



MASTERANGE ROMANIA S.R.L.
Sos. Nordului 24-26, sector 1, Bucharest
Tax registration number RO15262492, J2003003330402

ANNEX 1 to the Stejarii Collection Rules 2025

Procedure for access to the Stejarii Collection

I. Objective

The procedure for access to the Stejarii Collection ("**Access Procedure**") aims to establish access rules applicable to all persons having or requesting access to the Stejarii Collection, in order to ensure an adequate level of security within the premises of the Stejarii Collection, while respecting and applying the provisions of the Community Rules ("**Rules**").

In order to achieve this objective, Masterange Romania S.R.L., supervises the compliance with the Access Procedure and the activity of the guard, security, monitoring and intervention service provider within Stejarii Collection, through the designated security manager ("**Security Manager**"), in order to prevent incidents and ensure the safety and comfort level in Stejarii Collection.

Throughout this Access Procedure, capitalized terms shall have the meaning given to them in the Rules to which it is annexed.

II. Organisation of access to the Stejarii Collection

Access to the Stejarii Collection is by the following means:

a) Car access to the Stejarii Collection through the access control post - entrance from Str. Jandarmeriei nr.14B, sector 1, Bucharest – entrance equipped with automatic barriers, entry-exit, allowing car access according to the following rules:

- automatic lifting of barriers after video identification of registered vehicles with access allowed in the LPR system (automatic scanning of the car number) – RFID (automatic recognition of the car based on the sticker stuck on the windscreen)
- by individual operation of barriers by security guards for vehicles not entered into the access control system and registration of these entries in the vehicle access register according to the Methodological Rules to Law no. 333/2003, Annex 2, art. 1, letter e)

b) Access to the blocks of apartments:

i. Through the underground parking – the rules in a) above apply

ii. With access cards – at the entrance of each section of the block, based on the access cards pre-entered in the system for Residents

iii. By means of the video-intercom system – after registration in the access register of persons or in the access register of vehicles.

III. Resident Access

Residents' access is allowed and is unconditional, at any time of the day/night (24/24), by any of the means described in point II above. If a Resident arrives with a vehicle not registered in the car access control system or requests pedestrian access without an access card, the rules for visitor access ("**Visitors**") will apply accordingly.

Visitors also include: suppliers and service providers, customers, employees, any other persons who do not live in the Stejarii Collection, or are in transit or are allowed temporary access.

IV. Visitor Access. General rules

1. Visitors' access to the Stejarii Collection is as follows:

- a. Any person who has a right of access will inform the Concierge Office of the expected visit by transmitting the following data: full name of the Visitor, vehicle number, date and time of arrival, and the Concierge Office transmits the information as soon as possible to the Access Control Post.
 - b. If the visit has not been announced at the Access Control Post, then the Security Officer at the Access Control Post will contact the resident through the existing video intercom in the Post. If he/she does not respond, they will ask the Concierge Desk to contact the person with access rights by telephone to inform them of the visit and to confirm receipt. In the event that they do not respond to the security guard's call, or in the event of refusal of access, Visitors will be directed to wait outside the premises, clear the access routes and contact the person in charge in person to confirm the visit or reschedule it.
2. In the case of granting access permission, the security officer at the access control post will ask all persons, pedestrians or drivers and passengers, in the case of motor vehicles, for identity documents, in order to identify them and enter their data in the access register of persons or in the access register of motor vehicles.
3. After registration, all Visitors are accompanied by a security guard by electric car to the allocated/available parking space (in the absence of availability of allocated Visitor Parking Spaces, car access will not be allowed) or, in the case of pedestrian Visitors, to the entrance of such section.
4. At no time will Visitors be left alone inside the Stejarii Collection, and thereafter, during the visit, the person who granted access is bound to accompany the Visitor at all times. Otherwise, any security guard will have the right to escort any unaccompanied Visitor outside the perimeter of the Stejarii Collection.
5. If the Resident announces through the Concierge Desk a long-term visit of a Visitor, the Security Manager will be able to enter the car in the car access control application for the requested duration, as well as allocate an access card to that Visitor. The data will be recorded in the records of such owner/resident
6. For Residents' contracted staff (maids, nannies) for whom they request the Concierge Office to issue a separate pedestrian access card (if their presence in the Stejarii Collection exceeds 3 days/month), the request will be forwarded to the Security Manager who will allocate a pedestrian access card and enter it in the records of such Resident.
7. The access and parking bans provided in the Rules will be enforced by the security agents, who will inform all Visitors about the rules imposed within the Stejarii Collection.

