

MEMORANDUM (2020-1-M)

FROM: The Board of Directors

Freshwater Estates Property Owners Association

DATE: January 21, 2020

SUBJECT: BOARD ADMINISTRATIVE RESOLUTION 01-2020

Instructions for Reporting Mass Drain Field Alarm Activations

Please take notice, any member of the Freshwater Estates Property Owners' Association (FEPOA) may and should report the activation of the Mass Drain Field (MDF) alarm for the mutual benefit of all members.

If you observe SMOKE and/or FLAMES:

- **IMMEDIATELY CALL 911 and request emergency response by Fire Department**

Otherwise: To report the activation of the MDF alarm:

Record the date and approximate time that you noticed the alarm is activated (indicated either by the illuminated red light at the pumping station or by the sound of the alarm signal at the pump station, or both).

First, call and notify Jim Bass, 540 – 894 – 8055. Please speak with Jim and deliver the message that you noticed the MDF alarm activated. If you are unable to speak with Jim leave a message, then...

Call Mike Bagby, 703 – 472– 9384. Please speak with Mike and deliver the message that you noticed the MDF alarm activated. If you are unable to speak with Mike leave a message.

Should a decision be made by either Jim Bass or Mike Bagby or both to obtain the services of EcoSeptix to address the situation, a telephone call will be made to Board Director Steve Grill at 703-623-4913 to request services. Either Jim Bass or Mike Bagby will then receive and oversee EcoSeptix while at the MDF.

Date: March 23, 2020

Paula J Staub, President

Attest:

H. Edward Burks, Treasurer

Barry Cole, 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 23rd of March 2020.

Steve Grill, Secretary