



**BELLA CONDOMINIUM ASSOCIATION, INC.
POLICY & PROCEDURE
CONTROLLED DOCUMENT**

DOCUMENT TITLE:	PET POLICY
ADDENDUM/EXHIBIT (IF ANY)	ADDENDUM D
BOARD APPROVAL DATE:	August 2015
POSTED TO BELLA WEB DATE:	July 2020
REVISION HISTORY:	
• REVISION A (ORIGINAL)	August 2015
• REVISION B	July 2020
• REVISION C	N/A
• REVISION D	N/A
• REVISION F	N/A

PURPOSE:

To outline the policies and procedures for owners who wish to have pets.

CONTENT:

- Pets are allowed UP TO 40 lbs. and must be approved by the Bella Condominium Association.
- Pets must be leashed at all times, when outside of the Unit, this includes in all common areas, elevators, front entrances, hallways, the garage, and parking lots.
- NEVER attempt to flush litter, bird seed and other pet waste in the toilets, sink or garbage disposal.
- Pets must be vaccinated and kept in accordance with the Atlantic City Health Department laws and regulations. Contact the Atlantic City Health Department for more information at (609) 222-2222.
- It is the pet owner's responsibility to clean up after their pets when walking them outside.
- Renters/Tenants/Visitors/Guests are not permitted to bring pets to Bella.

Whereas in addition to the above existing Rules and Regulations the following Rules and Regulations are hereby appended:

- The weight limit of 40 lbs. is defined as the pet's "full grown" weight.
- Pets are defined as dogs and cats.
- There is a limit of two pets per unit. For any existing Owner with more than two pets as of August 15, 2015, a period of attrition will be permitted to restore their compliance with the Pet Policy, after which they will adhere to the two (2) pet limit.
- In addition to the Common Areas mentioned above, Common Areas for the purpose of this Amendment also include lobbies, gym, pool area, deck area, garage, and the rear parking lot.
- Pet owners are prohibited from walking their pets in the garage, rear parking lot, and

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adjacent landscaped areas.

- Pet owners will be fined for pets that urinate or defecate in the common areas including but not limited to elevators, hallways, lobbies, and the parking garage.
- All Owners must have a "Pet Declaration" included in their Homeowners Insurance policy, a copy of which will be provided to Building Management.
- The following breeds (of any weight whether full bred or partial bred or mixed breed of any and all types) are prohibited from the building: Akita, American Bulldog, American Stafford, Bull Terrier, Cane Corso, Chow, Doberman, Mastiff, Pit Bull, Presa Canario, Rottweiler, Wolf Hybrid.
- ANY dog with a bite history or aggressive tendencies is prohibited.
- Renters/Tenants/Guests/Visitors are not permitted to bring pets into the building.
- Pets are permitted for Owners only. Owners are defined as individuals specifically named in a Deed of Title Ownership.
- An accommodation for a bona fide "assistance animal", "service animal" or "emotional support animal" will be made as long as the person for whom the service animal provides service for is present in the building. Legitimate proof may be requested by HOA. (Please see Attachment A - Bella Condominiums Reasonable Accommodation Policy for an Assistance Animal)
- Service animals must wear their vests when in the common areas.
- All pets must be registered with Building Management. A Pet Registration Form (attached herewith) will be provided and the Registration process administered by Building Management.
- The Pet Policy will be enforced by Building Management and the front desk/security staff using the Enforcement Procedures set forth in Attachment B - Bella Condominiums Enforcement Procedures.
- Front desk/security staff will have information available regarding nearby kennels and other facilities to provide to individuals who arrive with non-permitted, non-registered pets.
- Pet owners are expected to provide the following courtesy to all individuals in the building:
 - Pet owners moving about the building should yield to other individuals at all times and provide the courtesy of asking an already waiting or existing elevator passenger or stairway pedestrian if it is okay to proceed or if the other person(s) would prefer that they wait for others to pass or wait for another elevator.
 - Excessive barking will not be tolerated and will be treated as a condition defined under "Noise" outlined on page 6 of the existing Rules and Regulations - Bella Condominiums".

Violations and Fines

Violations of any part of the Pet Policy may first be met with a warning, after which a fine will be applied for a 2nd and 3rd offense. If the violation continues, a demand for the removal of the pet from the building and premises will be implemented.

