



**City of Rancho Santa Margarita
Public Works Department
Stormwater Program**

2013-14 NPDES Activity Report for Major HOAs

BMP FACT SHEET DF-1 HOA

I. INTRODUCTION:

Purpose: The City of Rancho Santa Margarita's Custom Best Management Practice Fact Sheet DF-1 HOA requires the implementation of certain activities and Best Management Practices (BMPs) for pollution prevention and the submittal of an annual activity report by Major Homeowner Associations (HOAs) for compliance with the National Pollutants Discharge Elimination System (NPDES) Permit issued by the San Diego Regional Water Quality Control Board (SDRWQCB) on December 16, 2009 for South Orange County area including the City of Rancho Santa Margarita (Order No. 2009-0002). The Major HOAs are defined in Attachment E to this Fact Sheet. Minimum Required Best Management Practices (BMPs) in Exhibit 1 to Resolution No. 05-01-26-02 (hereafter referred to as Exhibit 1), are required of all HOAs and HOA contractors, while only Major HOAs are required to annually prepare Attachment A to this Fact Sheet, the "Major HOA Annual NPDES Activity Report." Only Major HOA contractors must prepare Attachment B to this Fact Sheet, the "Major HOA Contractor NPDES Information and Activities Report Form," and, as applicable, Attachment C to this Fact Sheet, the "Drainage Facilities Inspection and Maintenance Form."

The Major HOA Annual NPDES Activity Report (Attachment A) addresses drainage facilities and other areas (buildings, parks, pools, and other common areas) that the HOA owns, controls, or maintains as governed by State law, Covenants, Conditions and Restrictions, and other relevant documents that create and provide for the ongoing operation of the HOA (these areas are referred to as "HOA Areas"). For the purposes of this BMP Fact Sheet, including Attachments A, B, and C, "Drainage Facilities" are defined as storm drain pipes that are greater than 18 inches in diameter, v-ditches, storm drain inlets and catch basins, and detention facilities. Area drains are generally not considered Drainage Facilities under this BMP Fact Sheet.

The Major HOA Annual NPDES Activity Report is intended to provide the City with annual documentation of activity-based required minimum BMPs to be implemented by the Major HOAs and Major HOA contractors in order to prevent future pollutant discharges into and from the City's storm drain system. These BMPs may involve the following:

1. Regular street sweeping (minimum once per month);
2. Inspection and cleaning of Drainage Facilities;
3. Reporting illicit connections and discharges to the correct agency;
4. Reporting illegal dumping to the correct agency;

5. Implementation of activity-based required minimum BMPs by either the HOA or the HOA contractors as identified in Exhibit 1, Sections A or B;¹
6. Adopting contract provisions in HOA contracts requiring HOA contractors to implement applicable activity-based required Minimum BMPs during the course of contracted work.

Background: The SDRWQCB Fourth Term Municipal Stormwater Permit (Order No. R9-2009-0002, NPDES No. CAS0108740) requires municipalities, including the City of Rancho Santa Margarita, to report maintenance activities and to implement activity-based required minimum BMPs City-wide, including within the HOA Areas. On May 26, 2004, the City adopted a Water Quality Ordinance that requires the implementation of Minimum BMPs. This Ordinance was amended on November 10, 2010 (Ordinance No. 10-07, Municipal Code 5.10). Due to the fact that HOAs represent a large portion of the City, the SDRWQCB has required that the City describe in its Annual Report that “the measures taken to ensure that the urban runoff from common interest areas to the MS4s meet[s] the objectives of the Municipal Permit.” Therefore, it is necessary to confirm implementation of the required Minimum BMPs within the HOA Areas in order for the City to satisfy its obligations under the NPDES Municipal Permit. HOAs engage contractors to provide maintenance and repair for HOA Areas. Minimum required BMPs must be specified both for HOA and HOA contractors to assure water quality protection. **Table 1** summarizes Minimum BMP requirements for HOAs and HOA contractors.

