



Statement of Responsibility Form for HOAs

Deadline to Submit

HOA in existence prior to 5/24/2019	November 20, 2019
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 in the Common Interest Development to enforcement action.

Instructions:

1. Complete this form and attach all required supporting information.
 2. Send an electronic copy of this form and all required supporting information to psl@ebmud.com. Note: You must also send a hard copy of this form with wet signature to the address below.
 3. Send a hard copy of this Statement of Responsibility Form with an original, wet signature via U.S. mail to PSL Program P.O. Box 24055 MS #702, Oakland, CA 94623. Do not send hard copies of supporting information.
 4. Once confirmed complete by EBMUD, distribute this form and attachments to all property owners.
- For questions, visit www.eastbaypsl.com or call (510) 287-1178.

Required Information

Name & Address of HOA: _____

HOA Date of Formation: _____

HOA Contact Name: _____

HOA Mailing Address: _____

HOA Contact Phone Number: _____

HOA Contact Email: _____

- 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: YES NO

Please attach the following:

- An 8.5”X11” map or diagram depicting (i) the boundaries of all parcels within the development, with street names for reference, (ii) all PSLs, private sewer mains, and private sewer manholes within the development, and (iii) 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 in the Common Interest Development identified by both address AND 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 between the HOA and property owners. If maintenance responsibility has been allocated with respect to PSLs specifically, please describe how the responsibility is divided and where the boundary is between the zones of maintenance responsibility of the HOA and the individual owners. If maintenance responsibility has been allocated in a more general way, please describe how maintenance responsibility is allocated in the development and where the boundary is.
- A copy of only the **relevant portions** of the approved 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. **Term definitions are not sufficient.** Please include citations to supporting provisions in the governing documents. If the governing document does not specifically address who is responsible to maintain PSLs, include the portion which describes the general manner in which maintenance responsibility is allocated among the HOA and property owners. **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 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 _____

Pursuant to Section 11(d)(3) and 11(d)(4), any changes to this SOR, including changes arising from modification to, or reinterpretation of, the CC&Rs that would increase or decrease the responsibility of the HOA, will result in certain requirements for certification of PSLs by the HOA.

Accordingly, this form must be executed by an authorized representative of the HOA (e.g., Board President). By executing this form, you confirm that the information provided accurately reflects the allocation of responsibility for maintenance of PSLs between the HOA and individual property owners, and you acknowledge that any changes to this SOR may result in additional requirements. EBMUD is not responsible for errors, inaccuracies, or misrepresentations on the form.

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 _____ Date: _____

Print Name: _____ Title: _____

If signed by Property Manager acting on behalf of HOA, initial to confirm you are authorized by HOA: _____

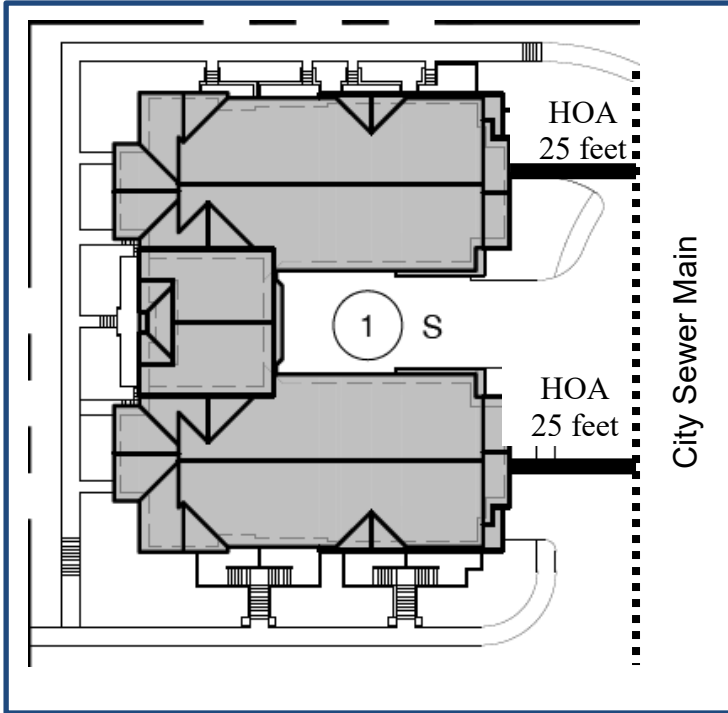
STATEMENT OF RESPONSIBILITY IS NOT VALID UNTIL EBMUD CONFIRMS COMPLETENESS AND INITIALS HERE:

- After EBMUD has received and reviewed the Statement of Responsibility for completeness and initialed above, distribute a copy of the complete Statement of Responsibility to all property owners within the development and initial here: _____ Distribution date: _____

PSL Program Administration use only Date received: _____ Date certified: _____
 Date information updated: _____ By: _____
 Confirmed complete by: _____ Date Complete SOR returned to HOA: _____
 Date scanned to DOCS: _____ Date follow-up docs received, if applicable: _____

Example Maps:

(1) Condo building example map



(2) Community development example map

