

MELBOURNE PLACE II HOMEOWNERS ASSOCIATION

C/O York H-G Properties, LLC
40 Gotham Drive, Suite D, Red Lion, PA 17356

Property Manager: Ryn Miller, ryn.miller@yorkhgproperties.com, 717-501-4435

Pet Registration Form

Homeowner's Name(s): _____

Property Address: _____

Owner Occupied Tenant Occupied, Name(s): _____

IS THIS A NEW PET REGISTRATION? Yes No

Is this an update to an earlier pet registration? Yes No Date Previously Registered: _____

Pet(s)/Animal(s)

Dog(s) Total #: _____ Cat(s) Total #: _____ Other: _____ Total #: _____

See Rules and Regulations – Pet Rules Page 4, Article 18

Description of Pet(s)

Only the following described pets is/are authorized to be kept in your home. No substitutions are allowed – new documentation must be completed within 14 days of new pet addition to the above address.

1. Name of Pet: _____ Breed: _____
License # (if applicable): _____ Last Rabies Vaccine: _____
Name/Phone # of Veterinary Office: _____
2. Name of Pet: _____ Breed: _____
License # (if applicable): _____ Last Rabies Vaccine: _____
Name/Phone # of Veterinary Office: _____

Owner/Tenant Certification and Acknowledgement

Each Unit Owner whose signature appears below has read and understands the HOA's Pet Policy, this is required for both owner and non-owner occupied units.

Unit Owner certifies that they have discussed the HOA's Pet Policy with each tenant and has given a copy of the policy to each tenant.

Unit Owner understands that the HOA will hold the Unit Owner responsible for any violations of the pet policy made by their tenant, even if

- (i) Unit Owner is not personally at fault, and/or
- (ii) the lease/rental agreement requires tenant to abide by the HOA rules. Each tenant listed above has Unit Owners permission for each pet listed above. Each adult tenant acknowledges receipt of a copy of the HOA's Pet Policy.

Owner Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Please forward to: Property Manager Ryn Miller, at ryn.miller@yorkhgproperties.com 717-501-4435

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Pet Policy

The HOA must be notified in writing and all HOA requirements satisfied no later than 14 days of pet becoming resident of the community.

1. The pet owner is responsible at all times for ensuring that the pet does not become a nuisance to other residents of the complex, whether due to noise, odors, or any other reason. The pet owner shall reimburse the HOA for any expenses reasonably incurred as a result of any pet causing damage to common property. Reimbursement is in addition to any applicable fines.
2. **Unless a different limit is set, the HOA may impose fines of up to \$100.00 for violations.**
3. Pet owners shall not take any action that might reasonably be expected to attract stray pets to the complex.
4. Litter boxes must be indoors. They may not be placed on any balcony or in any other outdoor area. Pet litter must be bagged before disposal.
5. Pets are to be fed indoors. Pet food is not to be left on any balcony or in any other outdoor area.
6. If fleas or other pests become an issue, the unit(s) with animals will be held responsible and incur all costs to remedy the situation.
7. Repeated violations may result in temporary or permanent revocation of permission to have a pet or pets.
8. "Pet owner" includes (a) the owner in owner-occupied units and (b) the tenants and the owner in non-owner-occupied units. The unit owner shall always be responsible for pet fines and expenses related to his or her unit, even if the violation was caused by a tenant or guest.
9. Tenants shall not keep pets without the advance written approval of the unit owner. The unit owner has absolute discretion whether to allow pets. If the pet belongs to a tenant rather than the unit owner, the HOA requires a written statement from the unit owner that (1) the tenant has permission for the specific pet, (2) the unit owner has discussed the HOA's pet policy with the tenant and has given a copy to the tenant, and (3) the unit owner understands and agrees that the HOA will hold the unit owner responsible.
10. To the extent required by state and federal law, the HOA will make reasonable and necessary accommodations to the Pet Policy on a case-by-case basis for qualified service and support animals (e.g., guide dogs for the blind, etc.). The pet owner must request such accommodation from the HOA.
11. No more than **two pets** (other than fish) are allowed in any one unit.
12. Additional requirements for dogs and cats
 - a. Every pet must be spayed/neutered.
 - b. If the local government requires that a pet be licensed and/or have shots, then the HOA will require proof of current license and vaccination status.
 - c. Dogs must have tags.
 - d. Cats should be kept inside. Dogs must be on a leash at all times when in the common area (transport cages are an acceptable alternative). Dogs are not allowed to be left unsupervised on decks, balconies, or in the yard area of homes.
13. Fish - Residents may keep reasonable numbers of aquatic animals within an indoor aquarium without advance notice to or approval of the HOA.
14. Birds - Residents may keep one domesticated bird indoors.
15. Farm animals and exotic pets are prohibited.
16. The Property Manager shall have no authority to grant exceptions to any pet policy.