

M E M O R A N D U M

March 11, 1997

RECEIVED
FILE COPY

FPSC-RECORDS/REPORTING

TO: DIVISION OF RECORDS AND REPORTING
FROM: DIVISION OF LEGAL SERVICES (CROSBY)
RE: DOCKET NO. 960393-WU - REQUEST FOR EXEMPTION FROM FLORIDA
PUBLIC SERVICE COMMISSION REGULATION FOR PROVISION OF
WATER SERVICE IN LAKE COUNTY BY CITRUS COVE HOME OWNERS
ASSOCIATION, INC.

Attached is a letter dated March 5, 1997, from Mr. O.F. Bennett, Officer of the Association, regarding the developer and voting rights and transmitting the operating guidelines of the association. PLEASE PLACE THE LETTER AND ATTACHMENTS IN THE ABOVE-REFERENCED DOCKET FILE. Thanks.

alc

Attachments

cc: Division of Water and Wastewater
(P. Brady)

ACK _____
AFA _____
APP _____
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DOCUMENT NUMBER-DATE

02657 MAR 13 5

FPSC-RECORDS/REPORTING

**Citrus Cove Home Owners Association
17706 Mandarin Circle
Winter Garden, FL 34787**

**M. J. Avila, President
Telephone (407) 656-7674**

5 March, 1997

**Alice Crosby
Public Utilities Analyst
State of Florida Public Service Commission
Division of Water and Wastewater
Capital Circle Office Center
2540 Shumard Oak Blvd.
Tallahassee, FL 32399-0850**

Re: Docket No. 960393-WU, request for exemption from Florida Public Service Commission regulations for provisions of water service in Lake County Citrus Cove Home Owners Association, Inc.

Dear Ms. Crosby:

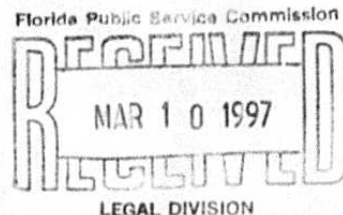
The following is information requested via phone conference on March 3, 1997:

1. Developer: There is no developer involved in the Corporation. The Homeowners manage the Corporation as an instrument to operate the Water Utility providing water service to an existing 36 residences. The developer has not been involved since the original eight homeowners purchased their lot.
2. Each homeowner has one vote for business decisions. The officers can pay the normal bills. A \$200 limit is placed on non standard expenses. The current revenue is a flat rate of \$25 per month from each homeowner.
3. A copy of the operating guidelines is attached for your information.

Please call me at (407) 356-9924 if you need additional information.

Sincerely,


O. F. Bennett P. E.



CITRUS COVE

HOME OWNER'S ASSOCIATION

OPERATION GUIDELINES

17610 Mandarin Circle
Winter Garden, Florida 34787
Telephone (407)656-3696/656-5397

CITRUS COVE HOME OWNER'S ASSOCIATION OPERATING GUIDELINES

1. GENERAL

The following management and operating procedures have been adopted by the Citrus Cove Home Owner's Associate (CCHOA) as guidelines for establishing rules to provide equality to all home owners that use the facilities or services of the CCHOA water system.

2. DEFINITION

CCHOA is a nonprofit organization registered in the state of Florida; organized to manage and operate the water system owned by the residents of Citrus Cove subdivision in Lake Count, Florida. The water system includes the lot where the water supply/treatment system is located and the large land area (pit) in the center of the subdivision. All well, pumping, treatment, and distribution systems are designed to serve all 53 lots in the subdivision.

3. CONNECTION FEE

A connection impact fee will be assessed to property owners as follows:

3.1 PROPERTY OWNERS WITH EXISTING WATER SERVICE

No connection fee will be required.

3.2 CITRUS COVE PROPERTY OWNERS WITH EXISTING RESIDENCES WITH PRIVATE WELLS IN OPERATION ON 1 JULY 1989

A connection impact fee of \$150 will be assessed to property owners with existing wells. If water service is provided by CCHOA, the well connecting to the household service must be disconnected to prevent a cross connection.

3.3 PROPERTY OWNERS WITH UNDEVELOPED LOTS

Property owners that are approved for connection to the CCHOA water system for undeveloped lots, or lots to be developed after 1 July 1989 will be assessed a \$500 impact fee to cover the cost to offset the expenses that have been paid by the fourteen charter customers of Citrus Cove Water System. The deposited funds will remain in the account for future repairs and/or operating expenses.

will act as Chairman of the Finance Committee (or the Vice President in the absence of the President).

