

**RANCHO CARRILLO MUTUAL WATER COMPANY  
COLLECTION PROCEDURES**

1. Any payment for water delivered is due and payable in full as billed no later than thirty (30) days following the due date. Water is billed every two months. All payments must be delivered to the billing company by the 30<sup>th</sup> day.
1. Any billing is considered delinquent if payment is not received in full by 30 days following the due date. At 30 days following the due date, a late notice will be sent. Pursuant to Section 11 of Article 9 of the Bylaws of the Corporation, all charges billed are fixed and shall be a lien upon property and the water shares of the shareholder at the time they become delinquent.
1. If the account remains unpaid after the 30<sup>th</sup> day after the due date, one or all of the following will occur:
  - (a) Denial of further water service.
  - (a) Forfeiture of shares in the Water Company.
  - (a) Enforcement of liens upon property and shares.
  - (a) Collection action in court.
  - (a) Any other lawful costs incurred in the attempt to collect the delinquent account must be paid prior to the release of the lien, restoration of service, or the reinstatement of stock.

BOARD OF DIRECTORS