

**Woodland West Water Users Association**  
**A Colorado not-for-profit corporation**  
**Updated: 1 November 2023**

**Policy Handbook for Members**

Every person owning property in the Woodland West or East Edlowe subdivision is a member, and equal part owner, of the water system that serves 132 properties. This Handbook, first approved and distributed by the Board of Directors in December 1991, has been updated and revised periodically since then; it provides information about the water system and responsibilities of members. The water association is separate from any homeowners' association.

Whether you are a new property owner in Woodland West or East Edlowe, or have been a member of the Association for many years, *you are encouraged to review this Handbook for Members*. Not only may it answer some questions but, hopefully, it will give each member/owner an insight into their water system, operations, and management.

If you have questions about the water system or the Association, you may contact the Board of Directors via the Billing Manager at [billing@woodlandwestwater.com](mailto:billing@woodlandwestwater.com). Alternatively, the monthly billing statement periodically provides names of current Directors and Officers and email addresses.

This document dated 1 November 2023 supersedes all previous versions.

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## Overview

The WWWUA is the water distribution system that serves every home in Woodland West and East Edlowe. Created in 1978 as a not-for-profit corporation, it is owned in equal parts by every property owner served by the system. The system is regulated by the State of Colorado as a public water supply.

The company that developed WW continues to be the sole-source supplier of water; except for delivery of water by truck, there is no alternative to the existing arrangement. Since 1988 the owners of property in the sub-division have had total responsibility for the operation of the water system.

There is a Board of Directors that is charged with managing the operation of the system, ensuring the Association complies with numerous state and federal regulations that apply to a public water supply, and managing the financial aspects of the Association.

The water system has no legal relationship with the WW homeowners' association (WWHA). Membership in both is automatic for all property owners in Woodland West; dues are not required for membership in either organization. The WWWUA and WWHA work together to share common goals for the membership such as, ensuring sustainable resources, conservation, fire and emergency planning, and collaborating on topics that represent the future of Woodland West Subdivision.

Through the Articles of Incorporation, WWWUA is both a "water users association" and a "mutual ditch (pipeline) company". While the details are available in supporting documents on file with the Association, what that means is the owners of property serviced by the water system also own and are responsible for the water distribution

system. As a water users Association each member (property owner) owns an equal share of the system assets (infrastructure) and has an equal share of liabilities. The membership can vote for special assessments for the purpose of maintaining and improving the system and can vote to sell the system.

There is a Board of Directors that is charged with managing the operation of the system, ensuring the Association complies with numerous state and federal regulations that apply to a public water supply, and managing the financial aspects of the Association. The Board is responsible for capital planning, operational improvements, daily operations, customer (member) engagements, and sets rates for water and fees to cover costs for water from the supplier and recurring costs to include reserves for maintaining and improving the system. The State of Colorado requires the system to be operated by a person(s) who is certified by the State and has passed testing to be approved (qualified) and designated as the "operator in responsible charge". Our water system requires two certifications: Colorado Class C Water Treatment and Class 1 Distribution certification / license or greater.

Briefly stated, the system includes a 36,500 gallon (nominal capacity) buried reservoir (located at the west end of Woodland West Drive) and approximately nine miles of distribution pipe, valves and concrete vaults housing valves and meters. It is a gravity-feed system from the reservoir to all properties in the WWWUA service area. As of October 2023, there are 127 homes served by the water system; future homes on un-built lots could add 3-4 more homes to the system. Daily demand on the system ranges from roughly 13,500 gallons in the winter months to 16,500 gallons in the summer months.

WWWUA owns its water rights, and in turn bills each owner for water used (in increments of ten cubic feet -- roughly 75 gallons). The court decree allows our water rights to pump a maximum amount of water each year from the aquifer. The aquifer is not a large underground lake but is fractured rock that has water in it. The water in the aquifer is a result of snow and rain that falls on the aquifer and, to some extent, water that comes into the aquifer from surrounding terrain to the south and southwest of WW. Even though there have been years with low amounts of rain and snow, we have been able to pump enough water to meet the needs of WW. However, as we have only the one source of water for WW, water conservation is encouraged.

