

<h2 style="margin: 0;">Incident Reporting, Pets</h2>
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Procedure Number	004	Version 002
Submitted by:	Buz Carrade	
Approved by:	HOA Board	ROB NICHOLS, Pres.
Last date revised:	1/22/2009	
Date of Origination:	2/22/2008	
Date approved:	2/01/2009	

**PURPOSE:**

This Operating Procedure provides a process and procedure for addressing violations of the CCRs regarding pets.

**REFERENCE:**

1. Article II, section 16. *Montreux CCRs.*
2. Article IV, section 35. *Montreux CCRs.*
3. Article VI, sections 2 and 5. *Montreux CCRs.*
4. Article IV, section 14. *Montreux CCRs.*
5. *Article II, section 15. Montreux CCRs.*
6. *Article XIII, section 2. Montreux CCRs.*
7. *NRS 116.31031., 116.31031(2).*

**RESPONSIBILITY:**

**HOA Board.**

1. *Perform and execute all provision and requirements of the Montreux CCRs i.a.w. the specified NRS regulations.*

**Montreux Security.**

1. *Provide the homeowner with the appropriate contact information when an incident occurs that, in the estimation of the homeowner, warrants the attention of the civil authorities.*
2. *Provide the homeowner with the appropriate format for submitting a written report to the Board.*

**Homeowner(s).**

1. *Acknowledge the appropriate role of Security.*
2. *Provide a clear and concise report of the incident i.a.w. the suggested format.*
3. *Acknowledge contact by the Board during execution of its responsibilities.*
4. *Comply with the decisions of the Board as it executes its responsibilities to maintain the safety and security of all homeowners.*

**MATERIALS:**

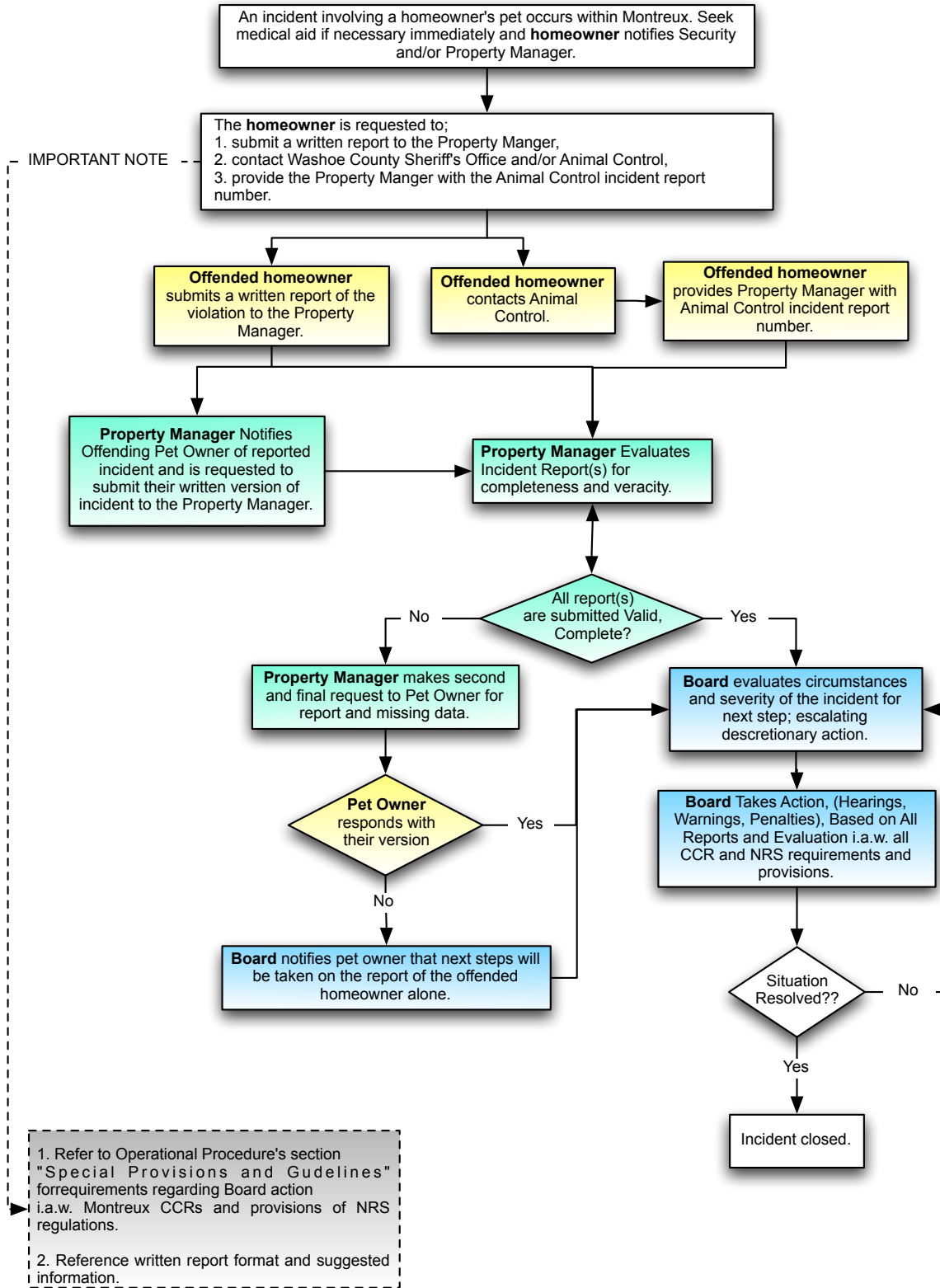
1. None Required.

