

PET / ANIMAL REGISTRATION MATERIALS

West Point Loma Owners Association, Inc.
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Every pet, every service animal, and every emotional support animal must be registered with the HOA.

By submitting the registration form to the HOA, you are certifying that you have read the entire HOA Pet / Animal Policy.

Tenants should be aware that unit owners and rental property managers may have standards for pets and animals that are substantially different from those of the HOA.

Contents of this package:

- Instructions about completing this form.
- The HOA Pet / Animal Policy.
- One-page registration form to be submitted to the HOA along with the other supporting materials.

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Read the entire HOA Pet / Animal Policy before filling out any part of the registration form.

Print, sign, and submit the registration form on the last page of these materials to the HOA in person or by mail. Submit supporting materials to the HOA electronically, in person, or by mail.

Attempts to register a pet or animal without photos, supporting documents, and all required signatures are considered automatically rejected, whether or not notice of rejection is sent.

Owner, Tenant, Roommate:

If a unit is occupied solely by the owner(s) and no one else, the owner(s) must sign the form.

If roommate(s) in an owner-occupied unit have animal(s), the owner(s) and the roommate(s) must sign the form. Roommate need not sign if it is the owner's animal.

For a rental unit, owner(s) and all adult tenant(s) must sign the form.

Signatures:

Electronic signatures are not acceptable for permanent registration. You cannot use "/s/", or a printed name, a signature stamp, or an electronic signature service provider. You must return the paper registration form with actual signatures.

Registration Form:

The registration form is available on the HOA's website as a single-page fillable PDF. Download the PDF to your computer. Open the file in any PDF program. Enter your text and check all applicable boxes. Save the file. You cannot send the registration form to the HOA directly from the website. Submitting the one-page registration form without the supporting materials will not result in the permanent registration of any animal.

Temporary Registration:

An electronic copy of the HOA's registration form may be submitted on a temporary basis. Either:

- Print the form, sign it, scan it, and send it via email to info@wplhoa; or
- Complete the fillable form, flatten the file, and email the flattened file to info@wplhoa.org.

An owner or rental property manager may submit the electronic copy.

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If a tenant submits the electronic copy, it must simultaneously send it to the owner or the rental property manager. The email should show the cc. This lets the HOA know that the owner or rental property manager are actually aware of the pet / animal situation.

If, but only if, the signed paper form and all supporting documents are received within ten (10) calendar days after submission of the electronic copy, the HOA will deem the application date to be the date the temporary electronic copy was received. Supporting documents submitted without the temporary electronic copy do not qualify.

Permanent Registration:

The permanent registration form must be submitted on paper with original signatures. Counterparts (signatures on multiple pieces of paper) are accepted. Make sure that the unit number, identifying information for the animals, and names of tenants (if any) appear on every signature page.

Supporting documents may be submitted electronically.

To avoid any uncertainty regarding the owner's legal responsibility for fines relating to pets / animals, the HOA will not accept the signature of a rental property manager on the the paper registration form unless a power of attorney is on file with the HOA.

Photos:

Photos must be in color and must be submitted in electronic form (jpeg, pdf, or non-proprietary equivalent, i.e. not Apple). Photos must be clear and of sufficient size to allow accurate identification of the animal. A photo showing only the face of the animal without showing the body is not acceptable.

Other Documents:

Supporting documents such as the license and rabies vaccination – but not the photo or the permanent registration form – may be submitted either (1) on paper or (2) as a clearly legible, undistorted electronic file (preferably pdf rather than jpeg). If taking a photo with your cell phone, do not hold your phone at an angle.

Animals other than Pets:

To the extent required by law, a service or emotional support animal may be registered whether or not it meets the "pet" physical requirements (e.g., weight). Check the box on the registration form if you are requesting registration as anything other than a "pet."

To the extent legally necessary, you must include any relevant documents to establish that a specific individual has a disability and that the animal in question will provide some type of disability-related assistance or emotional support to that individual. Documents related to an emotional support animal must comply with Sections 122317 et seq. of the California Health & Safety Code. These instructions

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and the HOA's form are the HOA's formal request for those documents. Do not wait for the HOA to send you a response requesting those documents.

All of the HOA's documentation requirements still apply even if an animal is a service or emotional support animal rather than a pet. Statutes and regulations of general applicability (e.g., dog licenses and rabies vaccinations) also continue to apply.

Service and support animals count against the two pet limit. For example, if there are two service animals in a unit, the unit is not eligible to have any pets. Failure to timely register a service or support animal will result in fines. The rules governing behavior and conduct apply to all animals, including service and support animals.

