



Palladio EV Charging Manual

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About this Manual

This manual provides a complete description of all aspects of the Palladio network for private EV charging, including: The infrastructure built specifically to enable private EV charging in owner assigned parking stalls, the type of EV charger which owners may install in their assigned parking stalls, the requirements for installing and connecting a private EV charger, who is responsible for the costs on installing, maintaining and repairing the EV equipment, who pays for ongoing EV charging costs, and who administers the Palladio EV network.

For owners who wish to add a private EV charger to their assigned common property parking stall, this manual provides easy step by step instructions, which must be followed to ensure EV chargers are compatible with the Palladio EV network and system for administering electricity costs for vehicle charging. This manual also includes copies of two legal requirements that pertain to the installation and use of a private EV charger in an owner assigned parking stall: An *Indemnity Agreement for Alteration of A Limited Common Property Parking Stall*, and four new bylaws, identified as 8.17, 8.18, 8.19, and 8.20.

This manual is forward looking and aspirational. It is forward looking by describing the Palladio network for private EV charging we expect to exist as of about April or May 2021, and by listing Strata Corporation bylaws pertaining to EV charging we expect to be ratified by owners at the 2021 AGM of the corporation. Today, at the time of writing this manual, private EV parking at the Palladio is in the final stages of planning and contracting. This manual is aspirational by envisaging the requirements and processes we believe to be essential for guiding and enabling future additions to the Palladio network for private EV charging, and for making all aspects of EV charging easy, transparent and sustainable.

This manual was produced by the strata council of LMS4661, and they will update it as required by developments in EV equipment, laws and regulations pertaining to private EV charging in Vancouver condominium buildings and by owner requests and experiences.

Palladio Network for Private EV Charging

The development of a network for Electric Vehicle (EV) charging in owner-assigned parking stalls was approved by owners of LMS4661/Palladio at the 2020 Annual General Meeting, pending funding of 50% of the infrastructure cost by a Natural Resources Canada (NRCAN) grant. This grant was awarded in December 2020, and the network was built in 2021.

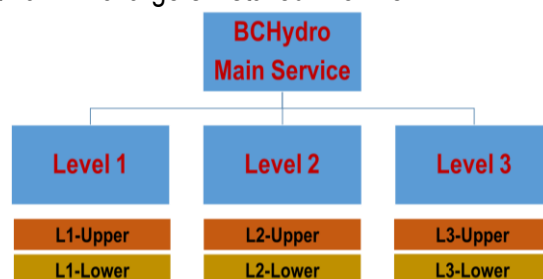
The Palladio EV network consists of an infrastructure component which supplies electric power for EV charging to each part of the garage, and privately-owned EV chargers in parking stalls assigned to specific owners.

The EV Infrastructure: The infrastructure component consists of two 120/208-volt 600-amp 3-phase BC Hydro sub-services that supply power to six 120/208-volt 200-amp 3-phase EV panels. The EV panels, one located in each of the six levels of the Palladio garage (i.e. L1-Upper & L1-Lower; L2-Upper & L2-Lower; L3-Upper & L3-Lower), are equipped with weatherproof guards and lockable doors. The infrastructure component also includes a Wi-Fi system for communication with all EV chargers installed in owner assigned parking stalls.

Each EV panel is equipped with eight 208-volt 40-amp electric circuits, and in turn, these circuits are configured to power up to 24 privately-owned Level 2 EV chargers.

With this type of Level 2 charger, the charge rate is about 33 km / hour. Most of our chargers will be on shared electric circuits, and thus the charge rate will be lower if multiple EV chargers on the same circuit are used simultaneously. However, this outcome – slowed charging due to simultaneous use of chargers on the same circuit – is unlikely for now; it may occur occasionally in the future when most residents rely on private EV charging.

The Wi-Fi system is used for communication among the privately-owned EV chargers, for software maintenance and updates, and for recording the electric power consumption of each charger. The Wi-Fi system in the garage also can be used for vehicle software updates.



Private EV Chargers: Privately owned Level 2 EV chargers are installed in many owner-assigned parking stalls; 28 were installed when private EV charging became possible early 2021. Each EV charger is connected to the appropriate EV panel via a shared electrical circuit, and each also is connected with the Wi-Fi system.

All electric cables used for private EV charging are routed via dedicated conduits.

Who Pays for EV Charging?

Installation, Maintenance & Repairs: The infrastructure component of the Palladio EV network is a common property improvement for the benefit of all owners, and for this reason, it was funded by the Strata Corporation, with the assistance of a grant from NRCAN. The ongoing maintenance and repair of this component also is the Strata Corporation's responsibility.

Each owner with a private EV charger in one of their assigned parking stalls is responsible for the cost of the charger, its installation, and the installation of the electric cable required for connecting the charger to the appropriate EV panel or shared-circuit junction box. Owners also are responsible for the ongoing maintenance and repair of their private EV chargers.

Paying for Shared Circuits: Owners with EV chargers on the same shared electric circuit share the cost for installing the shared component of the circuit. The shared component includes the cable from the EV panel to the circuit terminating junction box (from where dedicated cables run to each EV charger).

The first owner to install the first EV charger on a specific shared circuit is responsible for the full cost of the circuit. However, this owner is entitled to recover a *fair* portion of the costs for installing the shared component of this circuit from other owners who subsequently use the same shared circuit. The cost for connecting to an existing shared circuit is \$500 and \$300, respectively, for an owner who wishes to connect a new EV charger to a circuit shared between two and three chargers. This connection fee is payable to the owner who paid for the initial installation of the shared component of the circuit prior to installing the new connection to the shared circuit.