Table 1: Summary of Applicable Minimum BMP Requirements for HOAs and HOA Contractors

Responsible Party	Minimum BMP Requirements	Report Submission Dates
Major HOAs	<ul style="list-style-type: none"> • Comply with Applicable BMPs of Exhibit 1 Section B; • Submit Major HOA Annual NPDES Activity Report (Attachment A), • Submit all Attachment B forms completed during the reporting period; • Submit all Attachment C forms completed during the reporting period. 	Annually by August 15 Starting in 2005 for period July 1 – June 30
Other HOAs	Comply with Applicable BMPs of Exhibit 1, Section B.	n/a
HOA Contractors (Major)	<ul style="list-style-type: none"> • Comply with Applicable BMPs of Exhibit 1 Sections A and B; • Complete Attachment B forms as work is performed; • Complete Attachment C forms as work is performed. 	Annually by August 15 Starting in 2005, for period July 1 – June 30
HOA Contractors (other)	Exhibit 1 Sections A and B.	n/a

¹ Exhibit 1, Section B applies to all HOAs and HOA contractors. Exhibit 1 Section A applies to commercial contractors, including HOA contractors, and all other dischargers performing the activities that are addressed by the BMPs listed in that section of the exhibit.

II. GENERAL INSTRUCTIONS TO MAJOR HOAs:

- ❖ HOA or HOA representative: please check all activities on **Attachment A**, the “**Major HOA Annual NPDES Activity Report**,” that have been completed during the reporting period. By checking the action, the HOA acknowledges completion of the action.
- ❖ HOA or HOA representative: please fill out one copy of **Attachment A** per reporting period. The HOA representative should sign and date **Attachment A** to identify the individual that is submitting the report on behalf of the Major HOA.
- ❖ HOA or HOA representative: **please have all Major HOA contractors fill out, as applicable, a copy of Attachment B, the “Major HOA Contractor NPDES Information and Activities Report Form,” and, as applicable, Attachment C, the “Drainage Facilities Inspection and Maintenance Form,” as contractors perform work** within HOA Areas. Further, please collect from the contractors the completed **Attachment B and C** forms, and retain the forms during the reporting period for annual submission along with **Attachment A**. Submit original versions of all **Attachments B and C** forms collected from contractors during the reporting period along with the **Attachment A** “Major HOA Annual NPDES Activity Report” once per reporting period. Note: your contractors should fill out **Attachment B and Attachment C** forms as they complete the contracted work, regardless of the submission date for the Annual NPDES Activity Report.
- ❖ HOA or HOA representative: please submit a signed and completed Major HOA Annual NPDES Activity Report consisting of **Attachment A and all Attachment B and C forms** completed by contractors during the reporting period to:

City of Rancho Santa Margarita
Public Works Department/Stormwater Program
22112 El Paseo
Rancho Santa Margarita, CA 92688
(949) 635-1800

Retain a copy of **Attachment A** and all **Attachment B and C** forms submitted to the City for HOA records.

NPDES ACTIVITY REPORTS ARE DUE TO THE CITY BY SEPTEMBER 1 FOR THE REPORTING PERIOD OF JULY 1 THROUGH JUNE 30 OF EACH YEAR.

BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

GENERAL INFORMATION

A Major HOA Annual NPDES Activity Report consists of one completed original copy of this **Attachment A** and all **Attachment B and C** forms completed by Major HOA contractors as work is performed during the reporting period. This Major HOA Annual NPDES Activity Report shall cover the reporting period from July 1 through June 30 and must be submitted to the City by August 15 of each year.

The Major HOA acknowledges that the City of Rancho Santa Margarita has adopted Minimum BMPs for HOAs (see **Exhibit 1, Section B**), and for contractors that perform work for the HOAs (see **Exhibit 1, Sections A and B**). The Major HOA understands that applicable Minimum BMPs identified in **Exhibit 1 Section B** must be implemented by HOAs, and that the Minimum BMPs identified in **Exhibit 1, Sections A and B** must be implemented by HOA Contractors, as applicable, during the course of activities performed by HOAs and HOA contractors. By submitting the Major HOA Annual NPDES Activity Report, the Major HOA acknowledges that it has received **Exhibit 1** listing the Minimum BMPs. The Major HOA acknowledges that the HOA Minimum BMPs, as identified in **Exhibit 1, Section B**, that are checked in this Major HOA Annual NPDES Activity Report were implemented as appropriate for the reporting period of July 1 through June 30, _____ (year).

Major HOA Name: _____

Address: _____

Submitted by: _____

Signature

Date

MAJOR HOA CONTRACTS

Select each of the following that apply. More than one may apply.

A-1. The Major HOA inserted provisions requiring that the contractor complete the work in accordance with the City's applicable required Minimum BMPs listed in **Exhibit 1** in all new or renewed contracts entered into during the reporting period between the HOA and its service providers (contractors) for services such as clean-up, maintenance, enhancement, or improvements in HOA Areas.

BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

A-2. New and amended contracts entered into during the reporting period between the HOA and its service providers included, without limitation, provisions addressing the following:

- ❖ An introductory statement: "The City of Rancho Santa Margarita is a co-permittee under a Federal/State NPDES permit issued by the San Diego Regional Water Quality Control Board that governs and non-storm water discharges that enter the City's storm drain system. In order to comply with the Permit requirements, the City has adopted certain required minimum Best Management Practices (BMPs), to which HOA contractors must adhere. The applicable BMPs contain pollution prevention and source control techniques to minimize the impact of contractor activities upon dry-weather urban runoff, runoff, and receiving water quality."
- ❖ A requirement that the work performed under the contract shall conform to the City's ordinances, including Water Quality Ordinance No. 04-01, required activity-based Minimum BMPs in **Exhibit 1**, and other applicable stormwater permit requirements.
- ❖ Provision of a copy of the required activity-based Minimum BMPs in **Exhibit 1** for HOAs and HOA Contractors, as well as notice that a copy is attached to or included in the contract.
- ❖ A notice that BMP Fact Sheets, which detail the actions needed to comply with each activity-based Minimum BMP, are available for review at the City.
- ❖ A requirement that the contractors represent that they have knowledge of required activity-based Minimum BMPs, related BMP Fact Sheets, and implementation of the activity-based Minimum BMPs.
- ❖ A requirement that the contractors represent that each employee or subcontractor of the contractor performing work pursuant to the contract shall be trained on applicable activity-based Minimum BMPs prior to the start of work.
- ❖ A requirement that the contractors will implement all applicable activity-based Minimum BMPs as described in the related BMP Fact Sheets.
- ❖ A requirement that the contractors fully and accurately complete the applicable portions of **Attachment B** to the BMP Fact Sheet DF-1 HOA and submit it to the HOA either (1) once a month for ongoing contract activities; or (2) within 2 weeks of completion of finite contract activities; and in all cases, no later than mid-July so that the HOA can submit the Attachment B forms as a part of the Major HOA Annual NPDES Activity Report.

BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

- ◆ A requirement that the contractors conducting Drainage Facility Inspection, Maintenance, or Cleaning complete the applicable portions of **Attachment C** to the BMP Fact Sheet HOA DF-1 and submit it to the HOA either (1) once a month for ongoing contract activities; or (2) within 2 weeks of completion of finite contract activities; and in all cases, no later than mid-July so that the HOA can submit the Attachment C forms as a part of the Major HOA Annual NPDES Activity Report.
- ◆ A requirement that all subcontracts entered into by the contractor for work performed under the contract shall contain provisions addressing each of the above items.

The following NPDES Activity Report applies to HOA Areas of Major HOAs.

A-3. STREET SWEEPING (APPLICABLE ONLY TO MAJOR HOAs THAT OWN, CONTROL, OR MAINTAIN STREETS)

Select one of the following:

- A-3-a.** The HOA did not contract for a service provider to conduct Street Sweeping because the HOA does not own, control, or maintain streets.
- A-3-b.** The HOA contracted for a service provider to conduct Street Sweeping on streets owned, controlled, or maintained by the HOA at least monthly.

A-4. PARKING LOT CLEANING (APPLICABLE ONLY TO MAJOR HOAs THAT OWN, CONTROL, OR MAINTAIN PARKING LOTS)

Select one of the following:

- A-4-a.** The HOA did not contract for a service provider to clean parking lots because the HOA does not own, control, or maintain parking lots.
- A-4-b.** The HOA contracted for a service provider to clean parking lots at least once prior to October 15 within parking lots owned, controlled, or maintained by the HOA.

A-5. PROVISION OF EDUCATIONAL MATERIALS

The HOA made available to HOA residents, through the HOA's regular channels of communication (e.g., newsletter, website), the phone number for the 24-hour water pollution reporting hotline and public education materials prepared and provided to the HOA by the City.

BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

- A-6. STORM DRAIN INLET STENCILING (APPLICABLE ONLY TO HOAs THAT OWN, CONTROL, OR MAINTAIN STORM DRAIN INLETS).**

Fill in each of the following blanks:

Total number of inlets within the HOA Areas: _____

Total number of inlets stenciled within HOA Areas at the end of the reporting period:

Total number of new inlet stencils added to inlets in HOA Areas during this reporting period per your phased stenciling implementation program: _____

Total number of inlets re-stenciled in HOA Areas during this reporting period per your stencil maintenance program: _____

Total number of storm drain inlet stencils inspected and maintained during the reporting period: _____

- A-7. V-DITCHES (APPLICABLE ONLY TO HOAs THAT OWN, CONTROL, OR MAINTAIN V-DITCHES)**

INSPECTION OF V-DITCHES

Select one of the following:

A-7-a. The HOA did not provide for inspection and/or cleaning of v-ditches because the HOA does not own, control, or maintain v-ditches.

