

# Forest Lakes Mutual Water Company

## Excessive Usage Fee Appeal

### APPEALS POLICY AND PROCESS

A shareholder may contest any charges associated with this policy to the Board of Directors at the next regularly scheduled Board Meeting by completing this form to explain and provide evidence of any situation, such as a water leak, that resulted in excessive use. The Board will consider all of the facts and render a decision.

#### SHAREHOLDER / TENANT:

Service ID#:

Phone #:

Email:

Please explain the situation that contributed to your excessive water use:

Water Leak: Yes  No  Home Renovation/Maintenance: Yes  No

Outdoor Use: Yes  No  Other: Yes  No

#### BRIEF EXPLANATION:

Please explain any actions taken to remedy excessive water use:

Have you taken action to remedy your excessive water use: Yes  No  Other

#### BRIEF EXPLANATION:

Please provide any supporting documentation such as a contractor's invoice to support your claim.

#### FEE REDUCTION REQUEST:

FULL FEE WAIVED YES  PARTIAL FEE WAIVED: Yes  REDUCTION REQUESTED:

ADDITIONAL DETAIL: