

ATTACHMENT TO BOARD MEETING NOTES OF SEPTEMBER 24, 2015
TEMPLATE FOR DELINQUENT ACCOUNT LETTER

DIAMOND A MUTUAL WATER COMPANY, INC
PO BOX 150
EL VERANO, CA 95433-0150

Sent via both USPS conventional mail and Certified Mail

September 24, 2015
Member name
Member address
Sonoma, CA 95476

RE: FAILURE TO PAY SEVERE DELINQUENCY ON WATER BILLS

Dear,

As you are well aware, your account with the Diamond A Mutual Water Company is severely past due. You have unpaid invoices dating back to xxxx and a total outstanding balance of \$xxxx as of the date of this letter. A summary of your account charges is provided as an attachment to this letter. Over the years, we have contacted you numerous times about this delinquency, and you have failed to bring the account current.

This letter is to inform you that as a result of the inaction on your part regarding this account, the Diamond A Mutual Water Company intends to take three actions on your account. These actions are allowed per the Company's bylaws and California law. The actions are as follows:

1. Because your account is not in good standing with the Water Company, your right to vote in a Water Company election of any kind will be suspended.
2. Further, the Water Company will revoke your right to transfer your membership. Therefore, at such point in time as your Diamond A residence is sold or transferred, you will not be entitled to transfer your Water Company membership to the new owner as part of the transaction. Either you or the new owner will need to bring the account current in order to be entitled to have the membership transferred into their name.
3. Lastly, the Water Company will record a lien on your property at xxxxxxxxxxxxxxxx, Sonoma, CA 95476 (Sonoma County Assessor's Parcel Number xxxxxxxxxxxxxx. This lien will be a public document alerting any potential buyers or transferees of your delinquency and the need for payment to the Water Company.

In accordance with the Company's bylaws and California law, these actions will be taken twenty (20) days after the date of this letter. If, during this 20 day period,

you are able to bring your account current by paying \$xxxxxxx, these actions will not be taken. If you have any information you would like to present to the board of directors within this 20 day period regarding these proposed actions, please contact xxxxx, Treasurer. who can be reached at xxxxxxxx or via e-mail at xxxxxxxx.

Sincerely,

President, Diamond A Mutual Water Company Board of Directors