



## 20\_\_ - \_\_ SURVEY FORM FOR IMPLEMENTATION OF MINIMUM DESIGNATED WATER QUALITY BEST MANAGEMENT PRACTICES (BMPS) FOR HOMEOWNER ASSOCIATIONS (HOAs)

This self-certification process has been developed to efficiently verify implementation of the Minimum Designated Water Quality BMPs for Homeowners Associations. Failure to respond to this survey may result in City inspection of Association property, the imposition of applicable BMPs and/or appropriate enforcement actions to gain compliance with the City of Rancho Santa Margarita's Stormwater Local Implementation Plan (LIP) and Ordinance requirements.

Please attach your completed Survey Form to the survey form.

### REFERENCES:

Minimum BMPs: <https://www.cityofrsm.org/372/Best-Management-Practices-Other-Resource>

NPDES Activity Reports are due to the City by September 1 for the reporting period of July 1st through June 30th of each year.

Association Name: \_\_\_\_\_

Current HOA President: \_\_\_\_\_

### **GENERAL INSTRUCTIONS**

HOA or HOA representative: please check all applicable activities listed below currently conducted by the HOA and/or HOA contractors. For the activities that do not apply check the N/A check-box. By checking the box adjacent to the BMP action, the HOA acknowledges compliance with the action.

### **MINIMUM DESIGNATED WATER QUALITY BEST MANAGEMENT PRACTICES (BMPS) AND POLLUTION PREVENTION METHODS**

IC3. Building Maintenance; IC7 & R4. Landscape Maintenance and Disposal; IC10. Outdoor Loading and Unloading of Materials; IC15 & R3. Parking and Storage Area Maintenance; IC19 & R1 Vehicle and Equipment Maintenance and Repair; IC20 & R2. Vehicle and Equipment Washing; and, IC21 & R8. Waste Handling and Disposal:

- ☐ The HOA and/or their maintenance contractors do not dispose of wash or waste water in the streets, gutters, storm drains and natural watercourses.
- ☐ The HOA and/or their maintenance contractors prevent wash/rinse water from trash dumpsters, patio, sidewalk and other hardscape areas from entering parking lots, streets, gutters, storm drains and natural watercourses.

- ❑ The HOA and/or their maintenance contractors prevent materials, products and other pollutants associated with maintenance and repair activities from entering parking lots, streets, gutters, storm drains and natural watercourses.
- ❑ The HOA and/or their maintenance contractors prevent waste and stockpiled materials from coming into direct contact with wind, rain and stormwater runoff.
- ❑ The HOA's employees and maintenance contractors have been provided with a copy of the Minimum Designated BMP Fact Sheets and have knowledge and training in the application of the practices and methods associated with the BMPs.
- ❑ The HOA and/or their maintenance contractors use precautions to prevent dirt, construction debris, gardening waste (green waste), hazardous waste and other solids from entering the streets, gutters, storm drains and natural watercourses.
- ❑ The HOA and/or their maintenance contractors use extra precaution when applying pesticides, herbicides, fungicides, fertilizer and soil amendments.
- ❑ The HOA and/or their maintenance contractors properly maintain their fleet of vehicles and equipment.
- ❑ The HOA and/or their maintenance contractors keep the HOA's common-interest-area property and facilities, waste collection areas, wash areas, loading/unloading areas and vehicle maintenance and repair areas free of trash and debris.
- ❑ The HOA and/or their maintenance contractors properly store and handle chemical materials and clean up leaks and spills immediately.

R9. Water Conservation & Landscape Irrigation Runoff:

- ❑ Not Applicable. The HOA does not own or have legal maintenance responsibilities for landscape areas.
- ❑ Implement all feasible measures to reduce and eliminate surface runoff of landscape irrigation water.
- ❑ Comply with water conservation, drought response and waste prohibition regulations of the water district.

IC16. Pool & Fountain Cleaning:

- ❑ Not Applicable. The HOA does not own or have legal maintenance responsibilities for pools or fountains.
- ❑ The HOA and/or their maintenance contractors discharge pool and fountain water properly.

- ❑ The HOA and/or their maintenance contractors prevent algae and vector problems with regular cleaning, consistent and adequate chlorine levels and well maintained filtration and circulation systems.

R5. Disposal of Pet Wastes:

- ❑ The HOA and/or their maintenance contractors do not dispose of animal waste or other byproducts in the streets, gutters, storm drains, natural watercourses and landscaping areas.
- ❑ The HOA and/or their maintenance contractors pick up and dispose of animal waste regularly.

DF-1 Drainage Facility Operation and Maintenance:

- ❑ Not Applicable. The HOA does not own or have legal maintenance responsibilities for private drainage facilities, including but not limited to v-ditches, drainage channels, storm drain pipes, storm drain inlets and catch basins and drainage detention facilities.
- ❑ The HOA and/or their maintenance contractors annually inspect and clean drainage facilities as needed and keep appropriate records. The removed material is properly disposed of at a landfill, recycling facility or hazardous waste facility.
- ❑ The HOA and/or their maintenance contractors conduct supplemental visual inspections during the rainy season and provide additional cleanout of drainage facilities as appropriate.
- ❑ The HOA and/or their maintenance contractors repair damaged drainage facilities as needed.
- ❑ The HOA and/or their maintenance contractors provide energy dissipators below drainage pipe, channel or culvert outfalls.
- ❑ The HOA and/or their maintenance contractors label and maintain all drainage catch basins with “**No Dumping – Drains to Ocean.**”

FP-3 Roads, Streets and Highways Operation:

- ❑ Not Applicable. The HOA does not own or have legal maintenance responsibilities for parking areas, private roads, streets and highways.
- ❑ The HOA and/or their maintenance contractors sweep roads, streets and highways owned or legally maintained by the HOA at least once monthly.
- ❑ The HOA and/or their maintenance contractors clean parking lots owned or legally maintained by the HOA at least once annually.
- ❑ The HOA notifies residents of street sweeping and parking lot cleaning schedules and encourages residents to park elsewhere during cleanings.

- ❑ The HOA and/or their maintenance contractors repair damaged parking areas, private roads, streets and highways as needed.

HOA Contracts:

- ❑ Not Applicable. The HOA does not contract for repair and maintenance services.
- ❑ The HOA inserts provisions requiring that the contractor complete work in accordance with the City's Minimum Designated Water Quality BMPs in all new or renewed contracts between the HOA and its service providers for services such as clean-up, maintenance, enhancement or improvement in areas and facilities owned and legally maintained by the HOA.

**HOA CONTACT INFORMATION:**

Property Management Company: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Landscape Maintenance Contractor: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Facility Maintenance Contractor: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Plumbing Maintenance Contractor: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Pool Maintenance Contractor: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Street Maintenance Contractor: ☐ Yes ☐ No ☐ Not Applicable

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

On a separate sheet of paper, please include the names, addresses and contact information of any other Contractors or Venders that you regularly do business with related to outdoor maintenance or construction type activities.

***HOA ACKNOWLEDGMENT:***

The HOA acknowledges that the City of Rancho Santa Margarita has adopted Minimum Designated Water Quality BMPs for the HOA and the contractors that perform work for the HOA. The HOA understands that these BMPs must be implemented by the HOA and their contractors, as applicable, during the course of activities performed by the HOA and their contractors. By submitting this survey form the HOA acknowledges the Minimum Designated Water Quality BMPs required and certifies that the BMPs are being implemented as appropriate.