

Yearly Maintenance Plan for Best Management Practices (BMPs)

Pursuant to Nash County UDO Section 12-3.3.13 (A) for the year beginning (month/year) and renewing on the last day of (month) annually thereafter.

Property:

(Development Name Here), as recorded in Book ____, Page ____ (add additional phases recorded in separate plats if applicable). Operations and Maintenance Agreement with Nash County recorded in Book ____ Page ____.

- 1) The following information is current for the _____ Homeowner Association:
 - a) Homeowner Association Officers with name, address and contact phone numbers (may be listed here or attached)
 - b) Affirmation from HOA that dues are being collected and reserved for future maintenance needs of the BMPs. Describe method used to reserve funds for future use (insert here or attach)
 - c) Name & contact information of person responsible for the maintenance specified in the report.
 - d) Name and contact information for emergency contact. Include text: *“In the event of a BMP failure that requires immediate attention or other emergency, Nash County may contact this person, followed by any officer of the HOA listed above, if unable to contact the emergency designee”.*

- 2) The following Maintenance Schedule specifies the minimum routine actions to be taken to ensure all required Best Management Practices are functioning as designed. *It is acknowledged that the HOA is responsible for the continued functioning of the BMP even if activities beyond those listed are required to maintain it.* :
Insert plan for each type of BMP separately. Include/attach diagrams if needed -
 - a) (Sample BMP) Maintenance Activities for all Extended Dry Detention Ponds.
 - i) Describe pond(s) and maintenance activities in language easily understandable to lay person on typical HOA. Include enough detail so they know how to determine if pond has reached sediment removal level, e.g., or indicate typical problems to watch for between activities listed.
 - b) Maintenance Activities for all Level Spreaders.
 - c) as many as needed

- 3) Additional Maintenance Provisions to be performed as needed (Specify BMP type or location if needed) Examples in blue
 - a) Erosion control or reseeding on banks if channelization occurs; replacing impaired vegetation, removal of invasive vegetation if needed to sustain function; etc.

- b) Removal of trash, debris after storm events or as needed.
 - c) Note any provisions that might be needed in the first year or two to establish the vegetation, etc for continued functioning as designed.
 - d) Include enough detail so they know how to determine if BMP is not functioning correctly e.g., or indicate typical problems to watch for between routine activities listed.
- 4) HOA will maintain records of maintenance activities and any repair activities for 5 years, and submit same to Nash County upon request.
- 5) Within 30 days of the expiration of the annual maintenance plan (as designated on Page 1 and subsequently with the annual engineer's statement) HOA will submit to Nash County Planning Department a certification by a licensed engineer that all BMPs originally approved are in existence, functioning properly and compliant with this yearly maintenance plan, along with any revisions to the plan for the next year.

This Maintenance Plan was duly approved by action of the _____
 Homeowners Association on _____date.

 Secretary or Treasurer
 _____ Homeowners
 Association

 President
 _____ Homeowners
 Association