

To: Hawaii Realtors, Vacation Rental Agencies and VRBO's

From: Wavecrest AOA

RE: Reissued Policy/Updates/Changes

Please be advised of the following Reissued Policy/Updates/Changes in Wavecrest Bylaws, Articles or policies.

ADA Service Animals

We are reissuing our policy on ADA Service Animals and the documentation process.

This is the current list of requirements needed to meet Federal, State, and County Laws, as well as Wavecrest AOA Bylaws and Rules.

The Handicap Assistance Animal Policy was approved by the Board of Directors at their regular meeting of June 15, 2012 as follows: That the AOA bylaws and articles prohibit pets at WC. The only exception recognized by law to allow animals on such premises is for a medically necessary animal for assisting handicapped persons. Only to the extent required to do so by law, will the AOA allow animals at WC premises. If anyone desires to bring an animal onto the WC premises, they must provide a written request to the manager PRIOR to bringing the animal to the premises and obtain permission PRIOR to bringing the animal to the premises.

**Short Term Occupancy (less than 30 days) ADA Regulations Apply**

Prior to arrival, Register with the office that a service animal will be present on-site.

**Long Term Occupancy (30 days or more) HUD Regulations Apply**

The first step for anyone desiring to bring a service animal long term to Wavecrest is to complete and return a "Handicap Assistance Animal Information **Request Form**" prior to bringing the animal on-site.

The request will be forwarded to counsel handling the process for Wavecrest who will provide the applicant with further documentation which will be kept confidential between the applicant and counsel. Counsel will review the application and make a recommendation to the Board based on the information received. Request forms are available in the FORMS section on-line or at the office.

If the Board decides to allow an animal on premises, it will require the following from the owner/user of the animal:

(Initial box)

- 1. Provide a written request to the manager PRIOR to bringing the animal to the premises.
- 2. Obtain written permission from the manager PRIOR to bringing the animal to the premises.
- 3. Documentation filled out by a physician or doctor with a current license.
- 4. Indemnification and proof of liability insurance coverage for the service animal

that the owner/user of the animal ensures the AOAO is protected from added cost or liability associated with having the animal on premises.

- 5. Pet licensing- Maui County Code 6.04.020 requires that all dogs over the age of 4 months be currently licensed.
- 6. Barking- Maui County Code 6.04.010 defines excessive barking.
- 7. Wavecrest Owner/Guests with Approved ADA Service Animals will use the approved onsite Dog Waste Area(s) ONLY. **Not common area, the beach or surrounding areas.**

Thank you for your cooperation in these matters,

Wavecrest AOAO