



OCHOCO WEST WATER & SANITARY AUTHORITY

5488 NW Prine Road, Prineville, OR 97754
Phone (541) 447-1934
office@owwsa.net

Welcome Packet

Enclosures

- (1) Clubhouse rental policy/Cleaning checklist
- (2) Water use restriction levels explained
- (3) Building application forms
- (4) Water/Sewer Service Application
- (5) Consent Form

Welcome to the Ochoco West community. The following is a compilation of information and forms you may need in the future to help with your transition into the neighborhood.

Ochoco West has its own water and sanitary system that services the community. Most properties are serviced by both, but some areas only have water access with no sewer service available. The areas not serviced by the sewer will require septic systems if new construction is being planned. Please check with the office for the locations of these areas.

The water and sanitary system are operated and maintained by the Ochoco West Water and Sanitary Authority. This is a seven-member board elected by the community to ensure proper operation and maintenance are performed to provide safe and consistent service in accordance with all state and federal regulations.

If interested in becoming involved with the Water and Sanitary Authority, positions become available every 4 years and any owner living in the community is eligible to run for these positions. Election information will be disseminated to the community by mail when the time or circumstances arise.

The following is a list of information about the Water and Sanitary System:

- Community clubhouse can be rented by property owners for parties or other functions. A \$50.00 cleaning deposit and proof of insurance for the day of the event must be provided. Please see enclosure 1 for further information.
- Each property is allowed 4500 gallons of water each month for a base fee of \$40.00. All water connections are metered and read year-round, weather pending.
- Over use will be reflected on your bill in the following increments: 4500-10,000@ .002Cpg / 10,000-20,000@ .003Cpg / over 20,000@ .004Cpg .(Cents Per Gallon)



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- Monthly billing is from the 28th to the 28th. Late fees and finance charges will be incurred for payments made after that date.
- Monthly payments can be made by cash, check, credit card, bank pay or money order either dropped in the payment box at the office, in person during business hours, or mailed.
- Anyone who is over 30 days past due on bill will get a written notice for payment requesting full payment or their water will be shut off in 60 days. Sixty days past due date the water will be shut off and not turned on until paid in full plus a \$25.00 turn on fee with cash, credit card, money order, or cashier's check. If you have a problem paying you will have to come in front of the Authority Board to state your case.
- Backflow testing is scheduled for the entire community every year and usually takes place between July and September. You will see a fee for this on your regular bill between October and February. This is done in this fashion because the Authority is responsible for providing testing documentation to the state for this process and ends up being cheaper for each user.
- The Authorities responsibility for water lines to property ends at the home side of the water meter. Any repair needed to backflow device or supply line to home is the responsibility of the property owner.
- The monthly sewer fee is \$50.00. Properties not connected but with access to sewer service are charged a \$18.00 fee, billed quarterly as per instructions from the USDA for sewer expansion loan repayment.
- In the event we must restrict the use of water to recover from a line break or severe drought condition. Enclosure 2 provides information for each level and their meaning.
- For property owners planning to build a home, enclosure 3 are the community permits required to be signed by both boards before permits are issued by the county building department.
- Every new homeowner or renter needs to fill out a Water/Sewer Service application and turn it into the OWWSA office within 30 days of purchase or rent agreement. Please see enclosure 4 for further information.

These are answers to the most FAQ's. For any further information feel free to contact the main office at 541-447-1934 or office@owwsa.net.

/s/

Ochoco Water and Sanitary Authority



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Ochoco West Water and Sanitary Authority Clubhouse use Policy

Until further notice, the following is the current policy for community member use of the clubhouse.

All members wanting to utilize the clubhouse must show proof of a one-million-dollar insurance policy, naming Ochoco West Water and Sanitary Authority as a covered entity for the time frame of use. This can usually be purchased through homeowners' insurance or from companies online. (www.americanspecialtyexpress.com)

A fifty-dollar (\$50.00) cleaning deposit is required. This deposit will be returned to the user upon completion of the cleaning checklist (Enclosure 1) or can be placed towards water / sewer bill if requested.

Mail Carrier has a key to use the restroom on weekends! Please be understanding.

If utilizing the clubhouse during a Pandemic, all current OHA (Oregon Health Authority) and CDC (Center for Disease Control) guidelines for group gatherings must be adhered to. Current guidelines will be printed and supplied to the user at time of use.

