

MEMORANDUM

DATE: October 15, 2013

TO: Tenants of 2100, 2110 and 2120 Washington Boulevard

FROM: Management Office

RE: **Parking Garage Updates**

Please be advised that over the next few weeks a number of changes will be made to the parking structure in hopes to improve traffic flow, visibility of directional signage and the overall experience of you, our tenants, as well as your patrons alike.

Most noted changes to the Parking Structure are as follows:

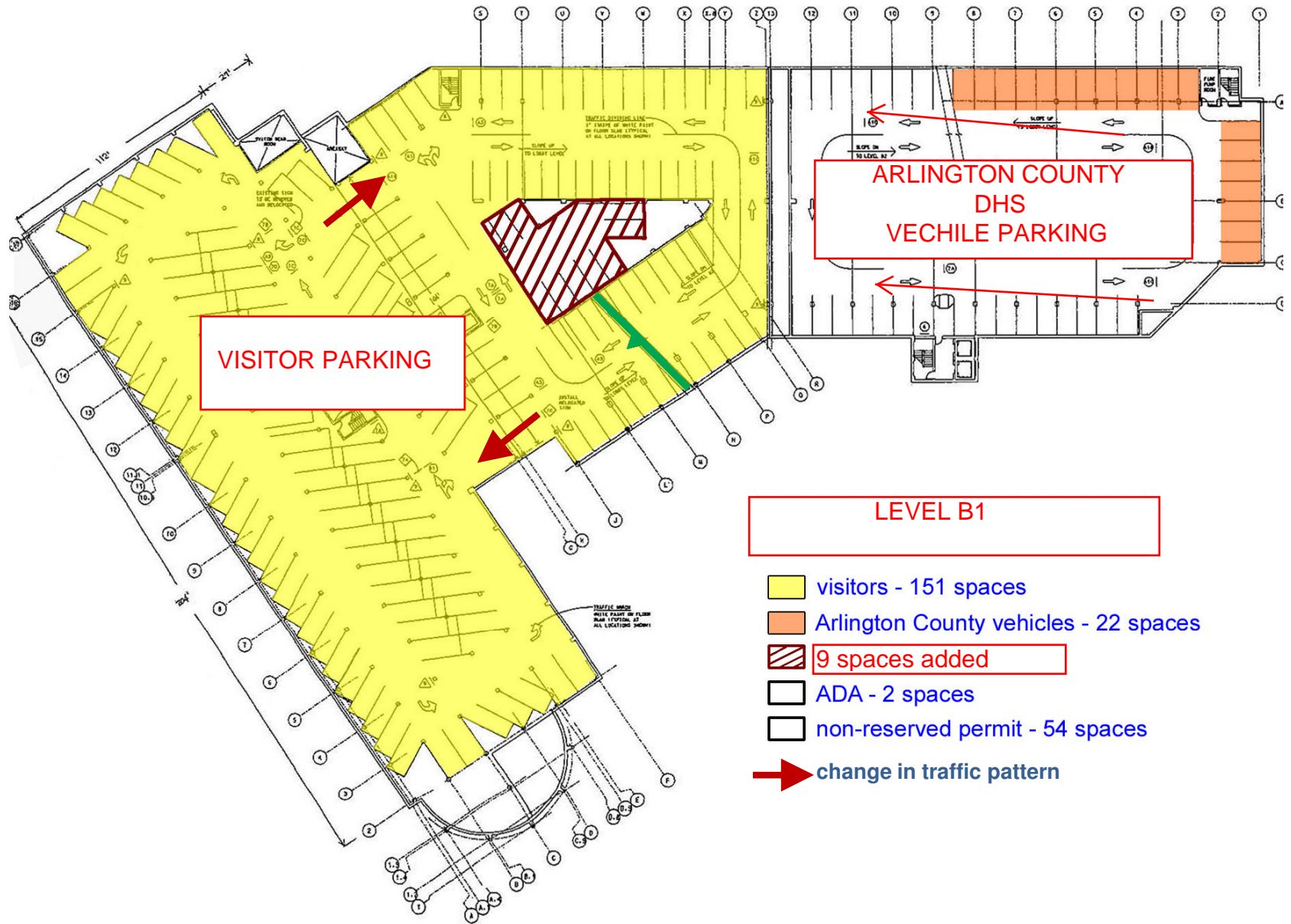
- All visitor parking will now be located on the lower levels (LL, B1, and B2)
- Handicap ramps and additional handicap parking has been allotted on B1 & B2 to allow for access to elevators which lead to the ground level of 2110 Building.
- All permitted parking is located on Levels (L1,L2,L3,L4,and L5)
- Advanced Towing, LLC has been contracted to remove any vehicles from the site (at vehicle owners cost) in violation of new parking policies effective **December 15, 2013**. Their number is (703) 525-0550.

