

TIMBERLAKE COMMUNITY CLUB

2880 E Timberlake W Drive

Shelton, WA 98584

Phone: (360) 427-8928

Fax: (360) 427-1755

Email: [timberlakeecc@hctc.com](mailto:timberlakeecc@hctc.com)

Dear Customer,

Per-Timberlake Community Club high usage Adjustment Policy.

**“A 50% adjustment of charges exceeding, a single month’s average consumption, caused by a leak or broken water pipe between the Timberlake water meter and the structure.”**

In order to process your request in a timely manner, we have devised a checklist for you. IF NOT COMPLETED IN FULL, YOUR REQUEST WILL BE RETURNED TO YOU.

- Book/Account No.- or your Div./Lot No. \_\_\_\_\_
- Are you the property owner?      Yes \_\_\_\_\_ No \_\_\_\_\_
- If not, have you notified the owner? \_\_\_\_\_
- Property address \_\_\_\_\_
- Date you became aware of the leak \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_
- Date the leak was repaired \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_
- Attach a copy of repair invoices or receipts.
- Attach a letter of explanation if repairs made by yourself.
- Provide the exact location of the leak by drawing a pencil sketch in the space below.

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_

Owner’s Signature \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

A TLCC representative has the right of access and inspection to determine the leak was repaired. It is a ONE TIME ADJUSTMENT per owner. If you have any further questions, please call our office at (360)427-8928

Sincerely,  
Member Services/TLCC