If an owner of a non-permitted pet does not cooperate in the removal of the pet from the building, after 15 days of a written notice, then parking privileges for the corresponding unit may be revoked.



Transition Policy

Any Owners currently in violation of this amended Pet Policy are granted a period of 90 days from the date that this revised Pet Policy is approved, to comply with all aspects of the Policy or be exposed to the conditions as set forth in the Violations and Fines section.

Building Management will immediately, upon approval of this revised Pet Policy by the Bella HOA Board of Directors, send two copies of the revised Pet Policy and Registration Form to all current Owners and Renters. One copy of the Policy must be signed by each of the parties and kept on file with Bella Management. Prospective buyers and renters, as well as brokers representing sale or rental transactions at Bella, shall receive a copy of the Bella Pet Policy.



Pet Registration Form 2015

The Bella Condominiums: Rules and Regulations require that all pets must be registered with the Building Management before they are permitted to enter the building. Please complete this Pet Registration Form in its entirety. Dogs will receive a dog tag to be worn at all times while at Bella for identification. A Registration Form is required for each pet along with a recent photo of your pet.

TYPE OF PET _____ NAME OF PET _____

COLOR _____ WEIGHT _____ BREED _____

DISTINCTIVE MARKINGS _____

NOTES

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All dogs four (4) months and older are required by New Jersey State Law to be vaccinated for rabies. Is your pet vaccinated for rabies? _____Yes _____No

A COPY OF THE CURRENT PET POLICY IS ATTACHED. PLEASE READ IT THOROUGHLY.

I HAVE READ THE BELLA CONDOMINIUM: RULES AND REGULATIONS PET POLICY AND AGREE TO KEEP MY PET IN FULL COMPLIANCE. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE IMMEDIATE COLLECTION AND PROPER DISPOSAL OF ALL FECAL MATTER CREATED BY MY PET. PET OWNERS WILL BE FINED AS STATED IN THE BELLA CONDOMINIUM: RULES AND REGULATIONS PET POLICY IF FECAL MATTER IS NOT PROPERLY CLEANED UP AND DISPOSED.

I agree to notify the Association in the event of any changes.

OWNER NAME _____ UNIT # _____

(please print clearly)

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HOME PHONE _____ CELL
PHONE _____

EMAIL
ADDRESS _____

SIGNATURE _____

DATE _____

ATTACHMENT A

REASONABLE ACCOMMODATION POLICY FOR AN ASSISTANCE ANIMAL

The Federal Fair Housing Act and other state and local fair housing laws require that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. The Bella Owners Association ("the Association") is committed to granting reasonable accommodations when necessary to afford persons with disabilities the equal opportunity to use and enjoy a dwelling at The Bella Condominium.

Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment.

Reasonable accommodations may include waiving or varying Association rules or policies to allow a resident with a disability to keep an "assistance animal". An assistance animal is an animal that does work or performs tasks for the benefit of a person with a disability or provides emotional support or other assistance that alleviates one or more symptoms or effects of a person's disability ("Assistance Animal"). The most common Assistance Animals are dogs, although other animals may qualify as assistance animals. The Association recognizes the importance of Assistance Animals and is dedicated to ensuring that Bella residents with Assistance Animals – whether owners, occupants, or renters – may keep them in their units.

If a resident with a disability requests a reasonable accommodation for an Assistance Animal, the Association must determine whether the animal provides assistance needed by that resident to afford him or her an equal opportunity to enjoy living at Bella Condominiums. The Association will not ask about the nature or severity of the person's

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disability. Many times, both the disability and the assistance provided by the Assistance Animal is obvious – for example, a dog guiding an individual who is blind or has low vision, or a dog pulling the wheelchair of a person with a mobility impairment. If this is the case, no further inquiry will be made and the Association will grant the resident the reasonable accommodation.

In the case of a resident who requests a reasonable accommodation for an Assistance Animal that provides emotional support or other assistance that alleviates one or more symptoms or effects of the resident's disability, the Association may require a written statement from a health or social service professional (1) indicating that the applicant has a disability, (2) and that the animal would provide emotional support or other assistance that would alleviate one or more symptoms or effects of the disability.

