

FOOTHILLS POINTE OWNERS' ASSOCIATION

WASTE TREATMENT SYSTEM RESIDENTIAL INSTALLATION, MAINTENANCE, AND REPAIR RULES

A. **Purpose:** These rules define FPOA homeowner and service contractor responsibilities for initial installation and continuing maintenance of the Septic Tank Effluent Pump (STEP) portion of the FPOA Waste Treatment System.

B. **Applicable CC&R:**

- 1 Article III, Section H. Utility and Maintenance Service Assessment (page 10): "Electricity, gas, water, telecommunication, refuse pick-up services and sewage treatment services may be provided by a third-party vendor to the Association."
- 2 Article III, Section J. Initial Contribution Assessment (page 10): "There shall be a one-time sewer tap assessment to be paid by the Owner of a Lot or Living Unit to the Association to allow the house to be tied into the wastewater treatment collection system."
- 3 Article IV, Section A, paragraph 1 (page 10). "If, due to the act or neglect of an Owner, or of his/her agent, servant, tenant, family member, invitee or licensee, damage shall be caused to the Common Elements, then such Lot or Living Unit Owner shall pay for such damage or necessary resulting repair or replacements, as may be determined by the Association."
- 4 Article IV, Section B. Access at Reasonable Hours (page 11): "For the purpose solely of performing such maintenance, repair and replacement as specified in Section A of this Article, the Association, through its duly authorized agents or employees, shall have a right, after a 10-day electronic or written notice to Owner or Owners affected by such work, to enter on any Lot or exterior of any Living Unit at reasonable hours on any day....In emergencies, the ten day notice provision shall not apply and emergency access shall be automatically granted until the emergency is addressed."
- 5 Article VI, Section C. Rules for Common Areas (page 12): "The Association is authorized to adopt rules governing the use of the Common Areas and to provide penalties for violation of the same."
- 6 Article IX, Section A, paragraph 2, Utility Connections (Page 13): "Water, natural gas, electricity, and sewage disposal systems are provided with each Lot and Living Unit. All Lot and Living Unit Owners must use these and no other utility connection. The use of cesspools, septic tanks and septic tank drain fields, are prohibited except those installed and maintained by the Association."

C. **Waste Treatment System Installation:**

The Foothills Pointe Owners' Association (FPOA) owns and operates the Waste Treatment System in Foothills Pointe. The collection portion of the system consists of Septic Tank Effluent Pump (STEP) tank located at each residence with a pump that transfers liquid effluent from the tank through FPOA sewer lines to the FPOA constructed wetland cells where it is treated by aerobic and anaerobic action. Solid waste remaining in STEP tanks is measured annually and pumped as required. After one (1) year from the date the lot owner takes initial occupancy of the dwelling (after contractor warranty expires), FPOA will assume responsibility for maintaining the tank, effluent pump, and control box provided the STEP tank is used in compliance with Association rules. Initial Occupancy shall be established by written notice from the lot owner to the Association. Failure to provide such notice shall relieve the Association from any obligation to repair or maintain the equipment until such notice is provided. FPOA reserves the right to specify the equipment, the manner of its installation, the installer, and the location of the STEP tank. Only FPOA approved STEP tanks can be used.

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1. The filtered STEP tank effluent pump and control panel shall be installed at owner's expense and located no more than 100 feet from a paved subdivision street or an owner's paved drive connected to a subdivision street to allow access by septic pumping vacuum trucks. For the vacuum truck to be able to remove the Filtered STEP tank contents, the tank must be located no more than 30 vertical feet lower than the logical pumper tank parking location. If access to a STEP tank requires use of a private drive, the property owner assumes any risk of damage to the paving. The Association will not provide pumping services for a tank that requires entry on a lot that is not the lot on which the serviced tank is situated, unless he/she owns that lot or has written permission from the owner of that adjoining lot for such an entry. The building sewer slope from the building to the STEP tank inlet shall be 1/4 inch per foot where possible and no less than 1/8 inch per foot. The inlet of the installed filtered STEP tank must be located below the finished floor elevation of any surface. Regardless of the location chosen, the entire tank must be situated on the lot on which the house is located.
2. A dedicated 115-volt or 220-volt power circuit (depending on design) must be installed at a point on the dwelling immediately adjacent to the tank location. This circuit must be connected to a dedicated 30-amp, double pole breaker in the main breaker box with 10/3 wire plus a ground. A separate electrical disconnect must be installed at the site of the outside wall mounted control panel. A solid-state controller with internal breakers controlling the pump, alarm, and a silence button will be installed immediately adjacent to the electrical disconnect at the owner's expense. The electrical disconnect and solid-state control panel must be viewable by anyone working on the pump.
3. A four-inch building drain must be extended at least 24" outside of the dwelling wall by the owner/building contractor for tank hookup. A four-inch cleanout with a removable plug must be installed in the building sewer as close to the dwelling as possible and at any change of direction in the sewer line between the dwelling and the tank. The building sewer stub-out must be located immediately adjacent to the STEP tank location unless an alternate location has been previously agreed to during initial site planning.
4. The tank must be a 1,000-gallon polyethylene tank (two access ports) for four bedrooms or less. The tank must be a 1,500-gallon polyethylene tank (two access ports) for five bedrooms or more. The STEP system must be a STEP pump with three (3) floats (pump vault with filter, union coupler and vibration damper). The recommended brand is **Goulds** or equivalent. The pump must be $\frac{1}{2}$ HP or **1 HP with a minimum capability of pumping 20 gallons per minute** depending on home elevation. The pump vault needs a check valve and a True union ball valve to prevent sewer backflow during tank maintenance. The plumbing of the vault's components must not interfere with the removal of the filter or the vault. A septic tank with an effluent pump diagram is included in this policy.
5. Installation must be done by a **licensed state septic installer** per state law which states, "No person shall engage in the business of constructing, installing, altering, or extending or repairing a subsurface sewage disposal system unless he has a valid annual permit issued by the Commissioner."

