

**NOTICE REGARDING ELECTRIC SUBMETERING AT CLINTON YACHT HAVEN
DOCKOMINIUM**

The Clinton Yacht Haven Dockominium Association, Inc. (“CYHDA” or the “Association”) provides this notice regarding the submetering of electricity for Marine Units (“Slips”) owners at the marina. Unless otherwise specifically stated, this Notice does not alter any of the Associations Bylaw, Declarations, or other Rules. To the extent anything in this Notice is prohibited by the laws or regulations of the State of Connecticut, said laws and/ or regulations shall control.

1. Submetering at the Marina - Generally

Submetering electricity allows the Association to charge individual Slip owners for each individual Slip Owner’s actual usage of kilowatt hours of electricity at the same or lower cost for each kilowatt hour charged to the Association by the Utility provider (the “Provider”). Submetering promotes conservation and fairness. Electricity that is distributed to the individual Slips at the at the marina is submetered. The Slip’s submeter monitors electricity usage by tracking it by the Kilowatt Hour (kWh). Each Slip owner is responsible for paying for the electricity used at their Slip(s) on a monthly basis, the amount of which is calculated based on the Slip’s submeter readings during the marina’s operating season, from May 1st through October 31st. In accordance with the Association’s bylaws, the Association’s managing agent(s) are tasked with invoicing Slip owners for electricity usage in accordance with this Notice.

2. Managing Agent Contact Information

At the time of this Notice, the Association’s Managing agent, and its contact information, is as follows:

Renaissance Collaborative, Inc.
300 Whalley Ave.
New Haven, CT 06511

Main Office Number:	(203) 624-7911
E-mail Address:	rcimgmt@aol.com
Fax:	(203) 777-9891
24-Hour Answering Service:	(203) 624-7911

With respect to inquiries regarding the submetering of electricity at the marina, the managing agent may be contacted at its Main Office Number above during normal business hours. At all other times, members may contact the managing agent’s 24-Hour Answering Service to leave a message, or send an e-mail to the e-mail address above.

3. Procedures for Reading Submeters, Electricity Rates, and Invoicing Unit Owners

The Association’s manager will employ its best efforts to match the Association’s billing period to the billing period of its electricity provider. On or about the 10th day of each month, the

Association's property manager will take a submeter reading at each Slip. It will calculate the total kWh usage for each billing period by subtracting the submeter reading at the beginning of the billing period from the submeter reading at the end of the billing period. That figure will be multiplied by the current per-kWh rate ("Supply Rate") charged by the Association at the time of the reading to calculate the "Monthly Usage Charge." In accordance with Connecticut General Statutes § 16-19ff, the Supply Rate charged by the Association shall not exceed the amount paid by the Association for such energy to the Provider, except that the Association reserves the right to charge a \$5.00 administrative fee per Slip per month to offset the costs of submeter reading, generating invoices, billing Slip owners, and tracking payments for the same. To be clear, the Association's rate to submetered parties will be no more than the Association's actual per kWh rate, or the electricity provider's per kWh rate with Standard Service, whichever is lower, on a monthly basis, and that rate will be calculated on a monthly basis for each of the docks' master meters. The Association may not charge an impermissible blended rate.

At the time of this Notice, electricity is supplied to the marina by Eversource Energy at the rate of 25 ¢ per kWh. This Supply Rate figure is calculated by taking the monthly amount charged to the marina by the Provider, and dividing it by the total kWh consumed during the billing period, which equals the average cost per kWh. Both the Provider and the Supply Rate are subject to change. Until further written notice, the Association intends to match its Supply Rate with the Supply Rate charged by its electricity Provider.

The Association, through its managing agent, provides Slip owners a monthly invoice, which includes charges assessed to the Slip for electricity usage, namely the aforementioned Monthly Usage Charge plus the administrative fee. As it respect invoicing for electricity usage, each invoice, at a minimum, shall detail the submeter reading at the beginning of the billing period, the submeter reading at the end of the billing period, the total kWh usage of the Slip for that period, the Supply Rate being charged by the Association at the time of that billing period, the total Monthly Usage Charge, and the administrative fee for electricity submetering. Invoices shall be delivered by electronic mail to Slip owners, unless a Slip owner has expressly requested that invoices be provide in hardcopy format, in which case the invoice will be mailed to the address designated by the Slip owner for billing.

Invoices may be paid to the managing agent via cash, check, or credit card. Payments can be mailed to the managing agent, paid via telephone at the managing agent's number, or made in person at the managing agent's office.