This cost sharing for accessing an existing shared circuit does not apply for shared circuits installed in early 2021, and more specifically, when connecting a new charger to a circuit that was installed with funding support from BC government grants.

Removal of EV Charging Equipment: In the event an owner removes an EV charger for whatever reason, only the actual EV charger and the attached electric input cable shall be removed. The electric cable installed for connecting the EV charger to the appropriate EV panel or EV circuit junction box shall not be removed.

If an EV charger is removed, the EV owner shall, at no cost to the Strata Corporation, immediately repair and restore any damage or discoloration to the limited common property and common property caused by the EV charger installation and removal.

Ongoing Operating Costs: The ongoing electricity costs for vehicle charging are payable entirely by owners with private EV chargers. For this purpose, a monthly EV fee is levied on each owner who uses a private EV charger, and this fee is payable, every month or part of every month in which an EV charger is used, and at the same time and the same manner as the monthly strata maintenance fee.

The amount of the monthly EV fee is set annually at the AGM. The amount of the EV fee depends on the total annual electricity costs for vehicle charging, invoiced to the Strata Corporation by BC Hydro. At the end of each fiscal year, the total amount paid for electricity for vehicle charging shall be divided equally among all owners using private EV chargers. Thus, if in one year the strata corporation paid \$7200 for electricity for vehicle charging by 20 owners, each owner with a private EV charger would owe 1/20th of this amount, payable in 12 equal monthly installments of \$30.

The monthly EV fee was fixed at \$25 for the first year of private EV charging at the Palladio. This amount is consistent with 2020 Canadian data on the average costs of charging an electric vehicle used for driving about 13,000 km annually.

Annual Reconciliation of EV Costs among EV Users: To achieve a fair distribution of costs for private EV charging, the electricity consumption of each EV charger is metered and automatically recorded by our EV network software (our system uses the Elmec EVDuty Network). Once per year, immediately after the AGM, the total electricity consumption of each charger is used to identify owners with private EV chargers whose annual EV fee payments were in excess of their electricity consumption, and owners whose EV fee payments fell short of their electricity consumption. Owners with excess EV fee payments shall be issued a refund, while owners with excess electricity consumption shall be invoiced for their shortfall in EV fee payments. No refunds or shortfall invoices are issued for amounts smaller than the monthly EV fee.

Bylaws: Several Strata Corporation bylaws, 8.17, 8.18, 8.19 and 8.20, reproduced in Appendix A, regulate the allocation of electricity costs for vehicle charging to owners with EV chargers in their common property assigned parking stalls. They also regulate the installation, maintenance and removal of private EV chargers.

What if I want a Private EV Charger?

Every owner is entitled to install a private EV charger. All EV chargers must be fully compatible with the Palladio EV infrastructure and must be configured for our shared electric circuits and Wi-Fi. To achieve this purpose, these are the steps to follow if you want a private EV charger:

Step 1 -- Notice to Strata Council: Notify the strata council of your intent to install an EV charger, specifying in which parking stall (or stalls), and the placement of the charger on the wall (i.e. left or right, center [center is possible only for a charger shared between 2 stalls]).

Step 2 -- Alteration & Indemnification Agreement (AIA): Consistent with the BC Strata Property Act, this type of agreement is required in all situations when a unit owner proposes to make an addition, alteration or improvement to common property of a condominium. Our AIA sets out the obligations of the owner and the Strata Corporation with respect to the proposed installation of an EV charger.

A copy of the Palladio AIA for private EV charging is in Appendix B.

Step 3 -- Connecting to an Existing Shared Circuit: Consistent with the stipulations in this manual on “Paying for Shared Circuits”, a payment of \$500 or \$300, respectively, is required for connecting an EV charger to an existing electric circuit shared between two or three chargers. This payment must be made to the owner who paid for the installation of the shared circuit, and must be made prior to connecting the new charger to the existing circuit.

Step 4 -- Qualified Contractors: As owner, you must retain properly qualified, licensed and insured contractors for the purpose of installing, repairing and maintaining the Charging Equipment. In connection with the installation, maintenance and repair of the Charging Equipment, you -- owner of the EV charger -- must comply with all applicable laws, including all bylaws of the Strata Corporation.

Step 5 – Charger Activation: Notify the strata council when the charger installation has been completed. Council verifies the new installation, then activates the EV charger connection to the network, and initiates the collection of the monthly EV fee.

What Type of EV Charger?

All EV chargers must be fully compatible with the Palladio EV infrastructure, must be configured for our shared electric circuits, Wi-Fi enabled and capable of communicating with the Elmek EVDuty network for activation and record keeping.

At present, only one charger meets these constraints, the *EVDuty-40 Smart-Pro* Charging Station shown in the picture.



The EVDuty-40 Smart-Pro charger has a multitude of features, and they are controlled via a mobile phone app called EVDuty. With EVDuty on your mobile, you lock/unlock your charger, turn charging on and off, track your charging history, give permission to charge to a visitor, etc.

The EVDuty-40 Smart Pro also can be configured to collect payments for charging. This feature is used sometimes by owners of rental properties to appeal to tenants with electric vehicles.

A complete list of the features of the EVDuty-40 Smart-Pro charger and of how features are managed via the EVDuty mobile app is provided in Appendix C.

