

Policy and Procedure: Reporting of Pet Information

Number: _____

Community: Cedar Glen Estates Cooperative

Subject: Reporting Pet Information

Adopted: March 18th, 2025

Purpose:

This policy establishes a clear and straightforward procedure for reporting pet information to the Board of Directors. The aim is to ensure transparency, foster responsible pet ownership, and uphold community harmony while respecting the rights of all residents.

Scope:

This procedure applies to all existing members of the community who own pets as defined in Section 5 of the Community Rules.

Procedure:

1. Requirement to Report Pet Information

Members are not required to seek prior approval for new pets. However, within 30 days of acquiring a new pet or within 30 days of the adoption of this procedure, members must report the following information to the Board of Directors:

- **Picture of the Animal:** A clear and recent photograph.
- **Name(s):** The pet's name(s)
- **Weight:** The pet's current weight.
- **Age:** The pet's age
- **Breed:** The pet's breed(s)

2. Submission Process

Members may submit the required information to the Board in one of the following ways:

- **Email:** Send the information to the designated community email address.
Board@CedarGlenEstatesCoop.com
- **Physical Submission:** Deliver the information in writing to the Board's mailbox, or office mailslot.

3. Documentation and Record-Keeping

- The Board will maintain a confidential record of reported pet information.
- Records will be used solely for community management purposes and will not be shared without the member's consent unless required by law.

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4. No Outdoor Animals

- All pets must be kept indoors or within the resident's yard space. Pets are not permitted to roam freely in the community or remain outside unattended for extended periods.
- Residents are responsible for ensuring their pets do not create disturbances or contribute to community concerns while outside under supervision.

5. Enforcement

- Failure to submit the required pet information within the 30-day timeframe may result in a written reminder from the Board.
- Continued non-compliance may lead to further action as deemed necessary by the Board, in accordance with Section 5 of the Community Rules.
- Significant violations, including those involving pets that cause injury, substantial damage, or extreme misconduct, may lead to immediate removal of the pet from the home or lease termination and eviction as outlined in the Community Rules.

6. Additional Responsibilities of Pet Owners

Members are reminded to adhere to all other pet-related rules outlined in Section 5 of the Community Rules, including but not limited to:

- Keeping pets leashed in common areas
- Cleaning up after pets.
- Ensuring pets do not disturb other residents.
- Registering pets with the county and ensuring they are spayed/neutered and vaccinated.

Policy Approval:

This policy and procedure was approved by the Board of Directors on [Approval Date].

Effective Date:

This policy is effective as of 03/18/2025.

This policy was approved and adopted on 03/18/2025. The foregoing is a true and accurate account, attested by,

Patrice Haywood
Secretary

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Pet Information Submission Form

Resident Information:

- Name: _____ Space Number _____
- Phone Number: _____ Email Address: _____

Pet(s) Information:

- Pet's Name: _____ Type: _____
- Weight: _____ Age: _____
- Breed: _____

Certification: I certify that the information provided above is accurate to the best of my knowledge. I agree to adhere to the community's pet rules as outlined in Section 5 of the Community Rules.

Resident Signature: _____ **Date:** _____

Board Acknowledgment: We acknowledge receipt of the above pet information submission form.

Board Director Signature: _____ **Date:** _____

Board Director Signature: _____ **Date:** _____