The water is pumped from a well located in the pasture west of and adjacent to WW. Beginning in June 2012, due to continued efforts of the Colorado Department of Health & Environment to force every public water supply to disinfect water, the water delivered to the system now is chlorinated. There also is a small amount of a food-grade substance added to the water supply to comply with regulations concerning other characteristics of the water.

The Association's Articles of Incorporation and the court decree allowing WWWUA, to pump water to limit the uses of water. Thus, there exist practical, and legal, reasons for the restrictions. Changes in weather patterns in the past years have resulted in perennial dry conditions; coupled with the type of aquifer that serves as our source of water (as described in preceding paragraphs) conservation is encouraged and charges for water underscore conservation principles.

## **Association Organization & Management**

**General.** The WWWUA (or simply the Association) was created in 1978 by the developer of Woodland West in conjunction with the creation of the subdivision. Not only was the subdivision incorporated as a water users association in accordance with Colorado law but also as a mutual ditch (pipeline) company. This method of incorporation both restricts membership (and, thereby, the service area) and allows the Association to self-govern its actions regarding the water system; the Association is not a water district.

Membership in the Association is mandated and automatic for every person who owns property in Woodland West and the owners of three residential Lots across US Hwy 24 from WW (legally designated as East Edlowe). The inclusion of East Edlowe occurred in 1984 at the request of the developer of WW who was the owner of those lots. The owner of a 35-acre property at the end of Pennsylvania Avenue is served by the system but is not a member of the Association; service to one home on that property was included in the original documents that created the Association due to its location and practicality for a water source.

### **The Board of Directors**

For the first ten years (1978 - 1988) the developer of WW (Mid-Colorado Investment Company, Inc.,) handled all aspects of the operation of the water system even though the infrastructure had been deeded to the Association. This arrangement existed as the developer had many Lots to sell. The Board of Directors during that time consisted of the developer (and his agents) and other owners of property in WW. However, at the continued insistence of the developer, a contract was agreed and since late 1988 the

Association membership has been responsible for operation of the water system.

The members of the Association annually elect a Board of Directors that handles the actual operation of the system on behalf of the membership.

The Board elects' persons as officers of the Association; officers need not be Directors. However, historically (at least since 1988), most Officers also have been Directors. In 2003 the membership voted to restrict Directors to persons who are members of the Association.

Those persons elected to the Board are responsible for ensuring the system functions in the best interests of the general membership, complies with numerous (and ever increasing) state and federal regulations, and is financially sound. To accomplish this, since 1989 some members of the Board have been closely involved in the detailed planning for repairs and improvements, have done the physical work inherent in leak finding, repair and new construction, and have been involved with all the other tasks that are essential to operating a water system. Currently, and for some prior years, the Association has had a person under contract to handle many of the day-to-day operational tasks and serve as the licensed "Operator in Responsible Charge" as required by regulations. This means the Board members have typically provided dozens of hours of labor monthly, while some of the time was reimbursed by the WWWUA, much of the time is voluntary.

In addition to the cost of water, there are other costs associated with various aspects of the operation of the water system. For example, in addition to persons under contract, there are required tests on the water and maintenance and capital

improvements to the system. Separate from field operations, the monthly billing is handled through contracts for a billing manager and an accountant are compensated by the WWWUA.

In sum, the water system is a non-profit Association that must operate as a carefully regulated business supplying a critical resource. The volunteer Board of Directors, and its contractors has extensive obligations to ensure the system functions as intended and that it complies with numerous regulations.

## **System Operation**

### **Interruptions of water service**

Over the years the Board of Directors have made every effort to reduce costs and encourage water conservation. To this end there continues to be an on-going program to conserve water and aggressively locate and repair leaks in the main lines and residence service lines. When it is necessary to do repair and improvements, they are planned so that the period of interruption and number of homes affected will be as minimal as possible.

When work on the system occurs, advance notice by email will be given to homes that will be affected by the outage if an email address is on file with the Association.

When an emergency exists, water service may be interrupted without extended prior notice.

