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GLENMORE COMMUNITY ASSOCIATION

WATER RESOURCES

MAINTENANCE GUIDELINES

February 18, 2016

TABLE OF CONTENTS

SECTION I – PURPOSE OF THE GCA WATER RESOURCES MAINTENANCE GUIDELINES

SI.1 – Scope of the Water Resource Maintenance Guidelines

SECTION II – AUTHORITY AND RESPONSIBILITY OF THE GCA BOARD OF DIRECTORS REGARDING THE GUIDELINES

SECTION III – GENERAL RESPONSIBILITIES OF WATER RESOURCES COMMITTEE

SECTION IV – WATER RESOURCES COMMITTEE ADMINISTRATIVE RESPONSIBILITIES UNDER THE GUIDELINES

SIV.1 – Administration of the Guidelines

SIV.2 – Availability of the Guidelines

SIV.3 – Revision of the Guidelines

SIV.4 – Priority List for Drainage Improvements/Maintenance

SIV.5 – Contracts for Outside Services

SIV.6 – Contacting the Committee Concerning Drainage Issues

SIV.7 – Resident Requests for Drainage Improvements in Common Areas

SECTION V – PURPOSE & CHARACTERISTICS COMMON AREAS IN GLENMORE

SECTION VI – WATER RESOURCES MAINTENANCE GUIDELINES

SVI.1 – Identification of GCA Ponds

SVI.2 – Glenmore Pond Maintenance Guidelines

SVI.3 – Glenmore Fountains, Electrical Systems & Lighting Systems

SVI.4 – Glenmore Dam Maintenance Guidelines

SVI.5 – Glenmore Stormwater Management Facility Guidelines

SECTION VII – WATER RESOURCE MAINTENANCE GUIDELINES FOR COMMON AREAS AND PRIVATE PROPERTIES

SVII.1 – Private Property Drainage

SVII.2 – Developer Installed Drainage Systems

SVII.3 – Landscaping in Common Areas (Also see CARB Guidelines)

SVII.4 – Driveway Culverts, Roadside Swales and Drop Inlets

SECTION VIII – SURFACE WATER GUIDELINES FOR GLENMORE STREAMS

APPENDIX

ATTACHMENT A – INSTRUCTIONS FOR COMPLETING A REQUEST CONCERNING DRAINAGE

ATTACHMENT B – BLANK FORM FOR COMPLETING A REQUEST CONCERNING DRAINAGE

ATTACHMENT C – LIST OF GCA OWNED DAMS, PONDS AND STORMWATER MANAGEMENT FACILITIES

SECTION I - Purpose of the GCA Water Resources Maintenance Guidelines

The appearance of the Glenmore community and the maintenance of the community water resource assets are important to all Glenmore residents. The proper maintenance and sound operation of our stormwater infrastructure is essential to maintaining Glenmore as a highly desirable residential community.

In order to maintain a consistent character in the community, and to insure that water resources and drainage in the community is properly maintained, the Water Resources Maintenance Guidelines (hereafter referred to as the "Guidelines") have been established. The Guidelines define the specific water resources maintenance activities that will be undertaken for Glenmore Community Association ("GCA") owned common areas, our dams, ponds, streams and stormwater management facilities.

SI.1 - Scope of the Water Resources Guidelines

The Guidelines apply to drainage in designated common areas under the direct control of the GCA along with GCA owned stormwater infrastructure including ponds, dams and other stormwater management facilities.

The Guidelines do not cover residential potable water or sanitary sewage services and infrastructure.

The Guidelines do not apply to stormwater management within private property or Glenmore Country Club property.

SECTION II– Authority and Responsibility of the GCA Board of Directors Regarding the Water Resources Maintenance Guidelines

The Glenmore Community Association (GCA) Board of Directors ("Board" or "GCA Board") is responsible for establishing guidelines and policies to protect community assets and maintain and/or enhance the quality of life in Glenmore.

The GCA Board of Directors has established the Water Resources Committee to assist the Board in managing water resources in the common areas and across our community.