- 1) "Health or social service professional" means a person who provides medical care, therapy, or counseling to persons with disabilities, including, but not limited to, doctors, physician assistants, psychiatrists, psychologists, or social workers.
- 2) Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment.

In the case of a resident who requests a reasonable accommodation for an Assistance Animal that does work or performs tasks for the benefit of a person with a disability, the Association may require that the resident provide:

- I. A written statement from a health or social service professional indicating that the person has a disability, and
- II. Information that the animal has been individually trained to do work or perform tasks that would alleviate one or more symptoms or effects of the disability, or information that the animal, despite lack of individual training, is able to do work or perform tasks that would alleviate one or more symptoms or effects of the disability.

In the case of an Assistance Animal that both provides emotional support or other assistance that alleviates one or more symptoms or effects of a disability and does work or performs tasks for the benefit of a person with a physical disability, the Association may require compliance with either of the two preceding paragraphs, but not both.

The Association will not require compliance with any of the following requirements:

- The case of an Assistance Animal that provides emotional support or other



assistance that alleviates one or more symptoms or effects of a disability, that the animal has been trained or have a certification of its efficacy, or

- That the resident pay any fee, deposit, or other charge for keeping the animal, or obtain insurance as a condition of keeping the animal.

In processing requests for Assistance Animals, the Association will take reasonable measures to protect the confidentiality of any information or documentation disclosed in connection with these requests. Such measures may include limiting access to such information to persons specifically designated to deal with requests for reasonable accommodations, who will disclose information only to the extent necessary to determine whether to grant the request, and keeping all written requests and accompanying documentation in a secure area to which only those designated persons have access, except as otherwise required by law.

It is the responsibility of a person with a disability who is a resident, tenant, or occupant of a Unit to inform the Association as to the need for an Assistance Animal for the resident, tenant or occupant of a Unit, and to request a reasonable accommodation and provide any required documentation. A person with a disability may request a reasonable accommodation orally but it will be more helpful to make it in writing. To that end, the Association has a "Form to Request an Assistance Animal" (attached to this Policy) which a person with a disability can use to make a reasonable accommodation request for an Assistance Animal.

If the applicant requires assistance in completing the form, the Property Manager or his or her designee will provide assistance or will fill out the form based on an oral request. The Association is using the form to record reasonable accommodation requests so that we obtain only the information necessary to make a reasonable accommodation decision and do not obtain confidential information that we do not need to make a reasonable accommodation decision.

Once a completed request with any required documentation is received, the Association will provide a response within fourteen days. Prior to denying a request, the Association will attempt to engage in an interactive process with the person making the request in which the parties discuss possible alternative accommodations that might effectively meet the person's disability related needs. The Association recognizes that a person with a disability is generally in the best position to know whether or not a particular accommodation will be effective in meeting his or her needs. If a request is denied, an explanation for the denial will be included in the written notification of denial. If a person with a disability believes that a request has been denied unlawfully or that the response is delayed unreasonably, he or she may file a complaint with:

**U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity**

451 Seventh Street SW Washington, DC 20410
(800) 669-9777

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<https://www5.hud.gov/Hud903/main/pagHUD903Form.Jspa>

All residents, including those with and without Assistance Animals, are required to conduct themselves in a civil and courteous manner at all times, as is reasonable among neighbors living in close proximity to one another. This requires all residents to recognize and respect the federally protected rights of residents with Assistance Animals, and all residents with Assistance Animals to recognize and respect the rights of other residents and their expressed health and safety concerns regarding animals. All residents are therefore required to cooperate with each other to resolve any issues that may arise regarding such rights.

The Association also requires Assistance Animals to be registered with the Association, and to be in compliance with any applicable state or local laws and licensing requirements. The Unit Owner and the owner of the Assistance Animal will both be held liable for any damage or harm caused by the Assistance Animal. Owners of Assistance Animals are allowed with their Assistance Animals to use the Common Areas of Bella Condominiums, including all elevators. The Unit Owner and the owner of the assistance animal, if different from the Unit Owner, are responsible for ensuring that the Assistance Animal is cared for, supervised and controlled. The owner of the Assistance Animal shall maintain full control of the Assistance Animal at all times and ensure that the Assistance Animal is well behaved (does not jump, nip, snarl or bite another person or animal), does not harm other people, does not create a nuisance, and does not cause damage to Association property or other private property. If the owner of the Assistance Animal does not comply with these requirements, then the Unit Owner will be responsible for fines assessed by the Association and other sanctions, including the potential removal of the Assistance Animal. Any fines or assessments will constitute a lien against the Unit Owner's Unit to the extent provided in the governing documents of the Association.