V. Visitor Access. Special rules for different categories of visitors

a. Contractors

Recurring maintenance and work execution service providers, including their subcontractors ("*Contractors*"), requesting access to the Stejarii Collection premises for their own or contracted personnel, shall submit to the Security Manager the list of personnel (first and last name), employer, list of vehicles for which they are requesting recurring access for the purpose of providing services, performing work, etc. and the period for which access is requested.

The Security Manager will enter the data in the access register for persons and the access register for vehicles, issue the nominal access cards and hand them over to the Contractor's representative on the basis of a receipt.

If the Contractors' staff does not show the access card, the security officer is bound to check with the Contractor's team leader whether such person is still part of the work team and will allow him/her access after registering him/her as a Visitor on the basis of an identity document. If such person presents himself/herself for more than 3 days in a row without the access card, based on the information communicated by the security officers at the Access Control Post to the Security Manager, the Security Manager will deactivate the card and inform such Contractor's representative.

Access for commercial vehicles will be granted after prior confirmation of entry, only during the time allowed by the Rules and only for authorised categories of vehicles which do not exceed the maximum total authorised mass for access. Verification will be done by security guards by viewing the registration cards of commercial vehicles.

Contractors are bound to pick up from the Access Control Point all persons and vehicles for which they request access and to accompany them at all times during their presence on the premises of the Stejarii Collection.

b. Real estate agents/potential clients

Upon presentation of real estate agents/potential clients at the Access Control Post, the Security Agent will request parking of the car outside the premises and contact the Sales Office.

The visit is confirmed and access is granted by a person from the Sales Office, who is responsible for accompanying the person/persons in question for the duration of their presence in the Stejarii Collection.

c. Couriers/Deliverers

Couriers and deliverers will park, subject to availability, in one of the outdoor parking spaces in the Stejarii Collection and, after registering their details in the people access register, will be taken by the security officer at the checkpoint to the Concierge Desk for the delivery of mail, parcels or for collection by the addressees.

If it is necessary for couriers/deliverers to go to the Apartments or premises, they will be accompanied at all times until they leave the premises, as follows:

- by a representative of the Concierge Office between 8 a.m. and 10 p.m.
- by a security guard between 10 p.m. and 8 a.m.

d. Taxi

Access is allowed for vehicles belonging to approved companies, with verification by security guards of the registration number and identity of the driver and registration of the driver (name, surname, series and number of identity document) and vehicle data (vehicle registration number) in the register of access for persons and in the register of access for vehicles.

Taxi orders will be announced in advance at the Access Control Post by the Concierge Desk. If the Resident has not announced the taxi order, the security officer at the Access Control Post will contact the resident through the existing video intercom in the Post. If he/she does not respond, they will ask the Concierge Desk to confirm the taxi order with the Resident and will allow access only after receiving confirmation.

The security officer will escort the vehicles belonging to the approved companies to the designated visitor sites and ensure that they leave the underground car park.

e. Medical staff

Ambulance access (public and private) is granted unrestricted, through the Access Control Post. The registration in the electronic access systems will be done both for the vehicle (registration number) and for the driver and medical staff (as soon as possible depending on the urgency of the intervention). Ambulances will be able to use the aboveground

parking spaces, i.e. they will be escorted by the security officer to the respective section of the building.

Access of medical staff presented at the site by any other means of transport will be done applying the general rules for Visitors.

VI. Access to authorities

Access for representatives of the authorities is through the Access Control Post and a parking space will be allocated in the underground car park.

If representatives of any public institution or authority present themselves, the security officer will ask them to identify themselves/identify themselves for the purposes of registration in the access register for persons or the access register for vehicles.

The presence of the representatives of the authorities shall be notified as a matter of urgency to the Shift Manager, the Site Manager and the Security Manager.



If representatives of the authorities/institutions request access to an apartment, commercial space, premises, etc., the security agent will accompany them using the electric vehicle and will wait for their exit and accompany them back to the exit through the Access Control Post.

VII. Final provisions

This procedure will be implemented by confirmation of its provisions by all concerned – the company managing the Stejarii Collection, the security, security, monitoring and intervention service provider, Contractors, etc.

The procedure will be reviewed whenever necessary and will become mandatory by service to the above-mentioned persons.