

BRIDLE MANOR CO-OPERATIVE INC.

TOWNHOUSE WATER CHARGE POLICY

Townhouse members are responsible for paying for their own water usage. Each unit has their own water meter.

The Utility Bills for Water and Solid Waste Management are mailed to Bridle Manor Co-operative Inc., at 3120 Sheppard Avenue East, as they are the assessed property owner of Bridle Manor.

If the Co-op has to pay for these charges, the costs will be added to the Members Housing Charge.

Members who do not pay the water and sewage disposal fee will be considered in arrears.

Procedure:

- a water bill for each unit is mailed to Bridle Manor
- the Administrator at Bridle Manor will open each envelope, and check that payment has been made by the member
- if the member does not pay the amount, Bridle Manor will be sent a “Transfer to Tax Notice” which indicates:
“Outstanding water charges and solid waste fees remaining unpaid after the transfer date (29 days) will be transferred to the property tax account, and a fee of \$35.00 will apply, in accordance with City of Toronto Municipal Code Chapter 441.”
- to avoid these charges, Bridle Manor will pay the outstanding water charges for a member's unit, and
- a letter will be sent to the unit member advising them
 - of the amount that has been added to the member's housing charge, plus an administration fee, and
 - that the member is now in arrears