



Branchwood Village Pet Policy

A major selling point of our Cooperative was the fact that pet ownership was recognized for the health and socialization benefits of aging adults, and the cooperative welcomes pets.

All pets are expected to be good members of the Cooperative. There is a limit of two (2) pets per unit. Normal household pets under 50 pounds are welcome to live at and visit Branchwood Village with Members, subject to all City regulations regarding pets (available at <https://assets.lawrenceks.org/citycode/chapter03.pdf> and in the Branchwood village library), and the following Branchwood Village policy:

A: Pet Registration: Members must register all pets in the Cooperative before bringing the pet to the Cooperative. Registration information includes proof of current vaccinations and should be updated annually by the MSM (Member Services Manager). At registration, members must provide the name of emergency contact willing to take responsibility for the care of the animal should the member become incapacitated. The Cooperative will give the Member or prospective Members written notice if it refuses a pet. The written notice will include an explanation of the decision of the Cooperative.

The Cooperative can refuse to admit or remove a pet for any of the following reasons:

- The pet is not a common household pet.
- Keeping the pet violates and applicable pet rule.
- The Cooperative reasonably determines, based on the pet owner's habits and practices, that the pet owner is unable or unwilling to keep the pet in compliance with the pet rules, Occupancy Agreement obligations and property insurance requirements.

B. Sanitary Standards: To maintain the beauty of our landscape and building appearance, pet owners must take their pets out of the east, west, or garage doors to urinate. Pets may re-enter through the front door. Pet owners are responsible for taking appropriate steps to prevent burn marks from their pets urination. A handout of useful strategies is available from the MSM and

will be distributed to all. The Member must immediately remove and properly dispose of all solid pet waste deposited on Cooperative property. Deposited pet waste must be enclosed in a plastic bag to help reduce foul odors.

Owners are responsible for cleaning any solid or liquid accidents that occur on common area carpets, and paying for professional carpet cleaning if the pet owner is not able to adequately remove a stain.

For cats and animals using litter, DO NOT throw litter in the toilet. The Member must change the litter box and dispose of pet waste in a tightly sealed bag and deposit it in the outside dumpster. Litter SHOULD NOT be sent down the trash chute.

C. **Pet Noise and Odor:** The Member must keep noise and odor from a pet to a minimum.

D. **Pet Restraint:** The safety of all members remains paramount, and we need to prevent falls and injuries of our members and ensure a safe and comfortable environment for both people and pets. The Member must keep their pet in his/her home. Owners need to make appropriate arrangements for care, feeding and toileting of pets when they are away. Owners should develop their own plans for the safe evacuation of their pets during a building emergency.

Within the Building

- Pets must be appropriately restrained when outside your unit. For clarity, once you walk out your door into the hallway, you are “outside your unit”. Pets must be under the complete physical control of a responsible **adult** handler and on a short leash or contained within a pet carrier. Pets on long leashes are not considered effectively restrained when around other residents.
- Pets are not allowed on community furnishings
Pets are not allowed to linger in the Lobby, the Community Room, or the mailbox area, although they may be brought into the front door and may briefly greet other members who express an interest to do so.
- **Outside the Building**
- Pets must be appropriately and effectively restrained on a leash and under the control of a responsible individual while on Cooperative grounds. This is in accordance with city regulations that require pets to be leashed on private property not enclosed by a fence. It is of particular importance that all pets be leashed in areas north of and

including the raised garden bed and the vegetable garden, where they are more likely to encounter other members who may have mobility issues.

E. **Visiting Pets:** Pets that are not owned by a member are allowed to visit on the Cooperative property. Members will be responsible for informing their guest of pet ownership rules, and the visiting pet owner must follow the same rules as members. Visiting pets must be under 50 pounds. Pets are not permitted in the Cooperative guest rooms, and a member must escort the visiting pet owners in and out of the building.

F. **Service Animals:** Service Animals are allowed in the Branchwood Village Cooperative and are governed by other provisions.

G. **Member Concerns about Pet Issues:** Any Member who has an issue about a pet in residence in the building is encouraged to speak to the pet owner directly as much as possible before taking further action, with the goal of resolving the issues cooperatively as much as possible. If that approach is not helpful, the concerned member will be asked to complete a written Pet Occurrence Form for submission to the MSM. Details of the issue of concern should be provided on the form. Forms will be available from the Property Manager and in the mailbox cubby with work order forms. Unsigned forms cannot be addressed by the MSM. A signed form allows the MSM to follow up to obtain any other information needed, and to provide feedback/ Pet owners will not be informed of the name submitting the Pet Occurrence Form. The MSM will provide the Board with the documented concern and the Board or their designee will determine if the reported instance constitutes a violation of a pet policy rule.

H. **Fine Structure:** Members who violate a pet policy rule will be provided with a written warning by the MSM for the first incident. Should there be further violations by the same owner of any pet rules, a fine of \$25 shall be imposed for a second violation, with fines increasing for each violation thereafter. (\$50 for the third, \$75 for the fourth, and so on.) Any funds collected from pet policy violations will be deposited in our building replacement fund account to be used for eventual carpet replacement needs.

2023.10.23; 2023.7.9; 2021.7.12