

Board Policies Regarding Statements, Exemption Forms, Updates, and Tax Lists for Properties Located Within the Boundaries of the Blue Mountain Translator District

- A. A statement/exemption form is sent to each property owner who has property(s) located within the boundaries of the Blue Mountain Translator District in Baker and Union Counties in June of each Fiscal Year (Fiscal Year is from June 1 through May 31).
- B. Property owners are given the option to either pay the service fee for the use of the Blue Mountain Translator District signal or to claim exemption of their property because the Blue Mountain Translator District signal will not be used.
- C. If no response is received by February of the following year, a Reminder Letter is sent. The Reminder Letter is a courtesy not a requirement.
- D. If the property owners are claiming exemption, they must mark one of the following reasons (as shown on the form):
 - 1. I cannot receive the signal;
 - 2. I will not use the signal; or
 - 3. I receive the signal from another source (satellite, cable, etc.) and will not use the Blue Mountain Translator District signal.
- E. The exemption form must be filled out correctly. If the exemption form is not completed and/or signed, the form will be returned asking for the correct information and/or a signature.
- F. Exemption forms ARE NOT VALID unless they have a signature.
- G. Some property owners will be sent more than one statement because each property has its own account number. This is necessary to keep accurate records.
- H. The account numbers for the property(s) located within the boundaries of the Blue Mountain Translator District CORRESPOND with the account numbers used by the Baker and Union County Assessors Offices.
- I. If the property is rented, leased, etc., the property owner is responsible for either payment of the service fee or to return an exemption form each Fiscal Year for each account number.
- J. It is the responsibility of the property owners to return the statements in a timely manner.
 - a. Statements received by the Blue Mountain Translator District after JUNE 15 of the CURRENT Fiscal Year claiming one of the exemption options for the PREVIOUS Fiscal Year are NOT VALID.
- K. Property owners who have not responded to the statement/exemption forms or reminder letters sent for each fiscal year will have their names turned over to the Assessors Offices in Baker and Union Counties before July 15 of each year. These property owners will have the service fee assessed on their property taxes - ORS 354.690.
- L. A response must be received for each Fiscal Year for each account number.
- M. The ENTIRE mailing list of properties located within the boundaries of the Blue Mountain Translator District is updated ONCE each year with the help of the Baker and Union County Assessors Offices before the statements are prepared and mailed in June.
- N. The ENTIRE mailing list is updated ONLY ONCE each year because the updating process for the ENTIRE MAILING LIST is very time-consuming. The Assessors Offices of Baker and Union Counties have agreed to help with this update ONCE each year.

- O. The names and addresses for the properties located within the boundaries of the Blue Mountain Translator District are constantly- changing - properties are sold; the land is subdivided and the land may stay on the old account number and the residence is given a new account number; etc.
- P. It is the RESPONSIBILITY of the property owner(s) to correct any inaccurate information regarding mailing addresses, change of ownership of the property, the property has been classified as a storage shed, etc. at the Assessors Offices of Baker and Union Counties.
It is the RESPONSIBILITY of the property owner(s) to fill out the necessary paperwork and return the paperwork to the Baker and Union Counties Assessors Offices to make these corrections. The paperwork must be taken care of in a timely manner.
- Q. Names CAN be removed from the CURRENT TAX YEAR for the following reasons:
- a. Payment of the service fee is paid and received by the Blue Mountain Translator District after the list of names has been turned over to the Baker and Union County Assessors Offices in July of each year.
 - b. The property was put on the mailing list by mistake - the property is not within the boundaries of the Blue Mountain Translator District. This must be verified with the Assessors Offices in Baker and/or Union County(s).
 - c. The account number has been deleted from the Assessor's tax records and would not be assessed any property tax.
- R. Except for the reasons listed above (a, b, or c), any exemption forms received after the list of names has been turned over to the Assessors Offices of Baker and Union Counties WILL NOT BE VALID and the names will not be removed from the current year's tax list.
- S. EXAMPLE of the current tax year - Fiscal Year 2002-2003 (June 1, 2002 - May 31, 2003) for the Blue Mountain Translator District is Baker and Union Counties tax year for 2003-2004.
- T. Names WILL NOT be removed for PREVIOUS tax years. Refunds WILL NOT be given for PREVIOUS years.
- a. Any household in the District which was purchased by a new party after the June mailing was issued and is on the tax rolls due to a prior owner not returning the form or paying for the service will be refunded their money upon board approval. This will happen only after the District confirms the purchase took place after the mailing and the membership fee should have been the responsibility of the previous owner. Refund will only be for the immediate year in which the owner purchased the property and will not extend to more than one year.
- U. The Blue Mountain Translator District is NOT required to inspect the properties located WITHIN the boundaries of the Blue Mountain Translator District to determine if the signal is being used or if it can be received.