

Harbor View Mutual Water Company Rules and Regulations



These Rules and Regulations were restated and reorganized on May 20, 2026. This revision was made for the purpose of reorganizing, clarifying, and consolidating existing Rules and Regulations and related policies into a single document. This revision does not adopt new policies or materially change existing fees, charges, or procedures unless specifically noted by Board action.

All existing policies previously adopted by the Board of Directors remain in effect and are incorporated into these Rules and Regulations.

Revision History

Date	Description
Aug 17, 2013	Amended and Restated Bylaws
May 20, 2020	Rules and Regulations Updated
June 2021	Drought Management Plan
June 2021	Excessive Water Use Policy
Jan 2022	Discontinuation of Water Service Policy
May 2026	Rules and Regulations Restated and Reorganized



Harbor View Mutual Water Company Rules and Regulations

Section 1 – Authority and Purpose

These Rules and Regulations are adopted by the Board of Directors of Harbor View Mutual Water Company pursuant to the authority granted in the Articles of Incorporation and Bylaws of the Corporation.

The purpose of these Rules and Regulations is to establish policies governing water service, billing, fees, conservation, and the operation of the Harbor View Mutual Water Company water system in order to ensure reliable water service, protect the water system infrastructure, promote conservation, and provide fair and consistent administration of water service to all Members.

These Rules and Regulations apply to all Members, property owners, tenants, occupants, and any persons receiving water service from Harbor View Mutual Water Company. However, the Member/Property Owner is ultimately responsible for compliance with these Rules and Regulations and for all charges associated with water service to their property.

The Board of Directors may amend these Rules and Regulations from time to time as necessary for the operation of the water system and the protection of the Corporation and its Members.

The Board of Directors is responsible for establishing rates, fees, assessments, policies, and procedures necessary for the operation, maintenance, repair, and improvement of the water system. All rates, fees, and charges shall be established by Board action and recorded in the meeting minutes.

Section 2 – Definitions

For purposes of these Rules and Regulations, the following definitions apply:

Board – The Board of Directors of Harbor View Mutual Water Company.

Company – Harbor View Mutual Water Company.

Member – The owner of record of a lot or parcel within the Harbor View Mutual Water Company service area whose membership is appurtenant to ownership of the property in accordance with the Company Bylaws.

Owner / Property Owner – The record owner of property within the Harbor View Mutual Water Company service area.

Tenant / Occupant – Any person residing in or occupying a property that receives water service from Harbor View Mutual Water Company who is not the Member/Property Owner.

Service Area – The area served by Harbor View Mutual Water Company water system.

Water Service – Delivery of water through the Harbor View Mutual Water Company water system to a service connection or meter serving a property.

Meter – The water meter installed by Harbor View Mutual Water Company to measure water usage to a property.

Standby Assessment – The annual assessment charged to unimproved lots or parcels without active water service.

Water Charges – Charges for water usage, base rates, assessments, fees, penalties, or any other charges established by the Board of Directors.

Delinquent Account – Any account with unpaid charges more than 30 days past due.

Service Disconnection – Termination of water service due to non-payment, violation of Rules and Regulations, or other authorized reasons.

Reconnection – Restoration of water service after disconnection.

Section 3 – Membership and Owner Responsibility

Membership in Harbor View Mutual Water Company is appurtenant to ownership of property within the Harbor View Mutual Water Company service area. The Member/Property Owner is responsible for all water service charges, assessments, fees, penalties, and compliance with these Rules and Regulations.

If a property is rented, leased, or occupied by tenants or other occupants, the Member/Property Owner remains fully responsible for:

- Payment of all water charges, assessments, and fees
- Compliance with these Rules and Regulations
- Water usage and conservation requirements
- Damage to Company facilities caused by occupants or guests
- Providing access to meters and Company facilities
- Ensuring tenants or occupants are informed of and comply with these Rules and Regulations
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Water bills may be sent to a tenant or occupant as a courtesy upon written request of the Member/Property Owner; however, the Member/Property Owner remains ultimately responsible for payment of all charges.

If a tenant or occupant account becomes delinquent, delinquency notices may be sent to both the tenant and the Member/Property Owner. Any unpaid charges may become a lien against the property in accordance with the Company Bylaws and applicable law.

