

RUTH LAKE COMMUNITY SERVICES DISTRICT
Policy Handbook

POLICY TITLE: LEASE FEES AND PAYMENT

POLICY NUMBER: 6800

- 6800.01 Recreational sub lease fees will be reviewed and set by the Board of Directors when offering a new sublease contract or one for renewal.
- 6800.02 The sublease contract requires that the board may consider annual fee increases based on the Consumer Price Index.
- 6800.03 Lease fees shall be billed twice annually.
- 6800.04 The lease year shall run from May 1 to April 30 each year.
- 6800.05 Lease bills will be mailed during the third week of March and the third week of July each year.
- 6800.06 Lease bill shall be mailed by first class mail to the address last given to the district by sublessee. Failure to update the mailing address is not a valid excuse for non-payment or late payment of lease fees.
- 6800.07 Lease fees shall be due May 1 and September 1 of each year.
- 6800.08 Lease fees shall be considered late if not received by May 10 or September 10
- 6800.09 A late fee of \$25 shall be charged if fees are not postmarked by May 20 or September 20
- 6800.10 A courtesy late notice may be mailed on the next business day following May 10 or September 10.
- 6800.11 Non receipt of a late notice shall not release the sublease holder of any liability for late payment including charge of a late fee or any other action or remedy available to the district.
- 6800.12 If fees, including late fees, are not received by the District office by the Monday preceding the second Thursday of June, or by the Monday preceding the second Thursday of October, that sublease shall be placed on the Board of Directors meeting agenda for default consideration.

Approved by the RLCSD Board of Directors: November 8, 2011