Whether a main line is shut off for planned or emergency work, should you find that no water is flowing from a faucet please do the following. First, check with a neighbor to see if they are having a similar experience; this will allow you to confirm the problem is with the system and not something inside your

home. Also, if there is equipment working along one of the roads in WW then it is likely the water "outage" is related to some work being done on the system. If the problem is with the system do not attempt to use water until water service is restored! This will reduce the amount of air trapped in the household plumbing system. Once the water system is again pressurized you will experience some knocking in pipes and water "spitting" from an open faucet due to air having been trapped when the lines are recharged.

### **Leaks and system infrastructure**

The water system includes all the main lines and the service valve at each Lot. The final segment connecting a home to the system is the water line between the service valve and the house (called the "service line" or "yard line"). Service lines are put in place by the builder during construction of the home and are the property of the owner. Prior to 1993 no Association policy existed concerning service lines (and service lines are not covered by building or plumbing codes); this resulted in problems for the Association.

Over the years the most frequent problem encountered in WW has been leaks in copper service lines, or service lines with couplings connecting two or more sections of line; these lines were installed prior to 1993. Leaks in the copper lines usually occur at a point just outside the house foundation or at the valve where the service line connects to the system mainline. The cause of a leak typically is due to: (1) corrosion of the copper pipe or, (2) rusting of galvanized steel connections on the owner's side of the valve or in the line or, (3) material(s) not suited for use as water service lines. Beginning in 1993 the Association implemented a strict policy covering all new connections (and existing service lines that are replaced). When the policy is enforced

by the Board of Directors problems have been minimal in the service lines installed since the 1993 policy. The policy requires specific types of materials and testing of the service line.

When a leak in a service line becomes large (perhaps a pint per minute) water may be seen in the basement or crawl space, around the outside of the foundation or around the metal riser above the service valve. If the service line is copper, there often will be constant noise inside the home as the water is forced through a small hole in the pipe. This noise often is audible even though the leak may be several feet away from the home. Because the fractured granite below most of the WW area can absorb vast amounts of water before water collects on the surface the noise may be the only way for a homeowner to know that a leak has developed. Replacing existing in-home water meters with new digital and low flow meters will help homeowners detect excessive water use or losses, which they can alert the WWWUA for recommendations or consult a licensed plumber.

When a potential leak is found by a homeowner the Association should be informed immediately. This will allow the Board to work with the homeowner regarding possible means of correcting the problem (before damage is done to the foundation) and assist in finding someone to do the excavation work.

The Association also may find a leaking service line when tests are performed on the system. Should a leak be found during testing of the system the homeowner will be informed immediately (see Emergency situations, below.)

**Member responsibilities** (Additional detail concerning member responsibilities is provided on pages 13 & 14 under "Regulations").

**Residence service valve.** The owner's responsibility begins at the property side of the residence service valve. This valve often also is known as the corporation valve or curb stop and it controls the flow of water between the system main lines and the residence. For most Lots, the service valve is located within a few feet of the property line adjacent to the nearest county road.

Service valves are the property of the Association; only a person authorized by the Association may operate a service valve. Because the Association may need access to a service valve, extensive landscaping should not be done within ten feet of the service valve because there exists a utility easement along the county roads.

There is standpipe with a cast iron riser above each service valve and the location of each service valve is marked with a durable steel post painted blue at the top. The steel posts are the property of the Association. Posts must not be removed or concealed by landscaping.

Excavation close to the service valve must not be done until the Association has been contacted. Using information on the location of the main lines and taps on the main lines for each Lot the Association can assist in identifying the approximate location of existing water lines. This information can be used to preclude possible damage to the water system lines or valves or a property owner's service line.

**Service line.** Leaks that occur on the property side of the service valve or anywhere in the pipe between the service valve and the residence (commonly known as the service line or yard line), or inside the residence, are the responsibility of the property owner.

**Emergency situations.** Replacement of a residence service line (also known as a yard line), whether due to: (1) notice by the Association of a loss between the residence service valve (also known as the corporation valve or curb stop) and the meter in the home or, (2) due to water from a failed (i.e., leaking) service line flowing into a home, crawl space or similar condition, constitutes an emergency situation. If an emergency is found to exist by the Association, it will attempt to contact the owner by one of the following methods in the order listed: in person, by telephone, via email or via USPS first class mail. Contact of the Association by an owner (or renter) due to a condition as described in (2) above also constitutes an emergency.