The GCA Board has reviewed and approved these Water Resources Guidelines and has designated the Water Resources Committee to implement the Guidelines and keep the Board informed on their implementation.

The GCA Board of Directors is responsible for overseeing the implementation of the

Water Resources Maintenance Guidelines. The Board, in its sole discretion, is responsible for interpreting the Guidelines in the event of questions or disputes.

SECTION III – General Responsibilities of the Water Resources Committee

The Water Resources Committee is responsible for the following activities as authorized by the GCA Board of Directors:

- Stormwater collection and piping infrastructure within Glenmore
- GCA dams and ponds
- Stormwater management facilities authorized by the County
- Promoting surface water quality within Glenmore for Carroll Creek, and Camp Creek and Limestone Creek on our boundaries
- Maintaining a priority list of possible drainage improvement or maintenance projects
- Recommending a yearly operating and capital budget for consideration by the Board
- Managing and reporting status against the approved annual operating and capital budget
- Working cooperatively with the CARB on drainage issues in common areas and dam maintenance
- Addressing resident complaints and concerns about drainage and other water resources related topics
- Providing guidance to the Board regarding emerging water resource public/regulatory initiatives that have the potential for future impact upon the Glenmore community
- Providing guidance to the Board regarding the impact of shared water resource assets (e.g. stormwater management facilities) which may impact Glenmore by future development (e.g. Rivanna Village)

SECTION IV: Water Resources Committee Administrative Responsibilities Under the Guidelines

SIV.1 – Administration of Guidelines

The Water Resources Committee shall meet, as required, to review policies and maintenance concerns. The Committee Chairperson is responsible for keeping the GCA Board of Directors informed of any significant issues regarding the implementation of the Guidelines, recommending Guideline revisions, bringing forth policy or significant operational/maintenance questions to the GCA Board of Directors and addressing homeowner complaints/requests consistent with the Guidelines.

SIV.2 - Availability of the Guidelines

The Water Resources Committee is responsible for maintaining a current copy of the Guidelines which must include all Board approved revisions. The Committee is also responsible for providing the latest copy of the Guidelines to the GCA Webmaster for publication on the GCA website.

SIV.3 - Revision of the Guidelines

The Water Resources Committee is responsible for annually reviewing the Guidelines and making recommendations to the GCA Board, as appropriate, on possible amendments and/or additions to the Guidelines.

The GCA Board is responsible for reviewing and approving any recommended revisions/updates to the Guidelines. Proposed revisions/updates of the Guidelines are not effective until formerly approved by the GCA Board of Directors.

Any proposed revisions or additions to the Guidelines must be published on the Association webpage at least thirty (30) days prior to consideration by the GCA Board of Directors. Homeowners will be afforded the opportunity to comment upon the proposed Guideline changes during the thirty (30) day review period or a regularly scheduled Board meeting.

SIV.4 - Priority List for Drainage Improvements/Maintenance

Given the age of Glenmore stormwater infrastructure, there are many drainage needs in the Glenmore community. It is not possible for the GCA to fund all the potential projects over a short time period. The GCA Board has therefore directed the Committee to develop and maintain a prioritized list of potential drainage improvement and infrastructure maintenance projects. The list forms the basis for the Committee's recommended annual budget for drainage improvements/maintenance.

SIV.5 - Contracts for Outside Services

The Committee is responsible for negotiating contracts to provide competitively priced services for GCA water resource activities for the Glenmore community. The Committee must make its best efforts to ensure that the contractor(s) are financially sound, reliable, trustworthy, economical and provide high quality service. Contracts must adhere to any GCA guidelines for contracts and should accurately describe the scope of the project.

Contracts or purchase orders over \$20,000 require the approval of the Chairperson of the Water Resources Committee and the GCA Treasurer, consistent with the GCA approved Financial Policies.

SIV.6 - Contacting the Water Resources Committee Concerning Drainage Issues

Residents can contact the Water Resources Committee at water@glenmore-community.org. If contacted concerning a drainage issue, the Committee will typically visit the site to evaluate the situation. Quite often, the Committee will request that the homeowner be present to explain the problem. If the Committee believes the GCA has responsibility for the situation, it will advise the GCA Board and, if approved, it will add the project to the priority list for future budget cycles. If the reported concern is considered urgent, the Chair and Board will determine the means of funding the required work including a change order to the budget, shifting annual priorities and funding from reserves.