Reserved parking spaces on levels L1 and higher can be rented for \$75/month. Please contact the Management Office for further information.

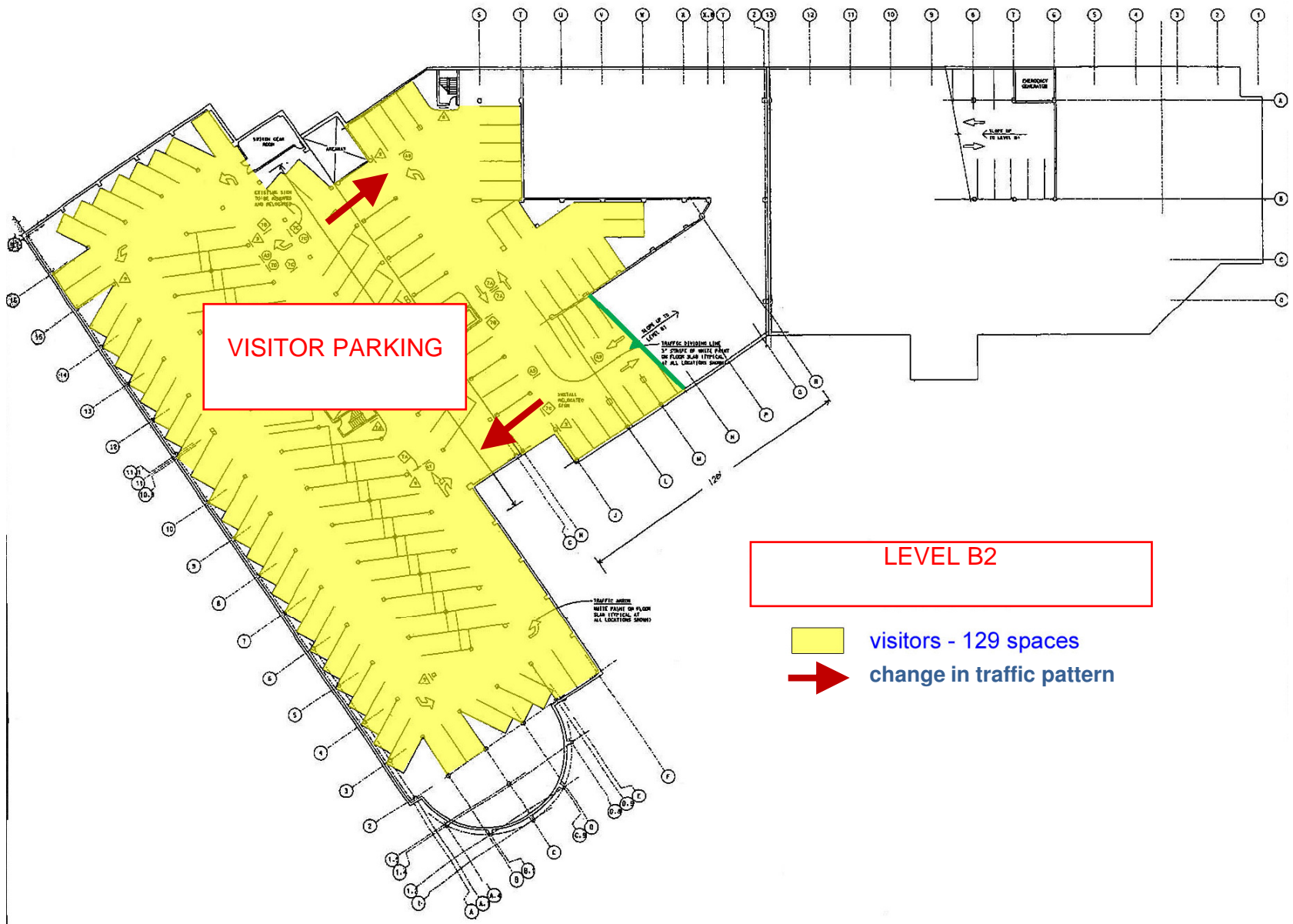
Effective on November 15, 2013 all Sequoia Plaza visitors are to park on B1 and/or B2 levels. All Reserved and Permit vehicles shall park on Level 2 and higher. For reference and distribution to staff, we have enclosed a printout explaining the directional changes of traffic flow on Levels B1 & B2.

