. Sanitary Requirements and Standards. The following sanitary standards govern the disposal of pet waste. Failure to comply with these requirements constitutes a violation of the space Lease and may result in a requirement to remove pet from premises permanently or termination of the resident’s Lease.
 - a. Pet owners shall immediately and appropriately dispose of pet waste deposited anywhere in the property. Appropriate disposal includes wrapping waste in paper or plastic and depositing in appropriate trash containers. Wrapping or bag must not be wet on the outside when deposited into the trash.
 - b. Pets may under no circumstances be permitted to deposit waste on the lawns, planting areas, flowerbeds, side of buildings or any other area that is not specifically for the deposit of pet waste. Failure to restrain the pet from this activity is a violation of the Pet Rules and

will be grounds for removal of the pet from the property.

6. Pet Care Standards. The following pet care standards shall be observed.
 - a. Residents shall control and limit noise and odor caused by pets. Complaints by other residents shall result in a Notice of Pet Violation, which must be satisfactorily resolved, or the pet must be removed from the property.
 - b. Pets shall not be buried on or within the Community.