



7681 Provincial Drive

McLean, VA 22102

(703)827-8388

support@thecolonies.com

https://www.thecolonies.com

Pet Registration Form

Name

Building Number

Unit Number

Contact Information:

☐ Mobile ☐ Home ☐ Office

☐ Mobile ☐ Home ☐ Office

e-Mail Address

Registration Type

(Please Select One)

☐ New ☐ Renewal

Annual Fee

Cat: \$10.00

Dog: \$35.00

Pet Owners:

Please submit a current/recent photo of your pet(s).

Please attach copies of ALL requested documentation including the Rabies Certificate.

Pet Name	Pet Type	Breed	Color	Fairfax County Registration Number & Expiration Date (Dogs Only)	Rabies Vaccination Certificate Number & Expiration Date	Colonies Tag Color & Number
	☐ Cat ☐ Dog*	☐ Mixed				☐ Red ☐ Blue
	☐ Cat ☐ Dog*	☐ Mixed				☐ Red ☐ Blue
	☐ Cat ☐ Dog*	☐ Mixed				☐ Red ☐ Blue
	☐ Cat ☐ Dog*	☐ Mixed				☐ Red ☐ Blue
	☐ Cat ☐ Dog*	☐ Mixed				☐ Red ☐ Blue

*Is your pet considered a
☐ Yes ☐ No

☐ Service Dog ☐ Therapy (Assistant) Dog? ☐ Emotional Support Animal (ESA)

If Yes, please provide a copy of your dog certification training with Registration ID.

For ESA's, please submit an ESA Letter signed by a Licensed Mental Health Professional (LMHP)

*Is your pet considered a
☐ Yes ☐ No

☐ Service Dog ☐ Therapy (Assistant) Dog? ☐ Emotional Support Animal (ESA)

If Yes, please provide a copy of your dog certification training with Registration ID.

For ESA's, please submit an ESA Letter signed by a Licensed Mental Health Professional (LMHP)

As owner of the pet(s) described above, I acknowledge by my signature below that I have read The Colonies Policy Resolution I-B-8, known, and regarded as The Colonies Pet Rules and Regulations. I agree to abide by all pet rules and regulations, to pay all assessments for violation of the rules and regulations, to pay reasonable charges for special identification tags, and to abide by any order made pursuant to the Rules and Regulations of The Colonies. Egregious or repeated violations could ultimately lead to the removal of the pet from the unit and The Colonies.

Signature

Date

ATTEST (Council of Co-Owners of The Colonies Condominium at McLean):

Corporate Secretary

President

Rev: 02/2023

Date Entered in Yardi: _____

THE COUNCIL OF CO-OWNERS OF THE COLONIES CONDOMINIUM
POLICY RESOLUTION I-B-8
Pet and Animal Policy

WHEREAS Paragraph 4 of the Articles of Incorporation of The Colonies Condominium at McLean establishes that the affairs of the Corporation shall be managed by a Board of Directors; and

Articles I, Section 4 and Article IV, Part C. Section 16 of the Bylaws of The Council of Co-Owners of The Colonies Condominium grant the Board of Directors all of the powers and duties necessary for the administration of the Condominium; and

The Board is desirous of adopting a uniform policy regarding pets and animals in The Colonies Condominium community, for the health, safety, welfare and protection of property and the comfort and convenience of all unit owners, residents, and guests;

IT IS RESOLVED THAT the following policy regarding pets and animals is adopted by the Board:

I. Definitions (Alphabetized by category)

For this Resolution, the following definition(s) shall apply:

- A. **Common Area / Element:** All portions of the condominium other than the units.
- B. **Pet:** Any dog, cat, bird, fish or usual household animal kept for pleasure rather than commercial purpose other than a Service/Assistance Animal and Emotional Support Animal, defined below.
- C. **Service/Assistance Animal:** Animal that works, aids, or performs tasks for the benefit of a person with a disability. A Service/Assistance animal is not a pet.¹ A letter from a health care provider is required for an animal to be recognized as a Service/Assistance animal, unless a person's disability and need for the Service/Assistance Animal is obvious.
- D. **Emotional Support Animal (ESA):** Animal that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

Any animals, while on the common elements, must be under the control of its handler.

