



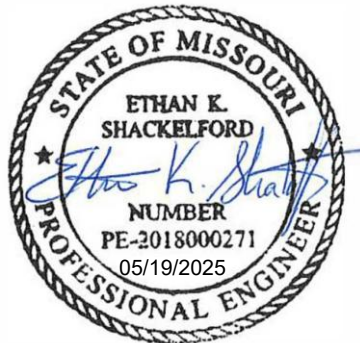
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September 25, 2025

## **HOLDING TANK MANAGEMENT PLAN**

**FOR:**

**INDIAN CREEK HILLS POA**



# ICHPOA Tank Management Plan/Building Permit Instruction Packet

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## ICHPOA Tank Management Plan/Building Permit Instruction Packet

### INTRODUCTION

Indian Creek Hills Property Owners Association (ICHPOA) is pleased to provide this Holding Tank Management Plan, in conjunction with the Preliminary Engineering Report, approved April 17, 2025 are intended to work in combination with each other to return ICHPOA back into compliance with the Missouri Department of Natural Resources (MDNR) and to satisfy the 2025-WPCB-1915 Abatement Order on Consent (AOC).

The Holding Tank Management Plan (HTMP) aims to outline the ICHPOA's responsibility to maintain the requirements outlined in the AOC and waste management plan, and extend their infrastructure toward the subdivision to ultimately connect the subdivision to the RMSD sewer system.

All residences that utilize holding tanks in accordance with the PER shall follow the plan as outlined within. This includes adherence with tank size, specification, pumping frequency. This HTMP, along with the PER, shall constitute compliance for the ICHPOA and its residences as it pertains to all State and Local laws and regulations. Members who do not have a holding tank will still be required by the POA Board to properly dispose of their wastewater via the dump station that is subject to the HTMP.

Notice: All members/lot owners are obligated as POA members to adhere to the HTMP requirements, and failure to do so may result in the POA taking enforcement action against the member or completing corrective actions on behalf of the member at the member's expense.

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### HOLDING TANK MANAGEMENT PLAN OVERVIEW

Indian Creek Hills Property Owners Association, Inc. (ICHPOA) includes 1,204 total lots for permanent and seasonal residents. The ICHPOA is in Rocky Mount and encompasses an area of approximately 300+/- acres and 1,204 total lots. Due to owners being able to own multiple lots, the PER assumes 501 total lots will be developed in totality.

There currently are 23 lots that are occupied by permanent structures that are either utilizing a holding tank or are using an onsite septic field which consists of a treatment tank that then distributes into a lateral field or permanent pumping tanks. It is required that the current homeowners have their systems inspected for compliance with all Morgan County and Missouri Department of Natural Resources regulations.

There currently are 8 lots with either RV's set up for multiple weekends, RV's that are temporary use, tiny homes of 600 square feet or less, and off-grid structures that utilize either pumping tanks or portable pumping tanks that are transported to a collective pump station at ICHPOA's common ground on the north end of the subdivision. Lot owners that have camper trailers on the weekend utilize the collective pump station on the north end of the subdivision to treat their domestic waste.

ICHPOA currently has a dump station that is available for use by the off-grid residents or temporary RV campers. The ICHPOA board tracks residents who use the dump station through scheduled dumping and maintains records with a flow meter to monitor usage." The dump station consists of two, approximately 3,000-gallon concrete tanks. The first tank is the solids separation tank in which gravity flows into the second tank. The second tank has a single pump which pumps the effluent into an LPP field that is approximately 45' wide by 100' long. The pump is operated by a panel and control setup for dosing and utilizes both an audible and visual alarm. Currently the solids tank is pumped out approximately twice per year. There is a current contract for a singular hauler for the entire association which is contacted on an as needed basis. (See dumping schedule below)

Off-Grid Pumping Schedule	Days	Weeks of the Month
Plats 1-4	Tuesday - Thursday	First and Third Weeks
Plats 5-8	Tuesday - Thursday	Second and Fourth Weeks

All tanks installed shall conform to Morgan County requirements for holding tanks and septic systems and RMSD's pumping tank specifications as outlined in this report. The temporary holding tanks shall be 1,500-gallon single compartment tanks. Tanks shall be

## ICHPOA Tank Management Plan/Building Permit Instruction Packet

installed with a clean out between structure and tank. All tanks shall be equipped with audio and visual alarms for notification of when pumping is needed.

