

February 1, 2026

Dear Member,

This notice is to inform you of upcoming changes to the billing, late fee, and delinquency policies for Silver Creek Water Supply Corporation.

Effective March 15, 2026, the following updates will apply:

**Late Payment Fee**

- Late payments will be assessed a fee of \$25 or 10% of the outstanding balance, whichever is greater.

**Administrative Billing Fee**

- Members who do not enroll in ACH automatic payments will be charged a \$5 monthly administrative fee to help offset processing and administrative costs.

**Application of Payments**

- Any payment made on a delinquent account will be applied first to any past-due balance, including late fees, penalties, service fees, and outstanding charges, before being applied to current monthly charges.

**Membership Status for Delinquent Accounts**

- When the total amount of delinquent minimum monthly charges, gallonage charges, penalties, and service fees owed by a member equals the membership fee of \$360.00, the membership fee shall be liquidated, the membership canceled, and ownership transferred back to the Corporation, in accordance with the Corporation's governing documents.

ACH automatic payment enrollment is strongly encouraged, as it helps reduce administrative costs, ensures timely payment of accounts and avoids any late fees or service interruption.

PLEASE see attached the ACH Form to fill out and return to [ma\\_pennington@yahoo.com](mailto:ma_pennington@yahoo.com) or you may drop it off in the box in front of our office at 615 CR 128.

Thank you for your cooperation and continued support in helping us operate and maintain the water system efficiently and responsibly.

**Stacy Brown - 281-686-2317 (cell)**

**Business Manager**

**Silver Creek Village WSC**

**615 CR 128- Burnet 78611**

**<https://scvwater.org/>**