We thank you in advance for your cooperation and apologize for any inconvenience this may cause. Please feel free to contact the Management Office should you have any concerns/questions with regard to the aforementioned.

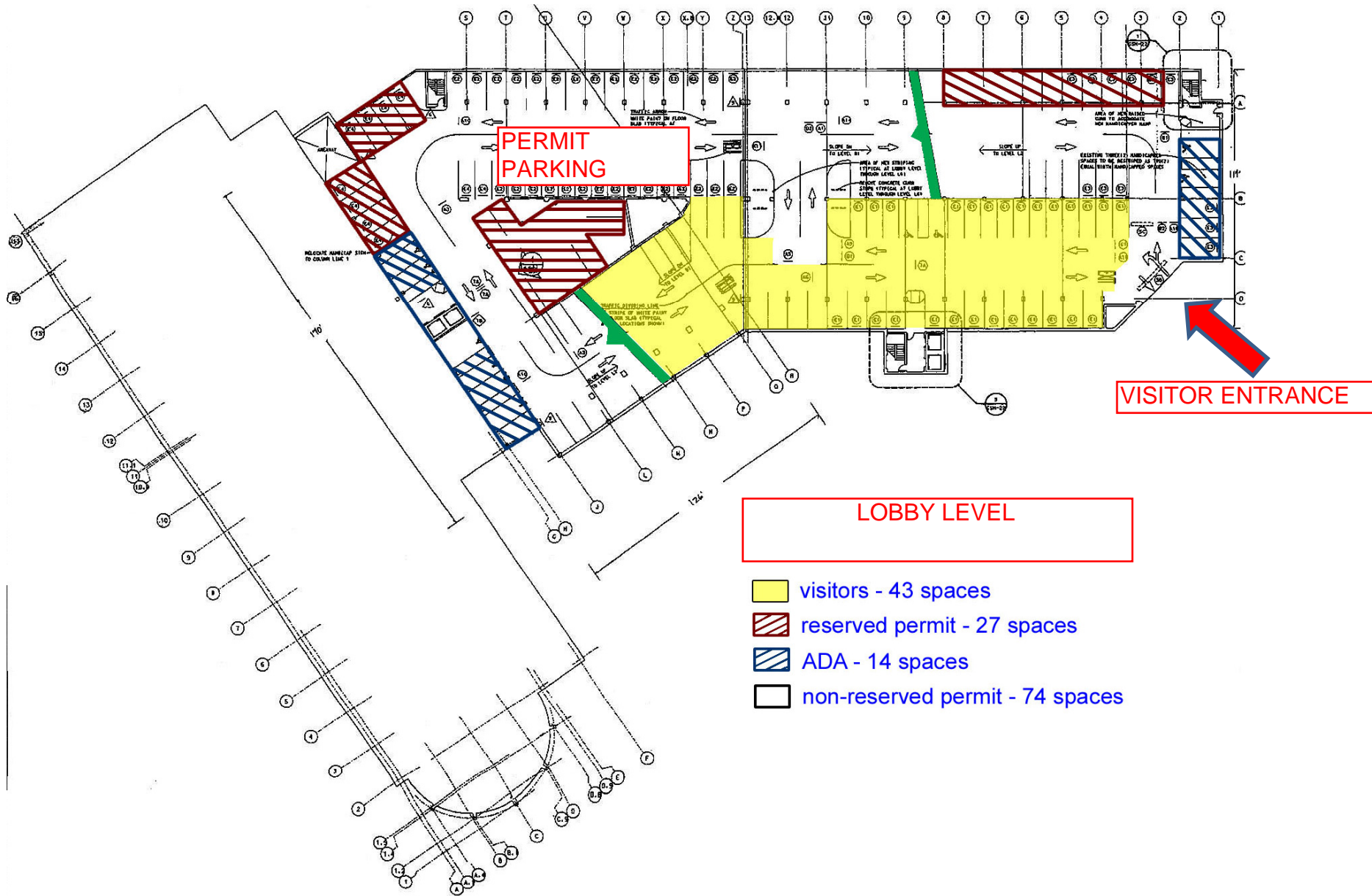
SPACE ALLOCATION PLAN



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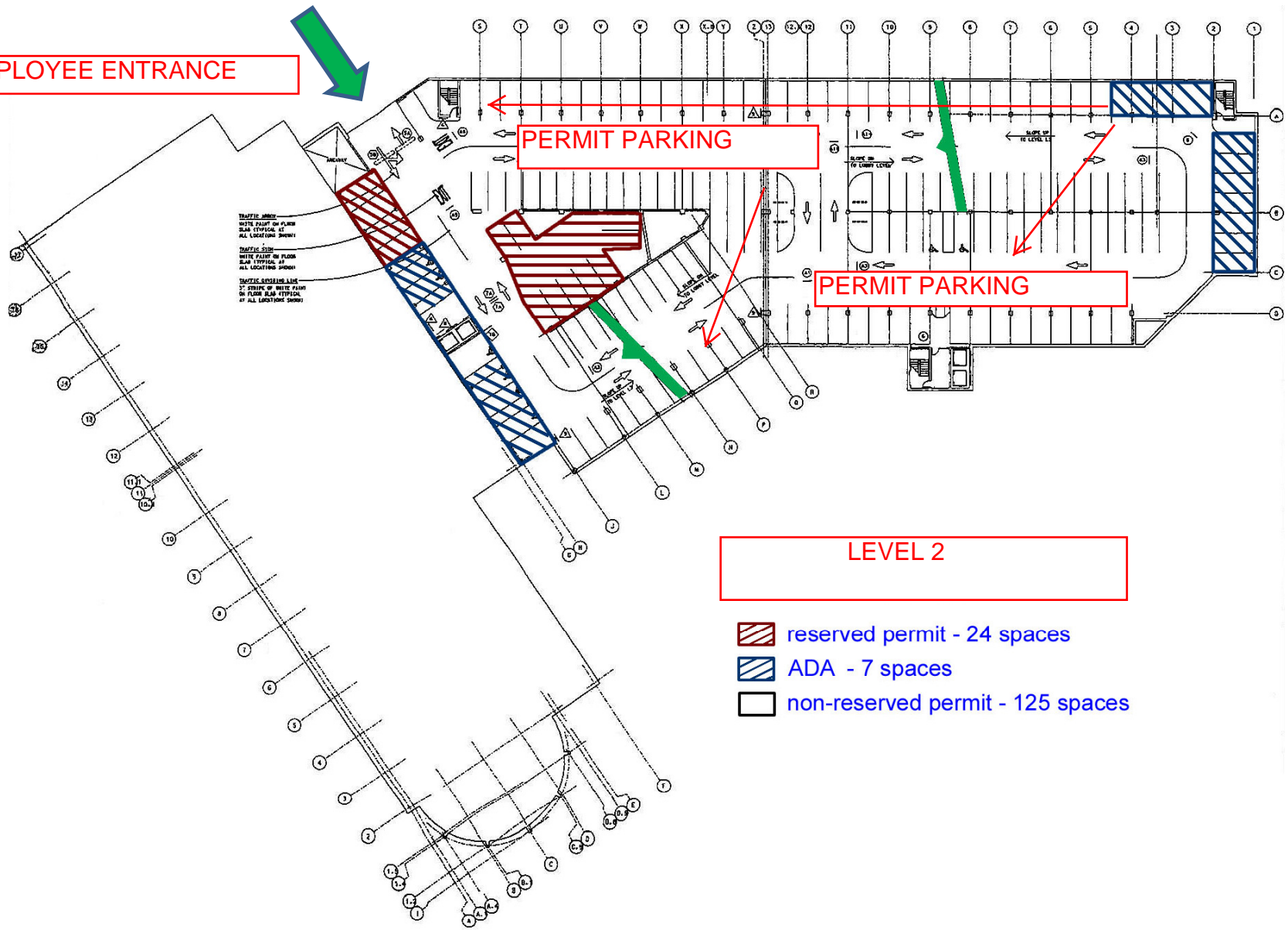


