



**MEMBERSHIP CERTIFICATE  
IN  
COTTAGE HILL WATER WORKS, INC.**

a nonprofit corporation Incorporated under the law of the State of Florida  
**(850) 968-5485 or 711 (TDD)**

Name \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_

Service Address \_\_\_\_\_

Capacity Tap Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Service Charge \$ \_\_\_\_\_

Membership Fee \$ \_\_\_\_\_

Other Fee \$ \_\_\_\_\_

**Total Fee** \$ \_\_\_\_\_

Mailing Address \_\_\_\_\_

This is to certify that the above meter deposit has been made with Cottage Hill Water Works, Inc. Deposit is security for the payment of or to be applied to any and all amounts due upon cancellation of service. The deposit is the only amount refundable. This Membership certificate is issued and accepted in accordance with and subject to the conditions and restrictions stipulated in the Charter, By-laws of the corporation, and amendments to the same heretofore or hereafter made.

Transfer of Membership Certificate shall be made only upon the books of the Corporation, only to persons eligible to become members, only with the approval of the Board of Directors and only when the member transferring is from indebtedness to the corporation, all as more fully set forth in the Charter and by-laws of the Corporation.

No member of this Corporation will be entitled to more than one vote at meetings of the members, regardless of the number of Membership Certificates held. Every person upon becoming a member of this Corporation agrees to sign such agreement for the purchase of water from the Corporation as may from time to time be provided and required by the Corporation.

- A. *The net amount of the bill is due by the 1st of the month. The gross amount of the bill is due after the 10<sup>th</sup>. Failure to receive bills or notices will not prevent such bills from becoming delinquent nor relieve the consumer from payment.*
- B. *Nonpayment within twenty five (25) days from the due date will result in the water being turned off from the Member's property, and a fee of \$30.00 will be charged to turn on. If the meter is turned back on after it has been locked out by Cottage Hill Water Works, Inc., by anyone other than Cottage Hill Water Works, Inc. personnel, a \$100.00 tampering fee will be charged to the customer on first offense, second offense a \$200.00 fee will be assessed and third offense a \$300.00 fee will be assessed and meter will be removed, the customer may be denied water service and/or require additional deposit on account.*
- C. *Special meter readings, at the request of the customer, will be completed for a fee of \$10.00. If the reading reveals that the meter has been read in error, there will be no charge.*
- D. *ECUA sewer \_\_\_\_\_ YES \_\_\_\_\_ NO. For those members on sewer, you must apply with Emerald Coast Utilities Authority (ECUA) and must abide by ECUA rules. Failure to pay ECUA will result in disruption of service until all fees are paid and under the direction of ECUA. Cottage Hill Water Works, Inc. will supply readings to ECUA for all sewer customers in our franchise area.*

I have read the above and agree to abide by the rules, regulations and bylaws of this corporation. I understand my failure to do so may result in the cancellation of water service.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

Witness the Seal of the Corporation and the signature of its duly authorized officers affixed

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
CHWW Staff Representative

\_\_\_\_\_  
CHWW Operations Manager



MEMBERS' SOCIAL SECURITY NO. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DRIVER'S LICENSE # ISSUING STATE \_\_\_\_\_

DATE OF BIRTH\_\_\_/\_\_\_/\_\_\_\_\_

PHONE NUMBER (     ) \_\_\_\_\_

CELL PHONE # (     ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

LANDLORDS NAME \_\_\_\_\_

LAST UTILITY PROVIDER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

THE INFORMATION REGARDING RACE, ETHNICITY AND SEX DESIGNATION SOLICITED ON THIS APPLICATION IS REQUESTED IN ORDER TO ASSURE THE FEDERAL GOVERNMENT, ACTING THROUGH THE RURAL HOUSING SERVICE THAT THE FEDERAL LAWS PROHIBITING DISCRIMINATION AGAINST TENANT APPLICATIONS ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILIAL STATUS, AGE, AND DISABILITY ARE COMPLIED WITH. YOU ARE NOT REQUIRED TO FURNISH THIS INFORMATION BUT ARE ENCOURAGED TO DO SO. THIS INFORMATION WILL NOT BE USED IN EVALUATING YOUR APPLICATION OR TO DISCRIMINATE AGAINST YOU IN ANY WAY. HOWEVER, IF YOU CHOOSE NOT TO FURNISH IT, THE OWNER IS REQUIRED TO NOTE THE RACE, ETHNICITY, AND SEX OF INDIVIDUAL APPLICANTS ON THE BASIS OF VISUAL OBSERVATION OR SURNAME. THE RACE AND THE ETHNICITY OF EACH APPLICANT SHALL BE RECORDED ON THE APPLICATION FOR SERVICES.

ETHNICITY

\_\_\_\_\_ HISPANIC OR LATINO  
\_\_\_\_\_ NOT HISPANIC OR LATINO

RACE (MARK ONE OR MORE)

\_\_\_\_\_ AMERICAN INDIAN /ALASKA NATIVE  
\_\_\_\_\_ ASIAN  
\_\_\_\_\_ BLACK OR AFRICAN AMERICAN  
\_\_\_\_\_ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER  
\_\_\_\_\_ WHITE OR CAUCASIAN

GENDER: \_\_\_\_\_ MALE     \_\_\_\_\_ FEMALE

PLEASE LIST ANY HEALTH CONCERNS THAT WE NEED TO BE AWARE OF:

\_\_\_\_\_  
\_\_\_\_\_

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER, AND EMPLOYER. THE UNIVERSAL TDD NUMBER OF 711 (TDD)