**FORMS and WEB PAGES:**

1. Incident Report, suggested format and content. Reference **Exhibit A: Suggested Format and Content**.
2. [WEB PAGE: Montreux HOA Emergency Contacts](#)
3. [WEB PAGE: Montreux HOA Documentation Download](#)
4. [WEB PAGE: Washoe County Sheriff](#)
5. [WEB PAGE: Washoe County Animal Control](#)
6. [WEB PAGE: NRS 116](#)
7. [WEB PAGE: Nevada Department of Wildlife](#)

**CONTACTS:**

	<b>Name</b>	<b>Phone</b>	<b>email address</b>
<i>HOA Board Members</i>	Rob Nichols, Pres.		
<i>Security</i>	Pete Christoffersen Director of Security	849-9780	<a href="mailto:security@mtxhoa.com">security@mtxhoa.com</a>
<i>Washoe County Sheriff</i>		785-4629 328-3350	
<i>Washoe County Animal Control</i>		785-4629 328-2140	
<i>Nevada States Attorney's Office</i>			
<i>Dept. of Wildlife (all wild animals)</i>		688-1331	<a href="http://www.ndow.org">www.ndow.org</a>
<i>TBD</i>			



**SPECIAL PROVISIONS AND GUIDELINES:**

1. An Owner will be given notice of a violation and an opportunity to request a hearing prior to the assessment of a fine in accordance with NRS 116.31031.
2. For continuing violations, additional fines may be imposed without notice and an opportunity to be heard.
3. If an incident causes injury or property damage of significance, the Board may judge the animal to be a nuisance with no prior warning.
4. If an animal is judged a nuisance as the result of a violation or a pattern of violations, the Board will notify the Owner in writing and the Owner will be fined.
5. If the nuisance is not remedied within 14 days, the violation shall be deemed a continuing violation. The Board may then levy additional penalties in accordance with NRS 116.31031(2).
6. Security is not responsible for the removal of any pet.
7. If a dog or pet, without provocation, attacks an individual within the subdivision on land other than that pet owner's lot, then said pet shall be considered a nuisance, shall no longer be a permitted pet and the owner shall be required to permanently remove the pet from the subdivision within two weeks of the biting incident. For purposes of this paragraph, an "attack" is defined as a pet bite which penetrates the victim's skin or bruises tissue of the victim. It is not intended to include a playful leap where only the pet's claws might scratch the person's skin. If the nuisance is not remedied within 14 days, the violation shall be deemed a continuing violation. The Board may then levy additional penalties in accordance with NRS 116.31031(2).

**Exhibit A:** *Incident Report Form, (next page).*

Date Of Submission \_\_\_\_\_

**“Submitted by”**

**Incident Data**

<b>Name</b>		<b>Offended Name(s)</b>	
<b>Address</b>		<b>Date and Time of Incident</b>	
<b>Phone</b>		<b>Location</b>	

**Pet Owner Information**

**Witness Information**

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Type of Pet</b>		<b>Phone</b>	

<b>Description of Incident</b>	
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<b>Description of Injuries and/or Property Damage</b>	
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<b>List of Agencies contacted regarding the incident including Montreux.</b>	1. – 2. – 3. – 4. –
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<b>Any known relevant actions by pet owner to remedy the incident</b>	
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Report Number (issued by Property manager) \_\_\_\_\_