4. Non-Standard Billing and Adjustments

In the event a member sells or surrenders a Slip, it shall only be obligated to pay for electricity usage up through the last date of his/ her ownership, should that be different than the standard end of a billing period. The owner shall inform the managing agent ten (10) days in advance of its last date of ownership, and the managing agent shall take a submeter reading of the Slip's usage as of that date. The owner is encouraged to take an independent reading of the submeter on its last day of ownership to ensure the accuracy of the final reading and invoice.

Slip owners have the right to seek an adjustment to their bills for electric usage if they are charged for more electricity than is actually used, or if a faulty submeter renders an inaccurate reading. Requests for adjustment should be made in writing to the managing agent and sent via e-mail with the subject line: "Adjustment to Electric Charges for Slip No. ____." The request should include the nature and amount of the requested adjustment, and the basis therefor. Proof of the necessity of the adjustment may be required, if, for example, a Slip owner challenges the submeter reading as of a certain date. To ensure the adequacy of such proof, Slip owners are encouraged to photograph the submeter reading and forward the image with their request. Slip owners may request that the submeter be tested for accuracy in accordance with the procedure outlined below. The property manager will investigate the request and respond within five (5) days, exclusive of weekends, unless additional time is needed to investigate. Slip owners may appeal an adverse decision to the Association.

Any adjustments will be calculated and paid in compliance with Conn. Agencies Regs. § 16-11-110.

The Association may issue an estimated bill to submetered Slip owners if an estimated bill is received from its supplier that is needed to determine charges for the slip owner. In addition, estimated bills may be issued when an outage occurs and a manual read cannot be obtained, or other equipment failures prevent an accurate read in time for the billing cycle. Estimated invoices will be issued in accordance with Connecticut Agencies Regulations § 16-3-102. For any invoice, "(E)" shall indicate that the reading is estimated.

5. Records, Information, and Access

The Association's managing agent shall record the monthly reading of each submeter in a ledger. The ledger shall provide, at a minimum, the Slip number/ identification, the date of the present and previous meter reading, the current kWh reading for each submeter, and the total kWh consumed during the billing period. The managing agent shall also maintain copies of rate schedules of Provider rates. The property manager shall furnish a copy of the ledger to the Association's Executive Board on a monthly basis, and records of the same are available for inspection and copying by any member upon request. The Association shall maintain such records for not less than three years.

The submeters for each Slip are located directly at the Slip and available for inspection by the Slip owners upon request at reasonable business hours. A statement of past readings of the Slip owner's submeter and the Association's meter may be provided upon request by a Slip owner for any period not in excess of 15 months, consistent with Conn. Agencies Regs. §16-11-104. Owners may and are encouraged to track their own electricity usage and engage in energy conservation measures. Any significant deviations from historic usage should promptly be brought to the attention of the Association so it may investigate the cause of such deviation.

Be advised, the Association will monitor usage through a member of its billing team to identify usage that would appear abnormal. "Abnormally High Usage," shall mean consumption by a Slip owner in one month that is at least 50% higher than the previous 3 month average. If there is no "previous 3 month average," reference will be made instead to usage for that particular

month from the prior year, and abnormal usage shall constitute a deviation by 50% from that usage. The Association, or its billing agent, will notify Slip owners of changes in their usage that might signify abnormal usage, by indicating notice of the same on the Slip owner's bill. Tenants can use this information to evaluate if their usage has changed or to contact the Association or its agent with any concerns. The EDC/ supplier will be provided or may request a report of all abnormal power usage events. At the EDC's discretion, or at the request of the Slip owner or the Association, an investigation of the abnormal power usage will be conducted. The Association's investigation into potential abnormal usage may include, without limitation, testing the submeter in accordance with the procedure outlined below. A report will be generated detailing the result of the investigation, identifying any problems with the submetering system that resulted in the abnormal usage, the work to be performed, and any adjustments required to the Slip owner's bill. The cost of any repairs of the submetering system for any damage caused by the Slip owners shall be assessed to the Slip owners.

Members are directed to the Provider's website for current supply rates. Additionally, upon request, the Association will provide a member with a copy of the Provider's bill, so the member may verify the Supply Rate charged by the Association. The Association will notify members of any changes to the Supply Rate or the marina's rate classification by including a notice of rate change in the invoice for the month prior to the rate change.

The Association, through its managing agent, shall retain records of all invoices issued to Slip owners, and all bills issued by the Provider to the Association, for a period of three (3) years.

Any request to inspect submetering records, or billing from the Provider shall be made in writing and sent to the property manager at its e-mail address with the subject line: "Request to Inspect Electricity Records." The request may be referred to the Association. If any request for documentation exceeds fifteen pages, the Association reserves the right to assess a copying charge to offset its costs for copying.

