



## Statement of Responsibility Form for HOAs

### Deadline to Submit

HOA in existence prior to 5/24/2019	<b>November 20, 2019</b>
HOA created after 5/24/2019	Within 180 days of HOA formation

Provide this form to EBMUD as required in Section 11 (c) of EBMUD's Regional Private Sewer Lateral Ordinance. Failure to provide a completed form and accompanying documents by the deadline will subject the HOA and the property owners within the Common Interest Development to enforcement action. Submit documents even if deadline has passed. Submission IS required for HOAs possessing compliance certificate.

- Complete this form and attach all required supporting information
- Send form and documents via U.S. mail to PSL Program P.O. Box 24055 MS#702, Oakland, CA 94623 and a courtesy electronic copy to [psl@ebmud.com](mailto:psl@ebmud.com). Electronic copy alone is not sufficient, hard copy is required
- For questions, visit [www.eastbaypsl.com](http://www.eastbaypsl.com) or call (510) 287-1178

### Required Information

- Name of HOA \_\_\_\_\_
- HOA Date of Formation: \_\_\_\_\_
- HOA contact name: \_\_\_\_\_
- HOA mailing address: \_\_\_\_\_  
\_\_\_\_\_
- HOA contact phone number: \_\_\_\_\_
- HOA contact email address: \_\_\_\_\_
- Please check the box next to the correct statement:
  - HOA has **NO** maintenance responsibility for any portion of the private sewer laterals
  - HOA has maintenance responsibility for **ALL** private sewer laterals
  - HOA and Property Owners have responsibility for different portions of the private sewer laterals

Please indicate if HOA has privately-owned sewer mains and/or manholes:

**Please attach the following:**

- An 8.5”X11” map or diagram depicting (i) the boundaries of all parcels within the development, (ii) the location of all PSLs, private sewer mains, and private sewer manholes within the development, and (iii) the location of the boundary between each individual property owner’s area of responsibility for sewer maintenance and the HOA’s area of responsibility for sewer maintenance, if maintenance responsibility is shared among HOAs and individual owners within your development. See page 3 of this form for an example.
- A list of all parcels within the Common Interest Development identified by Assessor’s Parcel Number (APN). Please also identify the APN of any common area parcel(s).
- A description of the allocation of PSL maintenance responsibility within the development as between the HOA and property owners. If maintenance responsibility has been allocated with respect to PSLs specifically, please describe how the responsibility has been divided and where the boundary is located between the zones of maintenance responsibility of the HOAs and the individual property owners, respectively. If maintenance responsibility has been allocated in a more general manner, please describe the manner in which maintenance responsibility is actually allocated in your development and where the boundary is located.
- A copy of only the **relevant portions** of the CC&Rs or other governing document that (i) state the date of formation of the Common Interest Development, and (ii) describe the manner of allocating maintenance responsibility for the PSLs between the HOA and individual property owners. Please include citations to supporting provisions in the governing documents. If the governing document does not specifically address who is responsible to maintain PSLs, then include the portion which describes the general manner in which maintenance responsibility is allocated among the HOA and property owners within the development. **Do not include the entire CC&Rs, only the portions applicable to PSL maintenance.**
- Initial here to confirm that this Statement of Responsibility includes the most current and complete information available for this Common Interest Development \_\_\_\_\_
- Initial here to confirm that a copy of this Statement of Responsibility has been provided to all property owners within the development \_\_\_\_\_ Distribution date: \_\_\_\_\_
- Initial here to confirm that the HOA agrees to notify EBMUD within 30 days of any change that affects the allocation of maintenance responsibility for the PSLs within the HOA \_\_\_\_\_

**Declaration:** I declare under penalty of perjury under the laws of the State of California that this document and all attachments to it are true and correct. I make this declaration based on my personal knowledge or based upon my inquiry of persons who have such personal knowledge.

Signature \_\_\_\_\_

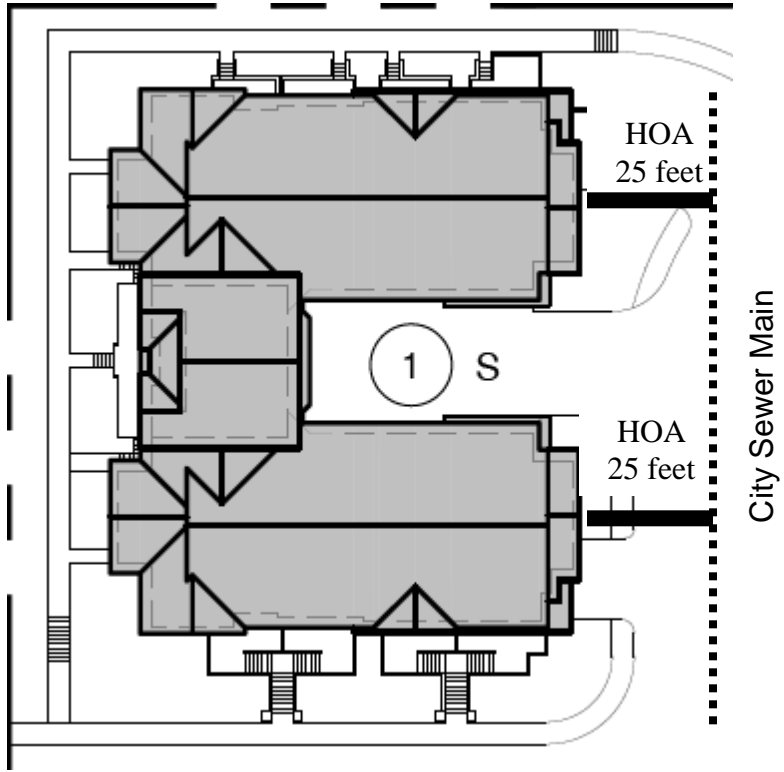
Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**PSL Program Administration use only** Date Received: \_\_\_\_\_ Date certified: \_\_\_\_\_  
Date information updated: \_\_\_\_\_ By: \_\_\_\_\_  
Date scanned to DOX: \_\_\_\_\_  
Date follow up docs received, if applicable: \_\_\_\_\_

# Example Maps: Condo building example map



# Community development example map