## BACK FLOW AND CROSS CONNECTION CONTROL



ADDRESS \_\_\_\_\_

SERVICE NEW \_\_\_\_\_ EXISTING \_\_\_\_\_

TYPE

1. RESIDENTIAL \_\_\_\_\_

2. BUSINESS \_\_\_\_\_

A. TYPE OF BUSINESS \_\_\_\_\_

3. IS ONE OR MORE OF THE FOLLOWING ITEMS LOCATED ON THE PROPERTY OR BUILDING?

1. IRRIGATION SYSTEM

A. WITH CHEMICAL ADDITIVES \_\_\_\_\_

RPBA

B. WITHOUT ADDITIVES \_\_\_\_\_

DCVA, AVB, PVB

2. COOLING TOWERS

A. WITH CHEMICAL ADDITIVES \_\_\_\_\_

RPBA

B. WITHOUT ADDITIVES \_\_\_\_\_

AG, RPBA

3. SOLAR DOMESTIC HOT WATER SYSTEM \_\_\_\_\_

DCVA, RPBA

4. ORNAMENTAL FOUNTAINS \_\_\_\_\_

DCVA, AVB, PVB

5. DECREASING EQUIPMENT \_\_\_\_\_

DCVA

6. SWIMMING POOL

A. PUBLIC \_\_\_\_\_

RPBA, AG

B. PRIVATE \_\_\_\_\_

PVB, AG

7. FIRE FIGHTING SYSTEM (TOXIC LIQUID FOAM CONCENTRATES) \_\_\_\_\_

8. ANY MEDICAL REQUIRING WATER SUPPLY \_\_\_\_\_

AVB, PVB, RPBA

9. PREMISES WHERE INSPECTION RESTRICTED \_\_\_\_\_

RPBA

10. ANY BUSINESS ASSESSED AS HEALTH HAZZARD \_\_\_\_\_

RPBA

**The water user has the primary responsibility to keep contaminants out of the potable water system. This responsibility begins at the user connection and includes any and all water distribution piping on the premises. If a cross connection or a potential for a cross connection exists, the water user, at the water user's expense, must install, have tested, and maintain approved back flow preventers as required by the health agency or the water supplier. The water user should prevent the creation of a cross connection by modifications of the plumbing system.**

MEMBER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**COTTAGE HILL WATER WORKS, INC.**  
**P O BOX 581**  
**CANTONMENT FL 32533-0581**  
**(850) 968-5485**



**The following is a summary of the rules and regulations of the Cottage Hill Water Works, Inc.**

1. You may pay your bill at the office from 8:00 - 4:00 P.M., Monday thru Friday. Closed on holidays.
2. When paying at the office, please bring the **entire bill**. If paying by mail, please include the return stub with the payment.
3. When paying by mail and your check is dated before the 10<sup>th</sup> but postmarked after the 10<sup>th</sup>, the 10% gross will be applied to the next month's bill.
4. **If your water bill has not been paid by the last Tuesday of the month or the day after the 25<sup>th</sup> of the month by 10:00 am, your water will be shut off and a reconnection fee of \$30.00 will be applied to the account. This fee and any past due balance will need to be paid before resuming service.**
5. Special meter readings, at the request of the member will be completed for a fee of \$10.00. If the reading reveals that the meter has been read in error, there will be no charge.
6. **The account holder is responsible for any damage to the meter, meter box or any equipment owned by Cottage Hill. Replacement costs will be added to the customer account as well as any back billed usage based on a average consumption. It is the customer's responsibility to notify Cottage Hill as soon as the damage occurs to avoid average-based back billing. The Corporation may, in addition to prosecution by law, permanently refuse service to any member who tampers with a meter or other measuring device.**
7. **Residential Water Rates are as Follows:**

<i>First 2,000 gallons</i>	<i>=</i>	<i>\$22.00</i>
<i>2001-6000 gallons</i>	<i>=</i>	<i>\$3.75 per 1000 gallons</i>
<i>6001-8000 gallons</i>	<i>=</i>	<i>\$4.75/per 1000 gallons</i>
<i>8001-16000 gallons</i>	<i>=</i>	<i>\$5.00/per 1000 gallons</i>
<i>16001-24000 gallons</i>	<i>=</i>	<i>\$5.25/per 1000 gallons</i>
<i>24001-300000 gallons</i>	<i>=</i>	<i>\$5.50/per 1000 gallons</i>
<i>300001-Up</i>	<i>=</i>	<i>\$6.00/per 1000 gallons</i>
<i>\$3.00 per month fee for water line upgrades</i>		
<i>Rental Deposits</i>	<i>=</i>	<i>\$150.00</i>
<i>Owner Deposits</i>	<i>=</i>	<i>\$75.00</i>
8. To discontinue service or change occupancy, notification of not less than three days must be given, in person or in writing, at the Corporation office.
9. No member will allow a connection or extension to be made to his service line for the purpose of supplying water to another user, such as a house trailer.
10. **The Water member agrees that the meter box will be accessible to the meter reader at all times. A bush or tree may not hang over the meter box unless it clears the box at least six (6) feet. Fences will have to have an offset built around the meter box or a gate within three (3) feet of the meter box. CHWW is not responsible for replacing grass in work areas.**
11. The annual meeting will be held the second Thursday in October at 7:00 P.M.

12. If it becomes necessary for your water to be turned off, the meter reader does not have to notify you.

13. There is a service charge of \$35.00 on all checks returned for insufficient funds.

14. For those members on sewer, you must apply with Emerald Coast Utilities Authority (ECUA) and must abide by ECUA rules. Failure to pay ECUA will result in disruption of service until all fees are paid and under the direction of ECUA. Cottage Hill Water Works, Inc. will supply readings to ECUA for all sewer customers in our franchise area.

MEMBER  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_