A-7-b. The HOA provided for inspection at least once in the reporting period of v-ditches owned, controlled, or maintained by the HOA.

CLEANING OF V-DITCHES

Select one of the following:

A-7-c. The HOA provided for cleaning of v-ditches as required in accordance with the inspection.

A-7-d. The HOA did not provide for cleaning of v-ditches because it was not necessary per the inspection.

BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

A-8. OTHER DRAINAGE FACILITIES (APPLICABLE ONLY TO HOAs THAT OWN, CONTROL, OR MAINTAIN DRAINAGE FACILITIES OTHER THAN V-DITCHES ("OTHER DRAINAGE FACILITIES"))

INSPECTION OF OTHER DRAINAGE FACILITIES

Select one of the following:

A-8-a. The HOA does not own, control, or maintain Other Drainage Facilities. Therefore, the HOA did not provide for annual inspection and/or cleaning of Other Drainage Facilities.

A-8-b The HOA provided for annual inspection of Other Drainage Facilities owned, controlled, or maintained by the HOA as described in **Attachment D**. **Attachment D** describes the minimum guidelines for annual inspection and maintenance of Drainage Facilities, including Other Drainage Facilities.

CLEANING OF OTHER DRAINAGE FACILITIES

Select one of the following:

A-8-c. The HOA did not provide for cleaning of Other Drainage Facilities owned, controlled, or maintained by the HOA because it was not necessary per the annual inspection.

A-8-d. The HOA provided for cleaning of Other Drainage Facilities owned, controlled, or maintained by the HOA, because it was necessary per the annual inspection. Inspection and cleaning information is detailed in the **Attachment B and Attachment C** forms submitted herewith.

RUNOFF DISCHARGED BY OTHER DISCHARGERS

Select and fill in the blanks only if applicable:

A-8-e. Please report any unique situations where runoff discharged by other dischargers has created debris, maintenance, or other potential water quality issues within HOA Areas, and the Major HOA took action to address these discharges by other dischargers.

1. HOA Areas Affected	<hr/> <hr/> <hr/>
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BMP FACT SHEET DF-1 HOA

Attachment "A" - Major HOA Annual NPDES Activity Report Minimum Required BMPs

2. Type of Discharge	<hr/> <hr/> <hr/>
3. Responsible Discharger (if known)	<hr/> <hr/> <hr/>
4. HOA Action Taken With Respect to Discharge	<hr/> <hr/> <hr/>
5. Responsible Discharger Action Taken With Respect to Discharge (if any)	<hr/> <hr/> <hr/>

ADDITIONAL MAJOR HOA INFORMATION

Select and fill in the blanks only if applicable:

Please provide other facts or comments needed to clarify, explain or report important water quality information related to this Major HOA Annual NPDES Activity Report, any Major HOA contractor water quality related activities, the Major HOA Contractor NPDES Information and Activities Report(s), the Drainage Facilities Inspection and Maintenance Form, and/or the Major HOA's water quality program generally:

BMP FACT SHEET DF-1 HOA

Attachment "B" - Major HOA Contractor NPDES Information and Activities Report Form

**TO BE COMPLETED BY MAJOR HOA CONTRACTORS AS WORK IS PERFORMED.
MAJOR HOAS TO COLLECT AND RETAIN THIS FORM AND SUBMIT WITH
ANNUAL MAJOR HOA NPDES ACTIVITY REPORT (ATTACHMENT A).**

GENERAL INFORMATION

The following information is requested (please fill out completely):

Contractor Name: _____

Address: _____

Name of Contractor's Representative: _____

Signature: _____

Date Signed: _____

DURATION OF CONTRACTED WORK

Select one of the following:

B-1. The contract is for an activity of limited duration, and the activity is expected to be completed within the following dates: _____, 20____, to _____, 20____. Therefore, this Contractor NPDES Information and Activities Form addresses the finite activity performed during the period described.

B-2. The contract is for ongoing activities. Therefore, this Contractor NPDES Activities Report provides a monthly summary of activities performed under the contract during the month of _____, 20____.