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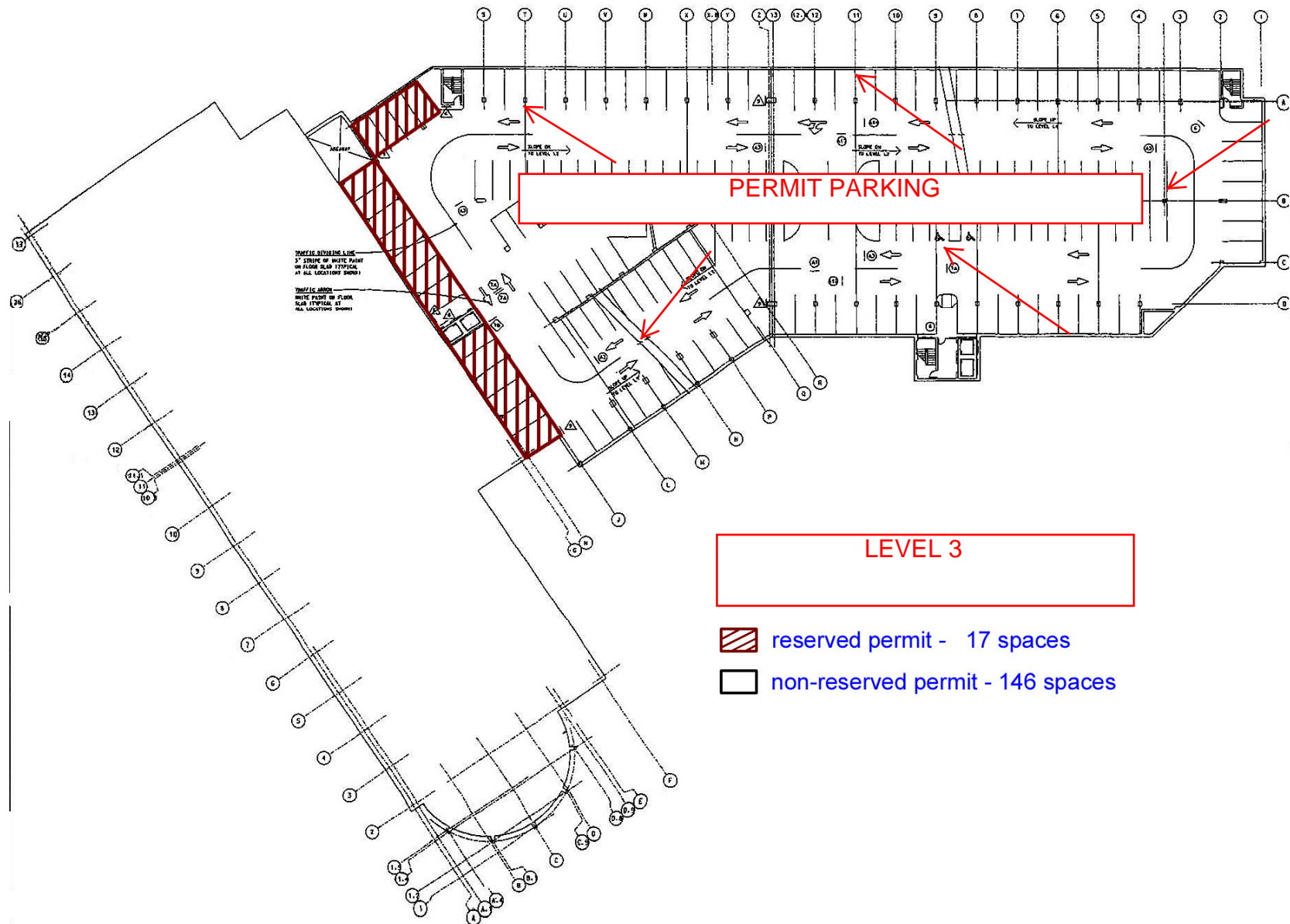
EMPLOYEE ENTRANCE