As stated in other sections of Association Policy, when an emergency exists the owner is responsible for all costs of exposing the residence service valve and installation of the replacement service line. The materials and work related to the replacement service line must comply with Policy governing materials, depths, pressure testing, etc.; a copy of the *Policy and Standards, Water Service and Connections to the Water System* and must be provided to any contractor engaged in work on the replacement service line.

**Costs related to emergency situations.** When an emergency exists, the following Policy applies. From the first date the emergency existed, the owner will have seven (7) consecutive calendar days in which to replace the service line; the costs of the unmetered\* quantity of water, based on the loss rate as determined by the Association, will be charged to the owner at the Tier 1 rate then in effect beginning on the date the emergency began. Should replacement of the service line not occur by the tenth day after the emergency existed, the owner will be charged for all subsequent unmetered\*

loss at the Tier 3 Unit rate then in effect. When the emergency situation has existed for more than ten (10) days, at its discretion the Association may interrupt (that is, shut off) water service to the residence until the service line has been replaced in accordance with Policy; notice of any such interruption will be attempted in the same order as for the initial notice and will be provided 24 hours in advance of any interruption of service with the exception that should the loss at any time be determined to be greater than two (2) gallons per minute, then service may be immediately interrupted.

Beyond ten (10) days after the emergency existed, in addition to the cost of unmetered water, all costs associated with periodically monitoring the loss rate and any other attendant costs (such as terminating water service by closing the residence service valve) will be charged to the owner. The frequency of said monitoring will be determined by the Board of Directors based on the loss rate initially determined and other factors that could potentially affect the loss rate.

The Board of Directors maintains a list of contractors who do excavation and pipeline work or plumbing work and who have done good work for the Association; the current list will be made available upon request to assist the owner in obtaining quotes for needed work.

\*Unmetered means a loss of water between the outflow side of the corporation valve (also called the residence service valve or curb stop) and the water meter in the residence.

**New (and replaced) connections to the system.** For all new homes that will be connected to the water system, and when an existing service line is replaced at existing homes, the materials, inspections, and

testing must comply with the Association's *Policy and Standards, Water Service and Connections to the Water System*.

**Water meter and remote reader.** Each home must have an operable water meter and exterior remote reader for the water meter; only meters provided by the Association will be used; meters will be provided by the WWWUA, owners will not be billed for the meter unless the meter has been damaged by the owner or residents. The water meter will be located so that it is ahead of all fixtures or faucets on the property. The remote reader (for older metering systems) will be on the exterior of the residence and placed so that it is accessible for viewing by the Association billing contractor (that is, it will be between three and five feet above grade and not placed in a fenced area or inside a dog run). New metering systems are digital and periodically send a signal to the WWWUA Contracted company for billing management with current water usage data.

The water meter must measure, within accepted industry standards, the amount of water passing through it, send pulses to the remote reader and the remote reader must accurately increment based on pulses from the water meter. Should either the meter or remote not operate accurately then that piece of equipment is inoperative, and the WWWUA will replace the meter with a digital meter.

For older water meters with external remote readers, if it becomes inoperative the WWWUA will be replace the device at no cost to the owner. For the time-period that a remote reader is inoperative the Association will estimate the un-metered consumption using one of the two methods as described in preceding paragraphs.



The Association has the right, at reasonable hours and with appropriate advance notification, to have access to the meter to confirm its proper operation (to include the integrity of the wiring from the meter to the remote reader).

At the time of the monthly billing (or during random checks) should it appear there is a problem with the metering equipment or the wires connecting the meter and remote reader, then an estimated usage will be added to any metered usage for the period in question; the method of estimating usage will be as described in preceding paragraphs. This situation normally occurs when the equipment or wiring fails in the period between the monthly meter readings. The Association will attempt to contact the property owner to determine if there are other factors that might have influenced the reading (such as an extended absence or remodel work being done to the residence).

The meter and remote reader are connected by wire to allow the meter to send a low-voltage pulse to the remote; the wire is the responsibility of the property owner. Should the wire fail to carry electrical pulses to the remote reader the property owner is responsible for repair or replacement.