The costs for tank purchase and installation shall be borne solely by the lot owner. There is one singular hauler for the entire association, which will be determined at each annual meeting. It is the lot owner's responsibility to call that hauler when the audio and/or visual alarm goes off. Adherence to the plan is crucial for tank emptying and operating efficiency. Note: Within 24 hours of the audio/visual alarm sounding, the lot owner must call the hauler and ensure the tank is pumped. Please pump your tank before the alarm for continued compliance and environmental safety.

ICHPOA Board will maintain the pumping requirements through continued documentation with the contracted hauler. The hauler will keep track of which lot was pumped, how much was evaluated, and any issues that need to be addressed, which would warrant concern to Missouri Waterways. Lot owners and Morgan County will be notified of the problem, and it will be handled accordingly. These reports will be filed with the DNR twice a year for a records review by the Waste Director and the Secretary of the Association. If, for any reason, there is a delay in submitting the report to DNR, the president of the board will notify the Missouri DNR to inform them of the expected submission date.

### EMERGENCY PLAN

In case of emergencies, the following contacts should be reached:

ICHPOA Contact:

- President – ICHPOA Board President Regulatory Contact:  
[ICHPOA2013@gmail.com](mailto:ICHPOA2013@gmail.com)
- MoDNR Central Field Operations Office at DNRCFO.WPC@dnr.mo.gov/573-522-3322 or CWENF@dnr.mo.gov / (573) 751-1911 for MoDNR
- Morgan County Heath Department - Waste (573)-379-5438

In the event of a spill, leak, or system failure, steps should be taken within 24 hours of discovery to contain and mitigate the situation, preventing environmental contamination. The ICHPOA must communicate promptly with residents and authorities, and alert MoDNR to any emergency situations to allow for appropriate measures. In the event of a pump truck failure, a backup truck should be available to ensure that tank emptying can continue on its normal schedule and prevent a backup of tank flows. In the event of wastewater discharging

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into waterways, creeks, streams, tributaries, stormwater conveyance systems, and lakes, the MoDNR will be alerted. Pump Company and Back-up will be chosen at each Annual meeting and delivered to MoDNR with the scheduled reports.

### CONCLUSION

Effective tank management is critical to the operation and compliance of ICHPOA. This plan, along with the approved PER, outlines the requirements for successful temporary tank management, complies with regulations, and allows the ICHPOA to operate efficiently as they wait for RMSD to provide infrastructure for permanent treatment.

**Note:** Lot owners are obligated as POA members to adhere to the HTMP requirements. Failure to do so may result in the POA taking enforcement action against the member or completing corrective actions on behalf of the member at the member's expense.

# ICHPOA Tank Management Plan/Building Permit Instruction Packet

## **ICHPOA Tank Management Plan/Building Permit Instruction Packet**

### **APPENDIX A - MEMBERSHIP BUILDING PACKET**

**In this packet, you will find the following documents:**

- ICHPOA Building Permit Information (April 2025)
- ICHPOA Building Permit Application (April 2025)
- ICHPOA Building Permit Acknowledgement and Disclaimer Statement (April 2025)
- ICHPOA Room Additions and demolition rebuilds recommendation (April 2025)
- ICHPOA Building Permit (April 2025)
- ICHPOA Letter Regarding Septic Systems (April 2025)
- ICHPOA Building Code (April 2025)
- ICHPOA Well Permit Application (April 2025)
- Building Bond or Insurance letter (April 2025)

You will need to read, fill out, sign, and/or initial the documents, then contact the ICHPOA President to be placed on the agenda to receive a building permit. The remaining documents in this folder are for you and/or your building contractor.

