

## SAN JULIO MANOR WATER & SEWER COLLECTION POLICY

San Julio Manor Home Owners Association owns and operates the water distribution supply for all residents of San Julio Manor. To provide these services, the Association contracts Hocutt to read and directly bill each resident for their water consumption.

### **Schedule of Fees:**

Fee Type	Fee Amount	Description
Late Fee	\$15	Late Fee is assessed if bill is not paid by the due date printed on the bill
Suspension Fee	\$60	Suspension Fee is assessed once the Association disconnects service.
Returned Check Service Fee (or NSF)	\$35	Assessed if the bank returns a check for any reason, including insufficient funds.
Credit Card and Debit Fee	3% of total transaction amount	Pays for the credit card transaction and updated payment information through a third-party
Renter's Deposit	\$100	Required at any home within the subdivision is being rented
Disconnection Deposit:	\$100	Required on any home within the subdivision that has incurred previous collection activity.

### **Payment:**

Payment of Water/Sewer accounts must be received by the Association's management office, Graham Management, on or before the due date approximately 20 days from the date of the bill is mailed. Payments not received on time are subject to collection.

The following modes of payments are available for the property owner's use:

- Online Payments made on Graham Management/San Julio Manor using credit cards or debit cards for one-time or recurring payment. Please note that these services are subject to 3% service fee. By using automated ACH (bank draft) transactions there is no service fee.
- Mail payment via check to Graham Management

### **Late Payments:**

The Due Date is listed on each bill. The due date is approximately 20 days from the bill date. Any payment received after the listed Due Date is considered late and may be subject to a Late Fee.

### **Returned Payment Policy:**

San Julio HOA charges a service fee of \$35 for returned payments of any kind.

In addition, should an account have two (2) returned checks, San Julio HOA/Graham Management will no longer be able to accept payments in that form.

### **Collections & Disconnection:**

Approximately 30 days after the listed due date, San Julio HOA will contact any unpaid accounts by letter sent via Certified Mail, Return Receipt and/or hand delivered pursuant to the Public Utility Commission of

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Texas. The letter will provide a notice of intended date of disconnection, the total past due charges, all reconnect fees, and the office hours and contact information.

**In accordance with the Public Utility Commission of Texas, water and sewer service may be disconnected due to non-payment. If a customer's account carries a past due balance past the due date listed in the notice, the account will be subject to a Suspension Fee even if no one has arrived to the location to physical lock out the service line.**

San Julio HOA may disconnect water and wastewater service for the reasons listed below:

- Payment by check which has been rejected for insufficient funds, closed account, or for which a stop payment order has been issued is not deemed to be payment to the utility
- Violation of the utility's rules pertaining to the use of service in a manner which interferes with the service of others
- Operation of non-standard equipment, if a reasonable attempt has been made to notify the customer and the customer is provided with a reasonable opportunity to remedy the situation
- Failure to comply with deposit or guarantee arrangements where required by §24.8159, relating to Service Applicant and Customer Deposits
- Failure to pay charges for sewer service provided by another retail public utility
- Failure to pay solid waste disposal fees collected under contract with a county or other public agency

To reinstate a disconnected account, the customer must pay all arrears on the account, the current balance, and the Suspension Fee. In cases where the customer is a repeat offender, the account holder will be required to pay a deposit to reinstate service.

Any account that remains suspended or owes money for longer than 60 days will be sent to an attorney. The attorney will then begin its attempts to collect the debt. If the debt is not collected, San Julio HOA will be forced to place a Lien on the property.

**Deposits – Collections & Renters:**

If a San Julio Manor Home Owner carries a past due balance past the disconnection date, the account is subject to a Disconnection Deposit.

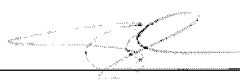
If a San Julio Manor Home Owner rents their property to renters, the account is subject to a Renter Deposit.

This resolution is in addition to and shall in no way whatsoever detract from the rights of the Association as specified in the San Julio Manor Declarations.

**CERTIFICATION**

"I, the undersigned, being the President of San Julio Manor Homeowners Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

Approved and adopted by the Board on this 18 day of December, 2020.



\_\_\_\_\_  
President  
San Julio Manor Homeowners Association, Inc.

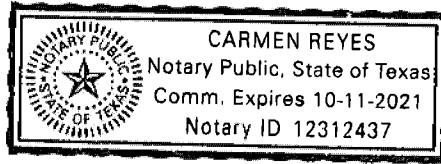
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STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

Before me, the undersigned authority, on this day personally appeared Susan Pugh,  
President of San Julio Manor Homeowners Association, Inc., a Texas nonprofit corporation,  
known  
to me to be the person and officer whose name is subscribed to the foregoing instrument and  
acknowledged to me that he had executed the same as the act of said corporation for the purpose  
and  
consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 18th day of December 2020.

Carmen Reyes  
Notary Public, State of Texas



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# Pages 4  
03/09/2021 01:11 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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