

PINEWOOD HOMEOWNERS ASSOCIATION PET POLICY AND RULES*

The following criteria enumerates the requirements for pets at Pinewood. If your pet qualifies, you must complete the Pet Application/Approval Form and submit it via the Property Management Company to the Pinewood Board of Directors for final review and approval. The signed Application/Approval Form signifying the Board's approval or denial will be returned to you and should be kept in your records. A copy will be retained by the Property Management Company, as well as with the Board.

If you are a homeowner or, at your discretion, you have agreed to lease your unit to a tenant with a pet **prior to the new rules and regulations regarding renting/leasing townhomes**, the policy and rules apply to your tenant, as well. Understand, however, that you are responsible for submitting the pet approval form for yourself or your tenant and enforcing the rules. In the event that a fine is levied against your tenant, you will be charged. You, as the homeowner, will be responsible for recovering fees or fines from your tenants.

1. All pets are subject to the requirements below:

- Only one (1) dog or two (2) cats are permitted per household.
- Breed, sex, height, weight, color, and age, along with immunization record submitted on veterinarian, breeder, or shelter's letterhead shall be submitted to the Board on the Pet Application/Approval Form within thirty days (30) of occupancy or a penalty of \$5/day after 30 days will be imposed.
- Pursuant to the Town of Greece laws, dogs must be licensed and be inoculated for rabies annually. If pets are outdoors, both **dogs and cats must be on a leash** and under absolute control by their owner at all times.
- No breeding of animals is permitted.
- No visiting pets are permitted. However, a visiting pet may be permitted if a request for a variance is applied for with the Pet Application for consideration by the Board of Directors.
- No aggressive breeds, including but not limited to Pit Bulls, Dobermans, Rottwilers, German Shepherds, Chow Chow or other known, aggressive- type animals are allowed.
- Dogs must be no more than 24" high and weigh no more than 80 pounds. If your dog exceeds these limits, a fee of \$50/month will be required.
- No snakes, reptiles, birds or insects are permitted as pets.
- For any other type of animal other than those listed above, the owner must submit a letter to the Board justifying the need for this pet, and receive **approval** by the Board.
- A Homeowner who requires a **Service Animal** (defined as an animal, usually a dog, who is professionally trained to perform tasks for an individual with disabilities) and the service animal does NOT meet the criteria referenced above, the Homeowner shall contact the Board so that the Board and the Homeowner can work together to ensure compliance with state and federal requirements.
- Homeowners who require **Emotional Support Animals** (ESAs) NOT meeting the criteria referenced above must submit a letter along with the Pet Application/Approval Form to the Board documenting the necessity for an assistance animal.** The submission must also be accompanied with a verification or a prescription from a local physician or licensed therapist stating the need for an ESA. A certificate or "license" from the internet is not sufficient and will

not be accepted. The assisting animal will be subject to all the rules referenced in this policy, with the exception of the weight and height limitations for dogs. A review by Pinewood's legal counsel may also be necessary.

2. If an owner or tenant moves a pet, without the approval of the Board, a daily fine will be imposed until approval has been granted.
3. All dogs must be registered with the Town of Greece, licensed and inoculated, as required by law.
4. Certain pets have been "grandfathered" due to prior rulings and may not currently be in compliance with this set of regulations. This applies to the pet of an owner or of a tenant. When the "grandfathered" animal dies, the current rules and regulations will apply to any subsequent pet.
5. Pet owners are responsible for cleaning up their animal's waste in any yard and on all Common Areas, as well as properly disposing of the same.
6. If any of the above regulations are violated, owners can be fined, at the discretion of the Board. Also, if any animal is found to be the cause of an injury or damage to either a person, another person's pet, the property of that person, or any Common Area within Pinewood, the pet owner shall be held responsible for any medical or vet expenses, or damage to property.
7. No dog (or any pet) shall be permitted to bark, howl, or make any other loud noises for such an unreasonable time as to disturb neighbors' rest or the peaceful enjoyment of their home or the Common Area.
8. No fences or enclosures will be erected outside the townhouse for the sole purpose of enclosing or confining a pet.
9. Any resident, or agent personally observing and documenting an infraction of any of these rules may discuss the violation in a neighborly fashion with the pet owner in an effort to secure voluntary compliance. If the complaint is not satisfied voluntarily, the incident should be reported in writing to the Board and efforts will be made to obtain a resolution. The Board may, at its discretion, revoke the approval of the pet. Notice of such revocation shall be given promptly to the homeowner/pet's owner. If, after three days, the offending animal has not been removed, the Board may have the animal impounded by Animal Control. Any cost will be billed to the unit owner.
10. Feeding of feral cats is prohibited.

*In accordance with Section 11.02 of the Association's Declaration and Section 5.11(e) of the Bylaws, provided by the prior owner or during the closing process when a home is purchased in Pinewood.

** ESA documentation from a professional must include:

- relationship between healthcare provider and the patient
- the physical or mental impairment
- type of animal for which reasonable accommodation is sought
- whether impairment limits at least one major life activity or bodily function
- if the resident needs the animal because it does work, provides assistance or performs at least one task that benefits the resident because of his/her disability, or because it alleviates symptoms of the disability, and not merely as a pet.

PINEWOOD HOA Pet Application

This form needs to be reviewed and approved by the Pinewood HOA board prior to a pet being brought into your home.

Owner's Name _____

Pinewood address _____

Pet's Name _____

_____ Dog _____ Cat _____ Other – Specify _____

(no snakes, reptiles, birds or insects)

Breed _____

Pet's Age _____ Sex _____

Weight _____ Height _____

Identifying Markings _____

When returning the form to info@croftoninc.com or mailing to address below, please include:

- Photo of the pet
- Proof of vaccination
- Proof of pet registration with the Town of Greece

Signature _____ Date _____