

Article X. Administrative Practices and Procedures

1. Annual Assessment Late Fee Procedure

Effective June 1, 2020

1.1. The amount of the annual SMCA Assessment Fee for each calendar year is communicated to all homeowners by the end of February. The assessment fee is due May 1st of the same year, per CC&R's section 4.3.1. Meeting minutes from the annual meeting will mention this annual fee amount and due date. A reminder of the annual fee amount and due date will also appear in the first quarter water bill.

1.2. To avoid late fee, pay the annual assessment fee on or before May 31.

1.3. As of June 1st, assessment fees that have not been received by the Treasurer, will be subject to a late fee.

1.4. The late fees, established by CC&R's section 4.6, will be calculated at 1% of the outstanding balance, added for each month of delinquency, beginning in May, following the May 1 due date. As an example, an outstanding balance of \$300 in June will be charged a \$3 late fee for the month of May. In July, the late fee will be \$6 (\$3 for May plus \$3 for June).

1.5. Late fees will cease being accrued when the assessment payment is received.

1.6. Unpaid late fee(s) will be added to the quarterly water bill until they are paid.

2. Water Rates and Billing Procedures

Effective June 1, 2020

Sky Meadows provides water for community property owners from our two community wells.

Homeowner water usage and part of the cost of the water infrastructure is billed quarterly to property owners. The following water fees apply and are billed at the end of each quarter.

2.1. Water Rate Schedule

These are the rates in effect in 2020. They are unchanged from previous years, but subject to change in future years.

2.1.a. Basic fee: \$50.00 per lot per quarter. Every lot, except Lot 18 which is exempted by amendment to the CCRs, is charged the quarterly basic water fee.

2.1.b. Usage:	0 to 10,000 Gallons	\$0.33/100 Gal
	10,001 to 20,000 Gal	\$0.39/100 Gal
	20,001 to 30,000	\$0.46/100 Gal
	Over 30,000 Gal	\$0.53/100 Gal

2.1.c. Water usage amounts and service fee are billed in arrears.

2.2 Water Billing Procedures and Late Fee

2.2.a. SMCA Meter Reader(s) will read the meters quarterly on/about the last day of the quarter. The compilation of the meter readings will be passed to the SMCA Biller. The Biller will calculate the individual amounts and send a bill to each lot owner. The Biller will submit to the Treasurer a list of the amounts to be collected from the individual owners, including gallons used per lot.

2.2.b. All water bills are due upon receipt, as indicated on the bill. Any bill not paid in full within 30 days from the date of the bill will incur a late fee. The late fee will be \$10 for payments received after the 30-day grace period, and an additional \$10 for each subsequent month or portion of month the bill is unpaid. Late fee amounts from water bills or other assessments will be printed on subsequent water bills.

2.2.c. When property changes from one owner to another, SMCA will read the meter if requested by the seller or buyer and provide a prorated bill for the portion of the quarter owned by the buyer and by the seller. In any case the owner of the lot at the end of the quarter is responsible for the full quarters' water bill.

Approved by SMCA Board

April 27, 2020