

New York State  
Public Service Commission

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Notice of Intent of The Residential Board of Managers of 30 Park Place Condominium to Submeter Electricity at 30 Park Place, New York New York 10007, Located in the Territory of Consolidated Edison Company of New York, Inc.

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**AFFIDAVIT OF  
Adora Manalo**

CASE 16-E-0391

STATE OF NEW YORK                    )  
  ) ss.:  
COUNTY OF NEW YORK                )

Adora Manalo, being duly sworn, deposes and states:

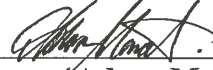
1. I am the Director of Residences of the condominium located at 30 Park Place, New York, New York 10007 (the "Condominium").

2. I submit this Affidavit in connection with The Residential Board of Managers of 30 Park Place Condominium's Notice of Intent to Submeter Electricity and subsequent Public Service Commission ("Commission") Order Approving Submetering at the Condominium. I am fully familiar with the facts described herein based on my personal knowledge and experience.

3. On June 15, 2017, I caused to be delivered by electronic mail a letter from The Residential Board of 30 Park Place Condominium to all Owners (and Owners' Representatives, Assistants and Real Estate Brokers working on their behalf) of the Condominium. This letter, which is attached hereto as Exhibit A, provided notice to all current owners of the Condominium that the Commission approved submetering at the Condominium and that the residents are being provided with a two-month notice period prior to the commencement of submetering. The letter further informed residents that submetering will commence on August 14, 2017.

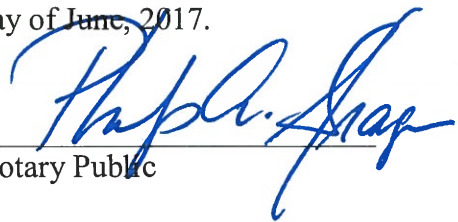
4. By cover of these letters, owners were also provided with updated Home Energy Fair Practices Act notices and an energy-efficiency brochure. The letter also outlined the information that prospective condominium unit owners will be provided regarding submetering prior to purchasing a condominium unit at the Condominium. Finally, this letter notified residents of the precise manner in which they may contact the Department of Public Service Office of Consumer Services.

5. I swear under penalties of perjury that all of the above is true and accurate.



Adora Manalo

Sworn to and subscribed before me this 15<sup>th</sup>  
day of June, 2017.



Notary Public

**PHILIP A. SFRAGA**  
Notary Public, State of New York  
No. 01SF6174978  
Qualified in New York County  
Commission Expires October, 01 2019



# EXHIBIT A



FOUR SEASONS  
PRIVATE RESIDENCES  
NEW YORK DOWNTOWN

BOARD OF MANAGERS OF RESIDENTIAL SECTION OF  
30 PARK PLACE CONDOMINIUM

June 15, 2017

Re: Notice to Residents Regarding the Submetering of Electricity

Dear Resident,

As you are aware, the Board of Managers of the Residential Section (the "Residential Board") of the 30 Park Place Condominium (the "Condominium") previously submitted a Notice of Intent to Submeter Electricity at the Residential Section of the Condominium to the New York State Public Service Commission (the "Commission"). We write to update you on our Application. On February 24, 2017, the Commission, in Case 16-E-0391, accepted our submetering plan and authorized submetering at the Condominium.

Once submetering commences at the Condominium, residents will become responsible for the respective unit's actual electric usage. To allow residents to prepare for the commencement of submetering, the Residential Board is providing you with a two-month notice period, beginning on the date of this letter. The two-month notice period will end on August 14, 2017, at which time submetering will formally commence and you will become responsible for the electricity consumed within your unit. During this two-month notice period, the Residential Board may provide residents with "shadow" electric submetering bills so that residents can gauge their electric consumption prior to the commencement of submetering in August. Please note that shadow bills are not actual bills and residents are not responsible to pay any shadow bills that they receive. They are provided for informational purposes only.