Instructions to download, install and configure the EVDuty app on your mobile are provided in Appendix D.



EV Charger Installation Location & Circuit Allocation

Private EV chargers must be installed according to the equipment requirements, and in compliance with all applicable laws, including all bylaws of the Strata Corporation.

EV Charger Locations: An EV charger intended for a single parking stall may be located on the right or left side, as shown in the picture. For a parking stall with a wall on one side, only one location may be suitable for installing a charger.



An EV charger intended for two adjacent parking stalls is typically installed in the midline between the two stalls.



Circuit Allocation: Each EV charger must be connected to the appropriate EV panel via the correct electrical circuit, with electric cables routed inside the dedicated conduits.

The appropriate EV panel, electric circuits and/or circuit junction box for each EV charger can be identified in the Parking Stall Circuit Map & List provided in Appendix E.

Who Manages the Palladio EV Network?

We are using the Elmec EVDuty network for managing private EV charging, activating/deactivating networked EV chargers, for software updates, monitoring networked chargers and recording power consumption, as well as for data collecting and archiving.

The strata council is responsible for managing the EV network. The strata council may delegate the day-to-day administration of the EV network to the concierge staff.

Who is Responsible for the Palladio EV Manual?

The strata council is responsible for this manual, for updating it as required from time to time, and for promoting awareness and compliance with its requirements by owners.

Owners are responsible for awareness of and compliance with this manual by all contractors hired for the purpose of installing, repairing and maintaining their Charging Equipment.

The Palladio EV manual complements and augments the Strata Corporation bylaws on private EV charging. Owners are responsible for approving and complying with these bylaws.

Version Tracking:

The first version of the Palladio EV Manual was approved by the strata council on January 20 2021.

Appendix A

Draft of bylaws for private EV charging in the Palladio

1. This draft of new bylaws is modelled very closely after the sample provided on the PlugInBC web (<https://pluginbc.ca/charging/murb-and-workplace-charging/>).
 2. These additions to the Palladio bylaws will need to be approved by a $\frac{3}{4}$ vote of owners at the 2021 AGM.
 3. Note: These bylaw additions are written in a manner that will work for owners who wish to have a private EV charger in the future. Part of these bylaws, such as 8.17 & 8.18f, does not apply in the Phase 1 installation of EV chargers.
-
- 8.17 An owner (the “EV Owner”) who has the exclusive use of a limited common property parking stall (the “EV Parking Stall”) may request written consent from the Strata Corporation to install the electrical supply, distribution, associated electrical outlet and equipment (the “Charging Equipment”) required for the purpose of charging an electric vehicle in the EV Parking Stall.
 - 8.18 The Strata Corporation will grant consent under Bylaw 8.17, but will require, as a condition of approval that the EV Owner agree, in writing, to certain terms and conditions, including but not limited to the following:
 - a) The EV owner signs an Alteration and Indemnity Agreement with terms determined by the Strata Council;
 - b) The EV Owner indemnifies and saves harmless the Strata Corporation for any costs, loss, damages or expenses of whatever kind which the Strata Corporation may sustain or incur in connection with the installation, use or removal of the Charging Equipment;
 - c) The Charging Equipment is the type specified in the Palladio EV Charging Manual (the “EV Manual”) provided by the Strata Council;
 - d) The installation of the Charging Equipment complies with the EV Manual provided by the Strata Council;
 - e) The EV Owner pays for all costs associated with the purchase and installation of the Charging Equipment, including the cost to install and maintain the equipment and software for recording electricity use, and will pay for the cost of all future repairs, maintenance, upgrades and replacement of the Charging Equipment;
 - f) The EV Owner obtains and provides to the Strata Corporation all permits necessary for the installation of the Charging Equipment;
 - g) The Owner retains qualified licensed and insured contractors for the purpose of installing, repairing and maintaining the Charging Equipment.
 - h) In connection with the installation, maintenance and repair of the Charging Equipment, the EV Owner complies with all applicable laws, including all bylaws of the Strata Corporation;

- 8.19 Upon installation of the Charging Equipment:
- a) An EV Owner may authorize the removal of the EV charger installed in their assigned parking stall by a qualified, licensed and insured contractor at the EV Owner's costs, after obtaining written consent from the Strata Council.
 - b) Subject to Bylaw 8.19 (a), when an EV charger is removed for whatever reason, only the actual charger and the attached electric input cable shall be removed. The electric cable installed for connecting the EV charger to the appropriate EV panel or EV circuit junction box shall not be removed.
 - c) Subject to Bylaw 8.19 (a), an EV Owner who removes an EV charger shall, at no cost to the Strata Corporation, immediately repair and restore any damage or discoloration to the limited common property and common property caused by the EV charger installation and removal.
- 8.20 All electricity costs paid by the Strata Corporation with respect to Charging Equipment use is dealt with as follows:
- d) The Strata Corporation charges a fixed monthly fee (the "EV Fee") for using the Charging Equipment.
 - e) The EV fee is payable each month together with the EV Charging Equipment Owner's maintenance fee.
 - f) The dollar value of the EV Fee shall be specified each year at the AGM, and shall be defined as: The total amount paid for EV charging by the Strata Corporation in the preceding fiscal year divided into an equal share for each EV charger.
 - g) Once per year, immediately after the fiscal year end, the Strata Corporation shall reconcile EV Fee payments with individual Owner's use of their Charging Equipment. This reconciliation will result in an EV fee refund for owners who rarely used their Charging Equipment in the preceding year, and in an EV Fee catch-up payment for owners who used their Charging Equipment more than expected. No refunds or catch-up invoices shall be issued for amounts smaller than the monthly EV Fee.

