



# STEJARII

clubul rezidențial

ANEXX 2

to COMMUNITY RULES

of the residential complex „Stejarii-Residential Club”

*- updated version on 01.11.2025 –*

Procedure regarding access to the complex „Stejarii-Residential Club”

(„**Procedure**”)

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## I. Objective

The procedure aims to clearly establish the access rules that will be implemented and that are enforceable against the specialized security and protection company, the owners, residents, occupants, visitors and all persons who have or wish to access Stejarii - Residential Club, in order to ensure an adequate level of security within the Stejarii - Residential Club, in compliance with and application of the Security Plan and the Community Regulation.

In order to this objective, Masterange Romania S.R.L., through the contracted company that administers and manages Stejarii - Residential Club, supervises compliance with the access procedure and the general and specific activity of the guard, security, monitoring and intervention service provider within the residential complex, in order to prevent unpleasant events and ensure the safety and degree of comfort requested by the tenants and contractually agreed with Masterange Romania S.R.L.

## II. Introduction

Stejarii – Residential Club is located at 14 Jandarmeriei Street, Sector 1, Bucharest and is composed of: apartment blocks, café, sales office, concierge office, inactive company headquarters, spaces made available to the maintenance provider and the general manager of Stejarii - Residential Club, kindergarten in the immediate vicinity, underground and above-ground parking spaces, green spaces.

This procedure establishes rules that must be respected by all persons who have access to the premises of Stejarii - Residential Club.

Ensuring compliance with the access rules will be done by the staff of the contracting companies responsible for ensuring security, protection, access control, the company contracted by Masterange Romania S.R.L. which administers and deals with the management of Stejarii - Residential Club.

## III. Definitions

In the present Procedure, the capitalized terms shall have the meaning assigned by the Community Regulation. Additionally, the capitalized terms below shall have the following meanings:

- a) Employed personnel** – any person employed by the company that administers and manages Stejarii - Residential Club or employed by Masterange Romania S.R.L., as the case may be;
- b) Employees of companies that provide services in the Complex** – all staff of the Lessee who have opened offices or work points on the premises: café, offices;
- c) Contractors** – staff of suppliers and service providers contracted or subcontracted by Masterange Romania S.R.L. or by the Stejarii - Residential Club Manager, by Owners or Residents, who request access rights to fulfill contractual obligations (e.g. maintenance services, deliveries of goods, repair works, etc.);
- d) Third party** - the staff employed by the Residents (housekeepers, nannies), couriers / delivery people, employees of companies approved for taxi passenger transport services;
- e) Representatives of the authorities** - any person exercising a duty, designated by a public authority or institution who requests access to the premises of Stejarii - Residential Club in the exercise of a legal or service duty or obligation (police, gendarmerie, tax authorities, etc.);
- f) Medical personnel** - any person who requests access to provide emergency medical care or in response to the request of Residents, Owners, Occupants, Visitors, Employees, Contractors;

**g) Security, protection and access control personnel - or Security/Security Agent** - employees of the contracting company with duties regarding ensuring security, protection, access control in Stejarii - Residential Club.

#### **IV. Organizarea accesului în cadrul Stejarii - Clubul Rezidențial**

Access to the Stejarii - Residential Club complex is carried out in the following way:

##### **1. Car access:**

**a) Access control post no. 1** - main entrance from Str. Jandarmeriei no. 14, sector 1, Bucharest - entrance equipped with automatic barriers, entry - exit, which allow car access according to the following rules:

- video identification of the license plate number of vehicles registered with permitted access in the LPR - RFID system and automatic lifting of the barriers;
- access by individual operation of the barriers by Security Agents for vehicles that are not entered in the access control system and registration of these entries in the vehicle access record kept in an electronic or manual system, in addition to automatic registration systems, according to the NM to Law 333/2003, art. 1, letter e).

**b) Access control post no. 2** - secondary entrance, located on the North-East side of the complex - in the vicinity of Stejarii Country Club, access is allowed exclusively to vehicles registered in the system, through video identification of the license plate number of vehicles registered with access allowed in the LPR - RFID system and automatic lifting of the barriers.