## **Billing**

**Costs for water, fees.** Water is charged in units of ten cubic feet (1 unit = 10 cu. ft.; ten cubic feet equal 74.8 US gallons). In 2002 a tiered rate structure was introduced with a higher cost per unit of water for each higher tier. The purpose of the tiered rates is to: (1) to encourage conservation since the aquifer limits the amount of water that can be drawn from the aquifer and, (2) ensure that water necessary for essential domestic uses is charged at a lower rate (Tier 1) than water used in excess of the Tier 1 quantity.

Beginning May 1st, 2013, the quantity per tier has been Tier 1, 1 to 80 Units per month, Tier 2, 81 to 120 Units/month; Tier 3, more than 120 Units/month.

The cost per unit and the point at which Tiers apply are determined by the Board of Directors and are subject to change. The current cost per unit is available by contacting the billing manager.

The Board of Directors, as required by the Association By-Laws, establishes other fees and charges related to the operation of the water system. These fees and charges are included in the monthly billing.

**Responsibility for charges.** In accordance with the Articles of Incorporation, the property owner ultimately is responsible for all current and past charges that apply to the property. Thus, should a property be rented the owner is billed directly. Should a property be sold the buyer is liable for any outstanding charges as of the date of settlement. Those selling a home should contact the Association to ensure an out-of-cycle billing is provided for closing.

Charges for new water meters and remote readers will be included with the monthly statement.

**Monthly billing.** Every owner of developed property serviced by the Association will be billed monthly for water delivered and fees related to system operation. The Association has online billing and encourages all owners to use this system for efficiency. Those who wish to continue to receive monthly bills by postal mail are charged a fee.

Owners of undeveloped Lots are billed monthly, effective October 2023. Bills normally will be mailed (either electronically as an 'e-bill' or via the U.S. postal service

(USPS), the type of mail as arranged by each customer with the Billing Manager, by the 5<sup>th</sup> day of each month for the prior month's charges. Should a bill not be received by the 10<sup>th</sup> (thereby allowing for USPS processing and delivery) then the billing service should be contacted. The contact information for the Billing Service is provided on every bill.

As with any charge account, the customer is responsible for payment by the due date even should a bill be "lost" in transit or "not received".

Full payment must be received no later than the 25<sup>th</sup> day of the month at the billing servicing company. Payments received after the 25<sup>th</sup> will be assessed a late fee as a past due account.

When a bill becomes past due a notice will be mailed on or about the fifth day of the following month. The notice will be sent to the member's (owner's) address of record as shown on the County Assessor's web site for those persons receiving monthly bills via the USPS or emailed to the address to which the monthly bill was sent if the prior e-bill was not returned as undeliverable. The notice will advise that **full payment** of charges and fees, to include the past-due fee, must be made within ten (10) days. If payment is not received by the end of the ten-day period, then notice of intent to cut-off water service on the 25<sup>th</sup> day of the month will be sent using USPS certified mail. If full payment of all past due charges and fees is not received by the 25<sup>th</sup> day of the month in which the certified letter was mailed then water service to the property will be cut off; all amounts in arrears and the re-connect fee **must be paid in full** by online payment, certified or cashier's check or money order prior to water service being re-established.

**Fees.** The schedule of the various fees mentioned above are set by the Board of

Directors; the fees are reviewed at least annually by each Board. The current fee schedule is available from the Billing Manager or the Association President or Secretary.

**Out-of-cycle billing.** Other than end-of-month bills will be prepared for sale of any property. When such a reading is needed contact the Billing System or WWWUA Billing Manager at least ten days prior to the date that such a reading is requested. A fee may be charged for an out-of-cycle billing.

**Returned check fees.** If a check is returned by the bank for non-payment (irrespective of reason) there is a service fee charged by the Association.

**Advance payment.** Members may voluntarily pre-pay (make an advance payment) charges. The monthly bill will be mailed to show charges during the month and remaining balance on account.

**Receipts for payment.** No receipts for payment will be provided except for out-of-cycle (i.e., final) billings and then only when specifically requested beforehand.