Appendix B

INDEMNITY AGREEMENT FOR ALTERATION OF LIMITED COMMON PROPERTY PARKING STALL

AGREEMENT

THIS AGREEMENT made as of the ____ day of _____, 20__.

BETWEEN:

THE OWNERS, STRATA PLAN LMS4661, a strata corporation under the Strata Property Act, S.B.C. 1998, c. 43, with offices at Associa British Columbia, 301 - 1195 West Broadway, Vancouver B.C. V6H 3X5
(the "Strata Corporation")

AND: _____ **and**

_____, British Columbia
(together, the "Owner")

WHEREAS:

A. The Owner is the registered owner of certain lands and premises known civically as Suite _____, _____, _____, British Columbia which is part of the complex known as "Palladio", and whose lands and premises are legally described as Strata Lot _____, Strata Plan _____ (the "Strata Lot");

B The Strata Corporation is responsible for the control, management, maintenance, repair and administration of the common property, including limited common property, which includes the exterior of the building(s) comprising the Strata Corporation;

C. The Owner has applied to the Strata Corporation to make certain alterations (the "Alterations") to a limited common property parking stall that is for the exclusive use of the Strata Lot, to wit: installing an electric vehicle charging station; and

D. The Strata Corporation has agreed to allow the Owner to make the Alterations and the Owner has agreed to make the Alterations upon and subject to the terms and conditions contained in this Agreement;

IN CONSIDERATION of the covenants and agreements contained herein, other good and valuable consideration and the sum of ONE (\$1.00) Dollar, now paid by each of the parties to the other (the receipt and sufficiency of which are hereby acknowledged), the Strata Corporation and the Owner covenant and agree as follows:

1. The Strata Corporation agrees to allow the Alterations and the Owner agrees to make the Alterations in accordance with the terms and conditions of this Agreement.
2. The Owner hereby acknowledges that the common property and any limited common property affected by the Alterations is and will remain in a good state of repair.
3. The Owner covenants and agrees with the Strata Corporation:
 - (a) to obtain and maintain in force at all relevant times "all risks" insurance for the Alterations, for not less than the full replacement cost and comprehensive general liability insurance respecting

- the use and occupancy of the strata lot and any common property, including limited common property affected by the Alterations and to name the Strata Corporation as additional insured on any such policy and provide a copy of the insurance to the Strata Corporation if so requested;
- (b) to maintain, replace and repair the Alterations at the Owner's sole cost and expense; and
 - (c) the Alterations will be conducted:
 - (i) with due care, preparation and precautions to protect and maintain all strata lots and the common property, including the building envelope and limited common property;
 - (ii) to, at minimum, the standard of existing structures and materials in terms of quality and appearance; and
 - (iii) only after presentation to the Strata Corporation of any permits required for the Alterations including, without limitation, an electrical plumbing permit, a completed building load calculation and written confirmation from a qualified electrician that the building's electrical service is sufficient for the additional electrical load.
4. These conditions will be considered permanent conditions and covenants which are binding on the Owner and any subsequent owner(s) from time to time of the Strata Lot. Failure to comply with all or part of section 3 of this Agreement will result in the Owner having to remove the Alterations and restore, at the Owner's cost, the limited common property to its pre-Alterations condition.
 5. The Owner agrees to observe and comply with all laws, ordinances, regulations, orders, licences and permits of all constituted authorities having jurisdiction with respect to the Alterations and the bylaws and rules from time to time of the Strata Corporation and the provisions of the *Strata Property Act*, S.B.C. 1998, c. 43 and the Regulations thereto as amended from time to time and any successor statute.
 6. The Owner will not permit, do or cause anything to be done to the Strata Lot or common property, including limited common property at any time which would allow any liens, certificates of pending litigation, judgments or any charges of any nature whatsoever to be imposed or to remain upon any strata lot in or common assets of the Strata Corporation. In the event of the registration of any lien or other encumbrance by a contractor, subcontractor or supplier of another person or of the Owner in respect of the Alterations, the Owner will, at its own expense, immediately cause the same to be discharged and if the Owner does not discharge the lien within fifteen days of receiving notice thereof, the Strata Corporation may pay such lien or, in the Strata Corporation's sole discretion may avail itself of any provisions of the Builders Lien Act (British Columbia) to discharge the lien and the Owner will pay to the Strata Corporation on demand all amounts so paid and all the Strata Corporation's costs, including legal costs, in connection therewith.
 7. If the Strata Corporation needs to maintain, repair or replace any portion of the common property, including limited common property which maintenance, repair or replacement affects the Alterations, the Owner and not the Strata Corporation will be liable for and be required to pay the cost to remove, restore and replace the Alterations, as the case may be.
 8. If the Strata Corporation determines, in its sole discretion, that alterations or repairs must be made to the Alterations for the safety, preservation, proper administration or improvement of common property or limited common property, then on seven (7) days prior, written notice to the Owner, the Owner must make such alterations or repairs, failing which, the Strata Corporation may, at the Owner's sole cost and expense, make such alterations or repairs to the Alterations as the Strata Corporation deems necessary.
 9. The Owner or any subsequent owner receiving the benefit of the Alterations must be responsible for

all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the Strata Corporation as a result, directly or indirectly, of the Alterations including, but not limited to the installation of the Alterations.