##### **2. Pedestrian access:**

**a) Access control post no. 1** - main entrance at Str. Jandarmeriei no. 14, sector 1, Bucharest, through which access is allowed according to the following rules:

- automatic turnstile operation for pedestrian access, based on access cards pre-entered in the system for persons who hold such cards;
- through access permission granted individually by the Security Agents who ensure access control, after registration in the register of evidence of access of persons according to NM to Law no. 333/20023, Annex 2, art. 1, letter d), for persons who do not hold access cards.

**b) Access control post no. 2** – equipped with a turnstile for pedestrian access, activated exclusively based on access cards pre-inserted into the access control system, for persons holding such cards. Visitor access is not permitted through this access route.

#### **V. Access of Owners, Residents and Occupants**

**1. Access of Owners, Residents and Occupants** through the access points is allowed and is carried out unconditionally, at any time of the day/night (24/24), by any of the methods described above for car and pedestrian access. In order to ensure correct access, the obligations of all participants in the access process are divided, as follows:

**a. The Residential Club Manager** - through the person designated as security manager, has the following responsibilities:

- Recording in the electronic systems the necessary data for Owners, Residents and Occupants whose vehicles have allowed access to the premises, modifying the data and also withdrawing the automatic access right of the vehicles;
- Recording in the electronic systems the necessary data for Owners, Residents and Occupants who are assigned pedestrian access cards, modifying the data, as well as withdrawing the access right.

**b. Residents / Owners / Occupants must comply with the following rules:**

- declaring the data of the vehicles for which they wish to have access;
- receiving and sticking on the windshield the RFID card received upon request;
- declaring the change of vehicle and requesting a new registration in the car access systems, accompanied by the request to delete the data relating to the changed vehicle, addressed to Concierge Office;
- in the event that an Owner / Resident / Occupant arrives with a vehicle not registered in the car access control system or requests pedestrian access without an access card, he will be required to identify himself at the access control point by presenting an identity document and will allow the Security Agent to verify whether or not he has the status of Resident / Owner / Occupant;
- to wait for the granting of entry permission.

## **VI. Access for employees of companies providing services on the complex**

**1.** All companies that have offices, work points or request access for their own employees on the premises are required to comply with the access procedure, as follows:

- a) declaring to the Concierge Office the data of the personnel and vehicles for which they wish to have access;
- b) requesting to Concierge Office to withdraw the access right for personnel who lose the access right in the event of termination of employment or any other cause.
- c) declaring the change of vehicle and requesting a new registration in the car access systems, accompanied by the request to delete the data relating to the changed vehicle, addressed to the Concierge Office;
- d) training their own employees on the access procedure;
- e) using only the main entrance for pedestrian access - Access Control Post no. 1;

## **VII. Access of the Visitors**

**1.** Visitors' access to the Stejarii - Residential Club complex is only through Access Control Post no. 1 - the main entrance at Str. Jandarmeriei no. 14, sector 1, in the following manner:

**a.** Any person who has access rights (owners, residents) informs the Concierge Office about the expected visit, transmitting the following data: the Visitor's name and surname, the vehicle registration number (if applicable), the date of arrival. The Concierge Office transmits the information, as soon as possible, to Access Control Post no. 1.

**b.** If the visit was not announced at the Concierge Office and/or the Concierge Office did not inform Access Control Post no. 1, the access procedure will be applied directly by the Security Agent located at Access Control Post no. 1, respectively:

- will request all persons, pedestrian visitors or drivers and passengers, in the case of vehicles, for identification purposes;
- between 08:00 - 22:00, the Concierge Office will contact the Owner/Resident/Occupant by phone to inform him/her about the visit and to confirm the reception of the Visitor; between 22:00 - 08:00, the Security Agent will contact the Owner/Resident/Occupant to inform him/her about the visit and to confirm the reception of the Visitor, using the contact details provided by Masterange România S.R.L.;
- in the case of access permission, he/she will allocate the parking space or direct the Visitor to the parking space of the Owner/Resident/Occupant who accepted the visit; in case of unavailability, car access will not be allowed;
- in the case of access denial, the Security, Protection and Access Control Staff will refuse to grant access and will take care of clearing the access path.

