

Forest Park Estates Water Users Association, Inc.

POLICY LETTER 2-2009

Date: May 4, 2009

Subject: Expense Voucher

Commencing this date, any request from an individual for payment from the Forest Park Estates Water Users Association must be submitted on the Forest Park Estates Water Users Association expense voucher. This form is to be completed with receipts attached and forwarded to the President or the Vice President in his/her absence. After the President or Vice President's approval the expense voucher will be forwarded to the Treasurer for payment. Mileage will be paid at the federal rate that is in effect at the time the voucher is submitted. Any request for payment with out this voucher WILL NOT be granted. This expense voucher does not apply to businesses that submit a bill for payment on an official company billing form.

Board of Directors:

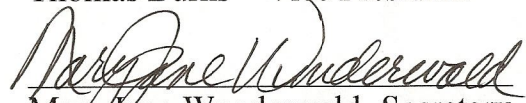

Donald C. Paul – President


James Delsigne – Treasurer


Richard Bridegroom


Michael Ziegler


Thomas Burns – Vice President


Mary Jane Wunderwald- Secretary


Gregory Lorenson



Forest Park Estates Water Users Association, Inc.

POLICY LETTER 3-2009


Date: October 19, 2009


Subject: Payment Policy

ALL fees for water usage are due and payable by the 20th of the month in which the monthly statement is received. If the account isn't paid in full within 60 days after the end of the month in which the water usage occurred (unless other arrangements have been made) it will be considered delinquent and a letter will be sent to the user. The letter will notify the user that full payment of **ALL** fees must be received no later than the tenth day following receipt of this correspondence.

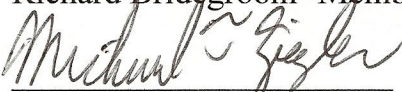
The letter will also notify the delinquent user that failure to remit **ALL** fees will result in the disconnection of their supply line from the Forest Park water system. If the disconnection occurs, the delinquent user will be further assessed a \$250 reinstatement fee, that together with all water fees, must be paid before any steps are taken to re-connect the user to the Forest Park water system.

Board of Directors:

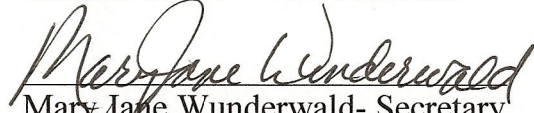

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