II. General Pet Guidelines

A. **Pet and Animal Categories.** Pets and animals shall be categorized as follows:

- 1. **Ordinary Household Pets** shall include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, small snapping turtles, tortoises, domesticated rabbits, mice, and creatures normally maintained in a terrarium or aquarium. All Ordinary Household Pets are permitted, subject to the rules in this Resolution.
- 2. **Unusual Household Pets** shall include, without limitation, those animals not generally maintained as pets including any reptiles, anthropoids, felines other than domesticated cats, canines other than domesticated dogs, rodents, mammals, birds, and other creatures other than those listed in Subsection 1 above or maintained in a terrarium or aquarium. **Unusual Household Pets are prohibited.**

¹ U.S. Department of Housing and Urban Development (HUD) Office of Fair Housing and Equal Opportunity (FHEO) *Assistance Animals*

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III. General Rules and Restrictions

- A. No pet or animal shall be kept or maintained on The Colonies premises without the prior written approval of The Colonies Board of Directors. Application shall be submitted on Exhibit A "Pet Registration and Application Form."
- B. No lease for rental of a Colonies unit shall be approved unless it contains a statement that a pet or animal is or is not permitted in the unit. If a pet or animal is permitted in the unit, the lease shall be approved only if it contains Exhibit A, "Pet Registration and Application Form."
- C. Maximum Number of pets permitted in any Colonies unit:
 - a. Dogs – Two (2)
 - b. Cats – Three (3)
- D. No unit owner or resident will keep or permit to be kept in the Condominium any wild, exotic or vicious animal as defined above or unusual household pet as categorized above.
- E. When a unit is vacated, all pets or animals kept in the unit must be permanently removed from The Colonies by their owners or caregivers.
- F. No unit owner or resident who owns, has in his possession or under his control any pet(s) or animals will keep pet(s) or animals in a manner as to cause unsanitary conditions.
- G. Pets and animals shall not be fed, kept or maintained in any Common Element. Exception: Dogs may be bathed at the car wash areas located outside of buildings 4, 5, 9 and 14.
- H. No pets or animals shall be leashed to any stationary object or fixture in the Common Elements and left unattended.
- I. No pets or animals shall be permitted in or on the recreational facilities of The Colonies community including the pool area, clubhouse, tennis courts, and the tot lot. Service animals with proper credentials exempted.
- J. No pet or animal caregiver shall allow his pet or animal to run unrestricted in the common elements of the Condominium. Animals running unrestricted in the Condominium should be reported to the Administrative Office for possible identification.
- K. Every co-owner/caregiver of a pet or animal shall be responsible for any and all property damage, injury, and disturbance caused, inflicted, or in any way contributed to by their pet or animal, and any and all associated expenses to include any cleaning or repair costs.
- L. Every co-owner/caregiver of a pet or animal shall remove any and all excrement of their pet or animal on the common areas including but not limited to grass, walkways, parking lots and streets. This matter shall be disposed of in a sealed plastic bag in the garage dumpster or the designated green Pet Waste receptacles located throughout the property. Any kitty litter or other similar material such as bird or animal cage lining shall be deposited in a sealed plastic bag in the garage dumpster. No pet or animal waste may be disposed of in toilets or dropped down the trash chutes under any circumstances.
- M. All dogs and all cats must have a current rabies vaccination certification on file and shall display a current and rabies vaccination tag. All dogs shall also display a Fairfax County License tag and a Colonies Pet identification (ID) tag, when in the common areas. If unable to be displayed on the dog due to size, the tags must be in the possession of the dog caregiver (e.g., affixed to leash). Any dog not displaying or in possession of such a tag will be considered unregistered and must be removed from The Colonies premises by the owner or caregiver. Any dog displaying another dog's tag shall be considered unregistered and must be removed from The Colonies premises by the owner or caregiver.