Please find enclosed with this letter: (1) an updated Home Energy Fair Practices Act ("HEFPA") Notification of Rights and Procedures, (2) an updated HEFPA Special Protections Registration Form, and (3) an energy-efficiency brochure highlighting certain ways you can lessen your electric consumption during the two-month notice period and before you become responsible for the electricity used within your unit.

If you have any questions regarding submetering, please contact the Condominium's Director of Residences by telephone at (646) 880-1930 or by mail at Four Seasons Private Residences New York Downtown Condominium, Attn: Director of Residences, 30 Park Place, New York, New York 10007. You may also contact the Commission at any time in writing at New York State Department of Public Service, 3 Empire State Plaza, Albany, New York 12223, or by telephone at (800) 342-3377, or in person at the nearest office at 90 Church Street, New York, New York 10007, or via the Internet at [www.dps.ny.gov](http://www.dps.ny.gov).

Finally, please note that all prospective residential unit owners will be notified prior to purchasing a condominium unit at the Condominium that their electricity will be supplied on a submetered basis.

Sincerely,

The Residential Board

Enclosures:

1. HEFPA Notification of Rights and Procedures;
2. HEFPA Special Protections Registration Form; and
3. An energy-efficiency brochure.

## **NOTIFICATION OF RIGHTS AND PROCEDURES**

As a residential customer for electricity, you have certain rights assured by New York's Home Energy Fair Practices Act ("HEFPA") and the order issued by the New York State Public Service Commission on February 24, 2017, in Case 16-E-0391: Notice of Intent of The Residential Board of Managers of 30 Park Place Condominium to Submeter Electricity at 30 Park Place, New York, New York 10007, Located in the Territory of Consolidated Edison Company of New York, Inc. (the "Submetering Order"). This notification is an overview of those rights and certain policies and procedures regarding the service and billing of your electricity.

The residential section of the building located at 30 Park Place, New York, New York 10007 (the "Condominium"), is a submetered facility. The Residential Board of Managers of 30 Park Place Condominium (the "Submeterer") is responsible for the administration of submetering, which is performed by an outside vendor as a third-party billing company that invoices residents for their monthly utility usage. Residents receive monthly bills from the Submeterer or its third-party billing company for their respective electricity usage.

If you have any questions or complaints concerning your electricity bill, please contact the Submeterer through the Management Office by telephone at (646) 880-1939, e-mail at, [electric.FSNYD@fourseasons.com](mailto:electric.FSNYD@fourseasons.com), or by mail at 30 Park Place, Four Seasons Private Residences New York Downtown Condominium, Attn: Director of Residences, 30 Park Place, New York, New York 10007. The Submeterer shall investigate and respond to you in writing within fifteen (15) days of the receipt of the complaint. As part of this response, you shall be advised of the disposition of the complaint and the reason therefore. Upon receiving this response, or at any time, you can also contact the Public Service Commission in writing at New

York State Department of Public Service, 3 Empire State Plaza, Albany, New York 12223, by telephone at (800) 342-3377, facsimile at (212) 417-2223, in person at the nearest office at 90 Church Street, New York, New York 10007, or via the Internet at [www.dps.ny.gov](http://www.dps.ny.gov).

The electricity bills that you receive show the amount of kilowatt hours (“kWh”) that you used. The bills you receive shall provide, in clear and understandable form and language, the charges for service. In no event will the total monthly charges (including any administrative charges) exceed the utility’s (Consolidated Edison Company of New York, Inc.) direct metered residential rate. The Submeterer may terminate or disconnect service under certain conditions (*i.e.*, nonpayment of electricity bills) pursuant to HEFPA.

You have the right to request messages on bills and notices in Spanish. To make such a request, contact the Submeterer. Usted tiene el derecho de solicitar información en facturas e informativos en Español. Para solicitar esta información en español, póngase en contacto con el Submeterer.