Responsibilities of the Unit Owner and the owner of the Assistance Animal also include ensuring that:

- When the Assistance Animal is in a Common Area or Limited Common Area (except the Pool area and the Fitness Rooms where no animals except qualified ADA service animals are permitted), the Assistance Animal will not be left unattended, and will be on a leash, in a carrier or otherwise under the direct control of its owner, and the Assistance Animal will not be permitted to sit, lie, lean or walk on any furniture or furnishings, counter tops or air vents.
- When the owner of an Assistance Animal wishes to use an elevator at the Bella, the owner of the Assistance Animal will defer to another person who objects to the close proximity of the Assistance Animal due to health reasons, if the person objecting is already in the elevator or if the person objecting is first in line waiting to use the elevator. In those instances, the owner of the Assistance Animal must wait to take the next or another elevator.
- The Assistance Animal will not be allowed to bark continuously or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of another person at any time of day or night.
- The Assistance Animal, if a dog or other non-housebound animal, must be taken outside the property (not on any balcony, roof deck or pool deck) to relieve itself of bodily wastes, and during winter months liquid waste from the Assistance Animal will be covered with snow so as to conceal discoloration, and during the rest of the year liquid waste should not be allowed to cause damage to grass or be allowed to go on the side of a building.

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- Feces from the Assistance Animal will be promptly picked up and taken back to the Owner's Unit or properly disposed of in a trash receptacle outside the property, and not disposed of under bushes, in other types of vegetation, or under snow, and failure to properly dispose of animal feces may result in a fine; and
- the owner of the Assistance Animal is responsible for cleaning up the Assistance Animal's bodily wastes, and if assistance is needed with cleanup of the waste, this will be arranged for by the owner of the Assistance Animal at such owner's expense and will not be the responsibility of the Association.

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FORM TO REQUEST AN ASSISTANCE ANIMAL

The Federal Fair Housing Act and other state and local fair housing laws require that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. The Bella Owners Association ("the Association") is committed to granting reasonable accommodations when necessary to afford persons with disabilities the equal opportunity to use and enjoy a dwelling at Bella Condominiums.

Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment.

Reasonable accommodations may include waiving or varying Association rules or policies to allow a resident to keep an "assistance animal". An assistance animal is an animal that does work or performs tasks for the benefit of a person with a disability or provides emotional support or other assistance that alleviates one or more symptoms or effects of a person's disability ("Assistance Animal").

If you or someone associated with you has a disability and you believe that there is a need for an Assistance Animal as a reasonable accommodation for the person with a disability to use and enjoy a dwelling unit at Bella Condominiums, please complete this form and return it to the management office. Please check all items that apply and answer all questions. The Association will answer this request in writing within 14 days. All information provided to the Association in connection with this request will be kept confidential, except as otherwise required by law. If you require assistance in completing this form, please call the management office at (609-344-8300) for assistance or to make an oral request for a reasonable accommodation.

Do you require assistance filling out this form?

- Yes No

If your answer is "Yes", and you do not have someone who can assist you, please call the Building Manager @ 609-344-8300 to assist you in filling out this form.

If your answer is "No", continue on to Question # 2.

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Today's date _____

The person who has a disability requiring a reasonable accommodation is

(please check one):

_____ Me. If you answered "Me," continue to Question 4.

_____ A person making a reasonable accommodation request on behalf of or assisting the person with a disability who needs an Assistance Animal. After filling out the following, continue to Question 4 and fill out the information regarding the person for whom you are requesting a reasonable accommodation:

Name of person filling out form: _____

Address: _____

Telephone number: _____

Relationship to person needing Assistance Animal: _____

Name of person with a disability for whom a reasonable accommodation is being requested: _____

Address: _____

Phone Number: _____



Are you a person with a disability requesting an accommodation of an Assistance Animal so that you can have an equal opportunity to use and enjoy a dwelling at Bella Condominiums?

