

**3750 PET POLICIES AND PROCEDURES**

All pets desiring to enter 3750 must register with and be approved by the Pet Committee prior to entering the building. The shareholder has the ultimate responsibility for the pet, whether said pet is in the care of its sub-lessee, dog-walker, or any other party. Pet Registration & Application packets may be obtained from the Pet Committee Chairperson and the Property Manager.

**I. 3750 Permitted Pet**

A permitted pet shall be described as a Permanent Pet registered with and approved by the Pet Committee to reside in the building on or after May 24, 2012.

A Permanent Pet shall include a Grand-Fathered Pet, described as a pet registered with the building prior to May 3, 2012 (prior to the Amendment to the Propriety Lease to allow pets). A Grand-fathered Pet may continue to reside in the building and shall have registered with the Pet Committee not later than October 1, 2012.

**II. Pet Approval & Registration/Orientation Procedure**

At least ten (10) days prior to the desired date of the pet's entry into the building, the following shall take place:

**Step 1:** Pet Registration & Application Form, along with all required documentation, shall be completed and submitted to the Pet Committee Chairperson.

**Step 2:** Once the Pet Committee has received and reviewed all required documentation, a registration meeting shall be scheduled between the shareholder (or sub-lessee) and the Pet Committee at a mutually agreed upon date and time. This meeting shall include a discussion of the rules and a building walk-through to clarify items (d) and (e) of the Pet Rules.

**III. Reporting a Rules Violation and/or Disturbance**

Rules violations and disturbances shall be reported to the Pet Committee Chairperson.

Incidences may also be reported to the Property Manager or a member of the 3 750 staff, who, in turn, shall report this to the Pet Committee Chairperson.

All reported rules violations and disturbances shall be reviewed by the Pet Committee and, if deemed to be a violation or disturbance, a Notice of Reported Rules Violation/Disturbance shall be delivered to the shareholder (and sub-lessee, if applicable) by the Pet Committee. All violations shall be reported to the Board.

***A. Notice of Reported Rules Violation***

The Notice of Reported Rules Violation shall advise the shareholder (and sublessee, if applicable) that a rules violation has been reported and that a meeting with the Pet Committee is required to discuss the incident and to recommend to the Board appropriate action.

Subsequent to said meeting, the Pet Committee shall advise the shareholder (and sub-lessee, if applicable) in writing of their findings and the recommended action that will be presented to the Board at the next scheduled Board Meeting. The recommendation may include a fine. Following the Board Meeting, the Board shall advise the shareholder (and sub-lessee, if applicable) in writing of the final determination and the action deemed appropriate.

**1. Violation fine structure**

First Violation	Management sends a Notice of Violation
Second Violation	\$100
Third Violation	\$250
Fourth and additional violations:	Board meets to discuss further actions

**2. Specific violation- unapproved entry of pet**

The need for immediate action by the Pet Committee and Board may result should a pet be brought into the building by a shareholder (or sublessee) prior to Pet Committee approval, this violation may be subject to an increased fine schedule.

### ***B. Notice of Reported Disturbance***

The Notice or Reported Disturbance shall advise the shareholder (and sublessee, if applicable) that a disturbance has been reported and that a meeting with the Pet Committee is required to discuss the incident and to determine appropriate action. A disturbance shall be described as a pet-related incident which takes place within the building that disrupts a shareholder's (or a sub-lessee's) quality of life.

- Subsequent to the meeting, the Pet Committee shall advise the shareholder (and sub-lessee, if applicable) in writing of their findings and the recommended action. The Chairperson, and/or a designated committee member, shall work with the parties to resolve the matter amicably and timely.
- The Board shall be notified and kept apprised of incidences deemed to be a disturbance and the progress made toward resolution.
- The shareholder (and sub-lessee, if applicable), shall be reminded of possible actions, as outlined in the rules, i.e., items (h), (i), and (j).

### **IV. Non-Residing Permanent Pet**

*Definition: A non-residing permanent pet is any dog or cat of a non-resident family member that is registered with the cooperative, but does not reside permanently at 3750 North Lake Shore Drive. The primary pet owner must be a relative of the shareholder<sup>1</sup> for the dog or cat to be considered a non-residing permanent pet. A relative would include a mother, father, brother, sister, son, daughter, aunt, uncle, cousin, niece, nephew, etc.*

*1. Any shareholder who does not already own a pet can register the dog or cat of a non-resident family member as a non-residing permanent pet.*

2. The registration fee for a non-residing permanent pet will be the same as for a permanent pet – \$75. Moreover, the registration process will be the same.

3. Before a non-residing permanent pet can enter the cooperative, the shareholder must:

- Notify Pet Committee Chair Rick Crane and Building Property Manager Lindsey Schilling of the visit via email.
- Indicate the pet's arrival and departure dates.

