



City of Harrisonburg, Virginia
Department of Public Works
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Guide for Developments, Condominiums, and Neighborhoods with Home Owners Associations or Property Owners Associations

This Guide is to assist property managers, HOAs, POAs, or other property owners in gathering the information necessary for Department of Public Works staff to assist owners with understanding their Annual Stormwater Utility Fee and Credit Applications.

For the purposes of this Guide, the term *neighborhood* is used to represent developments and condominiums, and *Home Owners Association* is the same as a Property Owners Association.

1. Does your neighborhood have an *active* Home Owners Association?
 - a. If yes, continue.
 - b. If no, then Public Works staff is available to discuss your specific situation.

2. Who is/ will be the HOA's primary contact with Public Works staff? Please provide name, address, phone number, and email. Is this a neighbor or is this a property management company?

3. What properties does your HOA serve? Please provide a map, plan, or plot identifying the properties served. If your HOA has a "Declaration of Restrictions, Covenants, and Conditions", bylaws, and/or other similar legal document, please be prepared to provide this documentation to Public Works staff.

4. What properties pay into your HOA? Please provide a map, plan, or plot identifying the properties served. A list of property addresses served may be considered.

5. Who legally owns common areas in your neighborhood? Please provide name and address of that entity.

6. Who legally owns stormwater management facilities/ BMPs in your neighborhood? Please provide name and address of that entity.

7. Has inspections and maintenance been performed on the stormwater management facilities/ BMPs? Please provide documentation of that work.