Thank you and have a great day!

ICHPOA Board

#### **Acronym usage:**

Missouri Department of Natural Resources (DNR)

Rocky Mount Sewer District (RMSD)

Morgan County Health Department (MCHD)

Holding Tank Management Plan (HTMP)

Abatement Order on Consent (AOC)

Preliminary Engineering Report (PER)

Covenant, Conditions & Regulations (CC&Rs)



## ICHPOA Tank Management Plan/Building Permit Instruction Packet

### ICHPOA BUILDING PERMIT INFORMATION

**Note: Only the Board can issue a building permit.**

**A permit must be obtained for structures such as, but not limited to, the following:** • Tiny, manufactured, outbuilding, or conventional construction, new sewage systems, dock, and water wells.

• Please consult the ICHPOA Building Code, Rules, Regulations, and Restrictions for additional structures requiring a permit.

**Note: No project shall be started until an approved building permit has been issued.**

Requirements (where applicable):

- The issuance of a building permit does not relieve the member from meeting the Building & Use Restrictions, Bylaws, and CC&Rs of Indian Creek Hills Property Owners Association.
- Construction prints or sketches of the proposed project must be submitted with each building permit application. *Addendum A*

- Name or names of Building General Contractor, Concrete Contractor, Septic Contractor, etc.
- A current Staked Survey (Boundary Survey) to accompany drawings showing the new structure location on the lot, ensuring that the building's overall dimensions are acceptable in accordance with the ICHPOA Tank Management & Building Permit Instructions Plan.
- A silt or acceptable erosion control fence must be installed around the perimeter of ground-disturbing construction. This may include the construction site for houses, garages, and storage building projects, septic systems, and wells to ensure that no silt or debris is washed into the lake, bodies of water, roadside ditches, or your neighbor's property.
- Must maintain a clean road free of construction debris at the work site.
- Site Plan showing location of building and septic system or well.
- Material and construction specifications of the building and foundation.
- The Bond or Builder insurance form will be supplied simultaneously with the Application forms. If the applicant's contractor or subcontractor causes any damage to ICHPOA property during the construction process, the applicant/owner will be responsible and liable for all repair costs.
- A copy of the ICHPOA building permit must be prominently displayed at the site, and plans must be accessible on-site.
- The applicant must be a member in good standing with ICHPOA as defined in the ICHPOA bylaws and CC&Rs.
- For new sewage disposal systems, obtaining the necessary permit from the Morgan County Health Department is required to submit an ICHPOA Building Permit application.

## ICHPOA Tank Management Plan/Building Permit Instruction Packet

- See the Building Code, Rules, Regulations, and Restrictions for additional requirements. (Also available on ICHPOA.org)
- Per the April 2025 AOC, all building septic systems must be attached to RMSD when available. **Please note this in your future tank connection budget!**
- Failure to seek and obtain a permit prior to the start of construction will result in fines of \$20.00 a day until the board issues the permit. *(Liens may be applied to recoup association costs, including legal fees and ANY penalties as noted in the AOC, the Association receives from DNR due to non-compliance.)*

Applicant's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### ICHPOA BUILDING PERMIT APPLICATION

**Applicant** \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

Address (current mailing address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Plat(s)/Lot(s)# \_\_\_\_\_

(Where the building, well, dock, and tank are located)

Phone # \_\_\_\_\_ Alternative Phone # \_\_\_\_\_

### Type of Permit Requested

Resident\*   Sewage System\*   Well\*   Dock \*\*   Outbuilding/Storage \*\*   **(Check all that apply).** *Per the AOC, no beds or overnight stays are allowed in outbuildings or sheds constructed after April 19, 2025. Such buildings will be deemed residences and subject to daily penalties and fines until tanks are attached and the septic system complies with MCHD. All structures are subject to inspection by the Waste Manager and President of ICHPOA if reported by a member per CC&Rs for violation of AOC or health code.*

