

EFFECTIVE IMMEDIATELY

The purpose of this notice is to announce the changes that have been made to Northgate's policies regarding the treatment of insects. The following applies to all residents of Northgate without exception:

Northgate will pay for the exterminating treatment ONLY if ALL the units are prepared properly. Off-site unit owners are responsible for their tenants' cooperation with this policy. Exterminating charges are in addition to all other condo fees and assessments for common area maintenance. Unit owners who do not prepare for ALL rounds of treatment will be charged with the bill, regardless of whether or not your unit has reported bug activity. If your unit is properly prepared, you will not receive any additional charges.

EXPLANATION

We will allow our exterminating contractor to inspect all the units in the affected building prior to treatment to ensure that proper preparation has been made by all unit owners. The contractor will perform the inspection (not Northgate maintenance) because they are hired as professionals in pest removal and are trained to recognize sources of infestation. The contractor will provide a list to the office of the residents who did not prepare for the treatment.

The entire bill for treatments will be passed on to unit owners of the infested building who refused to take the required actions to prepare. In other words, when the contractor is called to your building to treat for insects, Northgate will pay for the round of treatment ONLY if all the units are prepared. (If two units are not prepared, the two unit owners will split the bill equally; if three units are not prepared, the three unit owners will split the bill equally three ways, and so forth)

The rationalization for the change is this: if all the owners in a building prepare their unit properly, they will not be charged for the treatment and the problem is resolved. If bugs continue to be a problem, we will investigate other potential sources.

Thank you for your cooperation with these changes. Infestation is an issue that we need to address immediately and efficiently in order to prevent the spread of the infestation from unit to unit, and building to building. Please consult with the following checklist to provide the most effective treatment.

Northgate Pest Control Checklist

1. Report all bug activity to the Northgate office.
2. If your building has reported bug activity and is scheduled for treatment, **please stay away from any other unit or building at Northgate, including the office.** All questions and concerns must be submitted by phone or email until after the treatment is complete to avoid spreading the infestation.
3. Upon notification of a scheduled treatment, it is the responsibility of the unit owner to verify that the office has a set of keys to access your unit. **The office will not go to each unit to test keys.** **If we do not have your keys in the office and you do not make arrangements to allow for treatment, you will be responsible for the bill (or an equal portion if there is more than one unit).**
4. Follow all preparation steps that are necessary to treat the unit, the list of steps are provided by the exterminating contractor and delivered by the Northgate office. Preparation procedures may vary pending the type of infestation, volume of infestation, or proximity to the infested location. The contractor will inspect the units to ensure compliance with this preparation. **If you do not follow these procedures, you will be responsible for a portion of the bill (or an equal portion if there is more than one unit).**
5. REMOVE ALL PERSONS AND PETS FROM THE UNIT for the time period specified by the exterminating contractor.
6. Report any continuing bug activity to the office.

Your unit will be charged with the bill if **any** of the following conditions apply to your unit:

1. If you do not make arrangements to allow contractor to enter your unit.
2. If you have not provided the office with a key to your unit before the round of treatment.
3. If you have not followed ALL preparation steps as stated in the contractor's checklist.
4. If you refuse to allow contractor to treat your unit.