 **WATER COLLECTION / FEE POLICY**

**FEE TIME LINE / INFO ONLY**

- Meters are read on the 28th of each month

- Billing is ran between the 28th and the 1st of each month

- Rates:

 Full time hooked up to the system: $63.00 base plus water overage charges

 Full time not hooked to the system but water available: $40.00

 Upper Mountain and Birch Creek lots improved: $13.00

 Upper Mountain and Birch Creek lots not improved: $7.00

- Paper mailed bills, the charge is $5.00 for postage and handling and they are mailed between the 28th and the 1st of each month.

- Emailed bills are sent between the 28th and 1st of each month, then downloaded to Xpress Bill Pay website within ~4 hours

- Payments are due upon receipt/1st and late on the 20th. IF DROPPING OFF PAYMENT AT THE SMR OFFICE PLEASE ALLOW ONE WEEK FOR THEM TO BE CREDITED TO YOUR ACCOUT.

Late payments, a late fee will be assessed $1.00 or 1% per month of total amount owed. Return Check / Transaction fee is $20.00 per occurrence.

- 1st month for late payments notices is sent out on the 21st of each month based on the below: If customer owes more than $.01 (including late fees) then a late notice will be generated and mailed to the customer. Mailing fee of $5.00 will be assessed at this time mail is sent out. Also “note” this bill will say this is 2nd notice; the 1st notice is the regular bill sent out every month.

- 2nd month for late payment notices, they are sent out on 21st, If the fees were not paid with 1st notice sent out on prior month, a $5.00 mailing and handling fee and a Legal Notification letter will be sent out with a charge of $10.00.

- 3rd month and all other months after that, notices are sent out on the 21st, also note regular billing between the 28th and the 2ed is going out no matter what. There will be $5.00 postage and handling fee and a Legal Notification letter will be sent out with a charge of $10.00.

- Several times a year we send past due notices to the county to put a lien on the property to be collected along with taxes or paid by customer. At this point there will be a $300.00 charge added to cover all these costs, also anytime during this process we need to send your file out to the Atty. Charge is $300.00 or other letters that need be sent out a $50.00 charge for each occurrence.

Pursuant to the CCR’s of SMR Article VII &/or collection policies of SMSSD &/or State code 17B-1-902, 17D-1-106.