



10 Maine Rd., Plattsburgh, NY 12903

[Address]

[Date]

Dear Homeowner/Occupant

As you know, your Homeowner's Association pays for your water and sewer costs each month. This is because when most of the units in LCV were constructed it was impractical to separately meter each unit. Our budget for this expense is based on an estimate of 4000 gallons per unit each month.

For the month of _____ the units on your meter used an average of _____ gallons each. This usage could be partially due to leaky faucets or toilets or may be a normal result due to the number of occupants on the meter. To help us make this determination, we ask that you take a moment to check your plumbing for leaks and to fill out the short form below. You can drop it in the drop box at any kiosk, send it to LCV Bookkeeper at 10 Maine, Plattsburgh, NY 12903 or email it to utilities@lcvillage.org.

We have also enclosed two flyers for your information which we hope will help. One explains how to check for leaky fixtures and the other discusses a variety of ways you can conserve water in your everyday use.

We hope you join us in our efforts to keep your HOA monthly fees down by regularly checking your toilets and faucets for leaks and by taking steps to conserve water.

If there are any questions on this matter please feel free to contact me at: propertymanager@lcvillage.org or at 572-1505.

Thank you, in advance, for your understanding and cooperation,

Curtis Latremore
Property Manager

Name _____

Leak(s) found (if any) _____

No. of occupants (any age) during the month _____ No. of Permanent occupants _____

Email Address _____ (optional)

(email addresses will only be used for LCV communications and will not be sold to any third parties)