

Cougar Ridge Water System

Date: October 11, 2023
To: Cougar Ridge Members
Subject: Annual Notification of Cougar Ridge Water System Fees and Billing Policy for 2024

Fees Schedule

On October 11, 2023, after reviewing the Draft Annual Financial Study for the FY-2024, the board approved the following Fees Schedule:

Water Usage Fee	\$156.50 (quarterly, reduced \$2.50 from 2023)
Backflow Preventer Testing	\$11.25 (quarterly, increased \$2.50 from 2023)
Late Fee (past due)	\$20.00
Late Fee (30 days past due)	\$30.00
	Interest 1% per month, 12% per annum
Backflow Preventer Repair Or Replacement	As billed by the contractor to the Cougar Ridge Water System
Backflow Preventer Retesting Fee	\$50.00 per hour as billed by the contractor
Disconnect Fee	\$50.00, or as billed by the contractor
Reconnect Fee	\$50.00, or as billed by the contractor
Lien	If it becomes necessary to place a lien on the property of a delinquent account, all costs will be billed to the lot owner

Billing

The Cougar Ridge Water System bills quarterly. Billings include 3 months of water use and backflow prevention testing (as appropriate). Payment is due 30 days from the billing date. If payment is not received by the initial due date, the account is considered delinquent. Delinquent accounts will be re-billed and assessed a late fee/penalty and 1% interest of the unpaid balance with a new due date 30 days from the re-bill date.

Delinquent Account Policy

For the year 2024, the board will strictly enforce the policy as established in the Covenants, Conditions, and Restrictions (CC&R's) as follows:

- For payments not received by the due date, the Board will enforce the late payment process currently documented in Article IV, Sections 4.7 and 4.11 of the CC&R's. The process will result in a late charge of \$20 and 1% (one-percent) of the outstanding balance being added to the delinquent account. The Lot Owner(s) has ten (10) days to notify the Board in writing that: 1) they are appealing the late charges and interest, and, 2) the rationale for their appeal.
- Payments that have not been received 30 days after the initial due date will result in an additional late charge of \$30 (bringing the total late charge to \$50) and 1% (one-percent) of the outstanding balance being added to the delinquent account for each month the account remains delinquent.
- As documented in Section 4.11, when necessary, the Homeowners' Association can take actions including placing a lien on the lot of the Lot Owner(s) in arrears with all reasonable costs of any legal action recoverable from the delinquent Lot Owner(s). The Board will be reasonable and will work with the Lot Owner(s) regarding the collection of delinquent accounts and will take such actions only when deemed necessary.

Water System Management

Cougar Ridge contracts with a satellite management agency (SMA) to manage our water system.

Shutoff Notices

The Board Water Committee Chair or the SMA, acting as the agent for the Board, will post a shutoff notice at the residence of all accounts that are 60 days delinquent.

The shutoff notice will also be mailed to the homeowner by Registered/Certified Mail and to the President of the Homeowners' Association/Water System Board.

The shutoff notification letter will stipulate that the account is due in full or the water will be shut off in 15 days. The specific date for shutoff will be noted in the shutoff notice along with the balance due to avoid curtailment of water service. A disconnect fee of \$50, or as charged by the contractor to the Cougar Ridge Water System, will be added to the outstanding balance due.

Upon payment in full of the outstanding balance the water service will be reconnected. A reconnect fee of \$50, or as charged by the contractor, will be billed separately or added to the next quarterly bill.

Backflow Preventer Repair

If a backflow preventer fails the annual test, the contractor must repair or replace the backflow preventer. The cost of repair or replacement will be billed separately or added to the next quarterly bill as charged by the contractor.

Replacing a backflow preventer will require an additional test (retest) billed at \$50 per hour by the contractor. The extent of repairs may also require an additional test. The cost of any required tests will be billed to the homeowner.



Tom Coit

Treasurer

Cougar Ridge Homeowners' Association