10. The Owner and any subsequent owner who receives the benefit of the Alterations must with respect only to claims or demands arising during the time that they shall have been owner, indemnify and save harmless the Strata Corporation, its council members, employees and agents against any and all claims demands, expenses, costs, damages, charges, actions and other proceedings made or brought against, suffered by or imposed upon the Strata Corporation or its property with respect to any loss, damage or injury, including death, directly or indirectly, arising out of, resulting from or sustained by the Strata Corporation by reason of the Alterations.
11. Any costs or expenses incurred by the Strata Corporation as the result of such claim or demand will be the responsibility of the Owner and any subsequent owner of the Strata Lot who has benefited from the Alterations and the said costs or expenses incurred must be charged to that owner and shall be added to the strata fees of that strata lot for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the Strata Corporation, and shall become due and payable on the due date of payment of monthly strata fees.
12. The Owner will forthwith give notice in writing to the Strata Corporation of any damage to any strata lot or common property, including limited common property that may give rise to an insurance claim.
13. The Strata Corporation has incurred certain costs to process the Owner's request to install the Alterations and the Owner agrees, forthwith upon receipt of written notice of same from the Strata Corporation to pay to the Strata Corporation the full amount of such costs including, not exhaustively, the cost of all legal fees, disbursements and applicable taxes incurred by the Strata Corporation in connection with the preparation of this Agreement.
14. This Agreement will inure to the benefit of and be binding upon the Owner and any subsequent owner(s) from time to time of the Strata Lot.
15. The benefit of this Agreement may not be assigned by the Owner except to the owner(s) from time to time of the Strata Lot, each of whom will, upon becoming the owner of the Strata Lot, be deemed to have assumed all of the obligations of the Owner hereunder.
16. The Owner agrees to deliver to any prospective purchaser of the Strata Lot, a copy of this Agreement and to require that, as a term of any contract of purchase and sale in respect of the Strata Lot, that the purchaser agree to execute and to deliver to the Strata Corporation on the completion date, an agreement in the form of this Agreement and to be bound by the terms herein failing which the Alterations must be removed by the Owner and the common property/limited common property/Strata Lot be restored to the pre-Alterations condition at no cost to the Strata Corporation and if not, the Strata Corporation will remove the Alterations and assess all costs of doing so against the Owner's common expense account and include those costs as an amount due and owing on the section 115 Certificate of Payment form.
17. The Owner hereby acknowledges receipt of a copy of this Agreement which constitutes the whole agreement between the Strata Corporation and the Owner with respect to the Alterations.
18. The voiding of any part of this Agreement by judicial, legislative or administrative means will not void the remainder of this Agreement.
19. The waiver by the Strata Corporation of any failure by the Owner to conform to the provisions of this Agreement will not affect the Strata Corporation's rights in respect of any later failure.
20. If Owner is comprised of more than one person, all covenants, agreements and undertakings the

- part of the Owner contained in this Agreement will be construed as both joint and several.
21. This Agreement will inure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators and permitted assigns.

IN WITNESS WHEREOF the Strata Corporation and the Owner have executed this Agreement as of the date first above written.

SIGNED,SEALED and DELIVERED by

in the presence of:

Signature

Print Name

Address

Occupation

Owner

SIGNED,SEALED and DELIVERED by

in the presence of:

Signature

Print Name

Address

Occupation

Owner

THE OWNERS, STRATA PLAN

by its authorized signatories

Strata Council Member Name

Signature

Strata Council Member Name

Signature

Appendix C

EVDuty-40 Smart-Pro Charger & EVDuty App

With the mobile app, your charging station possesses a multitude of features and evolves regularly through the addition of new functions.

DIFFERENT CONNECTIVITY LEVELS FOR DIFFERENT NEEDS

EVC30 EVDuty charging stations are available in 2 «Smart» versions: «SMART-HOME» or «SMART-PRO». The main difference between the two is the capacity to generate revenues with the «SMART-PRO» option.

With the EVDuty Smart-Home option, you

Control your charge session: Easily start and stop a charge session from your mobile device.

Get real-time information: View real-time charging data.

Configure your current: Configure the maximum output current. (8 a, 12 a, 16 a, 20 a, 24 a, 28 a, 30 a)

Share your power: Configure the power sharing function "link".

Manage station access: Manage access to your charging station by sending invitations.

Check your history: View the charge session history and other events that occurred on your charging station.

With the EVDuty Smart-Pro option, you

Generate income: Generate revenues by setting a cost for charging.

Make your station public: Create and manage your charging station and make it available via the public network.

Manage access to your station: Choose who can access your public charging station by sending an invitation.