All Activities must be completed by 10:00 pm, and the clubhouse must be vacated no later than 11:00 pm.

No BBQ's / Smokers are allowed on any portion of the porch (front or rear porch), or inside of building. Please set them up on the ground out back or to the side of the clubhouse.

An inspection of the clubhouse will be conducted prior to and after use to ensure all setup and cleaning checklist items have been completed.

Due to liability issues, if any alcoholic beverages are to be part of your event, it **must** be listed on the insurance policy. **NO EXCEPTIONS!**

For further information or questions regarding the clubhouse's use, please contact the OWWSA Office @ (541) 447-1934.



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Cleaning Checklist

The following is a list of items that must be completed after use of the Ochoco West Clubhouse. User will read and sign agreeing to the following cleaning procedures. To receive your return of the cleaning deposit, the user must meet with one of the Ochoco West Water and Sanitary Staff to sign off on the checklist.

1. Clubhouse setup must be returned to original configuration after use. Please leave out 20 black chairs, 3 large tables, 1 medium table, blue square table and 1 small table.
2. Tables and chairs must be wiped down. (cleaning supplies under kitchen sink)
3. The kitchen area to include countertops, sink, microwave, stove and refrigerator, must be cleaned and wiped down. (cleaning supplies under kitchen sink)
4. The bathroom sink and toilet need to be cleaned and wiped down. (cleaning supplies under kitchen sink)
5. Floors must be swept and mopped.
6. Front and rear deck areas need to be swept if any spills occurred, or mud tracked.
7. Outside / Inside of building checked for garbage and disposed of in trash cans.

Toilet paper, paper towels, dish rags and towels must be provided by the user. Any dishes or silverware used that belong to the clubhouse must be washed and returned to their original location.

Failure to complete the above listed items will result in forfeiture of cleaning deposit.

User	Date	OWWSA Staff	Date
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Kathy Friese
OWWSA Office Manager
(541) 447-1934



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Water Use Guidelines for Ochoco West Subdivision

It is the purpose of OWWSA to provide water and sanitary services for Ochoco West. Since our water supply is a limited resource, the following guidelines will help us prioritize and administer water usage.

- **Level 1: Water use is not limited.** Conservation is encouraged.
- **If the system isn't recovering automatically go to Level 2.**

- **Level 2: Mandatory conservation.** Level 2 goes into effect after July 1 or at Authority Boards discretion.
- **Your watering days are scheduled as follows:**
 - Landscape watering allowed: Monday, Wednesday, and Friday: Adams, Circle, Barnes, Huston, Combs, Irvine, Jordan and Grimes.
 - Landscape watering allowed: Tuesday, Thursday and Saturday: Elliott, King, Lister, Gray, Morrow, Nye, Demaris and Foster.
- **Please No landscape watering on Sunday** so the system can recover for Monday morning.
- Irrigation hours are 7:00 PM to 9:00 AM.
- Irrigation is not encouraged between the hours of 9:00 AM and 5:00 PM.
- Water conserving is needed especially if the temperature goes above **85 degrees**.
- Limit your watering to 20 minutes. (2-10 minute intervals is best)
- These regulations apply to hoses or hose-end devices left unattended or attended.
- Remember to adjust your watering amounts as the weather and temperature change. Your lawns need about one inch of water every four days to stay healthy.
- **If the system has not recovered by Monday morning the subdivision automatically goes to Level 3.**

- **Level 3: Restricted water use.** Landscape watering will not be allowed and the pool will be closed.
- In addition to the normal schedule outlined above, additional water restrictions may be necessary. The restrictions listed here are based on order of importance:
 1. No car washing.
 2. No pressure washing
 3. No watering of crops or gardens.



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Authority customers will be advised what type of emergency we are experiencing and what level of water restrictions are to be in place. In the event an emergency situation arises.

**ORS 264.306*

(2) Whenever the household supply of water is being jeopardized by non-household use of water, the district can order the non-household use of water to be immediately discontinued. For the purposes of this subsection, non-household use includes irrigation of lawns or fields.