10. WATER SERVICE APPLICATION

New customers are to complete the service application as indicated. Upon payment of the required fee and signing of the application, the customer is authorized to make connection to the utility system. An officer, or a water customer, that has been properly trained to verify and approve that the correct service tap is being utilized, must inspect and approve the service connection prior to hook-up. CCHOA is not responsible for the physical hook-up or responsible for any appurtenances on the customer's property. If water connection for hook-up can not be located and a new tap is required CCHOA will pay 50% of the cost for a new tap. A minimum of two bids to be presented and approved prior to installing the tap.

10.1 TEMPORARY WATER SERVICE

A building contractor may obtain temporary service by submitting an application and paying a \$50 non-refundable service fee that covers all service costs during the house construction period. The temporary service is automatically canceled when the home owner or occupant applies for electrical service. All other provisions of Paragraph 10.0 are applicable and are unchanged.

11. ANNUAL NEWSLETTER

An annual newsletter will be published and signed by the officers of the corporation (CCHOA) and provided to each customer by the first day of April. As a minimum, the following will be provided in the newsletter or statement:

11.1 OFFICERS

The current names, addresses, and telephone numbers of the officers or the corporation including the names of each member of the finance committee.

11.1.1 OFFICERS TERM OF OFFICE

The expiration date of each term of each corporation officer to be stated in the newsletter. The following is the expiration dates of the terms of office:

First term - 1 July 1991
Second term - 1 July 1993
Third term - 1 July 1995
Fourth term - 1 July 1997
Fifty term - 1 July 1999

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4. MONTHLY SERVICE FEE (NORMAL)

A monthly service fee to be paid by each customer quarterly in advance. The fee to be set by CCHOA Finance Committee as required to cover the operating expenses. The fee will not be based on consumption but a unit price per connection.

5. PAYMENT METHOD

Customers will be billed quarterly at least fourteen days in advance of the beginning of each quarter. Payments received after the 15th are considered delinquent. A list of honor customers (those without delinquent payments for the past 12 months) will be published in the Annual Association Newsletter.

6. SPECIAL ASSESSMENT

In case of a major repair and/or if funds are not available for normal operating expenses, each customer will be notified as required for a special meeting to resolve the funding issue. Assessment will be made as agreed by at least two thirds majority of the connected nondelinquent customers. Payment is to be made to CCHOA as agreed and passed in the special called meeting.

7. AUTHORIZATION OF PAYMENT

The officers of the CCHOA are authorized to pay the normal operating expenses (ie. electric power costs, treatment chemical costs, land taxes, corporation fees, stamps and office supplies, and system repairs up to \$250). Additional services or nonrecurring expenses in excess of \$250 that may be required must be approved by the Finance Committee.

8. CCHOA OFFICES

The CCHOA is to have three elected officers identified as President, Vice President, and Secretary/Treasurer. The term is two years but can be reelected to serve an indenfinite number of two year terms.

9. FINANCE COMMITTEE

The CCHOA Finance Committee is to be made up of seven members; three members being the officers of the corporation and four members being water customers elected by the members of the CCHOA. The President of the CCHOA

will act as Chairman of the Finance Committee (or the Vice President in the absence of the President).

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Fifth term - 1 July 1999

11.1.2 FINANCE COMMITTEE TERM OF OFFICE

The expiration date of each term of each finance committee to be stated in the newsletter.

11.2 FINANCIAL STATEMENT

A financial statement to be included in the newsletter to include at least the following information based on the past twelve months business ending on the 31st December:

11.2.1 Gross income for the twelve month period.

11.2.2 Total expenditure for the twelve month period.

11.2.3 Total value of accounts payable (unpaid bills) as of the 31st of December.

11.2.4 Account balance on the 31st of December.

11.3 HONOR CUSTOMERS

A list of all customers that have paid their quarterly service charges before the past due date for the past twelve months.

11.4 CUSTOMERS LIST

A list of current active customers including their names and lot numbers.

12. CURRENT CUSTOMER SERVICE APPLICATION

In order for CCHOA to be up to compliance with the State of Florida Department of Environmental Regulations for operation of a Public Water Supply System, a copy of the service application has to be on file for each customer. This requirement is for legal proof that the customers have been instructed or have been given information on the Cross Connection Control Program and that the lead notification has been provided as required.

CROSS CONNECTION CONTROL PROGRAM

20 September 1992

Dear Homeowner/Tenant:

The greatest hazard in a water distribution system is the "CROSS CONNECTION". This is a physical connection from the water system to another unsafe or doubtful source of water that will allow other waters or materials to enter the potable water supply system, such as a back siphon, or under-pressure condition.

