



## PARK TOWER CONDOMINIUM ASSOCIATION

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**Date:** September 23, 2019  
**To:** Residents and Owners  
**From:** Tim Patricio, Property Manager  
**Re:** Bed Bug Awareness & Prevention

### Bed Bug Life Cycle



## TOWN HALL MEETING

### Preventing Bed Bugs! Monday September 23, 7pm

#### I. PTCA Procedures

As a part of the association's effort to control and prevent the spread of bed bugs, and consistent with Section 7-28-840 of the Chicago Municipal Code, inspections shall be scheduled in units and common areas throughout the building. Inspections will typically be conducted by a trained and certified canine scent detection team, but owners can opt to have a human inspection as an alternative.

Pro-active inspections will be scheduled and conducted twice per year per unit. Participation will be voluntary. Unless otherwise requested in writing or being present when the inspection team knocks, "No-admit" units will not be inspected. Other unit owners and residents may opt out by notifying the office after receiving the notice or before the date of the inspection.

Upon scheduling of move-outs and move-ins, inspections shall be scheduled. Move-out inspections shall be conducted within 14 days of the scheduled move and prior to any scheduled move in. A second canine inspection shall be conducted within 7 days after a move-in. For protection of incoming residents and to help protect unit owners and the association from liability, any necessary treatment shall be conducted before a move in.

Unit Owners and residents will cooperate with any requests to schedule bed bug treatment within 7 days when physical evidence is found or the pest control operator believes conditions warrant. If more than 1 unit is found with bed bugs on a particular floor, additional inspections may be scheduled and conducted on that floor and the floor above and below.

If physical evidence of bed bugs is found in any unit or conditions in any neighboring unit warrant, treatment shall be scheduled within 7 days. Unit owners and residents shall cooperate with any request by the association to schedule and conduct such treatments. A licensed and insured pest control operator will be responsible to conduct treatments and determine if treatment in neighboring units, also known as 'box-in' treatments are necessary. No treatment of any kind will be allowed by unit owners or residents who are not properly licensed and insured.

The association will schedule treatment through its certified inspection team or pest control operator of record. However, the unit owner may choose a company that meets the following criteria:

- a. All exterminators should have a valid pest control operator's license, all contractors working in the building shall carry a minimum of \$1 Million of general liability and
- b. \$500,000 of workers compensation insurance coverage.
- c. A proposal detailing the planned treatment process is reviewed and found acceptable by the association's pest control operator.
- d. The association is allowed to conduct a follow up inspection within 30 days of completed treatment.
- e. The pest control operator will provide the owner and management a written report of their findings and certification that the treatment is complete.

Often times, proper treatment for bed bugs will include extensive in unit preparations. Unit owners and residents shall comply with any instructions to prepare the unit for treatment. If preparations are deemed insufficient by the pest control operator, a follow up treatment may be scheduled.

Bed bug treatment will be considered successful after passing a follow up inspection. Typically this will be scheduled within 30 days following treatment. If physical evidence is found retreatment will be scheduled.

Consistent with the City of Chicago Bed Bug Ordinance Unit Owners who rent and their tenants shall also have the following specific responsibilities:

**Tenant Responsibilities:**

1. Notify your landlord within 5 days of suspecting a bed bug infestation.
2. Cooperate with the landlord by adhering to the following: don't interfere with an inspection or with a treatment, grant access to your apartment for an inspection or a treatment, make the necessary preparations, as instructed by your landlord or a pest control operator, prior to an inspection or a treatment, dispose of any items that a pest control operator has determined cannot be treated or cleaned, enclose in a plastic bag any personal property that will be moved through any common area of the building, or stored in any other location.

**Landlord Responsibilities:**

1. Educate tenants about bed bugs by providing the "City of Chicago Preventing Bed Bug Infestations in Apartments" brochure when tenants sign a new or renew an existing lease or other rental agreement.
2. Notify tenants prior to any inspection or treatment of their apartment for bed bugs and provide instructions for preparing the apartment.
3. Coordinate with the association through management to get rid of the bed bug infestation by providing pest control services by a pest control operator and paying for this service.

**Cost of Bed Bug Inspection and Treatment**

The cost of bed bug inspection and treatment services conducted by association vendors are subject to change. Therefore, these services will not be listed on the Park Tower Fee Schedule. Interested unit owners and residents should inquire directly to the Management Office for the current anticipated cost of services.

The cost of all pro-active and 'box-in' inspections conducted by a trained canine scent detection team shall be paid for by the regular assessments. The cost of canine inspections for moves shall be included as a part of the registration fee paid by all new residents. The cost of scheduled treatments and all other inspections shall be the responsibility of the individual unit owner. Where 'box-in' treatments are deemed necessary by the pest management company, the association shall be responsible for treatment. Should the unit owner or resident opt for human inspections as an alternative to the canine team, the unit owner shall be responsible for any difference in cost.

Park Tower Condo Association will pay for up to one Bed Bug Treatment per unit per year under the following set of circumstances:

1. Either the resident shall have self-reported the presence of bed bugs (confirmed by canine or human inspection) or bed bugs are found during a regularly scheduled proactive bed bug inspection. The level of infestation should not be found to be severe in the opinion of the Association's pest management company.
2. The resident shall have participated in at least one of the past years' regularly scheduled proactive inspections. In the case of a resident who has moved in within the past year, the move in inspection shall have been performed and passed with no alert.
3. The exterminator confirms any treatment preparations which are the responsibility of the occupant, were substantially completed.
4. The resident shall have purchased mattress and box-spring encasements for the each bed in the unit as a part of the treatment process.
5. The treatment is coordinated and completed by the Association's pest management company. The Association will not pay for services provided by another vendor.
6. The residents occupying the unit at the time of the infestation shall have attended the New Resident's Committee Meeting.
7. This policy may change by resolution of the Board if there are necessary procedural changes or financial conditions that warrant consideration.

The cost of any missed appointments for inspections or treatments, will be the responsibility of the Unit Owner. This includes units not fully prepared or for inspectors and exterminators that are turned away at the door. If the vendor shows up, the association will still be charged, and any expense shall be passed on to the individual Owner.

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**[www.ptcondo.com](http://www.ptcondo.com)**