



TSCC #1577 and TSCC #1723 ACCESS FOB CONTROL POLICY

Why do we control building access?

Feeling safe in our homes is one of life's greatest comforts. One of the benefits of living in a condominium with 24/7 on site security personnel is that when an emergency situation arises, someone dependable is around to take charge. There is also the assurance that under normal circumstances access to the building is denied to anyone unauthorized to be here. It is to ensure that only authorized residents are entering the building (at those times that security are patrolling and cannot stop them at the lobby), and unauthorized persons cannot enter amenities such as the swimming pool, change rooms, saunas, exercise rooms or parking garage. This also prevents abuse of the amenities that owners pay for, including repair/ replacement costs.

However, to a large extent we are each other's keeper, because every day we either bring people into the building, or buzz them up or trust them with an access FOB. Our neighbours rely on us to exercise good judgment. So naturally, we are responsible for the actions of those we invite into our buildings and our units.

That is why it is important that:

- FOB entry is restricted to authorized people who are pre-registered as such
- Enterphone entry is carefully used by residents to allow only their legitimate guests to enter the building
- Concierges control entry when they are on site 24/7
- Residents do not let anyone in to the building that they cannot vouch for
- Residents report anyone suspicious to the Concierge that is attempting to enter or who has entered the building.

Access FOB Control Policy:

The following Access Control Policy provisions serve to ensure we are operating in the best interest of all owners, residents and visitors, while not unduly inconveniencing anyone. As well, these access control measures are consistent with sound security practice and do not in any way infringe on the property or human rights of individuals.

Persons with access FOBs provided by a Registered Unit owners or Tenants:

- Unit owners or tenants may provide a spare access FOB to a trusted friend, relative or service provider for whom they take responsibility.
- The FOB, so entrusted, needs to be registered by the unit owner/resident as being approved by the owner/resident by completing the resident information forms and having their access FOBs activated at the Management Office.
- When a guest FOB is no longer in the hands of a trusted person, the issuer needs to report that fact to the Management Office and the FOB will be deactivated. Minimizing the number of activated FOBs in use at any time is just sound security practice.

Registered Owners Who Live On-site:

- All registered owners/occupants/tenants who live onsite must register by completing the resident information forms and having their access FOBs activated at the Management Office. Spare FOBs must also be registered.
- Each person, permanently living in the unit, either as a family member, or in another relationship, will be entitled to an access FOB, providing they register by completing the resident information form. Children, who the parent believes are mature enough to exercise good judgment, will also be entitled to be registered for an access FOB.
- All of the permanent residents in a given unit can use the recreational amenities.

Non-Resident Owners:

- Non-resident owners, who live off-site, are entitled to registered active access FOB(s).
- Non-resident owners cannot use the recreational amenities.

Ensuring Policy Adherence:

As the resident population changes over time (move ins – move outs), active access FOBs can fall into the hands of non-authorized persons. Therefore, from time to time, the Property Manager will request that owners and residents bring all FOBs registered to their unit to be re-activated. All un-re-registered FOBs will be de-activated, pending re-registration.