BMP FACT SHEET DF-1 HOA

Attachment "B" - Major HOA Contractor NPDES Information and Activities Report Form

B-3. Select one or more of the following, as applicable:

- | | |
|---|---|
| <input type="checkbox"/> General Maintenance/Cleaning (monthly summary) | <input type="checkbox"/> Storm Drainage Facility Inspection and Cleaning (requires completion of Attachment C to DF-1 HOA) |
| <input type="checkbox"/> Limited Duration Maintenance or Cleaning Project | <input type="checkbox"/> Street Sweeping (monthly summary)(requires completion of B-9 below) |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Parking Lot Cleaning |
| <input type="checkbox"/> Minor Construction | <input type="checkbox"/> Landscape Maintenance (monthly summary) |
| <input type="checkbox"/> Major Construction | <input type="checkbox"/> Street Maintenance or Repair |
| <input type="checkbox"/> Pool Maintenance (monthly summary) | <input type="checkbox"/> Storm Drain Stenciling |
| <input type="checkbox"/> Fountain Maintenance (monthly summary) | |
| <input type="checkbox"/> Other (Describe): _____ | |
-

CONTRACTOR COMPLIANCE WITH REQUIRED MINIMUM BMPs

Select each of the following that apply. More than one may apply.

- B-4.** The contractor acknowledges receipt from the HOA, prior to the start of work, of a copy of **Exhibit 1** listing Required Minimum BMPs for applicable HOA contractor activities.
- B-5.** The contractor disposed of materials and debris per applicable Required Minimum BMPs set forth in **Exhibit 1**.
- B-6.** The contractor prevented or cleaned up discharges of waste during the course of contract activities using applicable Required Minimum BMPs listed in **Exhibit 1**.
- B-7.** Prior to the start of work, the contractor trained and/or informed all of its employees or subcontractors about Required Minimum BMPs listed in **Exhibit 1** and applicable to the work, stormwater discharge prohibitions, and wastewater discharge requirements.
- B-8.** The contractor provides for training of all employees regarding Required Minimum BMPs applicable to contract activities at least once a year, and each employee is trained before performing work for the HOA.

BMP FACT SHEET DF-1 HOA

Attachment "B" - Major HOA Contractor NPDES Information and Activities Report Form

STREET SWEEPING CONTRACTORS: PLEASE COMPLETE BOTH OF THE FOLLOWING.

B-9. Streets in HOA Areas were swept **at least** monthly throughout the reporting period.

B-10. For the reporting period, the estimated **annual** total amount of debris removed from streets and/or parking lots via street sweeping is _____cu yds/tons (circle one).

BMP FACT SHEET DF-1 HOA

Attachment "C" – Major HOA Contractor NPDES
Drainage Facilities Inspection and Maintenance Form

THIS DRAINAGE FACILITIES INSPECTION AND MAINTENANCE FORM IS APPLICABLE ONLY TO CONTRACTORS HIRED BY MAJOR HOAs TO INSPECT, CLEAN, OR OTHERWISE MAINTAIN DRAINAGE FACILITIES WITHIN HOA AREAS. CONTRACTORS WHO DID NOT IDENTIFY STORM DRAIN FACILITY INSPECTION AND CLEANING ON ATTACHMENT B SHOULD NOT COMPLETE THIS ATTACHMENT C FORM. MAJOR HOAs TO COLLECT AND RETAIN THIS FORM AND SUBMIT WITH ANNUAL MAJOR HOA NPDES ACTIVITY REPORT (ATTACHMENT A).

ANNUAL INSPECTION AND CLEANING OF DRAINAGE FACILITIES²

Select each of the following that apply. More than one may apply.

- C-1.** The contractor did not inspect and/or clean v-ditches because the HOA does not own, control, or maintain v-ditches.

- C-2.** The contractor conducted an annual inspection of v-ditches owned, controlled, or maintained by the HOA prior to October 1 during the reporting period and cleaned v-ditches as necessary.

- C-3.** The contractor did not conduct an annual inspection of Drainage Facilities other than v-ditches ("Other Drainage Facilities") (note: v-ditches are addressed in C-1 and C-2) because the HOA does not own, control, or maintain Other Drainage Facilities.

- C-4.** The contractor has reviewed **Exhibits 1 and Attachment D** to BMP Fact Sheet DF-1 HOA, and conducted an annual inspection of Other Drainage Facilities owned, controlled, or maintained by the HOA prior to October 1 during the reporting period, and cleaned the Other Drainage Facilities as necessary. **Exhibit 1** contains activity-based required Minimum BMPs applicable to contractor activities. **Attachment D** contains minimum guidelines for inspection and cleaning of Drainage Facilities.