You may request budget billing for the payment of electricity charges. This plan shall be designed to reduce fluctuations in customer bills due to seasonal patterns of consumption. Budget billing divides your electricity costs into twelve (12) equal monthly payments. Periodically, the Submeterer, or an agent of the Submeterer, will review the budget billing for conformity with actual billings and may adjust that amount as necessary. At the end of one (1) year, you shall be responsible to pay for any electricity costs in excess of the budget billing amount you paid. You may contact the Submeterer to discuss the details of a budget billing plan, if you are interested.

Your meter is read because it measures and records the actual amount of electricity you use; this enables an accurate bill to be sent to you. Making sure your electricity bills are accurate

and correct is important to the Submeterer and to you. That is why every effort is made to read your meter regularly.

If you are having difficulty paying your electricity bill, please contact the Submeterer by telephone or in writing in order to see if you qualify for a deferred payment agreement, whereby you may be able to pay the balance owed over a period of time. A deferred payment agreement is a written agreement for the payment of outstanding charges over a specific period of time, signed by both the Submeterer and customer. If you can demonstrate to the Submeterer a financial need, the Submeterer can work with you to determine the length of the agreement and the amount of each monthly payment. You may not have to make a down payment, and installment payments may be as little as \$10.00 per month. The Submeterer will make reasonable efforts to help you find a way to pay your bill.

Regardless of your payment history relating to your electricity bills, your electricity service will be continued if your health or safety or the health or safety of any other unit owner or other resident is threatened. When the Submeterer becomes aware of such hardship, the Submeterer can refer you to the Department of Social Services. Please notify the Submeterer if either of the following conditions exists:

- (a) **Medical Emergencies.** You must provide a medical certificate from a doctor or local board of health establishing that you and/or another unit owner or resident is suffering from a medical emergency.
- (b) **Life Support Equipment.** You must provide a medical certificate from a doctor or local board of health if you and/or another unit owner or resident suffers from a medical condition requiring electricity service to operate a life-sustaining device.



Special protections may be available if you are, and those living with you are age, eighteen (18) or younger or sixty-two (62) or older, blind, or disabled. To ensure that you receive all of the protections for which you are eligible, please contact the Submeterer and identify yourself.

You can also designate a third party as an additional contact to receive notices of past due balances. Every Submeterer shall permit a residential customer to designate a third party to receive all notifications relating to disconnection of service or other credit actions sent to such residential customer, provided that the designated third party agrees in writing to receive such notices. The Submeterer shall inform the third party that the authorization to receive such notices does not constitute acceptance of any liability on the third party for service provided to the customer. The Submeterer shall promptly notify the residential customer of the refusal or cancellation of such authorization by the third party. If you are interested in Voluntary Third-Party Notice, notify the Submeterer with the party's contact information and written agreement of the third party to receive copies of all notifications relating to disconnection of service or other credit actions sent to you.

Please review the attached "Special Protections Registration Form" relating to some of the rights discussed above. Although you are not required to do so, please fill it out if you qualify for any special protection described on the form. You may return the completed form to the Submeterer.

**SPECIAL PROTECTIONS  
REGISTRATION FORM**

Please complete this form if any of the following applies. Return this form to:

**30 Park Place  
Four Seasons Private Residences New York Downtown Condominium  
Attn: Director of Residences  
30 Park Place  
New York, New York 10007**

**ACCOUNT INFORMATION**

(Be sure to complete before mailing)

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Name

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Address

Apartment

---

Town/City

Zip

---

Telephone # Daytime

Evening

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Account Number (as shown on bill)

**I would like to be considered for Special Protections.**

In my household (Check):

- Unit occupant is 62 years of age or over, and any and all persons residing therewith are either 62 years of age or older or 18 years of age or younger.
- Unit occupant is blind (Legally or Medically)
- Unit occupant has a permanent disability
- Unit occupant has a Medical Hardship (type):

- 
- Unit occupant has a Life Support Hardship (type):
-

**I receive government assistance.**

- I receive Public Assistance (PA). My case number is:

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- I receive Supplemental Security Income (SSI). Note: SSI benefits are not the same as Social Security Retirement Benefits. My Social Security Number (optional) is:

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**Please send me more information about:**

- Budget billing

**To Be Completed by Third Party**

Please let me know if this customer's bill is overdue. As a "caregiver," I understand that I am not responsible for payment of this bill.

