

**CAMANO COOPERATIVE WATER AND POWER COMPANY
ISLAND COUNTY, WASHINGTON
ATTACHMENT A**

LATE PAYMENT POLICY

1. All payments must be addressed to 994 S. Gary Lane, Camano Island, WA 98282. If not postmarked with the Post Office's official stamp on the envelope or hand delivered by the due date, a late fee will be added to the amount due and should be included with the payment. If the late fee is not included it will be added to the next bill. If payment is dropped in the drop box on Gary Lane, it must be dropped off on or before the due date. Payments not received on time will have the late fee added and shareholders must add the late fee to their payment.
2. All past due accounts will be charged a late fee as soon as it becomes past due. Also, each account will be charged interest at 12% per annum from the time the account is 30 days past due until the account is paid in full.
3. If a check is returned for non-sufficient funds (NSF), an additional charge, based on the Cooperative's costs and the amount of the check plus the NSF charge will be added to the bill and will be due within seven (7) days of notification by the Cooperative. Notification shall be by mail to the shareholder's address of record. This must be paid in cash. If the shareholder has a Payment Agreement with the Cooperative at the time of the NSF, the total amount past due plus the NSF charge will be payable in cash. If payment is not made on time the water service will be terminated until the amount due plus an additional charge for locking off the service and one for unlocking the service are paid in full and in cash.

Additionally, if an NSF is not paid before the due date, then a late fee will be assessed for each share covered by that payment.

4. All shareholders with delinquent balances will be sent a courtesy notice informing them of the amount due and that they have seven (7) days from the date of the letter to mail (must be postmarked within seven (7) days of the date of the letter) the balance due or a seven (7)-day water cut-off notice will be posted for all accounts with a balance due of \$50 or more. Water will be shut off if not paid in full. Failure to receive this notice shall not relieve a shareholder of the obligation to make timely payment and shall not be considered a reason to postpone or delay service cut-off beyond the seven (7)-day period. If payment is not made on time the water service will be terminated until the amount due plus an additional charge for locking off the service and one for unlocking the service are paid in full and in cash.
5. The Board of Directors appoints the Office Manager as their representative to hold hearings with all shareholders prior to their water being shut-off for non-payment. Failure to attend and/or reschedule the hearing without payment of the past due amount will result in the water being shut-off as scheduled. If you pay the past due amount you do not need to attend a hearing.

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6. Any balance due at the time of cut-off must be paid in full and in cash, along with applicable lock out and unlock fees, before the water will be unlocked.
7. All fees are set by the Board of Directors in accordance with Article III, Section 8(2) of the By-laws.
8. If the delinquent balance is over \$50, reasonable arrangements may be made in writing and agreed to by the Cooperative. These arrangements must be made in increments no less than \$30 a month and all past due amounts must be paid in full within the fiscal year in which the charges were incurred unless approved by the Board of Directors. The Cooperative's fiscal year is October 1 through September 30. For each month of an arrangement a carrying charge may be assessed.

Those with balances under \$50 must pay in full and not make payment arrangements. If the payment arrangements are in default (late payments or any other violation of the agreed upon terms), the entire amount must be paid within seven (7) days or the water will be shut off without further notice. In addition, the Cooperative reserves the right to refuse to enter into further payment agreements if an agreement is in default. A new agreement must be executed at the beginning of each new fiscal year.

9. Any shareholder with a late balance over \$200 that has been past due for over 30 days may have a lien filed against their property. The Cooperative may, at its discretion, file a lien if other circumstances could adversely affect the Cooperative's ability to collect monies owed. A fee to file both a lien and a lien release will be charged to the shareholder when the lien is filed.
10. The President of the Board may at his/her discretion on a case by case basis waive the late fee if he/she deems it to be an acceptable reason that the payment due date was missed.