2. Upon the arrival of Visitors, the Security, Protection and Access Control Staff will request all persons, pedestrians or drivers and passengers, in the case of vehicles, identity documents, in order to identify and enter data into the mandatory registers, whether these are kept electronically through the access control application, or by manual, physical completion, in situations that do not allow the operation of electronic systems.
3. Visitors entering by vehicle will receive instructions from the Security and Security Agents regarding the parking space they can occupy, within the limits of the available spaces; in the absence of parking spaces for Visitors, access to the Visitors' vehicles will no longer be allowed.
4. After registration, all Visitors are accompanied by the Security/Security Agent with the electric car to the allocated parking space or, in the case of pedestrian Visitors, to the entrance to the respective block.
5. At no time will Visitors be left alone inside Stejarii - Residential Club, the Security Guard having the obligation to accompany Visitors according to this paragraph. Subsequently, during the visit to Stejarii - Residential Club, the Owner/Resident/Occupant or any other person who has granted access is obliged to permanently accompany the Visitor; otherwise, the Security Guard will have the right to lead any unaccompanied Visitor outside the perimeter of Stejarii - Residential Club.
6. In the case of visits that have not been previously announced by the Residents/Owners/Occupants or other persons who have the right to receive visitors and in the event that they do not answer the call made by the Concierge Office, respectively by the Security Agent, as the case may be, the access of the respective Visitors will not be allowed inside the premises of Stejarii - Residential Club, they being instructed to wait outside the premises or to personally contact the person entitled to confirm the visit, through the Concierge Office, at Access Post no. 1.
7. In the event that the Owner/Resident/Occupant announces a long-term visit through the Concierge Office, the vehicle will be entered into the car access control application for the aforementioned duration, by the Security Manager.

#### **VIII. Access to the Sales Office**

- a. Access for the real estate agents-partners, accompanied or not by potential clients, as well as potential clients, to the Stejarii - Residential Club complex is only on foot, through Access Control Post no. 1 - the main entrance at Str. Jandarmeriei no. 14, sector 1.
- b. Upon their presentation at Access Control Post No. 1, the Security Agent will ask the individuals to park their car outside the premises and wait a few moments to contact the Sales Office.
- c. The Security Agent will inform the Sales Office that one or more individuals have presented themselves at Access Control Post No. 1 who wish to view a property in the Stejarii - Residential Club complex and are awaiting confirmation from the Sales Office regarding the visit. If the visit is confirmed by the Sales Office, the Security Agent will ask the individuals for their identity documents in order to identify and enter the data into the mandatory registers.
- d. The Sales Office representative will accompany the person/persons throughout their presence in Stejarii - Residential Club.
- e. If no Sales Office employee is available at that time, regardless of the reason, the potential client/real estate agent is asked to wait outside Stejarii - Residential Club until the Sales Office takes over. If they do not wish to wait, the Security Agent will hand them a Sales Office business card to reschedule the viewing.
- f. In the event of refusal to perform the visit from the Sales Office, the Security Agent will refuse to grant access and will take care of clearing the access path.

