

EXHIBIT 7

**POLICY
MOBILE HOME PARK UTILITY ACCEPTANCE**

POLICY
MOBILE HOME PARK UTILITY ACCEPTANCE
November 2002

General/ Purpose: This policy was developed to provide the PSA Board, staff, and Mobile Home Park owners with the general criteria for acceptance, by the PSA, of water and/or sewer lines within the park.

Background: The PSA has historically had a single point of connection to Mobile Home Parks. This was due to a variety of issues such as unknown construction of lines, requested by mobile home park owners, multiple expansions, etc.

Recently, the PSA Board was approached by a mobile home park owner pursuing a request to have individual mobile home spaces be served and billed by the Authority.

Criteria: The PSA staff has developed the criteria for waterline acceptance, sewer line acceptance and billing guidelines. Each of these criteria categories will be explained in detail as follows:

(1) **Waterline Acceptance**

The PSA may accept waterlines within a mobile home park if the following criteria are met and/or certified:

1. Water service connections shall be in accordance with PSA specifications to include a sensus radio read meter for each lot.
2. Galvanized waterline shall not be allowed.
3. The mobile home park owner shall retest the waterlines in accordance with PSA specifications and provide the PSA with certification by an engineer registered in the State of Virginia.
4. The mobile home park owner shall provide fire protection in accordance with Montgomery County requirements and PSA specifications.
5. The mobile home park owner shall provide the PSA with as-built drawings in AutoCAD format.
6. The mobile home park owner shall provide a recorded 20 foot easement for the main line. Also, access for reading meters shall be granted in writing.
7. The mobile home park owner shall provide the PSA

with a one-year warranty and a guarantee to pay for all costs associated with line maintenance during the warranty period.

(2) **Sewer Line Acceptance**

The PSA may accept sewer lines within a mobile home park if the following criteria are met and/or certified:

1. The mobile home park owner shall have all lines videoed and repair defects that are noted. The PSA will be given a copy of the videos and certification by an engineer registered in the State of Virginia.
2. The mobile home park owner shall have all lines and manholes tested in accordance with PSA specifications and provide the PSA with certification by an engineer registered in the State of Virginia.
3. The mobile home park owner shall provide a recorded 20 foot easement for the main line.
4. The mobile home park owner shall provide the PSA with as-built drawings in AutoCAD format.
5. The mobile home park owner shall insure that cleanouts are installed according to PSA specifications.
6. The mobile home park owner shall provide watertight trays for all manholes.
7. The mobile home park owner shall provide the PSA with a one-year warranty and a guarantee to pay for all costs associated with line maintenance during the warranty period.

(3) **Billing Guidelines**

Upon PSA acceptance of either water or sewer lines, the mobile home park owner shall agree to the following:

1. The mobile home park owner shall pay the PSA service fees for any month, or portion thereof, for any vacant lot.
2. The mobile home park owner shall pay the PSA the current residential facility fees for each lot created by an authorized expansion in accordance with PSA regulations.
3. The mobile home park owner shall be ultimately responsible for any delinquent fees owed the PSA by a tenant of the park. If a tenant fails to pay any fees, rents or other charges when due for services rendered to the tenant by the PSA, a lien shall be placed by the PSA on the park owner's property, and the lien shall

remain until the lien amount and the interest accrued are paid in full by either the tenant or the owner of the property.

Acceptance:

Once a mobile home park owner has satisfied the above criteria, then the owner may petition the PSA Board for acceptance.