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Caregiver/Agency

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Address

Apartment

---

Town/City

Zip

---

Telephone # Daytime

Evening

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Designee Signature

# ENERGY SAVING TIPS FOR YOUR CONDOMINIUM UNIT



## LIGHTING

- Replacing 15 inefficient incandescent bulbs in your home with energy-saving bulbs could save you about \$50 per year.
- Keep your curtains or shades open to use daylight instead of turning on lights. For more privacy, use light-colored, loose-weave curtains to allow daylight into the room.
- Use timers to turn off lights when you're away from home.
- The following types of light bulbs are more energy efficient than the traditional incandescent light bulb:
  - **Energy-saving/halogen incandescent bulbs** are 25% more efficient and last three times longer.
  - **CFL bulbs** use about 75% less energy and last up to 10 times longer. These bulbs contain a small amount of mercury and should be handled carefully if broken, and recycled at the end of their lifespan.
  - **LED bulbs** use about 75% less energy and last up to 25 times longer.



## KITCHEN APPLIANCES

- Your condominium unit is equipped with an ENERGY STAR dishwasher and refrigerator.
- Use your dishwasher efficiently, as it uses the same amount of energy whether full or mostly empty when a cycle is run.
- Let your dishes air dry; if you don't have an automatic air-dry switch, turn off the control knob after the final rinse and prop the door open slightly so the dishes will dry faster.
- Don't keep your refrigerator or freezer too cold. Recommended temperatures are 37°-40° F for the fresh food compartment and 5° F for the freezer section.
- Cover liquids and wrap foods stored in the refrigerator. Uncovered foods release moisture and make the compressor work harder.



## HOME ELECTRONICS

- ENERGY STAR-labeled office equipment is widely available.
- Using an ENERGY STAR computer can save 30%-65% energy.
- Laptops consume less energy than desktop computers.
- Screen savers on your computers do not reduce energy in the way a sleeping or turned-off computer can.
- Turning off electronics when not in use, or plugging AC adapters into power strips that can be turned off, can result in significant energy savings.
- Use rechargeable batteries, as they are more cost effective than disposable batteries.



## LAUNDRY

- Your condominium unit is equipped with an ENERGY STAR clothes washer
- Dry towels and heavier cottons in a separate load from lighter-weight clothes.
- Don't over-dry your clothes. If your machine has a moisture sensor, use it.
- Clean the lint screen in the dryer after every load to improve air circulation and prevent fire hazards.
- Consider air-drying clothes on drying racks. Air drying is recommended by clothing manufacturers for some fabrics.



## THERMOSTAT

- Your condominium unit is equipped with a programmable thermostat. When you are home and awake, set your thermostat as low as is comfortable. When you are asleep or out of the house, turn your thermostat down 10°-15° F.
- We recommend that you watch the ENERGY STAR podcast on thermostat operation: [https://www.energystar.gov/products/energy\\_star\\_podcasts](https://www.energystar.gov/products/energy_star_podcasts)

For further information and tips on how to conserve energy in your condominium home, please visit:  
**U.S. Department of Energy:** [www.energy.gov/energysaver/articles/tips-renters-and-property-owners](http://www.energy.gov/energysaver/articles/tips-renters-and-property-owners)  
**conEdison:** [http://www.coned.com/customercentral/brochures/br\\_energysavingtips.pdf](http://www.coned.com/customercentral/brochures/br_energysavingtips.pdf)