



# **Harbor View Mutual Water Company**

## **Rules and Regulations**

### **Table of Contents**

**Section 1. Assessments**

**Section 2. Water Hook-up Charge**

**Section 3. Water Billing and Other Charges**

**Section 4. Utility Easements**

**Section 5. Conservation**

8475 Harbor View Drive - Kelseyville CA 95451  
Phone 707-279-8544 - Fax 707-279-0118  
harborviewwater@gmail.com - rivierawesthoa.com

# HARBOR VIEW MUTUAL WATER COMPANY

## Section 1. Assessments

1.1 An annual Water Standby Assessment is required for each unimproved lot in the subdivision Unit #1 and Unit #2. This assessment is \$400.00 and is billed on July 1 of each year and is due upon receipt. This may be changed by the Board of Directors with notice to all members.

1.2 Accounts are subject to a late charge of \$20 per month 30 days after **invoice** date and every month thereafter and any other fees in such amounts as may be set from time to time by the Board until payment in full is received.

1.3 Unpaid accounts are automatically considered a lien against the property and will transfer with the property to any new owner. Harbor View Mutual Water Company may enforce said unpaid account assessments by assigning a claim to a collection agency, by bringing a small claims legal action in the County of Lake, or a Superior Court Action in the County of Lake, all in the sole direction of the Board of Directors. Harbor View Mutual Water Company shall be entitled to receive payment for the attorneys' fees and costs that are incurred to enforce the lien.

## Section 2. Water Hook-Up Charges

2.1 A water hook-up charge is required for each dwelling unit at the start of construction, per the Architectural Control and Planning Committee (ACP).

2.2 Harbor View Mutual Water Company will provide a separate water meter for each parcel.

2.3 The water hook-up fee is \$5,150.00

### **Section 3. Water Billing and Other Charges**

3.1 Water usage is billed every two months.

Residential Water Service invoices are issued bi-monthly the first week of January, March, May, July, September, and November. Payment is due upon receipt.

3.2 Current water use charges are posted on our website at [rivierawesthoa.com](http://rivierawesthoa.com) or can be requested from the office by calling 707-279-8544 or emailing [harborviewwater@gmail.com](mailto:harborviewwater@gmail.com) . Rates are reviewed annually.

3.3 All water usage bills will be sent to the owner of record unless otherwise instructed in writing by the owner. If the customer is not the owner of record, a copy of the original bill can be requested in writing by the owner.

3.4 If payment has not been received within 30 days of the invoice date, a Late Payment reminder will be mailed and a late fee of \$20 per month will be assessed until the account is paid in full.

In the event of a Late Payment reminder sent to a non-owner, a copy of the Late Payment reminder will also be mailed to the owner of record. Payment of the water bill is ultimately the responsibility of the property owner. Any arrangement between property owner and tenant is not the responsibility of the water company.

3.5 If payment has not been received within 60 days of the invoice date, a Demand for Payment and Notice of Discontinuation of Service will be sent. This letter will include the amount of the delinquency and the date by which payment or arrangement for payment is required in order to avoid discontinuation of service. The customer or property owner must contact the Company by calling the office at

707-279-8544

Or by email to [harborviewwater@gmail.com](mailto:harborviewwater@gmail.com)

During this time, a customer can request a plan for deferred or reduced payments under our Alternative Payment Schedule Policy or contest or appeal the bill.

In the event a customer's address is not the address of the property where water service is provided, notice will also be mailed to the property address, addressed to "Occupant". Or in the event that the customer is not the owner of the property, notice will also be mailed to the property owner's address on file.

3.6 Occupants will be notified in writing that they have the right to receive a copy of the invoice and pay the current usage and base rate to avoid discontinuation of service without having to pay any of the delinquent amounts.

3.7 In the event that the water payment has not been received within ten (10) business days of the Demand Letter, a red Shut Off Notice will be posted to the exterior of the building. Seven (7) business days after posting the Shut Off Notice, the Company shall have the right to lock the meter and discontinue service in accordance with current State laws. In such an event, a \$200.00 reconnection fee will be assessed to the account and must be paid in full in addition to all other charges before service is resumed.

3.8 If there is any tampering or removal of the shut-off lock or seal, a \$200.00 charge will be assessed to the account in addition to the reconnect charge.

3.9 Owners are responsible for the replacement cost of a water meter box in the event the damage is caused by construction or other operations on their property.

3.10 Any check returned to the bank for insufficient funds, stop payment or any other reasons is subject to a \$25 fee for the first occurrence and \$35 for any subsequent occurrences within a twelve (12) month period. On the second occurrence of a returned check, replacement funds must be in the form of cash, cashier's check or money order payable to Harbor View Mutual Water Company. Future payments must be made by cash, cashier's check or money order payable to Harbor View Mutual Water Company for the next six (6) billing cycles or a period of one (1) year .

## **Section 4. Utility Easements**

4.1 The owner of each lot is responsible for all maintenance of structures in the utility easement, except those for which a utility company or public authority is responsible. Therefore, owners are responsible for repairing damage to drive-ways over the easement if the Company requires access for repairs to said utility. It is the owner's responsibility to keep meter boxes clear of brush and undergrowth in order to allow reasonable access by a Company employee. If a Company employee needs to remove brush and debris in order to access the meter box, a fee of \$100 per hour per employee will be charged to the owner.

## **Section 5. Conservation**

5.1 Water conservation is of the utmost importance because of the location in which we live and the requirements of Harbor View Mutual Water Company. The following practices can help insure sufficient and safe water for the needs of all residents:

- a) Installation of low flow toilets and shower heads.
- b) Installation of drip irrigation systems
- c) Wise use of dishwashers and washing machines; i.e., purchasing water conserving appliances and making sure you wash full load or use the small load cycle when necessary.
- d) Regularly checking your meter to detect possible leaks.
- e) Sweeping driveways instead of washing with a hose.

For their own benefit, customers are strongly encouraged to register at [eyeonwater.com](http://eyeonwater.com) to monitor their water usage