- Yes
- No

Designate the species of animal for which you are making a reasonable accommodation request (e.g., "dog" or "cat") :

Provide the name and physical description (size, color, weight, any tag and/or license) of the animal for which you are making a reasonable accommodation request:

Does the animal for which you are making a reasonable accommodation request perform work or do tasks for you because of your disability?

- Yes
- No (If "No," continue to Question #9)

If the answer is yes:

- a) provide a statement from a health or social service professional indicating that you have a disability (i.e. you have a physical or mental impairment that substantially limits one or more major life activities); and explain below how the animal has been trained to do work or perform tasks that alleviate one or more symptoms or effects of your disability or, if the animal lacks individual training, how the animal is able to do work or perform tasks that would alleviate one or more symptoms or effects of your disability:

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You may provide any additional information or documentation of the training or work you describe above and attach it to this application.

If the animal for which you are making a reasonable accommodation request does not perform work or do tasks for you because of your disability, but provides emotional support or alleviates one or more symptoms or effects of your disability, please submit a statement from a health or social service professional stating that;

(a) you have a disability (i.e. you have a physical or mental impairment that substantially limits one or more major life activities); and

(b) the animal would provide emotional support or other assistance that would alleviate one or more symptoms or effects of your disability and how the animal alleviates the symptoms or effects. Please attach such a statement to this application.

Signature of person making request: _____

Date: _____

Signature of person with disability: _____

Date: _____

TO BE COMPLETED BY MANAGEMENT

Form accepted by: _____

Date: _____

Signature: _____

End



ATTACHMENT B

BELLA CONDOMINIUMS PET POLICY ENFORCEMENT PROCEDURES:

- Effective operation of this PET POLICY will require training and empowerment of Bella front desk/security and management personnel to perform certain key functions that include communicating with pet owners, requesting that pet owners cure or remedy violations such as by the removal of pet waste left behind or by the control of a barking dog, requesting that visitors or guests remove non-registered pets from the building and reporting of incidents and violations to Bella management. These functions will be made entirely clear and made a part of the official job descriptions of front desk/security staff. Bella front desk/security and management personnel should also be empowered to manage the entry of dogs into the building by asking the bearer of an unrecognized dog for information to verify that the pet has been duly registered in Bella records. This function applies for any visitors, guests or other person(s) who pass through Bella security to gain access to the building.
- Front desk/security staff should be provided with information regarding nearby kennels and other facilities to provide to individuals who arrive with a non-permitted, non-registered pet.
- Front desk/security personnel should be trained and instructed to receive complaints regarding a suspected over weight pet living in the building and to collect information (such as the associated unit and owner) about such a pet in a non-confrontational manner where possible, and to file a report with Bella management relating to the respective unit with a copy supplied to the pet owner. Such complaints may alternatively be reported directly to Bella management. It is the responsibility of Bella management alone to promptly make sure that the Registration process was operated properly for that pet and/or to work with the offending resident to cure the problem. If a pet is found to be living in the building without having undergone the required Registration process or is found to be overweight after the fact, Bella management shall be directed to demand that the pet be removed from building immediately. If an owner of a non-permissible pet does not cooperate in the removal of the pet from the building, then parking privileges for the corresponding apartment unit shall be revoked.
- A copy of this Pet Policy, Pet Registration Form, Attachment A and Attachment B shall be supplied to all Bella unit owners and renters immediately following approval by the Board, with a copy to be executed and returned to the Bella Management office for filing, regardless of pet ownership or non-ownership.
- Upon any first violation, a warning will be issued. Upon a second violation, a fine of \$50 will be assessed; upon a third violation, a fine of \$100 will be assessed. Any subsequent violation will require that the pet be removed from the premises. If an owner of a non-permitted pet does not cooperate in the removal of the pet from the premises, the parking privileges for the corresponding unit shall be revoked.

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- Failure to clean up after a pet, as may be reported by building management, staff, an owner or a renter will cause a report to be filed with Bella Management for the incident and respective unit with a copy supplied to the pet owner. The same violation fees set forth will apply.

NOTE: regarding pet aging and growth: It is expected that any unit owner or renter acquiring a pet will understand the full-grown size and weight that can be reasonably expected for that pet and respect the spirit and intent of this PET POLICY. Bella management may reasonably question the growth expectation for any pet during the Registration process provided herein.

End