Any violations of these Rules and Regulations by tenants, occupants, guests, or contractors shall be considered violations by the Member/Property Owner.

Section 4 – Assessments and Standby Fees

An annual water standby assessment shall be charged to each unimproved lot or parcel within the Harbor View Mutual Water Company service area that does not have active water service.

The standby assessment is billed annually and is due upon receipt. The amount of the standby assessment shall be set by the Board of Directors and may be changed from time to time with appropriate notice to Members.

Standby assessments not paid within thirty (30) days shall be considered delinquent and may be subject to late fees, collection costs, and lien procedures in accordance with these Rules and Regulations and the Company Bylaws.

Delinquent standby assessments may be collected by any lawful means available to the Company, including collection agencies, small claims action, Superior Court action, and/or recording of a lien against the property. The Company shall be entitled to recover attorney fees, costs of collection, and any other costs incurred in collecting delinquent assessments.

Section 5 – Water Hookups and Meters

A water hook-up fee shall be required for each dwelling unit or parcel connecting to the Harbor View Mutual Water Company water system. The amount of the hook-up fee shall be established by the Board of Directors and may be changed from time to time.

Harbor View Mutual Water Company will provide and install a separate water meter for each parcel or service connection.

All meters, meter boxes, and related equipment installed by Harbor View Mutual Water Company remain the property of the Company.

Members and property owners are responsible for protecting the meter box and surrounding area from damage caused by construction, landscaping, vehicles, or other activities on the property. Any damage to Company meters, meter boxes, or related equipment caused by the property owner, tenant, contractor, or guest shall be repaired or replaced at the expense of the property owner.

The Company shall have the right to access meters and Company equipment at reasonable times for the purposes of reading meters, maintenance, repairs, replacement, or inspection. Property owners shall keep meter boxes clear of brush, debris, and obstructions to allow reasonable access by Company personnel.

If Company personnel are required to clear brush or debris in order to access a meter, a fee may be charged to the property owner for labor and equipment required to obtain access.

Section 6 – Water Rates and Billing

Water usage shall be billed on a regular billing cycle as established by the Board of Directors. Water rates, base rates, and usage tiers shall be set by the Board of Directors and may be changed from time to time with appropriate notice to Members.

Water bills are due upon receipt and become delinquent if not paid within thirty (30) days.

Water bills may be sent to tenants or occupants upon written request of the property owner; however, the property owner remains ultimately responsible for payment of all water charges, fees, and penalties.

The Company may send original bills to the property owner and copies to tenants if requested by the property owner. Any arrangements between property owners and tenants regarding payment of water bills are the responsibility of the property owner and tenant and not the responsibility of Harbor View Mutual Water Company.

If a water bill becomes delinquent, reminder notices and delinquency notices may be issued in accordance with the Company's delinquent account and discontinuation of service policies.

The Board of Directors shall establish water rates and billing procedures as necessary to ensure the financial stability and operation of the water system.

Fee Schedule

Water rates, base rates, standby assessments, hook-up fees, late fees, reconnection fees, and other charges shall be established by the Board of Directors and may be changed from time to time.

The current schedule of rates and fees is posted on the Harbor View Mutual Water Company website. Members are responsible for reviewing current rates and fees. The rates and fees in effect at the time of billing shall apply.

Failure of a Member to review the current fee schedule shall not relieve the Member of responsibility for payment of applicable charges.

Budget and Rate Setting

Harbor View Mutual Water Company operates on a fiscal year beginning July 1 and ending June 30.

Each year, the Board of Directors prepares a proposed budget and proposed water rate structure for the upcoming fiscal year. The proposed budget and rate information are provided to Members prior to the annual meeting.

The Board of Directors reviews and approves the final budget and water rate structure at a Board the first meeting of the new fiscal year. Approved rates and fees become effective at the beginning of the fiscal year unless otherwise specified by the Board.

The approved budget and rate structure shall be recorded in the Board meeting minutes and may be posted on the Harbor View Mutual Water Company website.

Section 7 – Delinquent Accounts and Late Fees

Water bills, standby assessments, and any other charges are due upon receipt and become delinquent if not paid within thirty (30) days.

