

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Water/Sewer	<b>Policy #</b> 93-4
<b>Title:</b>	Developer Deposits	

## PURPOSE

The following procedure regarding Developer Deposits is hereby established:

- 1) A copy of this policy is to be provided to each developer with every written estimate. Prior to providing services on developer initiated projects; District staff shall review the scope of the project and develop an estimate of the District's cost to provide services.
- 2) District Staff shall then notify the developer, in writing, of the anticipated cost of providing the necessary services, supported by documentation, and request that the developer approve the scope of services, and deposit the necessary funds with the District.
- 3) Upon receipt of the developer's deposit and authorization by the Board, The District shall provide the needed services until the project is completed, or until the developer's deposit is expended. The District will provide to the developer a monthly Project Status Cost Accounting Report, including percent complete, amount under/over budget, and excess/shortage of funding.
- 4) Should a change in scope of services be required or requested for any cause, the District will notify the developer in writing of the extent of the change, supported by a revised budget estimate and a request for additional funds, if required. No work shall be performed until this process is completed, agreed to by the developer in writing, and the necessary funds received by the District.
- 5) When the balance of the deposit reaches the approximate 75% expended level, the District shall meet with the developer to determine if changes to the scope of services are required to complete the project. Should such change be required, provisions of paragraph four (4) above will apply.
- 6) Upon completion of the developer's project, the District will refund all remaining funds to the developer, after first verifying that all outstanding liabilities have been paid.
- 7) If the District incurs costs on developer initiated projects in the absence of developer deposits adequate to cover such costs, e.g. construction inspection, the developer shall be required to bring the account current prior to the District providing any authorization for extension of services or providing any additional water or sewer service on the developers project. No work shall be performed until this process is completed, agreed to by the developer in writing, and the necessary funds received by the District.

**Any exception to this policy requires Board action.**

<b>Approved by CSD Board of Directors</b>	May 19, 1993
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