(10/2024)

PET / ANIMAL POLICY

In this policy, the term "animal" includes pets, service animals, and emotional support animals. The term "pet" means an animal kept primarily for pleasure rather than utility.

1. The animal owner is responsible at all times for ensuring that the animal does not become a nuisance to other residents of the complex, whether due to noise, odors, or any other reason. The animal owner must reimburse the HOA for any expenses reasonably incurred as a result of any animal. Reimbursement is in addition to any applicable fines.
2. Unless a different limit is set, the HOA may impose fines of up to \$150 for violations.

The specific fine amounts in this policy (other than the failure to register fines) are for animals / pets registered with the HOA. The amounts are tripled for animals / pets not registered with the HOA.

3. No exception is made for visiting pets, not even overnight. However, qualified service animals (e.g., guide dogs for the blind, etc.) actively assisting disabled visitors to the complex are permitted without advance notice to or approval of the HOA.
4. The HOA must be notified in writing and all HOA requirements satisfied before the animal may be brought to the complex. The failure to give advance written notice to the HOA is an independent violation of the pet / animal policy and makes the owner subject to a fine, even if the animal would otherwise satisfy all the requirements. The HOA has adopted the following fine schedule when the HOA determines that a fine rather than immediate legal action is appropriate:
 - For the first week (or part thereof) after an unauthorized animal is first reported - \$300 per animal.

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- For the second week through ninth weeks - \$100 per animal per week (or part thereof).
- For the tenth and succeeding weeks - \$250 per animal per week (or part thereof).

Fines will continue until the unregistered animal is removed from the complex AND the owner provides written proof of that fact to the HOA. The fines are in addition to any other legal action the HOA may take; the HOA reserves the right to take immediate legal action without first assessing a fine.

5. Some persons are allergic to animals. The animal owner is responsible for insuring that the animal does not cause medical problems for other residents of the complex. If a reasonable accommodation cannot be reached, then the medical problem will take priority and the pet will not be permitted.
6. Residents must not take any action that might reasonably be expected to attract stray or wild animals to the complex.
7. Litter boxes must be indoors. They must not be placed on any balcony, patio, or other outdoor area. Litter must be bagged before disposal. Fines of up to \$50 per incident may be imposed.
8. Animals are to be fed indoors. Food is not to be left on any balcony or in any other outdoor area. Fines of up to \$150 per incident may be imposed for food violations.
9. 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.
10. Repeated violations may result in temporary or permanent revocation of permission to have animals.
11. "Pet / animal owner" includes (a) the owner(s) in owner-occupied units and (b) the tenant(s) and the owner(s) in non-owner-occupied units. The unit owner(s) is always responsible for animal fines and expenses related to the unit, even if the violation was caused by a tenant or guest.
12. Tenants must not keep animals without the advance written approval of the unit owner. If an animal belongs to a tenant, the HOA requires a written statement signed by the unit owner that:
 - a. The tenant has permission for the specific animal.
 - b. The unit owner has discussed the HOA's pet / animal policy with the tenant and has made a copy to the tenant.
 - c. The unit owner understands and agrees that the HOA will hold the unit owner responsible.

The unit owner has absolute discretion whether to allow pets (subject to any applicable state and federal law).

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13. To the extent required by state and federal law, the HOA will make reasonable and necessary accommodations to the Pet / Animal Policy on a case by case basis for qualified service and support animals (e.g., guide dogs for the blind, etc.). The animal owner must request such accommodation from the HOA. The status of service or support animals is subject to periodic review on an annual basis.
14. No more than two animals (other than fish) are allowed in any one unit.
15. Additional requirements for dogs and cats -
 - a. A clear, up to date, color photo of each animal must be kept on file with the HOA.
 - b. Every animal must be spayed/neutered. No exceptions. The animal owner must provide the HOA with written confirmation from a veterinarian or equivalent source.
 - c. If the local government requires that an animal be licensed and/or have shots (currently the case for dogs but not cats), then the HOA requires proof of current license and vaccination status. It must be kept current following registration.
 - d. If an animal is too young to be licensed, spayed, and/or neutered but the animal owner can satisfy all other requirements, the animal owner will be required to submit a \$200 deposit to the HOA. The HOA and the animal owner will agree upon a medically appropriate deadline (not to exceed 6 months) within which the animal will be licensed, spayed, and/or neutered and documentation provided to the HOA. The deposit will be released upon timely submission of the documentation. Failure to comply in a timely fashion will result in fines.
 - e. Dogs must be tagged.
 - f. Dogs must weigh 30 pounds or less. (Note: If a dog first acquired as a puppy outgrows the weight limit, it must be removed from the complex.)
 - g. Dogs must be on a leash at all times when in the common area (transport cages are an acceptable alternative). Dogs must not be left unsupervised on decks, balconies, or in the enclosed yard area of rear units.
 - h. Animals must not defecate or urinate in common areas. This includes, but is not limited to, grassy areas adjacent to the sidewalk. Cleaning up after the animal does not remedy the violation. It is the dog owner's responsibility to walk the dog away from the complex. Fines of up to \$150 per incident may be imposed.
 - i. Cats are not allowed outside except in carriers. Owners may be fined for each sighting of a cat outside the unit.
16. Fish - Residents may keep reasonable numbers of aquatic animals within an indoor aquarium without advance notice to or approval of the HOA.

