

HOA Self Water Submeter Billing Procedure and Proposal

HOA Responsibilities:

- Read submeters each month (it takes me approximately 2.5 hours)
- Enter data into database (it takes me approximately 0.5 hour)
- Calculate costs and print out report for Management Company
- Calculate costs based upon differential billing when so directed or the best means available(e.g. extrapolation) whenever necessary as a backup as in the case of a submeter replacement where the last read on the old and the first read on the new were not obtained
- Email Management Company electronic file for uploading based upon their specifications to save them from manually entering info into account system
- Provide detailed statements for accounts which want them and have agreed to pay extra for them

Management Company Responsibilities:

- Separate City Monthly Bills into 3 Groups
 - 132 for lots sharing a city meter
 - 48 for court homes
 - 14 for irrigation only
- Sort each group alphabetically by Street and Address #
- Be proactive in dealing with bills not received which we should receive as well as those which we receive which we should not receive
- Continue to enter each bill's total into a spreadsheet, except using a redesigned one which I have provided for ease of data entry as well as uploading into database
- For the first group of 132 for lots sharing a city meter:
 - enter the last month reading for January only
 - enter the current month reading for every month
 - verify that the sewer fees and environmental sewer charges have not changed (they will already be in the spreadsheet provided)
 - enter the new sewer fees and environmental sewer charges from the July usage bills
- Email the spreadsheet to me after each month's data has been entered
- Upload each month's submeter billing (electronically) as provided by me into the appropriate account
- Include detailed statements as provided by me with quarterly assessment statement if account wants them and has agreed to pay extra for them
- Follow other normal accounting procedures in regards to delinquencies

Homeowner Responsibilities:

- Notify HOA via Management Company of any submeter replacements
- Notify HOA via Management Company of any other submeter concerns

Fee to be paid to the HOA:

- \$1.50/month for detailed statement to be included with quarterly statement
- \$5 fee for reprints of a detailed statement requiring a separate mailing

Notes:

- Sewer fees and environmental sewer charges will have to be split for the first 6 months for all submeter billing. In the case of those also attached to a cul-de-sac irrigation meter, a 45-45-10 split between the 2 residents and the HOA will be assumed unless irrigation meter readings for the first 3 months of 2003 are obtained.
- Sewer fees and environmental sewer charges will be prorated based upon usage thereafter where possible (those accounts which did not get a submeter installed prior to the first January reading will have to split charges evenly until July 2005)