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- N. In transporting a dog or cat to or from a unit through the common elements, the dog or cat owner or caregiver shall either carry the animal or always have the dog or cat on a leash. The owner shall maintain the kind of control that will prevent the dog or cat having physical contact with other persons or putting another person in reasonable apprehension of imminent harmful or offensive contact. Use of lobby entrance foyers and elevators in residential buildings for transporting dogs or cats is prohibited, ingress and egress being restricted to stairways. Applications for exemption from compliance with this Sub-section (N) due to handicap, age, infirmity, or other hardship of the owner or caregiver of a pet or animal or of the pet or animal may be granted by the Board.
- O. Every co-owner or caregiver of a pet or animal which has died shall promptly dispose of the dead pet or animal in a manner acceptable to the Fairfax County Department of Public Works and Environmental Services. Use of the Common Elements or any portion thereof for burial of dead pets or animals is prohibited.
- P. No pet or animal owner or caregiver shall permit his pet or animal to make any noise either within a unit or in the Common Elements such as to offend or disturb any resident of the Condominium. In determining whether a noise made by a pet or animal is offensive or a disturbance, the standard shall be whether the duration, frequency of occurrence or volume of the noise is such to offend or disturb any ordinary, prudent person.
- Q. Commercial breeding of pets or animals is prohibited.
- R. The provisions of this resolution shall in no way be interpreted to waive any rights of the Council of Co-Owners granted by Virginia law.

IV. Nuisances

Grounds for complaint and finding of a community nuisance include, but are not limited to, the following:

- A. Pets or animals running at large;
- B. Pets or animals damaging, soiling, defecating on or defiling the Common Areas;
- C. Pets or animals causing unsanitary, dangerous, or offensive conditions;
- D. Pets or animals making or causing noises of sufficient volume to interfere with other residents' rest or peaceful enjoyment of the Property or their unit;
- E. Causing or allowing any pet or animal to molest, attack, or otherwise interfere with the freedom of movement of persons on the Common Areas, to chase vehicles, to attack other pets or animals, or to create a disturbance in any other way;
- F. Failing to confine or restrain any female animal in heat to prevent the attraction of other animals;

V. Procedures for Resolving Animal Conflicts

Any Owner concerned with an animal-related problem should do the following:

- A. Attempt to arrive at a solution to the problem with the animal owner in a courteous and helpful manner.
- B. If personal attempts at a solution fail, then a written complaint should be filed with the Administration Office. The complaint should document the problem as thoroughly as possible. Documentation should include identification of animal(s) involved, a complete description of the problem or disturbance, and

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dates and times of disturbances (whenever possible) as well as a brief description of informal attempts to solve the problem.

- C. The Administration Office team will first attempt to obtain an informal solution to the problem. If such a solution is not possible, Management will refer the matter to the Board of Directors which may convene a hearing in accordance with the procedures set forth in Policy Resolution I-B-8. In the event an animal causes a serious nuisance or disturbance, the Board may direct that the pet or animal be permanently removed from the property upon the provision of ten (10) days written notice by the Board. Such action may be taken by the Board without convening a hearing.
- D. Suspected stray animals should be reported to the appropriate Fairfax County Police Department Animal Services Division at (703)691-2131 (for possible identification) prior to contacting The Colonies Administration Office or Security.
- E. All bites, attacks by pets, or diseased animals should be reported to Fairfax County Police Department Animal Services Division at (703)691-2131 prior to notifying The Colonies Administration Office.
- F. Penalties for violation of applicable County ordinances may be enforced by Fairfax County without regard to any remedies pursued by The Colonies.

VI. Registration Procedures

- A. Application for all cats and dogs shall be submitted on Exhibit A "Pet Registration and Application Form."
- B. All dogs and cats shall be registered annually by the owner of the pet at The Colonies Administration Office. Any unregistered dogs or cats must be removed from The Colonies premises by the owner or caregiver of the pet. New pets must be registered within five (5) working days. Owners of pets who do not renew their registration within thirty (30) days or by the end of the registration period will be subject to a fine of fifty dollars (\$50.00). The Colonies Administration Office should be notified by the pet caregiver when any pet has been permanently removed from the community.
- C. All residents with dogs that will be visiting for longer than four (4) days must obtain a temporary pet registration at The Colonies Administration Office. The cost is five dollars (\$5.00). The registration is valid for thirty (30) days and may be renewed at no charge for a total of ninety (90) days. A current Colonies Facilities Pass and a current Rabies Certificate are needed to obtain the registration. After ninety (90) days, the dog is no longer considered "visiting" and must be registered with Fairfax County and registered in compliance with The Colonies Pet Policy as a resident pet.
- D. The dog must meet all the requirements of the Colonies Pet Policy or be removed immediately from The Colonies. Unregistered dogs are subject to immediate removal from The Colonies.
- E. A Colonies Pet ID tag will be issued to the pet owner by the Administration Office upon successful submission Exhibit A, "Pet Registration and Application Form," and all attachments required by that form.
- F. Prior written approval of the Board of Directors shall be granted if the following criteria are satisfied:
 - 1. The applicant has completed, signed and submitted Exhibit A, "Pet Registration and Application Form," and all attachments required by that form.
 - 2. The registration fees and fees for identification tags are paid.
 - 3. The Board does not find, on the basis of the pet's breed or other evidence, that the dog is a Vicious Animal, as defined herein, or is known to have a propensity to pose a danger to people or other pets.

