



**Colony Mountain Community Club**  
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## **Consolidated Policies and Procedures**

**Adopted: August 20, 2022**

### **I. CMCC SHAREHOLDER RIGHTS AND RESPONSIBILITIES:**

1. All provisions of the CMCC Covenants remain in force.
2. Owners are responsible for the cost of initial water service installation in accordance with the CMCC Water Service Connection Policy.
3. It shall be the responsibility of the Water customer to protect the CMCC water system, and water meter area on their lot from damage and report any problems to the water manager or CMCC Board immediately.
4. The water customer owns and is responsible for the service line and equipment on the customer side of the water meter.
5. All meter box area installations, modifications, and repairs must be approved by the CMCC water manager or his/her approved designee.
6. Only CMCC approved personnel shall work on CMCC water system up to and including the entire meter and meter base. Violations are subject to a penalty charge in accordance with the CMCC Rates, fees and Charges Schedule and is prohibited by Washington State Law.
7. CMCC will replace or repair water service parts for connected customers up to and including the meter base and meter box.
8. Upon discovering a water leak, the water manager or other Board member shall be contacted immediately. Phone numbers are posted on the Community Bulletin Board or email [info@colonymtcc.org](mailto:info@colonymtcc.org).
9. The CMCC provides water service to shareholder properties per CMCC Resolution 2007-01 Cross-Connection Control Policy.
10. It is the responsibility of all shareholders with water service to take all measures necessary to prevent contamination of their plumbing system and CMCC's distribution system. Shareholders shall inform the CMCC of any backflow incident or possible contamination noticed or introduced into the water system. Shareholders are also responsible to notify the CMCC of any alterations to their plumbing system, especially plumbed-in irrigation systems and self-filling water troughs; per CMCC Resolution 2007-01 Cross-Connection Control Policy.
11. The CMCC will make a reasonable effort to notify shareholders with water service of problems with the water system by contacting them by text and/or email using the data provided on the CMCC Contact Form. In cases where the contact information is not up to date or has not been provided, the CMCC may, without warning, turn the water off throughout the distribution system and or at the meter. Once the problem has been resolved, the water will be turned back on.

12. It is the responsibility of all property owners to provide safe clear access to their water meter (3-foot radius around the water meter box). Additionally, nothing should be blocking the meter or the access path to it (from the street to the meter). Any gate must not be locked and must work properly. Vegetation within three feet around the meter is to be cut less than 4 inches high and no thorny, prickly or hazardous plants are to be within four feet of the meter
13. Property owners are also responsible securing their own, their tenants and their visitor's animals, especially dogs, when CMCC workers and volunteers read meters and work in the area of the water meters and other water equipment.
14. As a good rule, ask before you do anything regarding water service to your home to help ensure a safe uninterrupted potable water supply for all CMCC members and guests.

## **II. CMCC BILLING AND PAYMENT POLICY**

*(This policy supersedes all previous billing policies)*

### **A. Billing Procedures**

1. Billing dates are the 15th of January and July.
2. Bills are due upon receipt.
  - a. A late fee is billed to past due accounts on the 15th of each month.
3. After thirty days (15th of February and August), accounts not paid in full are past due. "Past Due" invoices will be sent including the late fee, and will be due upon receipt.
4. On or about the 1st of March and September (total of 45 days), past due accounts are delinquent and will be billed for certified postage and sent a fifteen-day water shut-off notice. No further notice of water shut-off will be provided.
5. On or about the 15th of March and September (total of 60 days) water will be shut off on past due / delinquent accounts.
6. Once water is shut off, the following fees will be applied to the account balance:
  - a. Water service disconnection administrative fee
  - b. Water service reconnection fee (or Chronic water service reconnection fee, if applicable)
  - c. Late fees
7. Before water service is reconnected, all accounts must be paid in full with cash, money order or certified check.
8. Upon receipt of payment, water service will be reconnected within 3 days.
9. Customers experiencing hardship may submit a request to pay on an installment plan. The written request shall be submitted to the Board and include the reason for the request and a proposed payment schedule. Installment plans are subject to approval by the Board.
10. Payments made to the CMCC are recorded in the following order: 1-USDA Loan Payment. 2-Non-standard fees, charges and penalties. 3-Special Assessments. 4-Dues. 5-Water.

## B. Water Bill Adjustments

1. In the event of a leak on the customer side of the meter, customers may request a water bill adjustment.
2. Send a written statement to the Board by mail or to [info@colonymtcc.org](mailto:info@colonymtcc.org). The written statement shall include location and description of leak, date and time found, date and time CMCC notified, and a detailed timeline of repair actions taken.
3. The adjustment request is subject to the approval of the Board. The decision of the CMCC Board of Directors is final.
4. An adjusted bill must be paid within 30 days of adjusted billing date or adjustment is null and void. Failure to pay the adjusted bill will result in immediate water shut off with no further notice.