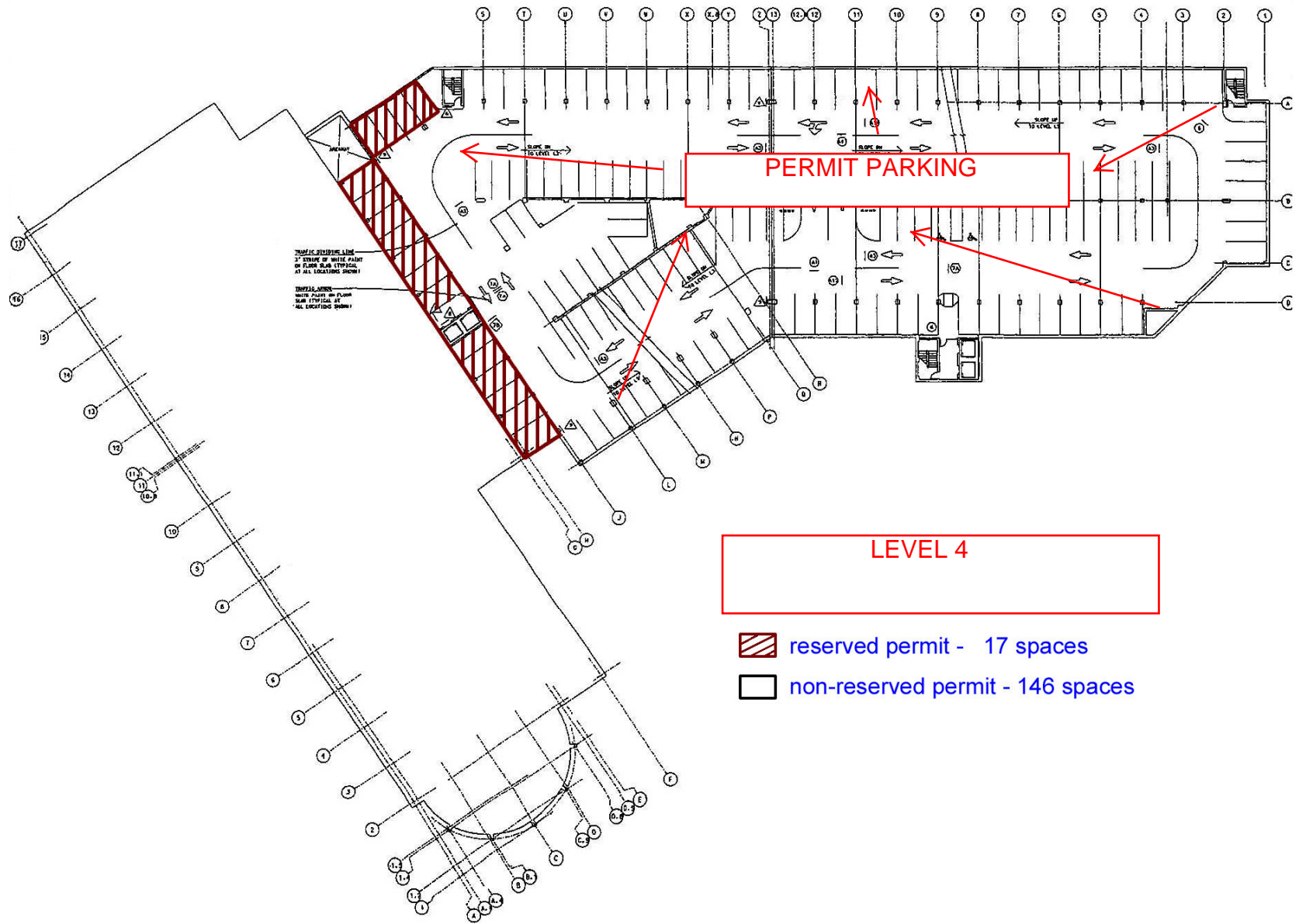
LEVEL 2

- reserved permit - 24 spaces
- ADA - 7 spaces
- non-reserved permit - 125 spaces