Delinquent accounts may be subject to late fees and other charges as established by the Board of Directors.

The Company may send reminder notices and delinquency notices to the tenant and/or the Member/Property Owner as appropriate. The Member/Property Owner remains ultimately responsible for all charges associated with the property.

Accounts that remain unpaid may be subject to additional collection actions, including service disconnection, reconnection fees, collection agency referral, lien against the property, and recovery of collection costs, attorney fees, and administrative fees as permitted by law and the Company Bylaws.

The Board of Directors may establish alternate payment arrangements in accordance with the Company's Alternate Payment Policy.

Section 8 – Discontinuation of Water Service

Water service may be discontinued for any of the following reasons:

- Non-payment of water bills, assessments, fees, or charges
- Violation of these Rules and Regulations
- Unauthorized use of water
- Tampering with Company equipment or meters
- Unsafe conditions affecting the water system
- Failure to provide access to Company facilities or meters
- Any other reason authorized by the Board of Directors and permitted by law

Water service discontinuation for non-payment shall be conducted in accordance with California law and the Harbor View Mutual Water Company Discontinuation of Water Service Policy.

Prior to discontinuation of service for non-payment, the Company will provide required notices, opportunity to request an alternate payment arrangement, and opportunity to appeal or review the bill in accordance with applicable law and Company policy.

Shut-off notices may be posted at the property prior to discontinuation of service.

The Company shall not be liable for damages resulting from discontinuation of service for non-payment or violation of these Rules and Regulations.

Section 9 – Reconnection of Service

Water service that has been discontinued due to non-payment, violation of Rules and Regulations, or other authorized reason will not be restored until all delinquent charges, fees, penalties, and reconnection fees have been paid in full or acceptable payment arrangements have been approved by the Company in accordance with Company policy and applicable law.

Reconnection of service will normally occur during normal business hours. Additional charges may apply for after-hours reconnection or emergency service calls as established by the Board of Directors.

If a meter has been locked and the lock or seal has been tampered with, additional fees may be charged and further action may be taken as determined by the Board of Directors.

Section 10 – Liens and Collections

Any unpaid water charges, standby assessments, fees, penalties, reconnection charges, collection costs, attorney fees, or other charges owed to Harbor View Mutual Water Company may become a lien against the property in accordance with the Company Bylaws and applicable law.

Delinquent accounts may be referred to a collection agency, small claims court, or Superior Court action at the direction of the Board of Directors. The Company shall be entitled to recover all costs of collection, including attorney fees, court costs, collection fees, administrative costs, and any other costs incurred in collecting delinquent accounts.

Liens recorded against a property shall remain with the property and shall transfer to any new owner until paid in full.

Section 11 – Returned Checks and Fees

Any check returned by the bank for insufficient funds, stop payment, closed account, or any other reason may be subject to a returned check fee as established by the Board of Directors.

After multiple returned checks, the Company may require future payments to be made by cash, cashier's check, or money order for a period of time as determined by the Company.

Returned check fees, bank charges, and administrative costs shall be added to the account balance and must be paid in full.

Section 12 – Utility Easements and Access

Harbor View Mutual Water Company shall have the right to access utility easements and Company facilities for the purposes of installation, inspection, maintenance, repair, replacement, and operation of the water system.

Property owners are responsible for maintaining clear access to meters, meter boxes, valves, pipelines, and other Company facilities located on their property or within utility easements.

Property owners shall not build structures, place obstructions, plant vegetation, or otherwise interfere with access to utility easements, meters, or Company facilities.

If Company personnel must remove brush, debris, fencing, or other obstructions in order to access Company equipment, the cost of labor and equipment required to obtain access may be charged to the property owner.

Property owners are responsible for repairing damage to driveways, landscaping, or other improvements constructed over utility easements if such improvements must be removed or disturbed in order for the Company to access and repair water system facilities.

Section 13 – Water Conservation

Water conservation is essential to maintaining a reliable and sustainable water supply for Harbor View Mutual Water Company Members. All Members, property owners, tenants, and occupants are expected to use water responsibly and avoid unnecessary waste.

