

Brice Green Condominiums Water Billing and Meter Policy

WATER USAGE AND BILLING

The Association utilizes a sub-metering water monitoring service provided by Guardian Water and Electric. Guardian only provides a billing and a monitoring system to the Association. This service and your individual water usage are considered monthly assessments and must be paid in full and on time. Vacant units will still incur a monthly service charge despite not using any water because there are fixed costs from the City of Columbus that is equally shared amongst all owners. All charges are rated based on the City of Columbus fixed costs in addition to the water and sewer of the Condominium Associations water billing.

The monthly billing and water usage is subject to the terms listed below.

1. Payments for water are due along with your monthly association assessments by the first (1st) of the month. A late fee of \$10.00 will be assessed for payments that are received after the 10th of the month. All payments for water bills are to be made payable to: Brice Green Condominiums and remitted/mailed to 1209 Hill Rd. N #244 Pickerington, OH 43147.
2. All guardian water accounts will be placed in the name of the unit owner and be mailed to the unit owner's address of record. No tenant names are to be placed on the water accounts. (See duplicate water billing below for further information regarding tenants)
3. Your monthly water bills will reflect the current month's water and sewer charges only. It will not show past due and late fees. All current, past dues, and late fee amounts are maintained by the Association/Management Company, and they will be in your monthly account statements.
4. In the event of non-payment of water bills, the Management Company will provide you with a statement of account that reflects all charges, fees, and payments to your account.
5. For new owners, billing will begin on the date of TRANSFER of the unit. The Association Management Company will communicate the new owner information to Guardian Water and Power.
6. The Management Company is the main contact for any water related issues including billing, owner changes, repairs, and other questions.
7. Payment of your monthly association dues and your water bill may be combined in the same form of payment (check, money order or direct bill pay, etc.). Your account number is your unit number and street, please do not utilize any previous account numbers when sending in payment for your water bill.

8. If Guardian is unable to read your meter, the Association/Management Company will assess an estimated bill that is based on the average per unit water bill of the community. Because this is an estimate, your actual usage may be higher or lower. Once a proper meter read is accomplished, you may owe more or less than anticipated. If you are receiving a consistently low water bill and you know you are using water, you must contact the management company. Please note, this section of the policy is designed to protect you from receiving false low usage readings which will result in you receiving an extremely high-water bill once a repair of the meter has occurred.

9. To ensure proper functioning of meters, they must be accessible with reasonable notice given to the owner to enter units for their timely repair or replacement. Tampering with monitoring devices is strictly prohibited. Damage to water meter equipment or refusal to allow Guardian to enter a unit with a known meter issue will be considered utility theft and will be handled as such. Only association approved personnel and Guardian technicians may provide service to installed meters.

10. All communication regarding water billing is to be directed to the management company. All repairs, and notices to non-working meters will be the responsibility of the management company to coordinate and schedule the maintenance on the meter with Guardian. Costs of repairs and replacements of water meters are the responsibility of the owner and will be assessed to the unit owners account along with any back reads for water and sewer.

DUPLICATE WATER BILLING

A duplicate water bill may be delivered in the name of your tenant/resident of your unit. The following applies for duplicate water billing.

1. The cost of 4.00 per month for duplicate water billing. This charge can be billed to the owner or to the tenant per the owner of the unit.
2. The owner is responsible for any non-payments and late payments if the tenant does not pay the bill or associated late fee.
3. A signed duplicate water bill agreement by the owner of the unit is required. (see attached)

BRICE GREEN DUPLICATE WATER BILL AGREEMENT

We, the Property Owner(s) of _____,

Property Address

respectfully request a duplicate water bill be placed in our renter/leaser's name(s)

_____ and to

Tenants Name(s)

be mailed/mailed directly to them at:

Address: _____

Email Address: _____

Tenant Phone Number: _____

Please begin duplicate billing on: _____

I (We) understand that the property owner(s) is responsible for all water/sewer bills, service charges, and late fees if the renter/leaser does not keep the water/sewer bill current. If outstanding charges are not promptly paid the Association will collect any past dues upon the property according to the Associations Collection Procedures. I (We) also understand the Association and/or the Management Company only communicates with the property owner(s), and it is the responsibility of the owner(s) to notify their tenants in the event of any past due amounts.

I (We) agree to the \$4.00 charge per bill assessment that will be added to your monthly association assessments each month for this service.

Add the duplicate billing charge to my tenant's monthly water bill.

We, the owner (s) will pay this monthly charge. Do not add it to my tenant's water bill.

Unit Owner Name: _____

Your address: _____

Signature: _____

Signature: _____

Please mail to: Brice Green Condominiums 1209 Hill Rd. N #244 Pickerington, OH 43147

Email to: service@homearchmgmt.com

This form can also be submitted online at www.BriceGreen.com.