- C-5.** The contractor conducted the annual inspection and/or cleaning, as necessary, of Drainage Facilities, including v-ditches, on the following dates:

² For the purposes of the City of Rancho Santa Margarita Custom BMP Fact Sheet DF-1 HOA, including this Drainage Facilities Inspection and Maintenance form, "**Drainage Facilities**" are defined as the following: storm drain pipes that are greater than 18 inches in diameter, v-ditches, storm drain inlets and catch basins, and detention facilities. Area drains are generally not considered Drainage Facilities under the BMP Fact Sheet or this Form.

BMP FACT SHEET DF-1 HOA

**Attachment "C" – Major HOA Contractor NPDES
Drainage Facilities Inspection and Maintenance Form**

SUPPLEMENTAL INSPECTION AND CLEANING OF DRAINAGE FACILITIES

Select each of the following that apply. More than one may apply.

C-6. The contractor conducted supplemental visual inspections of Drainage Facilities, including inlets, v-ditches, and catch basins, during the wet season to determine if there were problem inlets, v-ditches, catch basins, or other facilities where sediment/trash or other pollutants accumulate.

C-7. The contractor maintained records of dates on which cleaning and/or inspection of Drainage Facilities, including v-ditches and other Drainage Facilities, were performed (attached).

INFORMATION REGARDING CLEANING OF DRAINAGE FACILITIES

Select each of the following that apply. More than one may apply.

C-8. The contractor did not identify any accumulated debris during visual inspection of Drainage Facilities.

C-9. The contractor cleaned accumulated debris from the following Drainage Facilities owned, controlled, or maintained by the HOA, because it was necessary per the inspection. Select the Drainage Facilities cleaned:

Inlets

Catch Basins

Detention Facilities

Storm Drains

V-Ditches

Other _____

Select each of the following that apply. More than one may apply.

C-10. The contractor did not identify any problems, other than accumulation of debris, during inspection of Drainage Facilities.

BMP FACT SHEET DF-1 HOA

Attachment "C" – Major HOA Contractor NPDES Drainage Facilities Inspection and Maintenance Form

C-11. The contractor identified problems, other than accumulation of debris, during inspection of Drainage Facilities, and resolved the problems as described in the following table:

Problem	Resolution	Completion Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

C-12. The contractor identified "**Non-Debris Waste**" during inspection of Drainage Facilities. For purposes of BMP Fact Sheet DF-1 HOA, "**Non-Debris Waste**" means pollutants other than accumulated debris, trash, and organic material (such as landscape trimmings), which may include, without limitation, pollutants such as chemical waste, sewage, oils and hydrocarbons, paint spills, and similar materials.

C-13. The contractor reported any Non-Debris Waste identified during visual inspection to the Water Pollution Reporting Hotline (1-877-89SPILL (77455)), the City of Rancho Santa Margarita, and the HOA, and removed the Non-Debris Waste in accordance with instructions from local authorities, as described below:

Type of Non-Debris Waste Identified and Reported	_____ _____
Local Authorities Providing Instructions for Removal	_____ _____

QUANTITIES OF ACCUMULATED DEBRIS

Select one of the following and fill in the blanks as appropriate.

C-14. The contractor did not need to clean or remove accumulated debris from Drainage Facilities per inspection.

C-15. The contractor cleared and removed accumulated debris from Drainage Facilities and reports the following estimates of debris removed during the reporting period:

BMP FACT SHEET DF-1 HOA

Attachment "C" – Major HOA Contractor NPDES Drainage Facilities Inspection and Maintenance Form

SUMMARY SHEET FOR DRAINAGE FACILITY MAINTENANCE

Period of Time Addressed by Summary	_____, 20__ to _____, 20__
Estimated Percentage Breakdown by Type of Total Debris Removed	
%	Trash
%	Leaves / Grass
%	Sediment / Dirt
_____%	Other:
100 %	
Estimated Quantity of Total Debris Removed	
Total <input type="checkbox"/> Volume or <input type="checkbox"/> Weight Removed: _____ cubic yards/pounds (circle one)	

STORM DRAIN FLUSHING

Select one of the following:

- C-16.** Drainage Facilities were flushed because no other solution was practical.
- C-17.** Drainage Facilities were not flushed.

MANAGEMENT AND DISPOSAL OF WASTE REMOVED FROM DRAINAGE FACILITIES

Select one of the following.

- C-18.** The contractor removed, collected, managed, and properly disposed of accumulated debris from the Drainage Facilities per applicable Minimum BMPs set forth in **Exhibit 1**.
- C-19.** The contractor did not need to remove, collect, manage, or dispose of accumulated debris from the Drainage Facilities because cleaning of accumulated debris was unnecessary per inspection.

