Policies and Procedures for
Membership Fee and Assessment Delinquency and Water Service Termination

Membership Fees and Assessments are delinquent on the day following the billing due date. A ten percent (10%) late charge will be levied on the original unpaid balance as of the date of delinquency, plus interest at one percent (1%) per month, thereafter, on the cumulative unpaid balance. Failure to receive a bill does not release a Member from payment obligation, late fees or water service termination.

Eleven (11) days after the billing due date, Members with unpaid balances will be sent a nineteen (19) day water service termination notice, via certified mail, with return receipt requested, and regular mail to the Member's billing address and the owner's address, if different. The water service termination notice will include detailed delinquent balance information, including the amount of late fees and interest due.

Sixteen (16) days after the nineteen (19) day water service notice was sent, Members with unpaid balances will have posted at the water service property a seventy-two (72) hour water service termination notice.

Two (2) days after the seventy-two (72) hour water service termination notice, Members with unpaid balances will have posted at the water service property a twenty-four (24) hour water service termination notice.

If water service is terminated, Members must pay all delinquent balances, including late fees and interest, plus a one hundred dollar ($100) reconnection fee prior to water service recommencement.

Members may request to enter into an Installment and Forbearance Agreement. Such requests must include specific payment terms for all past due balance and be submitted, in writing, to the Operations Manager no later than seven (7) days prior the water service termination date defined in the nineteen (19) day water service termination notice. All proposed Installment and Forbearance Agreements must be approved by the Board of Directors. The termination of water service can be extended during the

negotiation and documentation of the Installment and Forbearance Agreement. Members will be notified, in writing, of any such extensions of water service termination.

Should the payment terms defined in a signed Installment and Forbearance Agreement not be fulfilled, water service will be terminated and shut-off at the property will occur without further notice.