FUNCTIONALITIES OF YOUR CHARGER:

Functions	EVC30 Standard	SMART VERSIONS	
		EVC30 Smart-Home	EVC30 Smart-Pro
Possibility to adjust the maximum output current of the charging station to 16A, 20A, 24A or 30A (possible via "Dipswitch")	✓	✓	✓
Charging function starts as soon as vehicle is connected (no access control to charging)	✓	✓	✓
Charging function starts as soon as vehicle is connected and access to charging capacity is authorized.		✓	✓
Wi-Fi connectivity through the EVduty mobile application		✓	✓
Start/Stop a charging session using the EVduty mobile application		✓	✓
Possibility to view charging session data in real time using the EVduty mobile application		✓	✓
Create/Add/Modify a charging station		✓	✓
Create/Add/Modify a private charging terminal		✓	✓
Possibility to adjust the maximum output current of the charging station to 8A, 12A, 16A, 20A, 24A, 28A, 30A		✓	✓
Configure 'Power sharing' function (« Links »)		✓	✓
Manage access to private charging terminals via invitations		✓	✓
Display charging sessions history and other events on a specific charging terminal		✓	✓
Manage access to private or public charging terminals via invitations			✓
Create/Add/Modify a public charging terminal			✓
Generate revenues by applying a base cost to charging sessions			✓
Modify the price of a charging session			✓




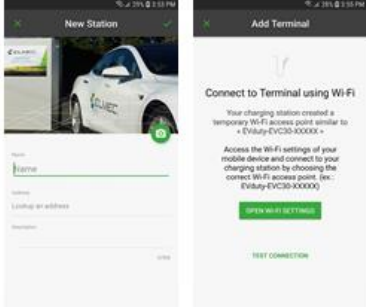
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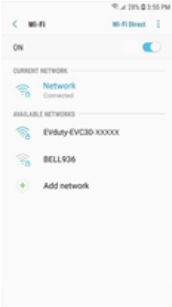

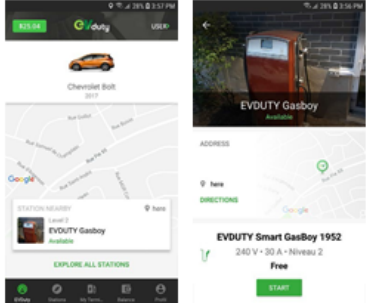
Configuring the EVDuty App

INSTALLING THE APPLICATION

	<p>Download the EVduty app (AppStore or GooglePlay), open it and create your account</p> <div data-bbox="711 562 1127 625"> </div> <p>OR</p> <p>Open the app and sign in to your account</p>
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CONFIGURING THE TERMINAL

	<p>Make sure the terminal is in working order (green light).</p>
	<p>Stand near the terminal with your smartphone and check the Wi-Fi signal to which the terminal should connect. (See the signal strength in the Wi-Fi settings of your device).</p> <p><i>NOTE: You will need to stay close to the terminal through all configuration steps.</i></p>
	<p>In the EVduty mobile app, go to the "My terminals" tab.</p> <p>Click on "Add station".</p> <p>Enter the information about the new charging station (name of the station, address, description (optional), photo (optional)).</p> <p><i>NOTE: This is your "station" and not the terminal because a station can comprise several terminals. You will add your terminal in the next step.</i></p>
	<p>Select "Add terminal" then "Open Wi-Fi settings".</p>

	<p>In the Wi-Fi settings, select the terminal network: this network will be called "Evduty-EVC30-XXXXX" where the Xs are the terminal's serial number.</p> <p>Return to the EVduty mobile app (via the "return" feature on your mobile phone).</p>
<p>Enter the requested data for the configuration: Terminal name, Wi-Fi network to which the terminal should connect, Password for this Wi-Fi network, Protection breaker value (if other than 40A), Access mode: Data collection or Access Control and Data Collection, Rated Supply Voltage.</p>	
<p>Click on "Finish". The configuration data will be sent to the terminal and a reset of the terminal will take place. During this time, a clock icon will be displayed next to the terminal in the charging station page in the Evduty application.</p>	
	<p>The terminal will attempt to connect to the Wi-Fi network according to data provided during configuration.</p> <p>If everything worked, the terminal will display the "Available" status after about 45 sec.</p>
<p>CONGRATULATIONS! YOUR EVDUTY SMART TERMINAL IS CONFIGURED!</p> <p>See user manual to explore features:</p> <ul style="list-style-type: none"> • View current charging session • Manage access to recharge • Activities history • Power Sharing ("Links") • Set terminal as "public" (Smart-Pro only) 	
	<p>To start the terminal via the application, open the station from the application's homepage and select "start".</p>

V20181012

Need help?

