

Village of Hartwick Operating Procedures

Termite Inspection

Version 2.0

Approved Date: Jun 27, 2023

Section 1 – Definitions

Termite Company– Currently Envirosafe Pest Control

VOH – Village of Hartwick Resident Association

Residents – Homeowner

Executive Committee – Refers to the officers of Hartwick Village Resident Association that includes the President, Vice President and Secretary/Treasurer

BOD – Village of Hartwick Residents Association Board of Directors

Property Manager – Refers to Cornerstone Properties that manages the process.

Section 2 – Overview

This document defines the process for annual and ad-hoc inspection and treatment of termites within VOH property and all residential property. It will state the responsibilities of all parties and the actions they will take.

Section 3 – Bidding and Contracting

As deemed necessary by the BOD the Property Manager will solicit three bids for termite inspection and treatment. Once a contract is in affect new bids will be solicited every 3 years as long as the current contractor is reliable and doing a good job. Those bids will be presented to the BOD for final selection.

Section 4 - Implementation

Once a contract is in place the Property Manager will implement the process as defined in this document. The process will include an Annual Inspection and Treatments as needed and ad-hoc requests form Residents.

Section 5 – Annual Inspections

In March, not later than April of each year the Property Manager will contact the Termite Company to schedule the Inspection. The inspection depending on weather conditions when termites will be swarming should occur in April or May and no later than June of each year and may occur over two dates.

- Cornerstone Properties will notify all residents of the inspection date/s via email or USPS as needed. The notification will inform the residents of the inspection date/s and the option to have the garage or interior premises inspected at the same time. The message sent will be similar and modified as necessary as stated in the following:

“Included in the VOH fees is an annual termite inspection. The exterior and optionally the garage inspections are free to you. If you wish to have an interior inspection that will cost \$25 paid directly to the Termite Company. The dates for the inspection are scheduled for MMM, DD, YYYY. If you only want the exterior of your property inspected and/or treated you are not required to be home. However,

If you wish to have the garage or interior inspected you must be home. For the garage or interior inspection you must then notify Cornerstone Properties by phone or email at least one week prior to the first inspection date and tell them which date is best for your inspection. It is not possible to schedule a specific time on that date, but you may specify morning or afternoon and every effort will be made to honor your request. On the days of the inspection you will see representatives from the Termite Company around your house looking for infestations. Any time you see or suspect termites you can request a follow-up inspection by calling or emailing Cornerstone Properties. These follow-ups are also included except the interior inspection will incur an additional fee. If you have any questions please contact us at 502-384-9012 or Customerservice@contactcornerstone.com”

- The resident has the option to have the garage (included) or the interior premises (currently \$25) inspected on the dates provided. If the resident wants the garage or interior inspected they must call Cornerstone Properties at least one week prior to the scheduled inspection date. The fee for interior inspection will be paid by Resident directly to the Termite Company. Cornerstone Properties will notify the Termite Company of names and addresses of those wanting garage or interior inspection per the following example.

Termite Inspection Report Name	Date: Property	Company Representative Name:			Remarks / Signature
		Exterior	Garage	Interior	
Bendre, Pradnya	4115 Hartwick Village Place	yes			
Bland, Pat & Michelle	10002 Hartwick Village Drive	yes	Yes		
Calve, Anne	10008 Hartwick Village Drive	yes	Yes	Yes	
Canfield-Smithier, Carolyn	4116 Hartwick Village Place	yes			
Choate, Nancy & Curtis	4119 Hartwick Village Place	yes			

- On the dates agreed the Termite Company will inspect all outside areas of all residents for termite infestation and as needed will treat according to the contract. In addition they will inspect the garages and/or interiors as requested by the residents. For the garage or interior inspection the Termite Company will acquire the signature of the resident. Termite Company will collect the fee for interior inspection directly from the resident. On the termite inspection report the Termite Company will make a note at any address and specific location where termites were suspected or seen and treated. Once the inspection is complete the completed report will be forwarded to the Property Manager. The Property Manager will then forward a copy to the Executive Committee.

Section – 6 Ad-Hoc requests for inspection and/or treatment

Anytime a resident observes or suspects termites they should immediately notify Cornerstone Properties. Cornerstone Properties will notify the Termite Company of the name, address and phone number of the resident and the Termite Company will contact the resident within 2 days to schedule an inspection and treatment as needed. Inspection and treatment outside the premises and inside the garage are included in our contract. If the resident needs inspection or treatment inside of the premises it will be an extra fee the resident will pay directly to the termite company. After the inspection/treatment is complete the Termite Company will acquire the resident’s signature and forward a copy to Cornerstone Properties who will forward a copy to the Executive Committee.