Other\*\* (Please specify)

## ICHPOA Tank Management Plan/Building Permit Instruction Packet

\_\_\_\_\_  
\_\_\_\_\_  
\*Bond Amount (\$2,000) \_\_\_\_ \*\*Bond Amount (\$500) \_\_\_\_ or Contractor's Insurance\* \_\_\_\_\_

*(Please attach cashier's check, money order, or contractor's insurance with amount noted. Bond will be returned after the project's final inspection)*

### Detail of Structure

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

# of Bathrooms (Full/Partial) \_\_\_\_\_ # of Stories \_\_\_\_\_

### Type of Structure

Conventional \_\_\_\_ Tiny \_\_\_\_ Mobile \_\_\_\_ Modular \_\_\_\_ (RV/Trailer) \_\_\_\_ Other \_\_\_\_\_

Sewage System Permit (Morgan County Dept of Health) # \_\_\_\_\_

*(please attach if applicable)*

### Footings & Foundations

Footings: Type \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Foundation: Type \_\_\_\_\_

Please follow professional best practices when completing your project.

**Construction Notes (Office Use Only)** \_\_\_\_\_

Application Signature \_\_\_\_\_

Date \_\_\_\_\_

## ICHPOA Tank Management Plan/Building Permit Instruction Packet

### ICHPOA BUILDING PERMIT

#### ACKNOWLEDGEMENT AND DISCLAIMER STATEMENT

The information I and/or my contractor have provided to obtain this building permit is true and accurate.

I hereby agree to abide by and comply with the ICHPOA Tank Management Plan/Building Permit, CC&Rs, Bylaws, copies of which I acknowledge receiving.

I understand and agree that a survey may be necessary to prevent my structure from encroaching on a property line setback.

I further agree and understand that the ICHPOA Board must approve any 10-foot linear variation from the original plans I submitted to obtain this permit. I acknowledge that my failure to seek and obtain approval for variation beyond 10 linear feet will result in the revocation of the building permit and fines of \$20.00 per day until the new permit is issued.

I acknowledge that the Board President and Waste Management Director shall have the right to stop construction of my project if they believe I have not complied with the parameters of this permit or the ICHPOA Tank Management Plan/Building Permit, CC&Rs, and Bylaws. I understand and acknowledge that I can resume construction only after satisfactorily resolving the issue with them. Members have the right to ask to be seen at the board meeting if they disagree with the pulling of their permit.

I understand and acknowledge that the issuance of this permit does not constitute any warranty, expressed or implied, for the materials and/or workmanship used in the construction of my project by the Indian Creek Hills Property Owners Association, Inc., its Board, agents, representatives, officers, or employees.

I agree to hold the Indian Creek Hills Property Owners Association, Inc., its Board, agents, representatives, officers, and employees harmless for any loss or liability related to my project and the issuance of the permits.

Applicant Signature\_\_\_\_\_Date\_\_\_\_\_

**ICHPOA BUILDING PERMIT**

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Permission is hereby granted to \_\_\_\_\_

(Applicant)

To erect \_\_\_\_\_ on Plat(s) Lot(s) # \_\_\_\_\_

The permit is for

\_\_\_\_\_ (Type of Permit)

# \_\_\_\_\_ issued on \_\_\_\_\_ and expiration date \_\_\_\_\_

**(valid for one year from the date of issuance)**

**The copy of the permit for posting must be displayed prominently at the building site.**

The following documents are considered to be part of this permit:

➤ ICHPOA Tank Management Plan/Building Permit

X \_\_\_\_\_ X \_\_\_\_\_

(Applicant)

(Waste Management Director)

\_\_\_\_\_  
\_\_\_\_\_

(Office Use Only)

Bond Insurance #/Check # \_\_\_\_\_ (\$2,000 or \$500.00)

Date of Final Inspection \_\_\_\_\_

Inspected by \_\_\_\_\_

\_\_\_\_\_

(Waste Management Director and President)

## ICHPOA Tank Management Plan/Building Permit Instruction Packet

### ICHPOA WELL PERMIT APPLICATION

In coordination with the DNR, we have added the following items to the building code. Anyone wishing to drill a well must obtain a building permit to ensure that all DNR requirements are followed. This will help ensure the water table is not contaminated by improper well installation.