SIV.7 – Resident Requests for Drainage Improvements in Common Areas

Residents requesting drainage improvements in common areas should complete the form contained as Attachment B to this Guideline. Attachment A provides instructions that must be followed when completing Attachment B. The completed request should be submitted to the Water Resource Committee Chairman at: water@glenmore-community.org.

SECTION V – Purpose & Characteristics of Common Areas in Glenmore

The common areas in Glenmore are generally lower elevation areas that have historically carried runoff to streams or collection areas. It is important that Glenmore maintain the historical function of these common areas to ensure that stormwater runoff does not adversely affect residential properties or damage common areas.

During large rainfall events, heavy flows of stormwater may flow through common areas as it has traditionally done for many years on its way to area streams or receiving areas. The quantity of stormwater flow through common areas will vary according to the topography of the area along with the intensity and/or duration of the rainfall event. High flows within common areas should be expected from time-to-time and an objective of this Guideline is to ensure that unapproved modifications to common areas do not adversely affect runoff flow or negatively affect downstream residents.

SECTION VI – Water Resource Maintenance Guidelines

SVI.1 – Identification of Glenmore Ponds

The GCA owned ponds are listed in Attachment C. Ponds located in Glenmore owned by the Glenmore Country Club, or others, are not covered by this Guideline.

All of the GCA owned ponds are stormwater management ponds that are designed to capture, hold contaminated stormwater and provide settling to reduce the solids present in the runoff. Stormwater ponds by their very nature will experience times when they are cloudy or otherwise show evidence of stormwater runoff.

The Glenmore ponds require careful management to ensure they perform their design stormwater management functions but remain as aesthetic features in our community. The GCA has invested in fountains for several ponds and has retained a professional lake management firm to regularly inspect and maintain the ponds.

SVI.2 - Glenmore Pond Maintenance Guidelines

- *The Committee serves as the primary regulatory contact for the state and county pond regulators.*
- *The Committee is responsible for maintaining all required permits or certificates issued for Glenmore ponds.*
- *The Committee is responsible for submitting any required reports and for preparing any required applications for permit/certificate renewal.*
- *The Committee is responsible for retaining a qualified lake management firm that can develop and implement a sound pond management program. The Committee shall negotiate, and execute, contract(s) with a qualified lake management firm. The contract(s) should include regular pond inspections, treatment for undesirable aquatic weeds along with invasive submerged vegetation and pond algae control.*
- *The Committee is responsible for reviewing the inspection reports prepared by the lake management firm and taking follow-up action as warranted.*
- *The common areas at the edge of GCA ponds should be retained in a natural manner, and adjacent homeowners should not extend their lawns or landscaping to the edge of the water.*
- *Glenmore ponds receive runoff from the larger drainage basins which surround the ponds. All landowners across Glenmore, especially those residing around Glenmore ponds, are therefore encouraged to restrict the use of fertilizers, insecticides and herbicides.*
- *Residents are not authorized to trim or remove vegetation around the edge of ponds or in the common areas immediately surrounding Glenmore ponds.*
- *Parents are responsible for educating their children about the significant hazards of accessing, or fishing from, the overflow structures which exist on the Glenmore ponds.*

SVI.3 – Glenmore Fountains, Pond Electrical Systems and Lighting System Guidelines

The Glen Lochan and Paddington Ponds are equipped with fountains to enhance the oxygen levels in the pond and to help support a productive aquatic environment. The Glen Lochan pond is also equipped with lights.

