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December 8<sup>th</sup>, 2025

Re: Process for Building new homes including Tap Fees/Inspections/Meter Set and start of service.

Paint Brush Hills Metropolitan District (District) oversees the process for new builds. All new homes built must follow a process to “tap” into the water and wastewater system. The District provides Water and Wastewater Collection service to all homes within their service area. Woodmen Hills Metropolitan District (WHMD) provides wastewater treatment for all District’s customers per the 2011 Intergovernmental Agreement dated June 2011. This policy clarifies the overall process to ensure that the District, the Builder and WHMD are on the same page, reduce costs and ensures services are received and paid for appropriately.

### **Tap Fees and Payment of Tap Fees**

Mail a completed Tap Application Form (Attachment A) to the District & WHMD along with appropriate fees as indicated. Complete Tap Fee includes:

Tap Fee*:	\$ 28,240.07
System Development Fee*:	\$ 2,363.93
Meter and Installation:	\$ 600.00
Wastewater Treatment Tap**:	\$ 3,991.50

\*\*(Current in district Tap Fee from WHMD \$11,087.50, 36% of which is \$3,991.50)

The wastewater treatment tap will be paid directly to WHMD attention to **accounts receivables**.

Woodmen Hills Metropolitan District  
8046 Eastonville Rd  
Peyton, CO 80831  
Send copy to PBHMD

The remaining fees (\$31,204) will be paid to the District.

Paint Brush Hills Metropolitan District  
9985 Towner Avenue  
Peyton, CO 80831

\*Current prices are at 2026 rate, annual rate increase at 5% IAW Resolution 2000-01.

### **Overall process for Inspections and Meter request**

#### **Step 1: Payment of Tap Fees**

1. Submit Tap fees to PBHMD & WHMD as stated above.
  - a. Builder to provide point of contact (POC) information to WHMD for billing purposes.
  - b. WHMD POC information for builders and PBHMD is [Kaylyn@whmd.org](mailto:Kaylyn@whmd.org)

#### **Step 2: Request for Water line and Sewer line Inspection**

1. Builder will email [pbhmd@pbhmd.com](mailto:pbhmd@pbhmd.com) to request the inspection with a minimum of a 4-hour notice.

- a. **Email Subject: Property Address – Water/Sewer Line Inspection Request.**
- b. ONE property per request, no exceptions.
2. The District will schedule the inspection within 4 hours when possible.
3. Please ensure all requests are made before 12:00 pm for same day service, weather permitting.
4. If the property fails the inspection, a new request/email with a prepayment of \$150.00 (reinspection fee) will be required.
5. Refer to requirements in our Rules and Regulations.

**Step 3: Request for Meter Installation Inspection.**

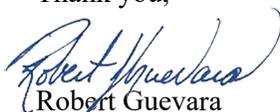
1. Send an email to [pbhmd@pbhmd.com](mailto:pbhmd@pbhmd.com) copy POC at WHMD. It is not PBHMD's responsibility to contact WHMD on your behalf. All requests without WHMD CC-ed will be rejected. The email shall include at least the following
  - a. **Email Subject: Property Address – Meter installation Inspection**
  - b. Confirmation that property is at final grade and ready for meter installation
2. The District will schedule inspection no earlier than the next business day and no later than 5 business days from day of request.
  - a. Requests made before 12:00 PM will count as day 1.
  - b. Requests after 12:00 PM day 1 will start the next business day.
  - c. Meters will NOT be installed on day 1 of the request.
    - i. Waivers of day 1 requirements can only be made by the District Manager, which will be done sparingly.
3. If the Property passes the inspection
  - a. A meter will be installed immediately.
  - b. Billing from PBHMD and WHMD will start the day of the meter installation.
4. If the property fails the inspection, a new request/email with a prepayment of \$150.00 (reinspection fee) will be required.
5. Refer to requirements in our Rules and Regulations.

**Notes:** Common reasons for failed inspections

1. Water and sewer lines do not have proper distance between lines
2. Final grade is not completed by time of meter installation inspection
3. Meter does not fit in piping.
4. PVC pipe is not in curb stop access tube. (See Rules and Regulations)
5. Curb stop is not fully operational (i.e. not at proper depth, doesn't work, key cannot operate valve)
6. Jumpers are only allowed to test internal piping. A common violation is using irrigation water without a meter. This is a **\$1,000/day** fine

Please feel free to contact me directly with any questions.

Thank you,



Robert Guevara  
District Manager