All potable water connections (ie. hose bibs, etc.) should be equipped with anti-siphon/backflow prevention devices. A home that has a domestic water system for irrigation cannot be connected to the irrigation system piping. A valve is not adequate protection to ensure a cross connection.

Sewer lines must be installed a safe distance from all water lines or septic tanks. If an underground sprinkler system is installed and connected to the water system anti-siphon vacuum breakers are to be installed on each zone.

Swimming pools must be equipped with an air gap and double check valves to ensure that water from the swimming pool is not siphoned back into the water system.

Please contact the association president if you have any questions pertaining to this program. An annual inspection of each residence by a registered engineer to audit for cross connections may be become mandatory in the future.

CITRUS COVE HOME OWNER'S ASSOCIATION

CITRUS COVE SUBDIVISION

LAKE COUNTY FLORIDA

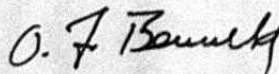
20 September 1992

Citrus Cove Home Owners/Water Customer
Citrus Cove Subdivision
Lake County, Florida

RE: LEAD NOTIFICATION

The Federal Environmental Protection Agency and the Florida State Department of Environmental Regulation require Community Public Water Systems to notify their consumers there may be lead in the water even though the system has been tested and found to contain less than the maximum containment levels (MCL). The water has been tested and no lead was found, however, if your house piping is constructed of copper pipe with leaded solder joints then each occupant should run the water for a few minutes after being away on vacation, etc. The analysis indicate the lead level to be less than 0.02mg/l which is well below the MCL.

Sincerely,



O. F. Bennett
President
Citrus Cove HOA

WATER SERVICE APPLICATION
CITRUS COVE HOME OWNERS ASSOCIATION

Date: _____ Application Number: _____ Temporary Service: _____

Lot N^o: _____ Permanent Home Owners Service: _____

Name and Address of Applicant:

NAME: _____ NICKNAME HUSBAND: _____ (optional)

NICKNAME WIFE: _____ (optional)

CURRENT ADDRESS:

CITRUS COVE ADDRESS:

TEMPORARY PHONE N^o: _____

PERMANENT PHONE N^o: _____

CATEGORY:

- 1. Home owner with well prior to July 1989 _____
- 2. Lot owner with construction start after July 1989 _____
- 3. Temporary construction service _____

CATEGORY FEE:

- 1. \$150 Impact Fee
- 2. \$500 Impact Fee
- 3. \$50 Impact Fee

ATTACHMENTS RECEIVED BY CUSTOMER:

- 1. Cross Connection Control Program _____
- 2. Lead Notification Statement _____
- 3. CCHOA Guidelines _____
- 4. List of current CCHOA Officers _____
- 5. The amount of the current quarterly service charge _____