- *The Committee is responsible for retaining a qualified lake management firm that can develop and implement a sound maintenance program for GCA pond fountains, motors, lights, timers, circuit breakers and related equipment. The program should include regular inspections and servicing of pond equipment.*
- *The maintenance contract should require that one pond fountain be removed each winter, rehabilitated and re-installed.*
- *The Committee is responsible for developing an operating schedule for the pond fountains which may include reduced hours of operation during winter months or during maintenance periods.*
- *The Committee shall ensure that timely follow-up action is taken to correct any deficiencies identified by the pond management firm or others.*

SVI.4 - Glenmore Dam Maintenance Guidelines

The GCA owns and operates dams in Glenmore which impound stormwater runoff to create the GCA stormwater ponds (See list in Attachment C). Three of the GCA dams are not regulated by the state or county while two dams are regulated (or could be regulated) by the state and county. The regulated dams are located at the Glen Lochan pond and possibly the Equestrian Center pond.

The Water Resource Committee is responsible for implementing maintenance activities for all GCA dams.

- *The Committee serves as the primary regulatory contact for the state and county dam regulators.*
- *The Committee is responsible for maintaining all required permits or certificates issued for Glenmore dams.*
- *The Committee is responsible for submitting any required reports and for preparing any required applications for permit/certificate renewal.*
- *The dam maintenance program for GCA regulated dams must meet applicable state and county requirements. The dam maintenance program for non-regulated dams is based on best maintenance practices and any actions required to protect downstream residents.*

- *If the state or county requires modifications or additions to GCA dams, the Committee is responsible for developing a compliance plan and budget and seeking GCA Board approval of the plan and the required budget.*
- *The Committee is responsible for developing a vegetation maintenance plan for each dam and working cooperatively with the CARB on implementation.*
- *The Committee is responsible for ensuring that annual inspections of the dams to identify any leaks, seeps, erosion or animal burrows are conducted and that appropriate corrective actions are taken in a timely manner.*

SVI.5 – Glenmore Stormwater Management Facility Guidelines

During the development of Glenmore, developers were/are required to construct stormwater management facilities and agree to conduct specified inspection/maintenance/reporting activities. A list of the currently known stormwater management facilities in Glenmore is contained in Attachment C.

The following Guidelines apply to the maintenance of stormwater treatment facilities, and their associated stormwater maintenance agreements:

- *The Committee will serve as the primary regulatory contact for the county stormwater management regulators.*
- *The Committee will be responsible for maintaining all required permits or certificates issued for Glenmore stormwater management facilities.*
- *The Committee will be responsible for the operation and maintenance of future stormwater management facilities upon transfer to the GCA.*
- *The Committee will contract for any required inspections of the stormwater management facilities.*
- *The Committee will contract for any reports to the county as required under each applicable maintenance agreement.*

SECTION VII – Water Resource Maintenance Guidelines for Common Areas and Private Properties

SVII.1 – Private Property Drainage

It is the policy of the GCA that homeowners are responsible for correcting drainage problems which occur on their property (see exceptions below).

SVII.2 – Developer Installed Drainage Systems

Developers in Glenmore, in a limited number of situations, installed stormwater collection systems in common areas and/or on private property. So far, there is no evidence that the GCA approved the plans for these systems nor was the GCA apparently involved in their construction or operation. Most often these systems were determined through negotiations between the developer and the property owner.

The policy of the GCA is that it will maintain these systems in common areas and on private property (private property owner must authorize the GCA to access his/her property to maintain such system.) The Committee will request Board input in situations where the developer installed system fails or is determined to be inadequate.

SVII.3 – Landscaping in Common Areas

The CARB is responsible for making decisions regarding alterations in designated common areas. The Water Resource Committee serves as a resource to the CARB on common area issues involving drainage.

Any modifications (including landscaping), alterations or additions to the existing terrain or vegetation in common areas must receive prior approval from the CARB (See CARB Maintenance Guidelines for more details).

- *The Water Resources Committee, will assist the CARB in assessing whether proposed landscaping, plantings, trees, planters, etc. in the common area will significantly impede or otherwise adversely affect historical stormwater flow in the common areas.*
- *The Water Resources Committee will also assist the CARB, in evaluating requests to pipe and/or convey stormwater runoff from residents' property onto common areas.*

SVII.4 – Driveway Culverts, Roadside Swales and Drop Inlets

Residents can play an important role in ensuring the proper functioning of the overall Glenmore stormwater collection system. Glenmore residents are expected (where physically capable) to take the following actions:

- Residents are required to keep their driveway culverts clear of leaves and debris so they can properly convey stormwater runoff.
- Residents are required to keep roadside swales and/or V-ditches fronting their property clean to allow for proper stormwater flow and to prevent

debris from clogging downstream stormwater structures.