Select one of the following.

- C-20.** The contractor addressed Non-Debris Waste identified during inspection in accordance with instructions from local authorities.
- C-21.** The contractor did not address Non-Debris Waste because none was found during the inspection.

BMP FACT SHEET DF-1 HOA

**Attachment "C" – Major HOA Contractor NPDES
Drainage Facilities Inspection and Maintenance Form**

DEWATERED WASTE

Select each of the following that apply. More than one may apply.

C-22. The contractor collected, managed, and disposed of dewatered waste per applicable Minimum BMPs set forth in **Exhibit 1**.

C-23. The contractor did not send dewatered waste into the sanitary sewer because such disposal is not permitted. Instead, the contractor disposed of dewatered waste at:

_____. (List Facility)

C-24. The contractor did not collect, manage, or dispose of dewatered material from the Drainage Facilities because it was not necessary to dewater and remove waste per the inspection.

IDENTIFICATION OF ILLICIT CONNECTIONS AND DISCHARGES

Select one of the following:

C-25. The contractor notified the water pollution reporting hotline, 1-877-89SPILL (77455), and the HOA of all illicit connections, prohibited discharges, and "Non-Debris Waste" observed during the course of contractor activities. Prohibited discharges include, but are not limited to, trash dumping, paint spills, and abandoned oil containers.

C-26. The contractor did not observe any prohibited discharges, illicit connections, or Non-Debris Waste during the course of contractor activities.

BMP FACT SHEET DF-1 HOA

Attachment “D” - Minimum Guidelines for Inspecting, Cleaning and Disposal of Waste From Drainage Facilities

I. General

Generally, in the City of Rancho Santa Margarita, underground storm drains were newly installed, have diameters of 18 inches or greater, were inspected and certified upon installation to be free of illicit connections, and are designed with sufficient slope and velocities, such that these facilities will not require comprehensive cleaning or inspection for several years from the date of construction. Therefore, in conducting general inspections of drainage facilities, focus should be placed upon inspection and assessment of “**Above-Ground Drainage Facilities.**” “**Above-Ground Drainage Facilities**” refers to Drainage Facilities³ that can be visually inspected from ground level, including v-ditches, inlets, and catch basins. If the inspection of these Above-Ground Drainage Facilities indicates a potential problem with respect to accumulated debris and/or Non-Debris Waste,⁴ then further action in Drainage Facilities other than Above-Ground Drainage Facilities (the “Underground Drainage Facilities”) may be required.

II. Visual Inspection

- ❖ Check that Above-Ground Drainage Facilities are free of apparent cracks, exposed rebar, or other damage;
- ❖ Assess if any observed damage requires immediate repair;
- ❖ Check condition of inlet stencil, if applicable;
- ❖ Check Above Ground Drainage Facilities for suspicious odors that may indicate accumulated debris, illegal dumping, illicit connections, or Non-Debris Waste;
- ❖ Check Above-Ground Drainage Facilities for accumulated debris that requires removal; and
- ❖ Generally, Underground Drainage Facilities will not require visual inspection or cleaning. However, if visual inspection and/or odors emanating from Above-Ground Drainage Facilities indicate accumulated debris, illicit connection, illegal dumping, or Non-Debris Waste, then further actions to inspect Underground Drainage Facilities, remove accumulated debris, and/or contact local authorities may be required (see below).

³ For the purposes of the City of Rancho Santa Margarita Custom BMP Fact Sheet DF-1 HOA, including Minimum Guidelines, “**Drainage Facilities**” are defined as the following: storm drain pipes that are greater than 18 inches in diameter, v-ditches, storm drain inlets and catch basins, and detention facilities. Area drains are generally not considered Drainage Facilities under the BMP Fact Sheet or this Form.

⁴ For the purposes of the City of Rancho Santa Margarita Custom BMP Fact Sheet DF-1 HOA, including Minimum Guidelines, “**Non-Debris Waste**” means pollutants other than accumulated debris, trash, and organic material (such as landscape trimmings), which may include, without limitation, pollutants such as chemical waste, sewage, oils and hydrocarbons, paint spills, and similar materials.