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VII. Enforcement Procedure

- A. The Board of Directors shall strictly enforce all existing rules on the behavior of animals found in the Colonies Declaration and Bylaws and the rules and regulations adopted pursuant thereto. The Board of Directors may, in its discretion, relieve the Covenants Committee of its authority to hear complaints regarding the behavior of animal and the animal owner's control of the effects of the animal. All such complaints shall be made directly to the Board of Directors. The Covenants Committee, or the Board of Directors if it relieves the Covenants Committee of its authority to hear such complaints, shall hold hearings on alleged violations pursuant to the procedures set forth in Policy Resolution I-B-4.
- B. A violation of any provision of this Resolution may be reported by a Unit Owner, resident or employee of The Colonies by the following procedures:
 - 1. If the occurrence is one that has already taken place, the violation should be reported by submitting a signed, written statement to the Administrative Office describing the problem and/or damage, identifying the animal(s) and owner(s) if possible, and noting the specific date, time and place.
 - 2. A person witnessing a violation of any provision of this Resolution may make a report by telephone to the Administrative Office provided the person identifies himself or herself and agrees to provide a signed, written statement with full documentation as described above. An initial report by telephone prior to submission of a written statement will be accepted if, in the judgment of the Manager, can conveniently dispatch a guard to the scene of the problem, the guard will observe what is happening, speak to the animal's owner/caregiver, if available, and with any witnesses or participants. The guard shall prepare a written report on what was observed and discussed, along with careful identification of any pets or animals and persons involved. If the foregoing is not possible, a person desiring to report a violation should proceed as described in B.1. above.
 - 3. All such violations shall be reported to the Board of Directors for action.
- C. The Bylaws sanctions for non-compliance with this Resolution include, but are not limited to, removal of the animal, assessment of damages, and forfeiture of privilege to keep or maintain any pets or animals and assessment of charges.
- D. The following guidelines shall be used in assessing charges against owners for violations of the rules based upon the animal's behavior and the owner's control and its effects on others:
 - 1. For the first violation, assessment of a \$25 charge;
 - 2. For the second violation within a two-year period: assessment of a \$50 charge;
 - 3. For the third violation within a two-year period: assessment of a \$50 charge.
- E. The Board of Directors of the Association may order the removal of an animal upon ten days' notice if a fourth violation is found by the Board of Directors to have occurred. Notwithstanding this, the Board of Directors may require the removal of an animal on the first, second or third violation if the Board finds that the pet(s) or animal(s) is a threat to life or injury.
- F. The Administration Office shall treat all complaints or reports as confidential if the complainant so wishes, but only to the extent that confidentiality can be maintained in the enforcement process while still providing the requisite due process to the person accused of the violation. No owner can be found in violation based only upon evidence of a complainant whose identity remains confidential. If an employee of the Council of Co-Owners witnesses the violation, he/she shall serve as a witness in any Board or Covenants Committee proceedings on the violation, in addition to, or in lieu of, the person who initiated the complaint. The General Manager shall send the reported information to the pet or animal owner concerned and request a written response.

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G. The procedures for enforcement set forth in this resolution shall not preclude the Council of Co-Owners or its agents, a unit owner or resident from seeking relief under applicable state or county law or governmental ordinances or regulations through appropriate governmental authorities.

Date Adopted by The Colonies Board of Directors:

Amended at Regular Session: February 15, 2023