

## **EAST LAKE WOODLANDS DRAINAGE INSPECTION & NOTIFICATION GUIDELINES**

Pursuant to the Drainage System Maintenance Plan, a copy of which is attached hereto as Exhibit "A", this document shall outline the procedures to be followed by ELWCA upon completion of a drainage maintenance inspection:

1. Within 10 days following a drainage inspection, a copy of the inspection report shall be submitted by the Drainage Consultant ("Consultant") to the Community Association Manager ("CAM"), the Chair of Drainage Committee ("Chair") and the Drainage Contractor ("Contractor"). Within 5 days of receipt, CAM, Chair and Contractor shall review the report and notify Consultant of any corrections to scope of work. Upon notification, Consultant shall complete corrections within 5 business days and redistribute a revised report. CAM shall place preliminary discussion of report on the agenda for the next scheduled Board meeting.
2. Upon redistribution of revised report, Contractor shall prepare pricing for all line items and submit to Consultant as soon as possible, but no later than 30 days from redistribution of report. Consultant to review pricing for reasonableness pursuant to scope of work and Agreement for Maintenance Services and redistribute report with pricing to CAM and Chair within 5 days of receipt.
3. CAM shall place the report with pricing on the next Board agenda. At Board Meeting, Chair to make recommendations per line item regarding whether to move forward immediately or place scope of work on temporary hold, perhaps due to funds or other logistics.
4. If the required work is on property not owned by ELWCA and is deemed routine maintenance, CAM or Chair will advise Board of the ownership/responsible entity, and the Board shall move to notify the responsible entity in writing that repairs are required. A sample notification letter is attached hereto as "Exhibit B". Said notification shall be sent via e-mail and U.S. mail to the ownership/responsible entity within 10 days of the Board meeting at which such notification was approved.
5. Upon completion of a drainage inspection, if an identified issue is deemed by the Consultant and Chair to be urgent and require immediate attention, the CAM and Chair shall consult with ELWCA Board President and Treasurer, and the President and Treasurer shall either (a) call an emergency meeting of the Board if the scope of work is ELWCA responsibility, or (b) approve notification to the ownership/responsible entity prior to receipt of pricing by ELWCA Contractor. Said notice shall be sent via e-mail and certified U.S. mail, return receipt requested, and notification shall be ratified by the Board at the next Board meeting.

ADOPTED BY THE BOARD OF DIRECTORS OCTOBER 20, 2020

## East Lake Woodlands Community Association Drainage System Maintenance Plan

### **Introduction:**

Drainage systems can lose their carrying capabilities due to debris accumulation, sedimentation and the growth of vegetation. One proven approach to minimizing and preventing accumulation is a community program that routinely inspects and clears the drainage system. This work can include but may not be limited to the removal of trash, fallen trees and branches, trees growing in channels or other debris that could interrupt water flow and cause flooding. At times, particularly following major storms, silt removal may also be necessary. These efforts will benefit the community by easing the threat and the potential for damages associated with flooding.

### **Intent:**

The intent of this phase of the Drainage System Maintenance Plan is to address the management of the "quantity" of water. Future variations of this plan will not only address water "quantity," but may also address water "quality" and aesthetics.

### **System Description:**

The drainage system consists of all watercourses and storage areas including streets, swales, storm sewers, ditches, retention/detention basins, wetlands, streams and ponds that handle storm water from the point water hits the ground within East Lake Woodlands to where it leaves the community at:

- East Lake Road where it flows into Booker Creek
- Tampa Road where it flows through Oldsmar to Moccasin Creek

All work performed under this plan will be determined by the identification of Problem Areas, revisiting the original Work Scope of the 2017 Drainage Restoration Project and available budget money.

**Note:** Property ownership within East Lake Woodlands consists of three basic entities: East Lake Woodlands Community Association (ELWCA), East Lake Woodlands Country Club (including East Lake Water) and 59 separate Homeowner Associations. Consequently, East Lake Woodlands Community Association (ELWCA) **is not** responsible for maintaining and/or replacing every element of the drainage system supporting the community. This plan outlines what must be done by ELWCA, what must be done by East Lake Woodlands Country Club (ELWCC), and list the responsibilities of individual Home Owner Associations (HOA).

## **East Lake Woodlands Community Association Drainage System Maintenance Plan**

### **Identification of Problem Areas:**

This is a listing of sites that require regular inspection, i.e. swales, culverts, bridges, retention/detention basins, and other sites where debris naturally accumulates. Flood control structures, such as water leveling control weirs, will also be included. A record of each problem area identified will be maintained. It will include location and description of the problem, size and ownership of the site, area(s) affected by the problem (private homes, roads, facilities etc.) and documenting photographs.