**Cut-off of water for non-payment.** Water service to a property will be cut-off for non-payment of water charges and fees as explained under *Monthly Billing*, above. Should water be cut-off there will be a charge for restoring service. That fee, plus all outstanding past-due charges, must be paid online or by certified or cashier's check, money order prior to service being restored.

### **Rental Properties**

The owner(s) of a property will be billed directly for water service at any residence

that is, or that becomes, a rental property. As noted above, the owner remains responsible for all fees and costs of water delivered to the property.

### **Useful Questions & Answers about your water system.**

*Q: Who do I call in case of water problems at my home?*

A: If there is water coming into the basement from an unknown source or a leak is apparent around the foundation, contact the WWWUA Operations Manager, Operator in Responsible Charge or one of the WWWUA Board Members.

*Q: How will notification be given when there are scheduled interruptions (for maintenance) in the water service?*

A: If you have provided us a current email address and phone number, we will attempt to notify you prior to when we must cut off service to your home when work requires interrupting service.

*Q: Who do I call with questions about the monthly bill?*

A: Contact the Billing System company, or Billing Manager.

*Q: How are charges for water use calculated?*

A: Water is billed each month in units of ten cubic feet (roughly 75 gallons); 1 unit = 10 cu. ft. There is a tiered rate structure with three tiers.

*Q: How are water rates and fees established?*

A: The Board of Directors sets the rates based on unit costs for water paid by the Association to our supplier (the owner of the well) and to maintain adequate cash reserves. Per the By-Laws of the Association, the costs for contracted work (Operations, Billing Manager, and

Accountant) must be set to pay all such costs as they are incurred; fees are added to the monthly bill to cover those costs.

*Q: If the house is unoccupied and no water is used during a monthly billing cycle, will I be charged?*

A: Yes. There are fixed fees that apply every month and must be paid whether water is used during the month.

*Q: Can I prepay water charges?*

A: Yes, advance payment can be made. A monthly statement still will be sent.

*Q: What happens if I rent my property?*

A: The property owner is responsible for all water usage and fees; the owner will be billed directly each month.

*Q: What is the source of our water?*

A: WWWUA owns and operates three wells in 35-acre lot off Hwy 24 adjacent to Woodland West.

*Q: What, or who, is the WWWUA?*

A: The owners of all lots in WW and of three lots on the south side of Hwy 24 (known as the East Edlowe subdivision) comprise the Water Users Association. We are a self-governing Association whose members also are owners of the water system; the Association is not a tax district.

*Q: Who 'manages' the system?*

A: The water system is a public water supply and, as such, is regulated by the Colorado Department of Public Health and Environment and the federal EPA. The day-to-day operation of the system is the responsibility of the Board of Directors. Long-range planning, policies, rates for water and fees, and ensuring compliance with the regulations of the Colorado Department of Public Health & Environment, is the responsibility of the Board of Directors.

*Q: If there is a covenant violation will the Water Users Association take action?*

A: Yes and No. For covenants related to drilling for water on a Lot, use of water for other than residential and domestic purposes, the amount of water allowed for irrigation of lawns, or other uses of water not permitted by the Articles of Incorporation (Aol) and applicable Court decrees, the Association Board of Directors will take necessary action as required by the Aol. All other covenants are handled by the WW Homeowners Association. The Homeowner's Association is organizationally and legally separate from the WW Water Users Association.

*Q: Will information about me (or my account) be shared/given out?*

A: The Board makes every reasonable effort to ensure that no information is divulged to other persons, companies or entities unless required to perform a service (e.g., billing) by a competent court of law.

**Regulations affecting members begin on the next page.**

## **Regulations affecting members.**

### **1. Homeowners responsibilities.**

The following apply to all residences currently connected to the water system and to residences constructed in the future. When a repair to an existing service line must be made then these regulations will apply.

#### **1.1. Service line and curb stop.**

1.1.1. Each property owner is responsible for the service line connecting the residence to the Association's water system. NOTE: The residence service valve and 'riser' above the valve is the property of the Association.

1.1.2. The residence service valve will not be operated by the property owner, a plumber or any other contractor or person not specifically approved by the Association's operations manager.

1.1.3. The location of every residence service valve is marked by a steel T-post; the top of the post is painted blue. These posts typically are near the property line along the county road and are roughly 3 to 4 feet high. The posts are Association property and must not be removed.

1.1.4. The Association must pre-approve all excavations within the service area that could cause damage to pipelines and valves owned by the Association. In practice, this means:

all excavating, digging, or trenching greater than one (1) foot in depth within three (3) feet of the riser for a residence valve.

all excavations within ten (10) feet horizontal distance of a residence valve

when any such excavation will be more than three (3) feet in depth.

1.1.5. The service line for new home construction and line replacement must comply with specifications as prescribed in the Association policy governing materials for service lines.

1.1.6. The service line between the curb stop and the foundation of the residence will be at least six (6) feet below existing grade.

1.1.7. Unless an emergency exists, between October 15 and May 15 no Association valve will be exposed due to the likelihood of extreme weather conditions that could adversely affect the proper compacting of backfill or cause Association lines to freeze.

#### **1.2. Water meters.**

1.1.1. Every service address shall have a water meter installed that measures flow through the meter within industry standards and transmits water usage data to a remote reader (see Section 1.3. below). Only meters provided by the Association will be installed. The WWWUA is migrating to digital meters starting in 2023 and planned end date is 2025 for all properties to have a digital meter.

1.2.1. Meters and tailpieces will be provided by the Association and the property owner will not be charged for the meter (and, if needed, straight meter couplings ['tailpieces'] at cost.

Tailpieces will be used with the meter installation.

The meter will be installed in an area protected from freezing and readily accessible for servicing.

1.2.3. Cut-off valves will be installed next to the inlet and outlet tailpieces of the meter so that the meter can be isolated for removal.

1.2.4. There will be no pipes, taps or equipment connected to the water line ahead of the water meter (that is, between the residence service valve and the meter).

### **1.3. Remote reader for the water meter.**

1.3.1. The water meter will have a remote reader connected to it by 2-conductor, minimum 18-gauge wire. If the wire will be exposed the casing of the wire must be approved for continuous outdoor use and protected from accidental damage.

1.3.2. If the remote reader fails to operate, it will be replaced by the Association at no cost to the property owner.

1.3.3. The remote reader will be affixed to the outside of the house on a wall near the driveway or parking apron but not placed to be difficult to be accessed by the meter reader. Variation as to the location must be approved by the Association.

1.3.4. The remote reader will be placed no less than three (3) feet and no more than five (5) feet above grade.

1.3.4 There shall be an electrical wire connecting the water meter to the exterior remote reader to allow the meter to pulse the remote; the wire is the responsibility of the owner.

**1.4. Anti-siphon fixtures.** Among the numerous Colorado Department of Public Health & Environment (CDPH&E) regulations that affect the Association, one regulates what are termed 'hazardous cross-connections'. The regulations require that household plumbing arrangements that could allow household water and

hazardous materials to be drawn into the water distribution system be controlled with specific types of valves; these valves are known as backflow-prevention, anti-siphon, or 'check' valves.

An assessment of the Association's service area, submitted to and approved by CDPH&E in 2011 and again in 2017, concluded that there exist no potential cross-connections that fall within the purview of the Colorado regulations. However, to further reduce the possibility of having a potentially hazardous condition within the service area and to provide maximum protection to all homes served by the Association, the following regulations apply.

1.4.1. All *exterior* faucets (also known as hose bibs) will be of the anti-siphon type. For faucets that do not have an integral anti-siphon feature, an anti-siphon connector must be permanently installed on the hose bib. Contact any Director for more information on anti-siphon connectors.

1.4.2. For *interior* fixtures that have a hose attachment that allow a hose to be placed in any container (to include a sink or basin), an anti-siphon connector must be permanently attached between the fixture and the hose.

**Sections 2 thru 4** of Association policy are maintained separately from this Handbook. Sections 2 and 3 principally apply to operations personnel, excavators and other contractors working in the Association's service area; **Section 4 provides technical standards for residence service lines and is applicable to both owners and contractors.**

Approved by Board of Directors, Jan 1992  
Updated: 1993, 2002, 2009, 2012, 2013, 2017, and 2023.