**Please supply the following:**

- Drilling Name and permit # for the company drilling your well  
\_\_\_\_\_ ○ Copy of the state license for the company drilling the well, and insurance ○ A drawing of the well placement in relation to property lines, septic systems, and septic systems of all adjoining properties.\*\*\*
- Copies of any variances granted by the state, if required, before any drilling can start.  
\*\*\*

The last two items above can be satisfied if you receive a letter from the drilling company before drilling, indicating the GPS coordinates of the well location and that you've met all setback requirements required by the state. \*\*\*

- A silt or acceptable erosion control fence must be installed around the perimeter of ground-disturbing construction. This may include the construction site for houses, garages, and storage building projects, as well as septic systems, and wells to ensure that no silt or debris is washed into the lake, bodies of water, roadside ditches, or your neighbor's property.

***When requesting the final inspection, we will require a copy of the letter from the Missouri Department of Natural Resources—Well Installation Section showing that they have received everything and signed off on the well.***

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**By signing this application, I acknowledge the requirements of DNR guidelines for constructing a well.**

Here is a link to the state guidelines on installing a residential well.

<https://dnr.mo.gov/land-geology/businesses-landowners-permittees/wells-drilling>

Thank you,

ICHPOA Board

**ICHPOA Tank Management Plan/Building Permit Instruction Packet**

**Indian Creek Hills Property Owners Association, Inc.**

**SEPTIC SYSTEMS (Approved by Morgan County Health Department)**

SUBJECT: Installation of Septic System as Required by the Association Building Permit

**(You MUST present your permit from MCHD Before the board PRIOR to building, or fines will occur.)**

**<https://acrobat.adobe.com/id/urn:aaid:sc:us:d981f084-ab03-427b-9a02-fbcad31352a3>**

Dear Association Member:

The purpose of this letter is to inform you that, in accordance with the ICHPOA Tank Management Plan/ Building Permit Requirements, you are required to obtain a permit from the Morgan County Health Department for any septic system installed on your property. This requirement applies to new home construction and any remodeling efforts that may increase the number of room additions that could be used as bedrooms, as described in the Morgan County Health Department.

The only restriction the Association places on septic system installations is outlined in the Morgan County Health Department requirement. (Please contact Morgan County for the most updated guidelines.) As a reminder, you will be required to join the RMSD per April 2025 AOC.

*Room additions and demolition rebuilds.*

The Board of Directors of ICHPOA strongly recommends consulting with the Morgan County Department of Health to update your septic system.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX B – PUMPING WORKSHEET



[illegible]




Pumping 2028(W/S)	Pumping 2029(W/S)	Pumping 2030(W/S)	Pumping 2031(W/S)

[illegible]

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## APPENDIX C – CC&R ADDENDUMS

**FIRST ADDENDUM TO FULLY AMENDED AND RESTATED RESTRICTIVE  
COVENANTS AND CONDITIONS FOR THE INDIAN CREEK HILLS PROPERTY  
OWNERS ASSOCIATION SUBDIVISION**

**THIS FIRST ADDENDUM** (this “**Addendum**”) to the Fully Amended and Restated Restrictive Covenants and Conditions for the Indian Creek Hills Property Owners Association (the “**Declaration**”) is dated as of October 14th, 2024, and is made by **THE INDIAN CREEK HILLS PROPERTY OWNERS ASSOCIATION, INC.** (the “**Grantor**”) and is made in connection with, shall be attached to, and shall be incorporated into the Declaration.

**WHEREAS**, Grantor executed the Declaration, but desires to modify and supplement the Declaration as set forth in this Addendum.