## **IX. Access of Contractors**

1. Pedestrian and vehicle access for the personnel of suppliers and service providers (generically referred to as "Contractors") is only through the main entrance at 14 Jandarmeriei Street, sector 1, at Access Control Post no. 1.
2. Companies requesting access to the premises (for their own personnel or for subcontractors: Contractors), for the purpose of fulfilling the contract, will send to the person designated by the manager of Stejarii - Residential Club - the security manager - the list of Contractors' or subcontractors' personnel for whom access is requested, which will include: the names and surnames of the persons for whom access is requested to the premises of Stejarii - Residential Club, the name of the employer of these persons, the registration numbers of the vehicles for which recurrent access is requested for the purpose of providing services, performing works or delivering goods, etc., as well as the period for which access is requested, which cannot exceed the validity period of the contract. Any change in the structure of the Contractors' or subcontractors' personnel or in the duration of the access right or the contract will lead to the communication of the change, following the same procedure and with the same data being communicated.
3. The Stejarii - Residential Club Manager, through the designated security manager, will enter the data received from the companies requesting access into the electronic access systems, will issue the nominal access cards and will hand them over to the company representative based on a receipt report.
4. The recovery of access cards upon termination for any reason of the contract, of the collaboration with one of the individuals who was allowed access, or upon the withdrawal for any reason of the right of access to the premises of Stejarii - Residential Club is done by the company that requested the granting of personnel access, which will hand them over to the security manager based on a receipt report.
5. Each cardholder is obliged to use it only in his/her personal name, being non-transferable. Instructions regarding the use of access cards will be communicated by the security manager to the personnel of the company requesting the access cards.
6. In the event that an access card is lost or stolen, the Contractors are obliged to immediately communicate this situation to the security manager in order to remove the access permissions of the respective card from the electronic systems.
7. If an employee of the Contractor or its subcontractors does not have the access card on them at the time they wish to enter the Stejarii – Residential Club premises, the Security Agent is obliged to check with the Contractor's team leader whether the person is still part of the work team and will allow the person access after registering them as a Visitor, based on an identity document, entering the data in the mandatory registers. If the person shows up for more than 3 days in a row without the access card, the security manager will deactivate the card and will communicate this to the respective Contractor's representative. Access by the Contractors' or their subcontractors' personnel without an access card will not be allowed for a period exceeding 3 days. The records will be kept by the Security and Security Agents at Access Control Point no. 1.
8. Access for commercial vehicles will be made after prior confirmation of entry according to the Visitors procedure, only during the hours permitted by the Community Regulation and only for authorized vehicle categories, which do not exceed the maximum total weight authorized for access. Verification will be made by the Security/Security Agents by viewing the commercial vehicle registration card.
9. Contractors are obliged to take over from Access Control Point no. 1 all persons and vehicles for which they request access and to accompany them permanently, throughout their presence in the Stejarii - Residential Club complex, ensuring compliance with the Community Regulation and the rules of the premises.

## **X. Access of Third Parties**

1. Access for couriers/delivery personnel – will be done by applying the Visitor access procedure. Couriers and delivery personnel will be led to the Concierge Office to hand over correspondence, packages or for collection by the recipients.

In the event that it is necessary for them to travel to the apartments or offices within the premises, they will be permanently accompanied, until they leave the premises, as follows:

- by a representative of the Concierge Office between the hours of 08:00 and 22:00;
- by a Security Agent, in the case of oversized packages and between the hours of 22:00 and 08:00.

Also, as appropriate, for contact with Residents/Owners/Occupants or other persons within the premises, the responsibility for communications will be taken over by the Concierge Office staff who will ensure compliance with the Community Regulations and the access procedure.

2. Access for the employees of the Residents/Occupants (housekeepers, nannies, etc.) will be made according to the Visitors procedure for a period of 3 days, after this period the Concierge Office will contact the respective Resident/Occupant to issue an access card.

3. Taxi transportation – in the case of transportation of Residents/Owners/Occupants – access is allowed exclusively through Access Control Post no. 1 - main entrance at Str. Jandarmeriei no. 14, sector 1 and only for vehicles belonging to approved companies, with verification by Security Agents of the registration number and driver's identity and registration in the mandatory electronic registers - the Visitors access procedure applies. Taxi orders can be announced in advance, at Access Control Post no. 1 by the Concierge Office, and the Security Agent is obliged to record the driver's data (last name, first name, series and number of the identity document) and the vehicle's data (vehicle registration number) in the electronic access control systems, for automatic access. If the Owner/Resident/Occupant has not announced the taxi order, between 08:00 and 22:00, the Security Agent from the Access Control Post no. 1 will request the Concierge Office to confirm the taxi order with the Owner/Resident/Occupant; between 22:00 and 08:00, the Security Agent will contact the Owner/Resident/Occupant to confirm the taxi order, using the contact details provided by Masterange România S.R.L. After obtaining confirmation, the Security Agent will proceed to register the driver and vehicle data in the access control application. The vehicles of the approved companies will be permanently accompanied within the Stejarii - Residential Club premises by a Security Agent, with the electric vehicle or, if the electric vehicle is not available at that moment, will move on foot, taking care to impose an appropriate speed, within the maximum speed limit agreed in Stejarii - Residential Club and so that they can accompany him. It is prohibited to park passenger vehicles for any reason, except for waiting times for customers to board/disembark.