## **Section 1.2. Water Service Line and Connections to the System.**

Every home is connected to the water distribution system by a service line (commonly called a 'yard line'); the line (a pipe) is not the property or responsibility of the Association but must conform to Association policy to eliminate likely points of loss due to failure of materials being used for the pipe or attachment to the system at the corporation stop (commonly called the 'curb stop' or 'service valve'). The corporation stop controls water service to a home and is the property of the Association. The owner's responsibility begins at the outflow side of the corporation stop.

1.2.1 The service line will be at least six (6) feet below grade from the corporation stop to a point inside the foundation wall of the house; this will protect the line from freezing.

The service line will be 3/4-inch polyethylene pipe (PEP) that meets specifications of the NSF and conforms to ASTM specifications for SDR-7 or -11 or SDR-7 or -11 and is iron pipe size (IPS). The pipe must be pressure rated for water at 200 psi or greater. NOTE: NSF means National Sanitary Foundation; ASTM means American Society for Testing and Materials; SDR means standard inside dimension ratio; SDR means standard dimension ratio.

The service line will be one continuous piece (that is, without couplings, joints, valves, Tees, or any other type of fitting) from the corporation stop to a shut-off valve immediately adjacent to the inflow side of the residence water meter.

1.2.2. The Association will provide a corporation stop assembly that has been pressure-tested with air to at least 80 psi; the assembly will be provided at no cost to the owner. The corporation stop assembly will consist of a 3/4" brass corporation stop (valve) with couplings on both the inflow and outflow sides of the valve. The couplings will be Mueller 110 type IPS-compression X MIP or A. Y McDonald IPS-compression X MIP or an equivalent type coupling that has been field-evaluated and approved by the WWWUA. The couplings will be brass, 3/4" IPS-compression X 3/4" MIP.

To prevent deforming the service line at the coupling, a stainless-steel sleeve of appropriate diameter will be inserted in the service line at the outflow side of the corporation stop and where the pipe terminates inside the house; the Association will provide the sleeves.

When the service line is attached to the coupling at the corporation stop the manufacturer's specification for tightening the compression fitting must be adhered to.

1.2.3. After connection of the service line to the coupling at the corporation stop, from the termination point of the service line the line will be pressure tested with air to maintain 80 psi for at least 60 minutes; the test must be verified by the Association.

1.2.4. The curb stop assembly will have a brick or equivalent material below the assembly to support the assembly.

1.2.5. The PVC riser will be glued to a Tee arrangement that fits over the valve; the Tee and riser will be provided by the Association.

1.2.6. After the service line has completed pressure testing, "hand bedding" practices will be used to provide a cover of at least one foot above and around the valve assembly and at least several inches of cover for the service line. This practice reduces the likelihood of damage to the assembly and pipe from rocks and other objects that could cause damage during backfilling using a backhoe, skid-loader, or other mechanical equipment.

1.2.7. Within six feet both vertically and horizontally of the valve and riser there shall be no compaction using a vibrating mechanical tamping device attached to mechanical equipment (for example, a backhoe).

1.2.8. Backfilling and compaction near the valve and riser will be done in such a manner that at the completion of work that the riser allows direct placement of the valve 'key' on the valve and operation of the valve.

1.2.9. During backfilling a steel sleeve will be inserted in the riser to prevent distortion of the riser; the sleeve will be provided by the Association.

1.2.10. The currently existing Tees for service connections on the main lines shall not be relocated when a new or replacement curb stop assembly is put in place.

1.2.11. Except for emergency conditions (for definition of "emergency conditions" see Policy and Standards, Section 2.1.3, Excavations,) between October 15 and May 15 no corporation stop will be exposed (and no connections to the corporation stop will be made) due to the likelihood of extreme weather conditions that could cause Association valves and lines to freeze or crack, or could result in

frozen earth damaging the valve or line during backfilling, or could adversely affect the proper compacting of backfill. Excavations may be required, or authorized, by the Board of Directors between October 15 and May 15.

*Section 1.2. was approved by the Board of Directors December 1992; updated Sept 1993; Nov 2015. July 2019.*