- Residents are required to remove leaves and other debris from drop inlets located on or near their property.

SECTION VIII – Surface Water Guidelines Regarding Glenmore Streams

The Water Resources Committee does not have a direct role in establishing or enforcing environmental standards for surface waters in the Glenmore community. The Committee does, however, perform the following duties:

- Maintaining good communication channels with state and county regulators and others who have an interest and/or influence on Glenmore area streams.
- Reviewing water quality data provided by regulatory authorities or stream monitoring groups.
- Assisting in resolving any identified problems adversely affecting surface water quality in Glenmore streams
- Communicating information to Glenmore residents about our streams.

**ATTACHMENT A
INSTRUCTIONS FOR COMPLETING
DRAINAGE REQUEST
TO WATER RESOURCE COMMITTEE CHAIRPERSON**

TO: water@glenmore-community.org

DATE: (Date of Request)

FROM: (Name of Homeowner and address)

PROBLEM DESCRIPTION & REQUEST: (The description must contain adequate detail to allow the Committee to fully understand the request and should include a concise description of the problem.)

PURPOSE: (The request should define in detail what the requester is proposing to accomplish.)

HISTORY: (Any relevant history associated with the request should be reported. This could include previous or similar requests. The requester should also detail the cause of the problem.)

IMPACT UPON NEIGHBORS: (The request should list any potential impacts which will occur if the request is not approved or alternatively is approved. The potential impacts, if any, upon immediate and downstream neighbors should be listed.)

BENEFITS TO GLENMORE COMMUNITY: (The request should identify any benefits to the Glenmore community, as a whole, which will be achieved if the request is approved.)

SIGNATURE: (The request should be signed, and dated, by the requester.)

ATTACHMENT B

**BLANK FORM FOR COMPLETING A DRAINAGE REQUEST
TO WATER RESOURCE COMMITTEE CHAIRPERSON**

DATE:

TO: water@glenmore-community.org

FROM:

ADDRESS:

PROBLEM DESCRIPTION & REQUEST:

PURPOSE:

HISTORY:

IMPACT UPON NEIGHBORS:

BENEFITS TO GLENMORE COMMUNITY:

SIGNATURE

DATE

ATTACHMENT C
LIST OF GCA OWNED PONDS, DAMS AND STORMWATER MANAGEMENT
FACILITIES

The GCA owned ponds in the Glenmore community are as follows:

- Piper Pond - Northside of Piper Way across from the first fairway.
- Paddington Pond - Westside of Paddington Circle adjacent to the seventh tee. (A)
- Glen Lochan Pond – Located north of Ferndown Lane and west of Pendower.
- Piper Way Dry Pond – On Piper Way across from the sales office.
- Equestrian Center Pond – Located along the entrance road to Glenmore Farm

The GCA owned dams in the Glenmore community are as follows:

- Piper Pond Dam - Northside of Piper Way across from the first fairway.
- Paddington Pond Dam - Westside of Paddington Circle adjacent to the seventh tee.
- Glen Lochan Pond Dam – Located north of Ferndown Lane and west of Pendower.
- Piper Way Dry Pond Dam – On Piper Way across from the sales office.
- Equestrian Center Pond Dam – Located along the entrance road to Glenmore Farm Equestrian Center

The known stormwater management facilities in Glenmore are as follows:

- Section Q2 – Two stormwater collection & treatment facilities
- Section S5 – Four biofilters to treat runoff from the Pendower Heights section.
- Section K2B – Two stormwater collection & treatment facilities
- Section K2 Leake – One stormwater collection & treatment facility
- Section K2B – Four small biofilters along Carroll Creek Road (may be temporary)

(A) Pond partially owned by Glenmore Country Club