**WHEREAS**, the Declaration, as amended from time-to-time, authorizes a majority vote of the Association’s (as defined in the Declaration) members to amend the Declaration.

**WHEREAS**, at least majority of the Association’s members cast votes in favor of amending the Declaration, as more particularly set forth herein.

**WHEREAS**, any capitalized but undefined terms used herein shall have the meaning attributed to them in the Declaration.

**NOW THEREFORE**, in consideration of the foregoing recitals, which are incorporated herein by this reference, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby agrees as follows:

The Declaration is hereby amended as follows:

1. Article V: Section 10 is hereby added as follows:

“In addition to, and not in lieu of, all other assessments provided for in this Declaration, a special assessment shall be due and payable on April 1, 2024, and the second Saturday of October in 2025 and 2026, in accordance with the members approval of the AOC (defined below). Upon the final payment of the foregoing special assessment, this Section 10 shall be void and of no further effect.”

2. A new Article XIV titled “AOC” shall be added as follows:

“As of April 19th, 2025, the Missouri Department of Natural Resources (“DNR”) and Association have entered into an Abatement Order on Consent (“AOC”). Based on the AOC, Lot owners of the Association are bound to conditions of the AOC as further specified therein. The terms of the AOC are hereby incorporated into the provisions of this Declaration for the term of the AOC. In the event of a conflict between the AOC and this Declaration, the terms of the AOC shall take precedence as to matters governed by the AOC. Notwithstanding anything to the contrary herein, once all special assessments relating to the AOC have been fully paid to DNR, this Article XIV shall be void and of no further effect.”

The terms of this Addendum are in addition to, and not in lieu of, the terms of the Declaration and are hereby incorporated into the Declaration. Except as specifically modified hereby, all the terms of the Declaration shall remain in full force and effect. Grantor hereby confirms and ratifies the Declaration and waives any and all objections to the validity or enforceability of the Declaration. If for any reason this Addendum is invalid, the Declaration shall be enforceable according to its original terms. Any term of the Declaration that is inconsistent with any modification contained herein shall be deemed to be modified to be consistent with the modifications contained in this Addendum.

***Signature Page to Follow***



**SIGNATURE PAGE TO ADDENDUM**

**THE INDIAN CREEK HILLS PROPERTY OWNERS ASSOCIATION, INC.**

INDIAN CREEK HILLS PROPERTY OWNERS ASSOCIATION, INC.

By

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President, Tondelayo Westbrooks

---

Vice President, Carrie Divine

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Treasurer, Nina Kilson

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Secretary, Brandy Benke

---

Matt Brown

---

Donald Thorn

---

Douglas Taylor

---

David Husereau

\_\_\_\_\_  
Justin Luvin

\_\_\_\_\_  
Lawrence Russell

\_\_\_\_\_  
Johna Murff

STATE OF MISSOURI                    )  
                                                  ) ss  
COUNTY OF \_\_\_\_\_            )

On \_\_\_\_\_, 2025, before me appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that such person is the President of THE INDIAN CREEK HILLS PROPERTY OWNERS ASSOCIATION, INC., a Missouri nonprofit corporation, and that said instrument was signed on behalf of said entity by authority of its governing body, and said officer acknowledged said instrument to be the free act and deed of said entity. IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year last above written.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

## **Exhibit A**

### **Legal Description**

Indian Creek Hills Subdivision of Morgan County Missouri Plat Number One; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Two; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Amended Plat Number Two; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Three; Indian Creek Hills Subdivision of Morgan County Missouri Amended Plat Number Three; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Four; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Five Indian Creek Hills Subdivision of Morgan County Missouri Corrected Plat Number Five; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Six; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Seven; Indian Creek Hills Subdivision of Morgan County Missouri Correction Plat Number Seven; Indian Creek Hills Subdivision of Morgan County Missouri Plat Number Eight; Indian Creek Hills Subdivision of Morgan County Missouri Correction Plat Number Eight