

Wolf Creek Property Owners Association  
PO Box 152  
Winthrop, WA 98862

Sept. 20, 2008

Dear Neighbor:

As you have been hearing for some time now, everyone connected to our water system is required by the State and the Association to have a water meter. This was explained at member meetings and in a letter to all members dated Jan 29, 2007, advising of a May 2007 deadline which can be viewed on our web site. Most members have met the requirement, however we must now implement a plan to ensure that all members have a meter. The full cost of parts and labor to install the meter will be the responsibility of the property owner.

The meters are required for several reasons. Since individual home usage varies greatly, the fairest way to meet our expenses is with a water rate that increases with usage. Until everyone is metered, we cannot implement a usage-based rate. How that rate system will work will be discussed and determined as soon as everyone is metered and the meters monitored.

There is little doubt that there could be significant water loss in our system due to leaks. Only by monitoring individual meters can we rule out leakage in a homeowner's water line. All leaks need to be found, if possible, and repaired. A leak on the homeowner's side of the meter would be the responsibility of the homeowner to have repaired.

The WCPOA is offering you choices regarding the installation of your meter, which are described in the attachment. We are trying to assure that our entire system is metered by May 1, 2009, which will allow us to monitor the meters during the high use summer season.

We appreciate your cooperation and want to gently remind you that our board is made up only of our members, who have volunteered their time for the benefit of the neighborhood we all enjoy. We have been entrusted to make sure that we have a safe and consistent supply of water and that the expense of maintaining our system is shared fairly. This program is to that end.

We appreciate your understanding and cooperation.

WCPOA Board of Directors.

## WATER METER INSTALLATION DETAILS AND GUIDELINES

As a property owner you are free to hire and schedule your own contractor for the installation of a water meter, however the meter, fittings, installation and excavation must comply with WCPOA specifications. For the benefit of those who are not here full time or would welcome the help, we offer to make all arrangements and oversee the installation. The timeline for each choice is spelled out below. We would like you to let us know as soon as possible how you plan to proceed. If you do not have a backflow prevention device we recommend adding one at this time.

The contractors that have been approved for meter installation and the specifications for the meter and the fittings are defined within the attached Schedule A.

An estimate of costs, prepayment and work agreement is attached as Schedule B.

### **1. WCPOA to make the installation arrangements.**

You will need to return the agreement and pre-payment form to the Association with your check attached no later than **Oct. 15<sup>th</sup> 2008**. We will schedule the work and it will be overseen by our Water System Manager, Pete Soderquist or his designee. We will attempt to get the work done this year, but may have to wait until next Spring. You will be responsible for the full cost of the meter installation, including any damage to the main line during the process. Also included will be the cost of Pete's time – at the rate the Association is compensating him. Any costs in excess of the deposit will be billed to you and due in 15 days. We will refund any excess deposits.

### **2. Property Owners arranging their own installation.**

You must notify the Water System Manager of the scheduled date for your installation and the contractor doing the work no less than one week in advance. All work must be completed prior to **November 30, 2008**.

### **NOTICE:**

If you do not meet one of the two deadlines set forth above, the Association, by authority of our CC&Rs, will take the responsibility to have the meter installed next spring. The estimated cost will be included in your annual water assessment for 2009.

(Schedule B)

AUTHORIZATION FOR WORK TO BE COMPLETED AND PRE-PAYMENT AGREEMENT

By attaching the required pre-payment, the undersigned homeowner of Lot \_\_\_\_\_ in  
\_\_\_\_\_ subdivision agrees to the following terms:

I agree to reimburse the WCPOA for any and all charges they incur in the installation of a water meter or other accessories that I request. I also agree to pay any charges in excess of the pre-payment within 15 days of being billed. I understand that the main line can be fragile and may be damaged even though the excavator takes reasonable precautions. I understand any repair or damage to the main line or my line, during the installation of my meter will be included in the charges.

I understand and agree that any disturbance to Association roadways must be returned to their original condition by the contractor at my expense.

I understand and agree that the location of the meter will be selected by the contractor and the Water System Manager, but will be between the service connection shut off and my home or other service connections. I understand excavation can cause property damage and accept that as my responsibility, not that of the contractor, the WCPOA or its employees.

Estimated costs – and pre-payment amount

Total for basic meter install to include:	\$1,550
Water meter + fittings	
Standard vault	
Excavation/ backfill	
Installation & labor	
Oversight and scheduling by water manager	

Optional Backflow device at meter	\$ 450
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Total pre-payment attached	\$ _____
Due Oct 15, 2008	(ck payable to WCPOA)

\_\_\_\_\_  
Property Owner

(Schedule A)

\_\_\_\_\_  
Date

## CONTRACTORS LIST AND METER INSTALLATION SPECIFICATIONS:

<b>Contractor</b>	<b>Phone</b>
Palm Construction	996-2884
Doug Haase Excavating	996-2033
WSA Construction	997-0269
McHugh's Excavating	997-6394
B&B Excavating	997-0082

### **INSTALLATION: SPECIFICATIONS/REQUIREMENTS**

- Notification:** Property Owner must notify Pete Soderquist as soon as work is scheduled (or rescheduled) and which contractor you select, no less than one week prior to work starting. (Pete 996-3112)
- Meter:** ¾" size is required. Dial must have a flip up cover and be easily readable from the surface.  
The meter should include a shut-off and a shut off wrench.
- Fittings:** Meter setter, to raise the meter above the floor of the vault.
- Vault Casings:** Appropriate to the installation and backfilled with sand. Additional insulation in the vault recommended.
- Excavation:** Check before digging, there may be power and phone lines located where you plan to dig.  
Any Association improvements or facilities, including roadways, must be left in or returned to the condition they were found, including road surface material and dust abatement.
- Installation:** 200 p.s.i. black poly pipe recommended. Any damage to the main line must be repaired by the contractor. All lines must be protected with bedding sand.
- Testing:** The meter, once connected to the water system, should be checked for leaks and tested to see that it is operating properly before the vault and backfill are put in. Any connections to or repair of damaged main line must be tested before backfilling.