## **XI. Access and parking prohibitions**

The prohibitions apply in the following situations:

- for any person whose visit could not be confirmed with the Residents/Owners/Occupants, Contractors or members of the Sales Office, as the case may be, or for whom access was denied;
- for any third-party vehicle, except for waiting times for customer boarding/disembarking, in which case the engine will be turned off;
- for freight vehicles, at night;
- for mopeds, motorcycles or other polluting or noise-producing vehicles, whether or not registered in the procedure, the list being non-exhaustive.

## **XII. Access of the authorities and medical personnel**

1. Access for representatives of public authorities or institutions is, as a rule, through Access Control Post No. 1. In exceptional situations, access can also be made through Access Post no. 2, depending on the circumstances, for: police, firefighters, rescue, gendarmerie, prosecutor's office, etc.

2. In the event that representatives of any public institution or authority present themselves, the Security Agent will ask them to identify themselves/prove their legitimacy for the purpose of registration in the mandatory access registers and will lead the representative of the public authority or institution to the Concierge Office, which will take over the control and communication duties.
3. The presence of representatives of public authorities or institutions is urgently announced by the Security Agent at the access control post to the shift manager, the facility manager and the security manager.
4. If representatives of public authorities/institutions request access to an apartment, commercial space, headquarters, etc., based on a warrant, the Security Agent will accompany him/her using the electric vehicle and will wait for their exit, then accompany them again until they exit, through Access Control Post no. 1.
5. Access for ambulances will be unrestricted. Registration in the electronic access systems will be done for the vehicle, recording the registration number. The identification data of the medical personnel present in the ambulance will be taken over and recorded in the mandatory registers during the periods of time available from the medical personnel. Ambulances and media personnel will be permanently accompanied by Security Agents using the means of transportation provided.
6. Access for medical personnel presented at the location by any other means of transportation will be done by applying the access procedure for Visitors.

### **XIII. Obligations of the specialized security company personnel for the purpose of ensuring access control**

#### **1. General obligations of the security company personnel regarding access control:**

- a. completing the mandatory access registers according to Law no. 333/2003 and the Methodological Norms;
- b. applying this Access Procedure according to the specific details and existing factual situations;
- c. informing all Visitors and any persons who are allowed access to the premises regarding the rules they should respect;
- d. verifying compliance with the rules communicated for granting access;
- e. designating the competent personnel to ensure access control.

#### **2. Specific obligations of the security company personnel, access control by categories of persons:**

- a. establishing specific duties for the security and protection personnel regarding access control, so that access is allowed to all categories of persons mentioned above, under the conditions established by this procedure and in compliance with the obligations resulting from it for the personnel employed by the security and protection company;
- b. training of own security personnel regarding the conduct approached and the manner of addressing in relation to all categories of persons provided for in this procedure;
- c. recording of pedestrian and car access by Security Agents in the access control systems according to this access procedure;
- d. compliance with the instructions of Masterange Romania S.R.L. regarding the use of access control systems, as well as the appropriate training of the personnel who ensure access control in Stejarii - Clubul Rezidențial, regarding the use of these access control systems;
- e. supervision of access of cars registered in the access control system, as well as pedestrian access based on the access card used by Owners/Residents/Occupants;

f. use of the access control system to register the entries of Owners/Residents/Occupants who arrive at the access control point with unregistered cars or who request pedestrian access without an access card, after verifying the person's identity and the capacity he/she has in Stejarii - Residential Club (an identity document will be requested for verification);

g. access control of employees of companies that provide services within Stejarii - Residential Club, by supervising the access of cars registered in the access control system, at the main and secondary entrances and allowing pedestrian access only at the main entrance.

h. access control of Visitors - their registration in the access control application in compliance with the procedure provided in Chapter VII above;

i. communication with Owners/Residents/Occupants and the Concierge Office - contacting them by phone by the Security/Guard Agent to confirm the visit, in case of unannounced visits by Residents/Owners/Occupants to the Concierge Office and allowing visitors access to the Stejarii - Residential Club premises only in case of confirmed visits;

j. communication with Visitors and accompanying them to the Stejarii - Residential Club premises, under the conditions provided for in this procedure;

k. access control to the Sales Office - registering them in the access control application in compliance with the procedure provided for in Chapter VIII above;

