

# **Higgins Lake Utilities Authority (HLUA)**

## **Policy Number: 2023-01 (Maintenance Access/Easement Policy)**

This policy, dated March 23, 2023, is to create a policy regarding maintenance access to the HLUA equipment in the Camp Curnalia Cottage Owners Association (CCCOA) collection system owned by the HLUA.

Only authorized HLUA personnel are allowed to access HLUA sewer components.

Sewer components include but not limited to grinder pump stations, alarm panels, sewer discharge lines, electrical lines, meter/electrical panels, and manhole/valve box covers.

No construction or covering of land with cement or any other material will be allowed to be placed on or around any HLUA sewer component in the CCCOA collection system for a distance of 3 feet from the edge of any sewer component. Sheds that do not penetrate the ground are allowed to cover electrical lines owned by the HLUA, with prior (before construction starts) HLUA Board approval only.

Adding a thin layer of dirt (average of 2 inches or less) and normal planting of grass is allowed, over electrical and sewer discharge lines only.

Grinder pump station covers must be at least 3 inches above grade/ground level and must be clear of obstructions for a radius of 3 feet, measured from the edge of the cover, around the grinder pump station cover. There is a line on the grinder pump station to indicate the proper grade of the ground around the grinder pump station.

Alarm panels and meter/electrical panels must be clear of obstructions for a radius of 3 feet from any part of the components.

No snow is allowed to be plowed or shoveled on top of or around any HLUA sewer component for a radius of 3 feet. Normal snow fall is allowed to cover the HLUA sewer components.

CCCOA is responsible for all costs incurred by the HLUA and all corrective action required by the HLUA, due to violation of the above policy.

## **Policy Number: 2023-02 (Care and Use of Grinder Pump Station Policy)**

This policy, dated March 23, 2023, is to create a policy regarding care and use of the E-One grinder pump stations installed in the Camp Curnalia Cottage Owners Association (CCCOA) collection system owned by the HLUA.

Policy is available on the HLUA Website [www.hlua.org](http://www.hlua.org) under Documents/Policy 2023-02.

## **Policy Number: 2023-03 (CCCOA Collection System Construction/Land Use Policy)**

This policy, dated March 23, 2023, is to create a policy regarding construction and land use around the Camp Curnalia Cottage Owners Association (CCCOA) collection system owned by the HLUA.

Review HLUA Policy 2023-01 Maintenance Access/Easement Policy for restrictions.

If the CCCOA Land Use Permit holder receives approval from the HLUA before obtaining any permits through the Township(s) or County(s) (including but not limited to zoning, land use, construction, or building), then the HLUA will be required to resolve the violation and CCCOA will not be held responsible for any damage to the sewer collection system.

Approval or denial with an explanation will be provided to the CCCOA Land Use Permit holder, within 30 days of application. The 30 days will not start until all required paperwork is received by the HLUA. Required paperwork will include but not limited to CCCOA Land Use Request, all drawings included with CCCOA Land Use Request, and CCCOA Land Use Permit. Orange stakes/flags must remain in place, until the HLUA review has been completed.

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Sewer lines and electrical lines can be moved, but will only be done with all the costs paid by the CCCOA Land Use Permit holder requesting the changes. Any approved changes to the sewer collection system, will be contracted and managed by the HLUA only.

If construction covers any HLUA sewer component without approval of the HLUA, the CCCOA will be required to remove the construction at the CCCOA's expense.

CCCOA is responsible for all costs incurred by the HLUA and all corrective action required by the HLUA, due to violation of the above policy.

## **Policy Number: 2023-04 (Grinder Pump Dwelling Connection Policy)**

This policy, dated March 23, 2023, is to create a policy regarding the connection between the dwelling and grinder pump station in the Camp Curnalia Cottage Owners Association (CCCOA) collection system owned by the HLUA.

Policy is available on the HLUA Website [www.hlua.org](http://www.hlua.org) under Documents/Policy 2023-04.

## **Policy Number: 2023-05 (Grinder Pump Dwelling Electrical Connection Policy)**

This policy, dated March 23, 2023, is to create a policy regarding the electrical connection between the dwelling and grinder pump station in the Camp Curnalia Cottage Owners Association (CCCOA) collection system owned by the HLUA.

Policy is available on the HLUA Website [www.hlua.org](http://www.hlua.org) under Documents/Policy 2023-05.

## **Policy Number: 2023-06 (OMR Costs Policy)**

This policy, dated March 23, 2023, 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 end of the month, that the invoice is for.

If the cabin owner does not pay the invoice by the due date, then the HLUA will send a late notice to the cabin owner.

If the cabin owner does not pay the late notice within 30 days, then the HLUA will send a final notice to the cabin owner.

If the cabin owner does not pay the final notice within 30 days, then the HLUA will send the invoice to the CCCOA for payment.

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