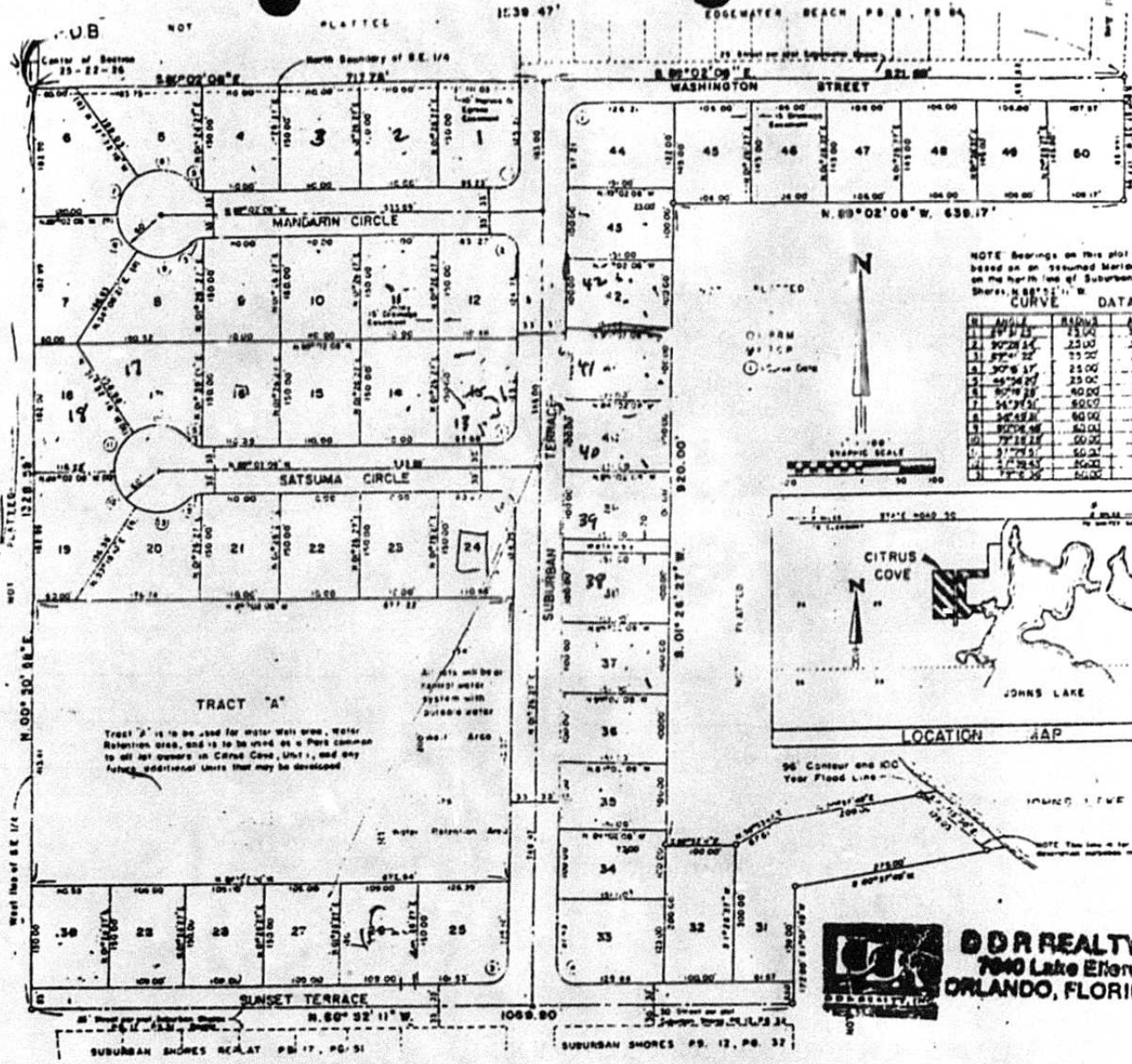
CUSTOMERS SIGNATURE: _____ Date: _____

CCHOA OFFICERS SIGNATURE: _____ Date: _____

Original copy: CCHOA File

Carbon copy: Customer

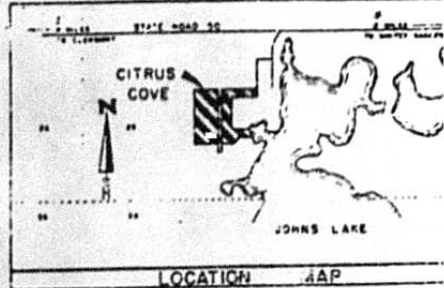
CITRUS COVE HOMEOWNERS ASSOCIATION (TEL. 407-656-3969/407-656-5397)
17610 MANDARIN CIRCLE, WINTER GARDEN, FLORIDA 34787



NOTE: Bearings on this plot are based on an assumed Meridian on the North end of Suburban Shores N 89° 02' 08" W.

CURVE DATA

ST. ANGLE	BEING	CHORD
1	89° 02' 08"	25.00
2	90° 28' 14"	23.00
3	87° 42' 21"	25.00
4	90° 00' 00"	25.00
5	89° 02' 08"	25.00
6	90° 28' 14"	23.00
7	87° 42' 21"	25.00
8	90° 00' 00"	25.00
9	89° 02' 08"	25.00
10	90° 28' 14"	23.00
11	87° 42' 21"	25.00
12	90° 00' 00"	25.00
13	89° 02' 08"	25.00
14	90° 28' 14"	23.00
15	87° 42' 21"	25.00
16	90° 00' 00"	25.00
17	89° 02' 08"	25.00
18	90° 28' 14"	23.00
19	87° 42' 21"	25.00
20	90° 00' 00"	25.00
21	89° 02' 08"	25.00
22	90° 28' 14"	23.00
23	87° 42' 21"	25.00
24	90° 00' 00"	25.00
25	89° 02' 08"	25.00
26	90° 28' 14"	23.00
27	87° 42' 21"	25.00
28	90° 00' 00"	25.00
29	89° 02' 08"	25.00
30	90° 28' 14"	23.00
31	87° 42' 21"	25.00
32	90° 00' 00"	25.00
33	89° 02' 08"	25.00
34	90° 28' 14"	23.00
35	87° 42' 21"	25.00
36	90° 00' 00"	25.00
37	89° 02' 08"	25.00
38	90° 28' 14"	23.00
39	87° 42' 21"	25.00
40	90° 00' 00"	25.00
41	89° 02' 08"	25.00
42	90° 28' 14"	23.00
43	87° 42' 21"	25.00
44	90° 00' 00"	25.00
45	89° 02' 08"	25.00
46	90° 28' 14"	23.00
47	87° 42' 21"	25.00
48	90° 00' 00"	25.00
49	89° 02' 08"	25.00
50	90° 28' 14"	23.00