l. access control to Contractors under the conditions provided for in this procedure in Chapter IX; access will only be allowed through the main entrance; the identity document will be requested for identity verification and registration as a Visitor in the access control system of the Contractor's or subcontractor's employee who does not have the access card, after prior verification with the Contractor's team leader if the latter is still part of the work team; The security guards will use the access control system to register commercial vehicles, after verifying them by viewing the ticket and granting access to those that do not exceed the maximum total weight authorized for access, only during the hours allowed by the Community Regulation;

m. the access control of third parties will be carried out with the Security Guards complying with the procedure provided for in Chapter X above; The Security Guards are obliged to accompany third parties within the premises of Stejarii - Residential Club and to register them in the electronic access control systems; The Security Guard will not allow:

- parking of transport vehicles, for any reason, except for waiting times for customers to board/disembark;
- access and stay within the premises of Stejarii – Residential Club, of any person whose visit could not be confirmed with the Residents, Owners, Occupants, Sales Office or contractors' staff or for whom access was denied;
- access and stay within the premises of Stejarii – Clubul Rezidențial of any third-party vehicle, except for waiting times for customers to board/disembark, in which case the driver will be asked to park with the engine turned off.

n. access control of Representatives of Public Authorities/Institutions and Medical Services will be carried out by Security and Guard Agents in compliance with the procedure provided in Chapter XII above; Security Agents will be obliged to verify the identity of representatives of public authorities and institutions, to accompany them within the premises of Stejarii – Clubul Rezidențial, to immediately report their presence to the shift manager, the head of the facility and the security manager.

### **3. Other access rules that will be checked and applied by the specialized security company:**

a. the maximum speed allowed for vehicles on the private road between Jandarmeriei Street and the access barrier is 10 km/h.

b. the maximum speed allowed for vehicles within the Stejarii - Residential Club premises is 10 km/h.

- c. in pedestrian areas and underground parking lots the maximum speed allowed for vehicles is 5 km/h.
- d. in the Stejarii - Residential Club perimeter, limited access and parking permission is granted during the day for commercial and recreational vehicles, caravans and any type of vehicle, other than passenger cars;
- e. it is not allowed to park any vehicle with the engine running for a period longer than 5 minutes.

4. Access restrictions that will be applied by the security company:

- a. Access at night is prohibited for freight vehicles.
- b. Access to carts, animal-drawn carts or access to unregistered vehicles/motor vehicles is prohibited.
- c. Access to vehicles/motor vehicles that do not meet the legal regulations in force regarding the emission of pollutants and noise is prohibited. At the request of the CRS Manager, any person requesting access to the premises will present a document issued by the Romanian Automobile Registry (or the competent authority) certifying that the vehicle complies with the regulations regarding pollutant emissions, otherwise the vehicle's access to Stejarii - Clubul Rezidential will be restricted.
- d. Access, movement and parking of vehicle assemblies (caravans, trailers, etc.), motorized vehicles or unless prior written approval is obtained from the Stejarii - Residential Club Manager (approval that can be withdrawn at any time) and which can only be granted for certain areas and with time restrictions. Even in this case, access will only be granted if the vehicles in question do not make excessive noise or, if applicable, are equipped with appropriate noise dampening, so that their movement does not unreasonably disturb the Owners/Residents/Occupants.
- e. Access with scooters and bicycles will be allowed only on the roadway, in compliance with the speed and traffic rules within the Stejarii - Residential Club premises.
- f. Access for children up to 10 years old with scooters and bicycles is allowed on the sidewalk only under the supervision of an adult.
- g. Car access is prohibited outside the access roads and access ramps and outside specially arranged parking spaces.

#### **XIV. Final provisions**

1. This access procedure will be communicated for acknowledgement and assumption under the authorized signature of the legal representative of the company that provides security and guard services within the premises of Stejarii - Residential Club, through the care of the Stejarii - Residential Club Manager.
2. Any provision contrary to this access procedure will be brought to the attention of the Stejarii - Residential Club Manager and will not be applicable.
3. This procedure will be reviewed by the care of the Stejarii - Residential Club Manager, whenever necessary and will be implemented by adding it as an annex or addendum, as appropriate, to all contracts concluded with the companies involved in the implementation.