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6. Immediately upon installation, the STEP tank shall be half-filled with water. The Association has no responsibility for a tank that “floats” due to the failure of the owner to fill the tank to at least half full immediately upon installation of the tank.
7. THE FPOA RESERVES THE RIGHT TO DENY ACCESS TO THE FPOA WASTEWATER TREATMENT SYSTEM AND NOT PROVIDE EQUIPMENT MAINTENANCE.
8. There shall be a one-time sewer tap assessment to be paid by the Owner of a Lot or Living Unit to FPOA to allow the house to be tied into the Waste Treatment System.

D. Waste Treatment System Maintenance Responsibilities:

1. AAA Septic Company has been retained by FPOA to handle septic pumping serving FPOA residents. Services include scheduled pumping of the septic tank and filter cleaning at your residence and the constructed wetlands treatment system.
2. FPOA oversees an inspection by an outside contractor of each septic tank within the subdivision at an average rate of 12 tanks per month. The inspection will check the overall condition of the tank and pump, the control panel, and will determine sludge and scum levels. Tanks identified as requiring septage pumping will be scheduled and the pumping supervised by FPOA personnel. AAA Septic will refill the vault with fresh water to prevent floating of the empty vault.
3. FPOA personnel will respond to “routine” or “emergency” service calls from individual residents. While emergencies require a Waste Treatment Committee member response during daylight hours, routine service calls can be delayed accommodating resident or committee schedule conflicts.

E. Waste Treatment System Maintenance Responsibilities - FPOA Homeowner:

1. Immediately notify the designated FPOA personnel if any problems with the system are detected (notification information is included in the Pointe Paper and on the FPOA website), this could include (but is not limited to) alarms noticed, leaks, excessive odors, and STEP tank overflows.
2. Ensure those responding have access to the STEP tank, control box, sewage on/off valve and electrical breakers. The Homeowner could be held financially responsible if access is impeded by landscaping or other obstacles.
3. There are only four items that should ever go into the FPOA sewage system: human urine, human feces, water (from dishwasher, shower or washing machine), and appropriate septic safe toilet paper (not high-fiber toilet paper) and never discharge sanitary or baby wipes into the system. Wastewater from sump pumps, downspouts, or any other source will not be routed to the Waste Treatment System.
4. The following list is not all inclusive but provides examples of things that are unacceptable and will lead to problems with your sewage system: **NEVER FLUSH THE FOLLOWING:**

oil	stringy foods like celery etc.	fabric rags
gasoline	high fiber/rag paper	raw fat
anti-freeze	fats and grease	paper towels
paint	paint thinners	Swiffer type cloths

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plastic	rubber bands	tampons or applicators
napkins	rubber/latex gloves	sanitary napkins
condoms	medicines or drugs	facial tissues (Kleenex)
wipes	bones and shells	high-fiber toilet paper
meat	cooking oil	hair – in globs

5. If it is determined that damage was caused to system components or the wetlands treatment facility due to homeowner placement of improper substances into the Wastewater Treatment System, the homeowner responsible will also be responsible for the cost of repairs to the system.
6. If emergency repairs to a homeowner's system must be completed during the homeowner's absence, every effort will be made to gain entrance to the residence via the instructions maintained at the FPOA Office File, however ten-day notice provision will not be required, and emergency access shall be automatically granted until the emergency is addressed.

F. Waste Treatment System Repairs:

1. **IF THE LIGHT/ALARM (MOUNTED ON THE OUTSIDE OF EACH HOUSE) IS ACTIVATED, IT MEANS THAT A FLOAT IS STUCK OR THE PUMP IS NOT WORKING.**
2. Check to make sure the pump switch located near the light in the control box, has not been turned off and that the breaker in the house is ON.
3. If the breaker or the switch are off, turn them on. If the breaker remains set and there is still a problem with the system, the light will remain lit or flashing.
4. If you have a sewer smell in the house, running water in seldom used bathrooms to fill the drains will ensure the P-traps are full and keep the smell from backing into the house.
5. If you have sewer smell outside the house and you have checked for any visible signs of leaks, the smell may be escaping from your house vent and remaining near the ground (the septic tank is vented through a house vent) usually due to high pressure weather conditions.
6. If fluids are erupting from the tank--you need immediate service.
7. You must contact the designated FPOA personnel directly to receive service on your system.
8. Use water sparingly so the tank does not overflow or backup into the home before maintenance personnel arrive.
9. When requesting service, remember that the sewer line from your house to the tank is the responsibility of the homeowner. Charges for any services required addressing problems with internal plumbing or line will also be the responsibility of the homeowner. Charges for service associated with the tank, pump, service line to the street, or the sewer mains will be the responsibility of FPOA.