In addition, the shareholder must follow the same rules, policies and procedures as a permanent pet owner. Failure to provide proper notification or to comply with the rules, policies and procedures will result in the same fines and penalties that a permanent pet owner would face.

4. The shareholder of a non-residing permanent pet will pay 1.0 percent of his or her monthly base assessment for a dog or 0.5 percent for a cat for any month in which the non-residing permanent pet is visiting, regardless of whether it is for all or part of that month. For example, a dog visiting during the last two days of June and the first two days of July would incur a fee of 1.0 percent of the shareholder's June and July base assessment<sup>2</sup>.

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<sup>1</sup> "Shareholder," as defined here, is one or more shareholders residing in an apartment.

<sup>2</sup> "Base assessment" is defined as the regular assessment, excluding taxes, cable, special assessments, etc.

5. The shareholder will be fully responsible for the behavior of the non-residing permanent pet, its owner, dog walker and/or caretaker to the same extent as if it were his or her permanent pet.

#### **V. Pets in the Front/Passenger Elevator and Lobby**

The Board will refrain from imposing fines on pet owners for having pets in the front elevators and lobby when the back (or service) elevators are out of order for extended periods of time (typically four hours or more).

- Management will determine when the rear elevator will be out of service and will post signs notifying shareholders of an outage. During these rare circumstances, the shareholder's pet must be fully enclosed in the building-provided pet duffle.
- Shareholders will proceed directly in or out of the building with their pet carriers without lingering in the lobby or front elevators.

#### **VI Pet Carriers**

Pet carriers may be left in the rear vestibule and loading dock area, internal to the alley door and external to the door leading to the Garden Court. Carriers are to be placed neatly in the area below the shelf (under the mirror).

- Depositing a pet carrier in the rear vestibule and loading dock area requires removing the pet from the carrier in that area. Once removed, the pet must be promptly transported outside via the rear alley exit door. Upon return, the pet is to be immediately placed into the carrier before descending to the basement. Not doing so will be considered a violation of the pet rules described in the amended Proprietary Lease.
- Storage of the pet carriers in this area allows them to be protected by a locked door and observed on camera. The placement of the pet carriers in this area will ensure that they remain isolated from areas of the building intended to remain pet and allergen free.
- Pets must continue to be transported fully enclosed in the pet carrier via the basement, loading dock elevator or stairs to gain access to the loading dock area.

#### **VII. Pet Committee Monthly Activity Report**

Unlike other 3750 committees, the Pet Committee does not meet monthly. Therefore, the Pet Committee shall submit to the Board an activity report on an as-needed basis.

#### **VIII. Contact Information**

Lindsey J. Schilling, Property Manager, 3750 Lake Shore Drive, Inc.  
lschilling@lmsnet.com

Rick Crane, Chairperson, 3750 Pet Committee  
rickcrane2002@yahoo.com

**Amendment to Proprietary Lease  
Pet Rules**

Modified Section 16 of Article II

Lessee will not keep or permit to be kept in or about the premises or apartment any animal except in compliance with all rules laid down by the Lessor, including the following rules:

- (a) One dog or one cat is allowed per apartment or combined apartment.
- (b) The Board shall require the registration of the pet with the building property manager, which registration shall require a photo of the pet.
- (c) No pet shall weigh more than 20 pounds at maturity.
- (d) When outside an apartment within the building, a pet must be in an enclosed carrier such as those allowed on airplanes and/or trains.
- (e) Pets must enter and exit the building only via the rear service entrance, rear service elevator, rear service stairs, basement, and tier service elevators. Even in an enclosed carrier, pets are not allowed in other common areas and pets are allowed in the above named areas only en route to and/or from an apartment.
- (f) The Board shall set monthly fees for dogs of up to 1.0% and for cats of up to 0.5% of the regular assessment for the apartment where the pet resides. The Board may require a security deposit.
- (g) The Board shall establish specific procedures to report a violation.
- (h) A shareholder who owns a pet shall be penalized for actions of the pet which disturb neighbors, which cause damage, or which otherwise violate Corporation rules. A shareholder is responsible for the actions of his sub-lessee, as is his sub-lessee.
- (i) The Board shall have the authority to rule that a pet be permanently removed from the building should there be multiple violations which are unresolved to the Board's satisfaction.
- (j) The Board shall have the authority to revoke a shareholder's right to own a pet as a result of multiple violations which are unresolved to the Board's satisfaction.
- (k) The Board shall establish a permanent Pet Committee. Said Committee shall have specific responsibilities, as determined by the Board, relating to the enforcement of rules and procedures.
- (l) Pets registered with the Corporation prior to this change in Section 16 of Article II shall be allowed to continue to reside in the apartment and must follow all of the regulations in this change.