Members are encouraged to practice water conservation, including but not limited to:

- Installation of low-flow toilets and shower heads
- Use of drip irrigation systems
- Operating dishwashers and washing machines only with full loads
- Regularly checking for leaks and repairing leaks promptly
- Sweeping driveways and walkways instead of washing with a hose
- Limiting outdoor irrigation during hot weather
- Using drought-tolerant landscaping when possible

The Board of Directors may adopt conservation measures, watering restrictions, or other conservation policies as necessary to protect the water supply.

Section 14 – Leaks and Repairs

Property owners are responsible for maintaining and repairing all water lines, plumbing, irrigation systems, and fixtures located on the property owner's side of the water meter.

Any leaks occurring on the property owner's side of the meter are the responsibility of the property owner. Water loss resulting from leaks on the property owner's side of the meter shall be the responsibility of the property owner.

Property owners are responsible for regularly checking their water meter and plumbing systems to detect leaks. If a leak is discovered, it should be repaired as soon as possible to prevent water waste and excessive water charges.

Section 15 – Excessive Water Use

Excessive water use may place a strain on the Harbor View Mutual Water Company water system and may affect the ability of the Company to provide reliable water service to all Members.

If a property is determined to have excessive water use, the Company may notify the property owner and request that the water use be reduced.

Excessive water use may be caused by leaks, irrigation practices, construction use, or other high-volume water use activities.

The Board of Directors may adopt an Excessive Water Use Policy, which may include additional charges, restrictions, or other measures necessary to protect the water system and water supply.

Failure to correct excessive water use after notice may result in penalties, restrictions, or other actions as determined by the Board of Directors.

Section 16 – Drought and Water Shortage Conditions

During periods of drought, water shortage, equipment failure, power outage, or other conditions affecting the availability of water, the Board of Directors may implement water conservation measures, restrictions, or a drought management plan in order to protect the water supply and ensure that water is available for essential domestic use and fire protection.

The Company may establish stages of water shortage or drought conditions and may implement restrictions such as:

- Limiting outdoor irrigation
- Limiting filling of pools or ponds
- Limiting non-essential water use
- Establishing watering schedules
- Prohibiting water waste
- Other conservation measures as necessary

Members will be notified of drought stages, restrictions, and conservation requirements through written notice, email, website posting, or other reasonable methods.

Failure to comply with drought restrictions or conservation requirements may result in penalties, additional charges, or water service restrictions as determined by the Board of Directors.

Section 17 – Violations and Enforcement

Violation of these Rules and Regulations may result in penalties, fees, water service restrictions, or discontinuation of water service as determined by the Board of Directors and as permitted by law.

Violations may include, but are not limited to:

- Non-payment of water bills, assessments, or fees
- Unauthorized use of water
- Tampering with meters, locks, or Company equipment
- Failure to repair leaks on the property owner's side of the meter
- Excessive water use
- Failure to comply with drought restrictions
- Interference with utility easements or Company facilities
- Failure to provide access to meters or Company equipment
- Damage to Company property
- Violation of any provision of these Rules and Regulations

The Company may take one or more of the following actions in response to violations:

- Written warning
- Assessment of fees or penalties
- Requirement to repair or correct the violation
- Water service restriction
- Water service discontinuation
- Referral to collection agency
- Recording of a lien against the property
- Legal action as authorized by the Board of Directors

The Member/Property Owner shall be responsible for any costs incurred by the Company to enforce these Rules and Regulations, including administrative costs, attorney fees, court costs, and repair costs.

Section 18 – Amendments

These Rules and Regulations may be amended, revised, or updated from time to time by the Board of Directors of Harbor View Mutual Water Company as necessary for the operation of the water system and the protection of the Company and its Members.

Notice of amendments or changes to the Rules and Regulations may be provided to Members by mail, email, website posting, newsletter, or other reasonable method of notification.

The most current version of the Harbor View Mutual Water Company Rules and Regulations shall be maintained by the Company and may be made available to Members upon request or posted on the Company website.

Approved by the Board of Directors
Harbor View Mutual Water Company

Approved this __20th__ day of __May_____, 2026.

___/s Carina DeHerrera _____
Board President

___/ s Christine Lavezzo _____
Board Secretary