Encl. (2) Water use restriction levels explained



OCHOCO WEST WATER & SANITARY AUTHORITY

Ochoco West Property Owners Association
Water and Sanitary Authority

Requirement for Approval to Build in Ochoco West

The following steps must be taken:

1. Obtain approval from Ochoco West Water and Sanitary Authority prior to requesting P.O.A approval.
2. To gain OWWSA approval, owner must present an 8 ½ x 11 plot plan drawing to a Water and Sanitary Authority meeting which includes the following information:
 - a. Location of proposed water hookup. Locations must be away from all driveways and future building sites.
_____ INIT.
 - b. Location of proposed sanitary hookup. _____ INIT.
 - c. House dimensions and proposed placement on lot. _____ INIT.
 - d. Setbacks from street and sides lot. 10 feet sides and rear, 25 feet from street. To include fences and any outbuildings. _____ INIT.
 - e. Legal description of the location of property. _____ INIT.
 - f. Rough drawing showing proposed floor plan, side view and number of stories. _____ INIT.
3. After the OWWSA has verified the availability of both services to the proposed location, an owner may attend a Property Owners Association Board meeting to request building approval. _____ INIT.
4. Following approval from both boards, owners may go to Crook County Building Department to file for building permits. _____ INIT.
5. Prior to construction owner must meet with a POA representative to verify current condition of road at property location. Any damage to road caused during construction process must be repaired by either property owner or home construction company. Upon completion of construction owner must once again meet with POA representative to ensure proper road condition.
6. Any amendments to plot plan after initial approval must once again be approved by both boards and new signatures acquired. _____ INIT.

Owner	Prior	POA Representative	Prior
POA Representative		Post	

Once signed, a copy of this form will be kept in property folder located in Ochoco West office.



OCHOCO WEST WATER & SANITARY AUTHORITY

Ochoco West Property Owners Association
Water and Sanitary Authority

Building Application/Permit

Block: _____ Lot: _____

Job Address: _____ Owner Address: _____

Construction Type: New _____ Addition _____ Remodel _____

Plot Plan Amendment:

Culvert Required: _____yes _____no POA Signature: _____

Culvert Fee: _____

Ochoco West Current Fee Schedule: (Fees and Services Provided are Regulated by OWWSA Ordinances)

Water: \$7000.00 Date Paid: _____ Signature: _____

Sanitary: \$5500.00 Date Paid: _____ Signature: _____

POA Dues: \$ _____ Annually (As Regulated by Property Owners Association)

Fees associated with water and sanitary hook-ups must be paid to Ochoco West Water and Sanitary Authority (OWWSA) prior to construction. If water services are required for this project, a testable backflow device must be installed by owner between meter and home. These devices will be tested by OWWSA annually. Testing and any repair fees will be billed to owner upon completion.

All water lines from the construction side of the meter once installed are the sole responsibility of the owner. The water meter will be installed in accordance with the construction plans to ensure ease of access, easement requirements and continued integrity of said meter. *"If construction or future improvements impede with water meter in any way it will be moved at the owners expense."* Sewer lines from saddle to dwelling must be installed in accordance with current plumbing standards and are also the sole responsibility of the property owner. No roof, surface, foundation, footing or other ground water drain is to be connected to the OWWSA sewer system.

Applicant Signature Date

OWWSA Signature Date

POA Signature Date

Contractor Used to Install/Date:
Sewer: _____
Water: _____



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Water/Sewer Service Application

Date: _____

Print Name: _____

Mailing Address: _____

Property Address: _____ Blk. _____ Lot _____

Employer: _____

Phone Number: _____

Email Address: _____

Phone carrier: _____

By signing the application form, you agree to:

- Being responsible for all service;
- Pay all utility bills promptly in accordance with Authority's schedule;
- Comply with and be bound by such ordinances, rules, regulations, and rate schedules as may be established by the Authority's Board;
- Notify the Authority if service is no longer required due to the sale or Foreclosure of property on or before the closing/vacant date of home;
- If property owners rent their houses the renters are not allowed to have the Water and sewer bill put into their name without written request by owners and to have that document on file at the Authorities office.

Signature: _____



OCHOCO WEST WATER & SANITARY AUTHORITY

5488 NW Prine Road, Prineville, OR 97754
www.owwsa.org

Date:

State: Oregon

County: Crook

This General consent form (the “**Consent**”) made on the Effective Date, by and between:

Name:

Residing at:

(the “**Consentee**”), who hereby consents and gives permission to:

Name:

Residing at:

(the “**Releasee**”) to perform the following acts (the “**Permissible acts**”):

TERM:

This Consent is valid from the Effective Date until:

- the date of _____
- the Consentee revokes this Consent
- Other _____

OTHER TERMS:

The Consentee’s Name and Signature
