

Galleria Rule

KEY CONTROL KEYLESS FOB SECURITY SYSTEM

In January 2021, the Galleria installed a keyless fob security system for modern building safety and security. This keyless fob security system rule replaces the previous Medeco key system rule.

EXTERIOR & PARKADE ENTRYWAYS

There are two forms of exterior entryways:

1. **Keyless Fob Security Entryway:**

These doorways are controlled by the keyless fob security system, and accessible to all Owners and Residents through their issued keyless fob device. These doorways largely include:

- a. Main south building entryway;
- b. North building entryway;
- c. SW & NE stairwells;
- d. Parkade overhead doors (exterior parkade overhead door and Resident overhead door);
- e. Entryways from the parkade into the main building; and
- f. Catacomb storage areas.

2. **Keyed Entryways:**

These doorways are controlled by a separate keyed system, exclusively managed by the Board and Galleria's Property Manager. These are areas not required to be regularly accessed by Owners and Residents for their normal movement throughout the Galleria.

- a. Should an Owner or Resident require access to these keyed entryways, they are able to contact the Board and Property Manager via CondoGenie to request access to the appropriate key. These keys are available for a prescribed period of time and will require sign out in a recorded log. Should the key be lost, all rekeying costs will be charged back to the Unit responsible for losing the key, along with a \$200 administrative charge.

KEYLESS FOB DEVICES

Keyless fob devices are issued to Owners and Residents of the Galleria for their use on Keyless Fob Security Entryways.

Each keyless fob device is uniquely identified. A record of keyless fob device holders and the assigned keyless fob device number(s) is maintained by the Board.

As a security feature of the keyless fob system, the system is able to record each time a keyless fob device is used for entry using the proximity fob reader (i.e. the unique identifier code of each device is recorded, along with the date and time). This record can be pulled should there be a security breach to determine who used the entryway and when.

At the time of system implementation in January 2021, Owners and Residents were able to exchange their existing Medeco keys on a one-to-one exchange for a keyless fob device. Additional keyless fob devices are available for purchase from the Galleria for \$200 each through a designated Board member(s). The Board member(s) will maintain quality records that indicate the name, unit number, keyless fob device ID, date, and collect payment for deposit through the Galleria's Property Manager. Payment is preferred to be a cheque or money order made payable to "Condominium Corporation 802 2630". Owners and Residents wishing to purchase an additional keyless fob device should contact the Board by creating a "Task" on CondoGenie. The designated Board member(s) will then follow-up accordingly.

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A keyless fob device is issued to the Property Manager and to the Site Manager at no charge. Keyless fob devices are issued to approved Service Providers and Contractors at no charge on an as needed basis. A sign-in/out record must be maintained and kept in Room 300 for contractor keyless fob devices and all other emergency keys. The Site Manager can facilitate contractor sign-in/out, but must maintain quality records.

WIRELESS TRANSMITTER REMOTES

As an added convenience for Owners and Residents, there is the option to purchase a wireless transmitter remote to open both parkade overhead doors without needing to swipe their keyless fob device on the overhead door proximity readers. Similar to a garage door opener remote, the wireless transmitter remote has buttons that can be pushed to open the parkade overhead doors.

The wireless transmitter remotes are also uniquely identified and integrated into the fob security system so that entry is recorded in the same manner as if a keyless fob device were used.

The wireless transmitter remotes only function for the parkade overhead doors and otherwise do not have functionality for the remainder of the keyless fob system.

Wireless transmitter remotes are strictly optional and available for purchase by Owners and Residents for \$50 each. The remotes are available through the Galleria's Property Manager.

SECURITY OF KEYLESS FOB DEVICES

Owners and Residents are responsible for ensuring the appropriate use and safekeeping of their keyless fob devices and wireless transmitter remotes (for simplicity, referred below as "keyless fob devices") at all times. On the sale of the unit, the Owner is responsible to transfer the keyless fob devices to the new Owner or return them to the Property Manager.

A change to the name of a keyless fob device holder must be reported to Board and Property Manager via CondoGenie. The change may be temporary or permanent by loan, rental tenant or by sale.

Loss or theft of a keyless fob device must be **immediately** reported to the Galleria Board and Property Manager via CondoGenie.

A feature of the keyless fob system allows the Board to cancel the access of specific keyless fob devices according to its unique identifier. This ability to cancel only specific keyless fobs enhances the Galleria's security, as the Board is immediately able to disable access of a compromised keyless fob device. It's for this reason that loss or theft must be reported immediately.

Cancellation of a specific keyless fob device will be completed at no charge to an Owner or Resident; however, replacement keyless fob devices will be at a cost of \$200.00 each.

Failure to immediately report loss or theft of a keyless fob device could be considered negligence, which could result in a fine being levied against a Unit according to the Corporation's bylaws.

Keyless fob devices to our building are very important to all of us. A single keyless fob device in the hands of a criminal could result in vandalism and theft to our vehicles and possessions. The first level of security to our Units could be compromised and our personal safety could be at risk.

FRONT ENTRANCE LOCKBOX RAIL

The only location that owners are permitted to mount a lockbox is on the Galleria lockbox rail, located at the south entrance between the two front doors, directly beside the fire panel. Owners may request permission

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to mount a lockbox on the rail so long as they obtain permission from the Board in advance, indicate the length of time that the lockbox will be mounted, the lockbox is identifiable with a name and phone number, and that the owner agrees that the Corporation is not responsible for any loss or damage to the lockbox. Any lockbox that is mounted without approval, will be removed by the Corporation.

History of Rule:

First Drafted:	December 5, 2008
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Amended:	January 11, 2011
Amended:	May 8, 2012
Amended:	December 5, 2020

Board Approval of Rule:

Board Approval:	December 10, 2020
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