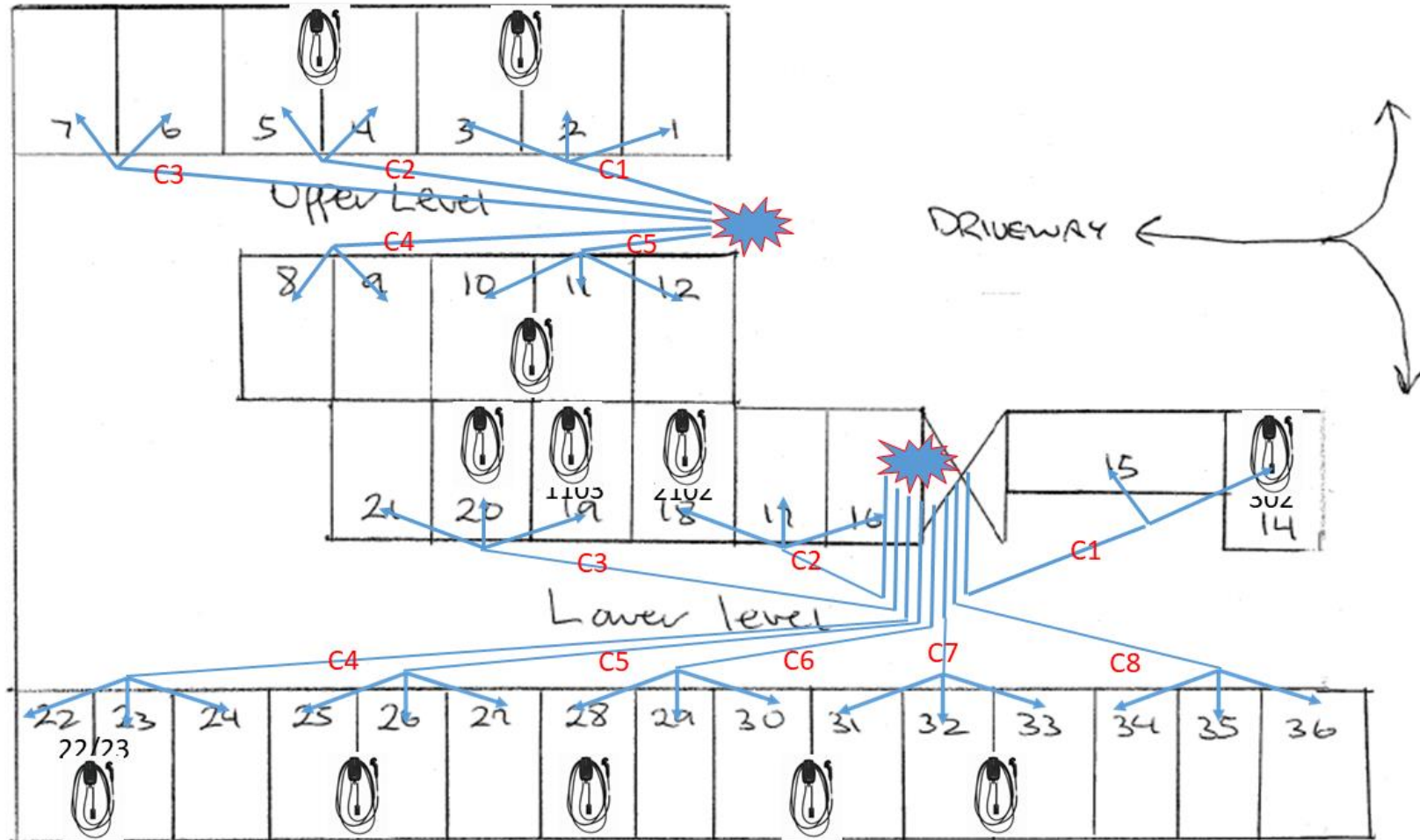
Contact your seller or, if he/she cannot help you, contact Elmec inc at

