

SADDLEBROOKE VILLAS ASSOCIATION
PEST CONTROL COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

II. TERM OF OFFICE

The term of office shall be for one (1) year.

III. PURPOSE

The Pest Control Committee shall schedule and oversee all aspects of the pest control program.

IV. OBJECTIVES/PROCEDURES

OBJECTIVE

Ensure that the pest control program of inspecting and treatment of all Villas Lots is performed on a regular basis as approved by the Board of Directors.

PROCEDURES

- A. Coordinate with Community Association Manager and Contractor to provide the Villas Residents preventive treatment services as approved by the Board.
- B. Provide Villa Residents options for additional services (i.e. inside spraying) at a reasonable cost.
- C. Monitor the activities of the pest control contractor in coordination with the Community Association Manger to insure that they are meeting their contractual obligations.
- D. Develop a schedule for the Annual Inspection and bi-monthly spraying for approval by the Board.
- E. Oversee the Annual Inspection of the interior/exterior for termites.
- F. Provide information to Villas residents on date(s) of Annual Inspection for termites.
- G. Follow-up on any Villas that are not completed during the Annual Inspection for termites.
- H. Monitor and coordinate treatments, as needed. (i.e. termites, bees, packrats, etc.)
- I. Schedule the bi-monthly general pest spraying.
- J. Provide information to Villas residents on dates of bi-monthly spraying.
- K. Monitor and coordinate the pre-treats and termite control, where necessary.
- L. Oversee the removal of pests. (i.e. bees, bee comb removal, rodent removal, etc.)
- M. Respond to Service Requests from homeowners regarding pest control, in coordination with the Community Association Manager.
- N. Institute a program for communication with contractor on a weekly and/or monthly basis to report treatments completed, addresses of Villa, and outcomes.
- O. Institute a program for reporting from contractor as to pack rat trappings, number and placement of traps, and the results of follow-up inspections.
- P. Provide a budget request annually to the Finance Committee for review and approval by the Board.
- Q. Prepare and report on pest control status at Villa Board Meetings.
- R. Prepare and report a yearly report at the Annual Villas Meeting.
- S. Undertake Special Assignments as directed by the Board.

V. REPORTING STRUCTURE

The committee reports directly to the Board of Directors

VI. ADDITIONAL PARAMETERS

The committee must comply with all governing documents and legal requirements.

Approved by the Villas Association Board of Directors on _____