

**Crown Mountain Water Supply Corporation**  
**Customer Billing**  
**Procedure**

A. Meter Readings:

Performed by Water System Operator on last Business Day of the month and reviewed and reconciled and sent to Bookkeeper by noon same day.

B. Bookkeeper reviews and reconciles meter readings in conjunction with Water Operator.


C. Bookkeeper mails bills to the Owner of the property within first two Business Days of the month. Bills due 20<sup>th</sup> of month. A copy of the bill may be sent to the tenant upon request of the owner.

D. Delinquent Accounts: Notice sent by Bookkeeper to all accounts not paid by the last day of the month. Notice sent along with billing for the next month with a late fee added which amounts to 10% of the late amount. Also added with this notice is a recommendation to call CMWSC if arrangements need to be made to pay.

E. Lien Notice: All accounts 60 days delinquent will receive a Registered Letter stating the bill must be paid in full within 10 days to prevent locking of the meter and filing of a Lien.

F. Lien Filing will be done at the discretion of the Board.

G. All billing and Notices will be under discretion of the Treasurer.

Effective: September 16,   
2023

  
Dr. James Lindstrom, President