

Heart of Texas Electric Cooperative, Inc.

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We take this opportunity to introduce you to the procedure for providing the electric service you are requesting and to our Line Extension Policies.

Our Staking Technicians are scheduled to meet with you at _____ AM/PM on
_____ At

It is essential that you keep this appointment, as we cannot proceed with your request for electrical service until the stakes are in place and you have provided us with the following information. (If you cannot keep this appointment, please give us 24 hours notice so we can best utilize the Staking Technicians busy schedule.)

1. Type of electrical load to be served (residence, mobile home, well, shop, etc.)
2. Size of electrical load to be served. You will need to provide an electrical load analysis or be able to provide the total AMP capacity required. **IF YOUR ELECTRICAL REQUIREMENTS EXCEED 200 AMPS, WE REQUIRE AN ELECTRICAL LOAD ANALYSIS CALCULATED BY YOUR ELECTRICIAN BEFORE DESIGNING OUR ELECTRICAL LINES.**
3. Exact physical location of the house, mobile home, or any other buildings to be served **requires a 911 address from the county.**
4. Permanent location of the meter. Our lines stop at the point of delivery, which is defined as the weather head. The meter can be installed on your house/building, on our transformer pole or on our permanent meter pole if you have overhead service. If you choose to have underground service, the meter will remain at the transformer and your electrician will run the service from the meter to your house/building. You are required to supply and install a meter loop for us to connect the service. If you wish us to install the meter loop on the pole, it must be constructed and ready to hang when we build the service.
5. **HAVE THE PROPERTY PINS PHYSICALLY LOCATED AND MARKED ON THE PROPERTY.**
6. **PROVIDE A COPY OF YOUR RECORDED DEED AND/OR CONTRACT OF SALE TO VERIFY OWNERSHIP OF PROPERTY AND ACQUIRE DEED INFORMATION TO PREPARE ANY RIGHT-OF-WAY EASEMENT NEEDED.**

From this information, our Technicians will discuss the route you prefer and then survey a route, stake the pole and guy locations and determine the necessary engineering details to provide your service. It is your responsibility to obtain easements across adjoining property.

PLEASE NOTE: The Cooperative shall provide up to two appointments to design the power line for electric service at no charge to the person requesting service. If the Member requests a third appointment with a Cooperative's representative, a non-refundable contribution of \$150.00 will be assessed to the Member. Once a Member's job has been staked and the Member requests a re-stake before construction, a non-refundable contribution of \$150.00 will be assessed to the Member. If the Member's service is not ready to be hooked up on the day we construct the line, a non-refundable contribution of \$150.00 will be assessed to the Member.

FOR SAFETY PURPOSES, buildings, trees or other obstructions are not permitted in the path of the power line. We require a 20' wide (10 feet on each side of the power line & 100 feet high) un-obstructed right-of-way that is free and clear of buildings, trees or other obstructions. The consumer is responsible to clear the right-of-way of all trees, stumps, brush, debris and/or any obstacles along the route of the proposed extension to a width specified by the Cooperative.

Please allow us 24 hours to process your paperwork before coming in or contacting our office.

Before engineering details are completed and drafted onto a staking sheet, the member requesting service must supply all easements and permits that may be needed. Power lines shall be constructed only on an un-obstructed right-of-way covered by properly executed easements.

When the staking sheets are prepared, easements and permits, if any, are secured, service agreement is signed, and all fees paid, then the job will be released to our construction department to be built at our earliest opportunity. You will need to have your service entrance equipment (commonly referred to as a "meter loop") installed on the outside of your building if the meter is going on the building or assembled and on site for us to install if it is going on our pole.

In order to avoid unnecessary delays during initial construction and future emergency line repairs, the Cooperative shall require that the party receiving service grant permission for the Cooperative to install its standard padlock where required to gain access to its lines when such gate or gap is kept locked by the property owner.

Relocation of Lines and Facilities Relocation of electric power lines and electrical facilities shall be made at the sole option of the Cooperative and the party making the request shall, if required by the Cooperative, pay the full cost of the relocation, which shall include any loss of materials.

Service Provisions The consumer shall agree to commence receiving electric service **within thirty days** after it is made available or shall commence paying to the Cooperative the minimum monthly charge as specified in the applicable rate schedule as no meter billing.

Ownership Heart of Texas Electric Cooperative shall retain ownership of all materials and facilities installed by the Cooperative.

All prices quoted for the installation of services, will expire 90 days from the day of your first appointment. After 90 days, you will be required to schedule a second appointment.

Please do not hesitate to call if you have any questions 254-840-2871 or 800-840-2957.