## II. CMCC RATES, FEES AND CHARGES SCHEDULE

CMCC Semi-Annual Standard Fees and Charges	
USDA Loan Payment  As of January 1, 2020 biannual payment = <b>\$214</b> based on 89 Lots	\$212* every six months  billed in January and July per section II  * \$212 based on 90 Lots. (Shares of CMCC Stock) Beginning 2019, payment adjusted every January based on a semi-annual payment of \$19,000 divided by the number of CMCC Lots with the result rounded up to the nearest dollar Example: at 97 Lots the loan payment is \$196, at 85 Lots the loan payment is \$224
Special Assessment – Water System Upgrade	\$150 per Lot billed January 2023 and July 2023
CMCC Dues  As of January 1, 2023 biannual dues = <b>\$283</b> As of January 1, 2022 biannual dues = <b>\$261</b> As of January 1, 2021 biannual dues = <b>\$243</b>	\$240 every 6 months and adjusted annually beginning 2021 based on the prior year's annual average CPI-U for Seattle-Tacoma-Bellevue, WA as published by the US Bureau of Labor Statistics; the dues are to be rounded to the nearest dollar  billed in January and July per section II <b>2022 STB_CPI-U = 8.4%</b>
Water Rates	Base Rate: \$60.00 per 6 months (includes 13,700 gallons)  Water Use Rate after 13,700 gallons:  Tier 1: \$4.72 /1000 gallons up to 800 gallons/day  Tier 2: \$10.00/1000 gallons for usage over 800 gallons/day

<b>CMCC Non-Standard Fees and Charges</b>	
Late fee:	1% of outstanding balance per month (not compounded)
Returned check charge:	\$25
Meter clearing Fee:	\$50
Certified Mailing Fee:	Actual cost
Lien fees:	Actual cost
Meter installation Charges:	Actual cost or minimum charge in accordance with CMCC Water Service Connection Policy
Water service disconnection administration fee:	\$25
Water service reconnection fee after involuntary disconnection:	\$50
Water service reconnection fee for chronic involuntary disconnection (Repeat within the previous four billing cycles):	\$160
Damage to Community Roads and other property:	Actual repair costs
Damage to CMCC water system	Actual Cost of parts and labor plus 20%
Penalty Charge for unauthorized tampering with CMCC water system:	Actual costs for repair plus \$1,000
Cut Lock Charge	\$100
Penalty for unattended outside burning and/or storing or using explosives on Property within the CMCC (without Board Approval)	\$100 (1st offense) \$300 (repeat offense)

#### **IV. CMCC WATER SERVICE CONNECTION POLICY**

Colony Mountain Community Club has adopted the following service connection policy for new connections to the community water system.

1. Arrangements for new service connections are to be made through Colony Mountain Community Club. Requests shall be directed to the current water manager or emailed to [info@colonymtcc.org](mailto:info@colonymtcc.org).
2. Service connection fees shall be equal to the actual costs for service installation by the community's designated contractor, or \$600.00, whichever is higher.
3. A \$600.00 deposit shall be paid to Colony Mountain Community Club (Treasurer) prior to scheduling the service connection installation.
4. The service connection shall be installed and locked by the community's designated contractor and a bill submitted by the contractor to the community for the costs of installing the service. The Treasurer shall then bill for the actual service connection installation costs minus the \$600.00 deposit.
5. The service connection shall ONLY be unlocked when the bill for service connection installation is paid in full.

#### **V. COMMUNITY ENFORCEMENT OF CMCC RESTRICTIONS**

*(Adopted by Shareholder vote at September 2021 Annual Meeting)*

To reduce the risk of fire within the CMCC properties, the Colony Mountain Community Club Covenants, Restrictions and Agreements do not allow unattended outdoor burning. They also do not allow either storage or use of explosives without the written permission of the Board of Directors. In addition, explosive and firework devices are illegal in Washington State (except on Indian reservations) per RCW 70.77 specifically [70.77.255 (2) – setting off fireworks without a permit] and [70.77.495 – unlawful for any person to set off any fireworks in a forest, brush, fallows, grass or brush covered land...]

1. Any property owner witnessing unattended outside burning and/or storage or use of explosives including exploding fireworks on property within the CMCC and wanting to report the infraction to the CMCC Board of Directors will need to provide photographic and/or video evidence or a written signed and dated document stating what they witnessed. Infractions can be reported by contacting any CMCC Board member or sending a message to [info@colonymtcc.org](mailto:info@colonymtcc.org) with a brief description of what was witnessed and providing photo and/or video files. The CMCC Board will review the evidence and determine whether to impose a fine per these policies and procedures.
2. As the infractions may be unlawful in Washington State and/or unlawful on DNR protected land, witnesses may also want to contact the non-emergency Skagit 911 dispatcher at 360-428-3211 and/or the Northwest Region DNR office at 360-856-3500 to let them know what occurred and if there is photographic and/or video evidence available.