

MEMORANDUM (2019-3-M)

FROM: The Board of Directors

Freshwater Estates Property Owners Association

DATE: March 30, 2019

SUBJECT: BOARD ADMINISTRATIVE RESOLUTION 03-2019

Request for Assistance from the Board of Directors Related to Septic System Issues Experienced by Homes Connected to the Mass Drain Field

The Board of Directors (Board) for the Freshwater Estates Property Owners' Association (Association) examined its fiduciary duty to the 40 members assigned to the Mass Drain Field (MDF) as related to septic system issues experienced at homes connected to the MDF. The Board's objective is to ensure a homeowners' septic system issue is addressed by a licensed plumber prior to contacting the Board for assistance.

Referring to the Operation and Maintenance Manual for the FEPOA On-Site Wastewater Disposal System\*, September 2001,

...on-lot components such as the septic tank, effluent pump station and force main to the street, considered minimal maintenance components, are the responsibility of the lot owner. It is important for the lot owner to understand the function of each unit and its relationship with the system as a whole. Knowing what constitutes a problem, what back-up systems are in place and who to call in the event of a problem will alleviate unnecessary anxiety.

Effective immediately, the Board will only accept a written request for assistance relating to the MDF when a licensed plumber, hired by the lot owner, is of the belief that a lot owners' septic system issue is caused by a malfunction at the MDF station assigned to the lot experiencing the septic system issue.

The request may be submitted in the form of an email to the [directors@freshwater-estates.net](mailto:directors@freshwater-estates.net) or by letter mailed to FEPOA Post Office Box 73 in Mineral, VA 23117. The request for assistance must include the name of the plumber, his/her license number, and date of service, and a brief explanation for why the plumber believes the assigned MDF station may be the cause for the homeowners' septic system issue.

Upon receipt of the request for assistance, the Board Director for Infrastructure shall call the contracted MDF vendor to respond to the MDF station assigned in question to determine operational effectiveness.

Should the contracted MDF vendor determine the MDF assigned station is operating correctly without fault, the cost for having the vendor respond will be invoiced to the homeowner experiencing the septic system issue.

Conversely, should the contracted MDF vendor determine the MDF assigned station is the cause for the homeowner's septic system issue, the Board will authorize corrective action and pay the vendor accordingly.

Note: \*Manual may be found at [freshwater-estates.net](http://freshwater-estates.net) under the owners' tab for frequently asked questions

Date: March 30, 2019

Paula J Staub, President  
//signed//

Attest:

Jacky Murphy, Treasurer  
William Blanchard, Infrastructure  
Duane Sergent, Web Manager

I hereby certify a vote was taken and the Resolution above was adopted by a vote of two-thirds of the Board of Directors at the meeting of the Board of Directors on the 30th day of March 30, 2019.

Steve Grill, Secretary

Minutes dated \_\_\_\_\_