6. Inquiries and Complaints

Slip owners may initially direct inquiries, concerns, issues, and/ or complaints respecting the Association's submetering activities to the managing agent. This includes, without limitation, questions regarding bills, the submetering system, the operation of the submetering system, electricity quality, testing of submeters, reading of submeters, labeling, marking and mounting of submeters, and access to submeters. Any such inquiries, concerns, issues or complaints must be made in writing and sent via e-mail to the managing agent. If the managing agent is unable to respond to such inquiries, it shall forward such inquiries to the Association's board within seven (7) days, and the Association shall investigate and respond to the Slip Owner's inquiry. In the event any inquiry is deferred to the Association in this manner, the managing agent shall inform the Slip owner that his/ her inquiry is being referred to the Association.

Slip owners are notified that submetering activity at the marina must be approved by the Connecticut Public Utilities Regulatory Authority ("PURA"). With regard to electricity submetering, Slip owners may contact PURA if they have any complaints, issues or concerns that they believe have not been adequately addressed by the Association. PURA maintains a website

that sets forth the complaint process, the URL of which at the date and time of this Notice is <https://portal.ct.gov/PURA/Consumer-Services/File-a-Complaint>. The website also provides the following toll-free (within Connecticut) number: 1-800-382-4586. Slip owners are directed to the PURA website for information respecting complaints.

The Association shall retain records of any complaints, inquiries concerning the submetering system, and charges for electric use by Slip owners for three years. Records of complaints shall show the name and address of the complainant, the date and nature of the complaint, and how and when the complaint was disposed of in accordance with Conn. Agencies Regs. §16-11-106. Information respecting the same may be obtained pursuant to the procedure outlined in the previous section.

7. Submeter Testing, Requests and Procedure

Request for submeter testing

Slip owners have the right to have their submeters tested to ensure its accuracy. Slip owners shall have the right to request one submeter test in a twelve-month period conducted by an entity unaffiliated with the Association, at the Association's expense. If any such accuracy test indicates that the submeter is inaccurate by more than 1% using industry standard testing protocols, such submeter shall be corrected or replaced, and the CT Public Utilities Regulatory Authority ("PURA") shall be notified. Additional submeter testing beyond the one accuracy test in a twelve-month period requested by a Slip owner shall be paid for by the Slip owner, unless such additional meter testing indicates that the submeter falls outside the 1% error range, in which case the Association shall pay for the testing and PURA shall be notified.

Submeter Testing:

- a. Submeter accuracy testing may be performed for the following reasons:
 - a. Expiration of the current accuracy certification of the submeter;
 - b. Periodic and Selective Testing, at the Association's discretion;
 - c. Meter Accuracy Test Request by the Association or a Slip Owner;
 - d. As part of an abnormal power usage investigation.
- b. Testing may be performed in-house or by sending the submeter out to a certified testing company, in the sole discretion of the Association.
- c. The managing agent shall schedule a certified bench test after a request is received.
- d. The Slip owner has the right to be present at the test. Reasonable attempts will be made to accommodate the Slip owner's schedule to afford them the ability to be present, if requested. In the event off-site testing is conducted, and the Slip owner requests to be present, reasonable attempts will be made to conduct the test with remote viewing. In the event of off-site testing, the Slip owner must assume any travel, travel related expenses, or remote viewing expenses. Off-site testing will be conducted by Vision Metering, identified in subsection (f) below.
- e. The meter will be tested using currently certified bench testing equipment that has been certified to test the meter against the national ANSI standards for meter accuracy and operation.

- f. Testing will be conducted by:

Vision Metering
7 Ross Cannot Street
York, SC 29745
(803) 628-0035
info@visionmetering.com

- g. The test will be conducted as follows:
- a. Power up the meter;
 - b. Note any errors or test failures;
 - c. If failure occurs, confirm that the meter is bad (as opposed to a “false positive” test);
 - d. Print test results;
 - e. Reasons for failures shall be noted.
- h. Results of any meter accuracy test will be available to the Slip owner, the Association, and its managing agent.
- i. If a meter fails an accuracy test, the managing agent will determine if an overpayment for consumption has occurred, and perform an analysis to determine the appropriate adjustments to bills and issue credits to the Slip owner’s account balance if necessary.

8. Events Affecting Service

The marina may experience an outage if the Provider’s power lines servicing the marina experience a loss of power. When the Provider notifies the managing agent or the Association of a planned event, the managing agent will notify you by electronic mail, or, if notifications are requested by regular mail, then notice will be sent via regular mail.