### **Scope of Maintenance:**

Maintaining the ELW watershed to ensure uninterrupted water flow consists of, but not limited to, clearing debris and vegetation from work zones that were identified in the original scope at:

- EL Channel
- SOF Channel
- CT Channel and along NOF channel bridges
- 2BC Channel clear where it crosses ELW Parkway
- 1FL Channel around Green Haven Unit Two
- Woodlands Parkway
- Lakes along Tampa Rd (List is attached hereto)
- And keeping grates on weirs and basins free from debris and any overgrowth due to pepper trees
- Swales along all arterial roads
- Additional recommended work may be added with Board approval

### **Inspection Schedule:**

Inspections will be conducted twice a year (Spring & Fall) for all areas owned and maintained by the ELWCA. Sites that commonly flood should be inspected prior to and following all major storms.

### **Inspection Responsibilities – ELWCA, HOA's, ELWCC:**

#### **ELWCA:**

ELWCA's Property Manager and Plan Administrator are responsible for inspecting all community owned watercourses and storage areas including streets, swales, storm sewers, ditches, retention/detention basins, wetlands, streams and ponds that handle storm water.

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### **Homeowner Associations (HOA's):**

All HOA's are responsible for ensuring their street gutters, storm drains, weirs, pipes & roadways are clear of debris. Additionally, every three (3) years every HOA within East Lake Woodlands must provide the ELWCA Property Manager confirmation that their drainage system is clean and clear of debris. Leaves and lawn clippings are not to be disposed of in storm drains!

### **East Lake Woodlands Country Club (ELWCC):**

East Lake Woodlands Country Club and East Lake Water are responsible for ensuring that all areas, including but not limited to golf course, tennis court, and/or property owned by ELWCC, will be maintained in order to allow a clear flow of water through storm drains, ditches, creeks, lakes, ponds and drainage structures including but not limited to weirs, culverts & grates. Aquatic Invasive weeds are handled by contract and that contract includes but is not limited to: Algae and aquatic weed control, shoreline grass control to water's edge and monthly debris removal.

### **Administrator, Contractor & Engineer Responsibilities:**

All parties will conduct regular inspections as outlined above. Work Orders will be approved by the Lake & Drainage Committee, Property Manager and Administrator and assigned to Contractor(s) based on the needs identified. The Administrator will inspect the work at reasonable intervals and recommend to the Property Manager and the Committee Chair the payment of invoices.

**Note:** ELWCA may retain the services of an Engineer to use as necessary for technical issues requiring said expertise.

### **Plan Funding / Budget:**

Budget money will be prioritized and directed towards areas and waterways requiring exceptional attention. However, subsequent regular maintenance could involve a larger number of smaller individually less costly work. The annual budget must also include projected contractor and administrator costs.

### **Record Keeping:**

Written records of all inspections (problems & remedies), problem areas and resolution and identification of any budget constraints prohibiting the completion of identified work will be prepared by the Administrator and maintained by the Property Manager

## **East Lake Woodlands Community Association Drainage System Maintenance Plan**

### **Attachments:**

- Template Inspection Form Exhibit "A"
- List & Map of Lake Ownership Exhibit "B"
- Channel Map Exhibit "C"
- Link to Overall Drainage Maps Exhibit "D"
- Contracts: Exhibit "E"
  - Contractor
  - Administrator
  - Engineer

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EXHIBIT "B"

SAMPLE LETTER TO OWNERSHIP/RESPONISBLE ENTITY

The following letter shall be adapted pursuant to individual situations:

Dear \_\_\_\_\_:

As you may be aware, ELWCA has adopted a Drainage System Maintenance Plan and Inspection & Notification Guidelines. Copies of these documents can be found on the community website at [www.eastlakewoodlands.com](http://www.eastlakewoodlands.com). At a Board meeting held on \_\_\_\_\_ (insert date), the Board approved that this notification be sent to you.

The following (or attached) item(s) requiring your attention were identified at the last drainage inspection conducted on \_\_\_\_\_ (insert date) by our Drainage Consultant and Committee on property owned by you:

(Describe scope of work or include page containing photos and description of work).

This work is deemed to be (choose one):

- (a) routine maintenance that we recommend be completed within 30/60/90 days of receipt of this notification, or
- (b) urgent and requires your immediate attention.

Please be advised that ELWCA, ClubCorp and all 52 Sub-Associations have responsibility for maintenance of their portion of the drainage system, and that failure to maintain the system on a routine basis and/or to address urgent issues may inadvertently affect property owned by others, thus affecting property values throughout the East Lake Woodlands community.

We respectfully request that you e-mail the ELWCA Manager at [dhudrlik@mgmt-assoc.com](mailto:dhudrlik@mgmt-assoc.com) to acknowledge receipt of this notification and keep us apprised of the status of these repairs. Should you have further questions, please contact the ELWCA Manager at the e-mail address above or at 813-433-2004.

We thank you in advance for your cooperation in this matter.

Sincerely,

EAST LAKE WOODLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS