



Date

Please Respond by: [insert date]

(HOA Name)

RE: Common Interest Developments

(Address)

Located at: [insert address or CID name]

(City, State Zip)

Project: Z91 (Townhomes/Condos WMR)

Dear (HOA/Property Manager):

The City of Sacramento Department of Utilities is installing water meters on existing water services throughout the City, as mandated by California law. Our records indicate there are currently XX water service connections for your condominium or townhome development (development). In accordance with state law and City Code, a meter will be installed at the point of service (typically at the property line) for each of these connections. However, your development may request water meters to be installed within the private water distribution system to serve separately-owned units.

Prior to the installation of the water meter(s), we are offering you the opportunity to determine if installing water meters within your development's private water distribution system is feasible and desired by the development. There are two potential options:

- 1) Install a water meter at each of the development's water service connection(s) to the City's distribution system, or
- 2) Install water meters within the development's private water distribution system to serve separately owned units. This option is only feasible if the development is able to satisfy conditions such as installing pipeline improvements and conveying easements to the City.

The above options are further described on the back of this letter. We would like to schedule a meeting in the next three weeks to discuss these options in person. The City requests that you indicate your development's preference within 45 days after our initial discussion/meeting so that we may proceed with your meter installation in accordance with the deadlines established by City Council. If no response is received, the City will proceed with installing the meter(s) on the existing water service connection(s).

Please email watermeter@cityofsacramento.org, or contact Michelle Eckard at (916) 216-7366 to schedule a meeting or if you have any questions.

Thank you for your assistance on this very important project.

Sincerely,

Marc Lee

Senior Engineer, Accelerated Water Meter Program Manager
City of Sacramento, Department of Utilities



Español | 中文 | Tagalog | Tiếng Việt | Hmoob | Русский

Option 1: Installing Meters at the Development's Water Service Connection to the City's Distribution System

The quantity and location of the water service connection(s) were established during the construction of the property. The point of service connection is located where the City's water distribution pipe connects to the customer's private water service.

City Code section 13.04.220 allows the association managing the development to assume responsibility for paying the metered water service bill. Under this option the association is responsible for allocating this cost to, and collecting this cost from, the homeowners. The City recognizes that some associations may be unable or unwilling to assume responsibility to pay for the metered water service. For this reason, the City is working on establishing, by ordinance or resolution of the City Council, the method for allocating the metered usage directly to the unit owners responsible for paying their portion of the water bill.

Option 1A - Association Allocated Metered Billing

When metered billing begins, the association managing the development will be billed for the metered water service and be liable for payment of the monthly service charges and usage (see City Code §13.04.220). The association is responsible for allocating the monthly service charges to the individual units and collecting from the individual owners. In some cases, changes to the association's governing documents may be needed to provide necessary authorizations for the allocation and collection of charges.

Option 1B - City Allocated Metered Billing

When metered billing begins, each separately owned unit will be billed for the water service and be liable for payment of the monthly service charges and usage. The metered rate will be divided in accordance with the allocation method that is to be established by ordinance or resolution of the City Council (see City Code §13.04.220).

Option 2: Installing Water Meters within the Private Water Distribution System for Separately Owned Units

The City recognizes that in some developments, it may be possible to install water meters on plumbing lines dedicated to individual units. For this reason, the City Code provides Option 2: the development may request the installation of water meters for each separately owned unit, if it is feasible to do so.

To implement this alternative, City Code §13.04.305 requires the development to satisfy the following conditions at no cost to the City:

1. Expose the proposed meter location and perform any re-plumbing or other work on the development's private water lines in order to allow the City to install individual meters at each unit; and
2. Convey to the City the necessary easements allowing the City to install, operate, maintain, repair, and replace the individual meters located on the private water lines (see City Code §13.04.305 for more details).

The development is responsible for the performance of any work needed to provide adequate separate service pipes for each unit and any common areas, and expose the water piping for each meter location prior to the meter installation by the City.

Both conditions must be fulfilled prior to the City's schedule for installing the meter(s) for the development.