

Memo

To: All Shareholders
From: Board of Directors
Date: April 12, 2016
Re: Pet Policy

Fellow Residents:

It has come to our attention recently that there is a noticeable increase in the number of dogs residing at 135 Willow. At the same time, it appears that some pet owners have not complied with the provisions of our house rules regarding pets, which require, among other things, prior board approval and registering of pets before a pet can reside in the building.

Our pet policy is set out in Section H of the House Rules and in the two documents that make up Attachment 2 to the Rules, which are the Pet Application and Registration Form and the 135 Willow Owners Corp. Pet Rules and Regulations.

In order to clarify the procedure, the Board has adopted a revised Section H to the House Rules, a copy of which is attached. Please incorporate it into your set of the House Rules. Anyone contemplating the acquisition of a new pet should give careful attention to the new Section H, as well as to Attachment 2 and all other existing provisions of the House Rules applicable to pets. We also ask current pet owners who have not yet completed the forms in Attachment 2 to do so as soon as reasonably possible. Additional copies of these documents are available from Marin Management or on our website.

Board of Directors

April 12, 2016

REVISED 135 WILLOW HOUSE RULE REGARDING PETS

H. Pets.

1. Before any dog, cat or other pet may be permitted to reside in an apartment in the building, the shareholder, prospective purchaser or sub-lessee, as the case may be, shall obtain the prior approval of the Board of Directors. In order to obtain such approval, the pet owner shall complete and submit to the managing agent both the 135 Willow Owners Corp. Pet Application and Registration Form, and the 135 Willow Owners Corp. Pet Rules and Regulations, which documents constitute Attachment 2 to these House Rules, are incorporated by reference into the Rules, and are considered part hereof.

2. In addition to the requirements of paragraph 1 above, the Board of Directors shall be afforded an opportunity physically to observe the pet and, at its discretion, to require that the prospective pet owner submit references concerning the pet from prior landlords and co-op or condominium boards.

3. Only pets belonging to shareholders or sub-lessees of shareholders are permitted in the lobby, halls or other public areas of the building, and only for purposes of ingress to or egress from the pet owner's apartment.

4. Pet owners are expected to supervise their pets so as to exercise consideration for others who live in or visit the building, and to observe the provisions of these House Rules relating to noise and cleanliness in relation to their pets. Dogs must be taken a reasonable distance beyond the northernmost or southernmost boundaries of the building to be curbed.

5. When a dog walker picks up or returns a dog that resides in the building, any other dogs in his or her custody at such time must remain no closer to the building than the sidewalk, but shall not block the building entrance.

6. Pet-sitting for any pet other than one that is authorized to reside in the building is prohibited, unless expressly approved in advance by the Board of Directors.