DDR REALTY,
7040 Lake Ellenor
ORLANDO, FLORIDA



Tony Nancy

REALTOR ASSOCIATE
305/851-1286 - AFTER HOURS 305/851-9557
7040 Lake Ellenor Drive • Orlando, Florida 32809

**OPERATING PROCEDURE
CITRUS COVE HOME OWNERS ASSOCIATION
Secretarial Duties**

July 1, 1994

1.0 GENERAL

The purpose of this proposal is to develop guidelines to be used by the CCHOA Secretary to provide the secretarial function for the CCHOA. This procedure is to include Billing(accounts receivable), fund distribution(accounts payable), record keeping, bank account maintenance, and filing.

2.0 BILLING (accounts receivable)

Bills to be prepared by the secretary and mailed at least thirty days before the end of the current quarter. Each customer's bill to include previous balance if any current bill ,lot number, and late payment date. Late payment date it the fifth day of the quarter that is being billed.

3.0 LATE NOTICE

A late notice to be mailed by the eighth day of the current billing cycle. If the payment has not been received by the fifth day of the current billing cycle, a late notice is to notify that the water service will be discontinued by the 15th day of the payment cycle if the account is not paid in full. The customer to pay a \$26.50 turn on fee and the past due amount prior to reinstatement of the water service..

4.0 ACCOUNTS PAYABLE

4.1 Bills approved for payment

(Either officer can sign checks in advance for the Secretary to pay the following)

4.1.1 Water Treatment Plant Operator service fee.

4.1.2 Water Treatment liquid Chlorine.

4.1.3 Florida Power Electrical

**OPERATING PROCEDURE
CITRUS COVE HOME OWNERS ASSOCIATION
Secretarial Duties**

July 1, 1994

4.1.4 Miscellaneous repair parts under \$30.00

4.1.5 Postage Stamps

4.1.6 Property taxes

4.1.7 Insurance

4.1.8 Corporation State of Florida annual fee.

4.1.9 Bills not included in the above list must be approved by an officer of CCHOA.

5.0 RECORD KEEPING

5.1 Ledger

A ledger to be posted and maintained on a current basis to record all funds received (accounts receivable) and all disbursements (accounts payable). The ledger and bank account and or accounts to be verified monthly and balanced.

5.2 Meeting Minutes

The secretary to keep minutes of all business meetings. The minutes to include but not limited to time and date of meeting, list of attenders, and discussions and items passed in the meeting. The final draft of the minutes of each meeting to be furnished to the officers for approval not later than fifteen days after each meeting.

5.3 Filing

CCHOA to furnish a three or four drawer file cabinet to be housed at the secretary's residence to file all paid bills bank statements and other corporations correspondence and records. All officers or /committee members has access to the files. If a file is removed a signed paper to be left in the file in place of the removed files with the name of the person using the file, the date the file was removed. If a member of the association would like to review the file , the file must be review in the presence of an officer of CCHOA.

**OPERATING PROCEDURE
CITRUS COVE HOME OWNERS ASSOCIATION
Secretarial Duties**

July 1, 1994

6.0 BANK ACCOUNTS

The Secretary to maintain the bank accounts (checking and or savings). The accounts to be balanced monthly no later than eight days after the bank statement is received. Blank checks to be ordered as required. The bank deposit are the responsibility of the secretary. Cash or checks should not be held on hand more than seven days.

7.0 MAILING LABELS

The President of CCHOA will provide mailing labels for all members if requested. All customer changes will be maintained by the president in the computer data base. The secretary to notify the president of any or all changes.

Frank and Wanda Bennett
13432 Suburban Terrace
Winter Garden FLA 34787



ALICE CROSBY
STATE OF FLORIDA PSC
DIVISION OF WATER AND WASTEWATER
CAPITAL CIRCLE OFFICE CTR
2540 SUMNER OAK BLVD.
TALLAHASSEE, FL 32399-0850