

Higgins Lake Utilities Authority (HLUA)  
PO Box 437  
Higgins Lake, MI 48627

Policy Number: 2024-01,  
replaces 2023-06

### OMR Costs Policy

This policy, dated March 21, 2024, is to create a policy regarding how OMR Costs will be billed to the Camp Curnalia Cottage Owners Association (CCCOA) for the Operation, Maintenance, and Repair of the HLUA sewer system.

The HLUA Board will determine the quarterly OMR Fee to be collected from the CCCOA, which will include all OMR Costs incurred by the HLUA.

The CCCOA is responsible for all OMR Costs. The HLUA will curtesy bill the cabin owners in CCCOA for their part of the OMR Costs.

The HLUA will send an invoice each quarter to the cabin owners in CCCOA for the collection of OMR Fees. Invoices will be sent by January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> of each year. Invoices will be due by the 21<sup>st</sup> of the month, that the invoice is for.

If the cabin owner does not pay the invoice by the due date, then a 10% late fee will be added to the invoice.

If the cabin owner does not pay the invoice within 45 days of the invoice date, then the HLUA will send a past due notice to the cabin owner. The due date on the past due notice will be the 15<sup>th</sup> of the month preceding the next invoice date. The following message will be added to the past due notice, "If payment is not made by the due date of the past due notice, then the invoice will be sent to the CCCOA for payment".

If the cabin owner does not pay the invoice by the 15<sup>th</sup> of the month preceding the next invoice date, then the HLUA will send the invoice to the CCCOA for payment. Invoices sent to the CCCOA will follow the same schedule and due dates as the cabin owner invoices.

If the CCCOA does not pay the invoice within 90 days, then the HLUA will send a written notice of delinquency to the CCCOA.

Motion by: Cook, Seconded by: Gage, Roll Call Vote: Cook-Yes, Keipert-Absent, Gage-Yes, Wilson-Yes, Adopted: March 21, 2024