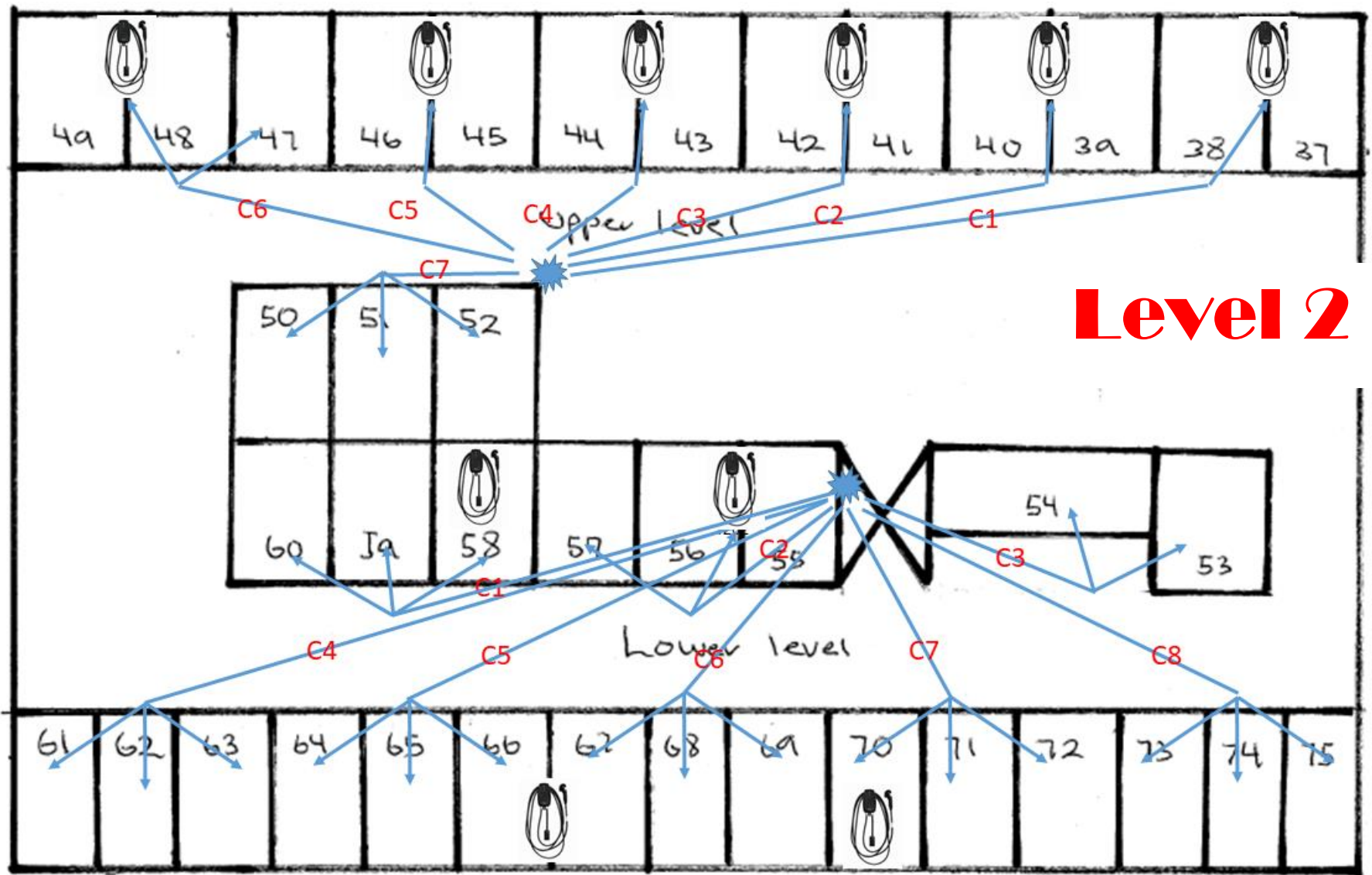
> <https://www.elmec.ca/contact-us/>

Appendix E

Parking Stall with Chargers & Circuit Maps

Level 1







Listing: Parking Stall with Chargers & Circuit

Suite #	Parking Stall #	Strata #	E-Circuit	EV Panel	Install Date	Install Location
Legend: Green Bars = Charger supplies 1 stall; Red Bars = Charger supplies 2 stalls; Yellow Bars = owners considering a charger						
2901	1	88	C1	L1-Upper	21 Pioneer	Mid-line Between Stalls
	2					
804	3	27				
TH2	4	2	C2		21 Pioneer	Mid-line Between Stalls
1501	5	49				
801	6	26	C3			
TH3	7	3				
1401	8	46	C4			
401	9	10				
TH1	10	1	C5		21 Pioneer	Mid-line Between Stalls
1502	11	48				
1503	12	50				
302	14	5	C1	L1-Lower	21 Pioneer	TBDetermined
603	15	16				
1104	16	39				
1801	17	58	C2		21 Pioneer	TBDetermined
2102	18	66				
1103	19	36				
903	20	28	C3		21 Pioneer	TBDetermined
1003	21	32				
2302	22	72				
2302	23	72	C4		21 Pioneer	Mid-line Between Stalls
2801	24	87				
2801	25	87				
2801	26	87	C5		21 Pioneer	Mid-line Between Stalls
2801	27	87				
2602	28	81				
2601	29	81	C6		21 Pioneer	Mounted: Left
2701	30	85				
2701	31	85				
2702	32	84	C7		21 Pioneer	Mid-line Between Stalls
2702	33	84				
1204	34	43				
1903	35	61	C8			
1703	36	56				

2001	37	64	C1	L2-Upper	21 Pioneer	Mid-line Between Stalls
2001	38	64				
2403	39	77	C2		21 Pioneer	Mid-line Between Stalls
802	40	25				
803	41	25	C3		21 Pioneer	Mid-line Between Stalls
	42					
	43		C4		21 Pioneer	Mid-line Between Stalls
2401	44	76				
2002	45	63	C5		21 Pioneer	Mid-line Between Stalls
2402	46	75				
2003	47	65	C6			
2502/3	48	80		21 Pioneer	Mid-line Between Stalls	
2502/3	49	80				
1701	50	55	C7			
2201	51	70				
2203	52	71				
2101	53	67	C1	L2-Lower		
1404	54	47				
1202	55	41	C2		21 Pioneer	Mid-line Between Stalls
1202	56	41				
2201	57	70	C3			
1803	58	59			21 Pioneer	TBDetermined
2301	59	73				
2301	60	73	C4			
2502/3	61	80				
301	62					
2303	63	74	C5			
1702	64	54				
1702	65	54				
1903	66	62	C6	21 Pioneer	Mid-line Between Stalls	
1903	67	62				
2103	68	68			EV Pioneer Hopeful	
1602	69	51	C7			
1602	70	51		21 Pioneer	TBDetermined	
1802	71	57				
1802	72	57	C8			
1902	73	60				
1902	74	60				
1402	75	45	C1			
402	76	9				EV Pioneer Hopeful
402	77	9				
1001	78	34				
904	79	31	C2	21 Pioneer	TBDetermined	
502	80	13				

2202	81	69		L3-Upper		
702	82	21	C3			
1201	83	42				
2601	84	82				
	85		C4			
701	86	22	C5		21 Pioneer	TBDetermined
1403	87	44			21 Pioneer	Mid-line Between Stalls
1403	88	44				
1102	89	37	C6			
1002	90	33				
703	91	20				
2202	92	69	C7			
902	93	29			21 Pioneer	TBDetermined
1101	94	38	C1	L3-Lower		
501	95	14	C2		21 Pioneer	Mid-line Between Stalls
2603	96	83			21 Pioneer	TBDetermined
2603	97	83			21 Pioneer	TBDetermined
704	98	23			21 Pioneer	TBDetermined
602	99	17			21 Pioneer	TBDetermined
601	100	18	C3		21 Pioneer	TBDetermined
504	101	15				
1603	102	53				
604	103	19	C4		21 Pioneer	Mid-line Between Stalls
1601	104	52				
1601	105	52				
301	106	6	C5			
	107					
304	108	7				
303	109	4	C6			
303	110	4				
2501	111	79				
	112		C7		21 Pioneer	Mid-line Between Stalls
1803	113	59				
404	114	11				
404	115	11	C8			
1004	116	35				
1801	117	58				
503	118	12				
901	none	30				
403	none	9				