BMP FACT SHEET DF-1 HOA

Attachment “D” - Minimum Guidelines for Inspecting, Cleaning and Disposal of Waste From Drainage Facilities

III. Facility Maintenance and Cleaning

- ❖ Repair damaged Above-Ground Drainage Facilities as indicated by visual inspection;
- ❖ Remove accumulated debris from Above-Ground Drainage Facilities as indicated by visual inspection;
- ❖ When entering Drainage Facilities for cleaning or maintenance, comply with all applicable State safety standards and regulations, including all OSHA requirements;
- ❖ Generally, hand cleaning or by equipment may be used to remove accumulated debris from Drainage Facilities.
- ❖ It is anticipated that Underground Drainage Facilities will be self-cleaning. However, if visual inspection of Above-Ground Drainage Facilities or odor indicates accumulated debris in the underground storm drain, debris should be removed from that drainage facility. If visual inspection or odor indicates an illicit connection, illegal dumping, or Non-Debris Waste, then the situation should be reported to the water pollution reporting hotline (1-877-89SPILL (77455)), the City of Rancho Santa Margarita, and the HOA. Illicit connections, illegal dumping, and Non-Debris Waste should then be addressed as directed by local authorities.

IV. Removal of Material

- ❖ Accumulated debris should be removed from Drainage Facilities and placed in containers for proper disposal in accordance with applicable Minimum BMPs (see **Exhibit 1**). Material should not be placed or stockpiled in the street or gutter.
- ❖ V-ditch dirt material may be placed on the slope, but trash and other debris (i.e., sticks, grass and leaves) in v-ditches that may re-enter the storm drain system must be removed.
- ❖ If an illicit connection, illegal dumping or Non-Debris Waste is detected, the situation should be reported to the water pollution reporting hotline (1-877-89SPILL (77455)), the City of Rancho Santa Margarita, and the HOA, and pollutants should be managed, handled, and/or removed in accordance with instructions from local authorities.

V. Disposal of Accumulated Debris

- ❖ Accumulated debris removed from drainage facilities should be disposed of in an appropriate landfill facility either directly or via a container destined for the facility through regular trash pick-up. However, v-ditch dirt material (but not other debris from v-ditches) may be placed on the slope.

BMP FACT SHEET DF-1 HOA

Attachment "D" - Minimum Guidelines for Inspecting, Cleaning and Disposal of Waste From Drainage Facilities

VI. Estimation of Quantities of Debris Removed

- ◆ To estimate percentage content of accumulated debris removed from Drainage Facilities, visually estimate the percentage of different components comprising debris removed from selected, individual Drainage Facilities, then use that estimate to derive an average content percentage for all Drainage Facilities.
- ◆ To estimate the total quantity of debris removed from Drainage Facilities, estimate the number of truck loads, the number of trash bins, or the number of garbage cans of debris removed from all drainage facilities cleaned, then convert that estimate to an approximate volume of debris removed. If debris is disposed of at landfills, the weight tickets for debris deposited at the landfill may be used as the estimate.

BMP FACT SHEET DF-1 HOA

Attachment "E" - The Major HOAs of the City of Rancho Santa Margarita

Rancho Santa Margarita Landscape and Recreation Corporation ("SAMLARC")

c/o Merit Property Management
22342-A Avenida Empresa, Suite 102A
Rancho Santa Margarita, CA 92688
Phone: 949.209.5070
Fax: 949.589.6603

Robinson Ranch Homeowners Association

Dana Davidson
PCM -Orange County
23726 Birtcher Drive
Lake Forest, CA 92630
Phone: 949.465.2266
Fax: 949.206.6701

Trabuco Highlands Community Association

Progressive Community Management
Cathy Acquazzino, Property Manager
27405 Puerta Real, Suite 300
Mission Viejo, CA 92691
Phone: 949.582.7770
Fax: 949.582.7796

SAMCORP

Accell Property Management
Steve Feistel, Property Manager
23046 Avenida de la Carlota #700
Laguna Hills, CA 92653
Phone: 949.581.4988
Fax: 949.581.9785

Dove Canyon Master

Seabreeze Property Management
Carla Hohmann, Property Manager
39 Argonaut, Suite 100
Aliso Viejo, CA 92656
Phone: 949.855.1800
Fax: 949.585.0146

Walden Homeowners Association

TSG Independent Property Management
Tina S. Gustave, Account Executive
27129 Calle Arroyo, Suite 1802
San Juan Capistrano, CA 92675
Phone: 949.481.0555
Fax: 949.481.0556

Rancho Cielo Maintenance Corporation,

Huntington West Properties
Jack Williams, Property Manager
13812 Goldenwest Street, Suite 100

BMP FACT SHEET DF-1 HOA

Attachment "E" - The Major HOAs of the City of Rancho Santa Margarita

P.O. Box 1098
Westminster, CA 92683
Phone: 714.891.1522
Fax: 714.897.9120