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17. Birds - Residents may keep one domesticated bird indoors. A clear, up to date, color photo of each bird must be kept on file with the HOA.
18. Other animals are not permitted without advance, written approval from the HOA. Farm animals and exotic animals are prohibited.
19. The Property Manager shall have no authority to grant exceptions to any pet / animal policy. No member of the HOA Board, acting alone, has the authority to grant exceptions to or waive violations of any pet / animal policy.

Notes: Every pet must be registered with the HOA.

Every service or support animal – whether or not it meets the physical restrictions of section 15 above – must be registered with the HOA. Failure to timely register a service or support animal will result in fines per section 4 above. The status of service or support animals is subject to periodic review on an annual basis.

The rules governing behavior and conduct – such as sections 15(f) and (g) – apply to all animals, including service and support animals.

Service and support animals count against the two pet limit. For example, if there are two service animals in a unit, the unit is not eligible to have any pets.

To avoid any uncertainty regarding the owner's legal responsibility for fines relating to pets / animals, the HOA will not accept the signature of a rental unit property manager on the registration form unless a power of attorney is on file with the HOA. A temporary electronic copy of the registration form can be submitted pending receipt of the paper original with the owner's signature.

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<p>UNIT NUMBER:</p>	<p>UNIT OWNER SIGNATURES</p> <p>Unit owner signature(s) are required for all units.</p> <p>Property manager signature cannot be accepted unless a power of attorney is on file with the HOA.</p> <p>Check one box:</p>
<p><input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL</p>	<p><input type="checkbox"/> (Owner-Occupied) I have read and understand the Pet / Animal Policy.</p> <p><input type="checkbox"/> (Not Solely Owner-Occupied) I have read and understand the Pet / Animal Policy. I agree that my tenant(s) or roommate(s) listed on this form may have the pets / animals listed on this form. I understand that the HOA can hold me responsible for violations of the HOA's Pet / Animal Policy by tenants and roommates, even if:</p> <p style="margin-left: 40px;">(i) I am not personally at fault, and/or</p> <p style="margin-left: 40px;">(ii) any lease or rental agreement requires tenants and/or roommates to abide by the HOA rules.</p>
<p>TYPE OF ANIMAL(S):</p> <p><input type="checkbox"/> 1 dog <input type="checkbox"/> 1 cat</p> <p><input type="checkbox"/> 2 dogs <input type="checkbox"/> 2 cats</p> <p><input type="checkbox"/> 1 dog + 1 cat <input type="checkbox"/> 1 bird</p> <p><input type="checkbox"/> Other (explain)</p>	<p>Unit owner signature and date: _____</p> <p>Unit owner signature and date: _____</p>
<p>PET OR ANIMAL DESIGNATION:</p> <p>All animals will be classified as pets and must meet the pet standards UNLESS a box is checked AND all required materials are supplied.</p> <p><input type="checkbox"/> emotional support animal (documentation required)</p> <p><input type="checkbox"/> other service / support animal</p>	
<p>ANIMAL NAMES AND OTHER INFORMATION:</p>	
<p>TENANT / ROOMMATE NAMES AND SIGNATURES</p> <p>Printed name + signature of (i) roommate(s) with animal(s) or (ii) all adult tenants.</p>	
<p><input type="checkbox"/> I have read and understand the HOA's Pet / Animal Policy.</p> <p><input type="checkbox"/> I agree to abide by it.</p>	<p><input type="checkbox"/> I have read and understand the HOA's Pet / Animal Policy.</p> <p><input type="checkbox"/> I agree to abide by it.</p>
<p>Print name of tenant: _____</p> <p>Tenant signature and date: _____</p>	<p>Print name of tenant: _____</p> <p>Tenant signature and date: _____</p>