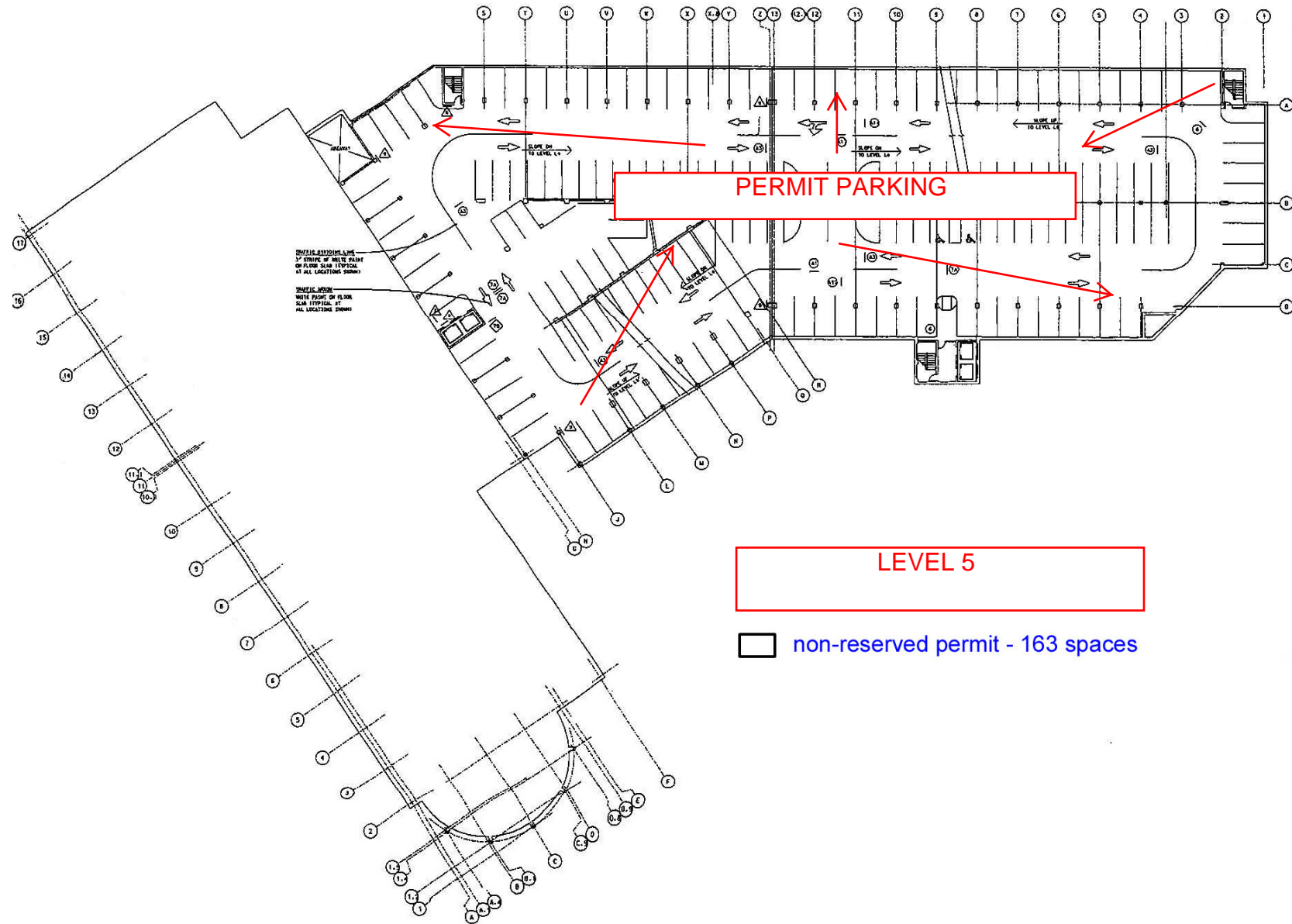
SPACE ALLOCATION PLAN



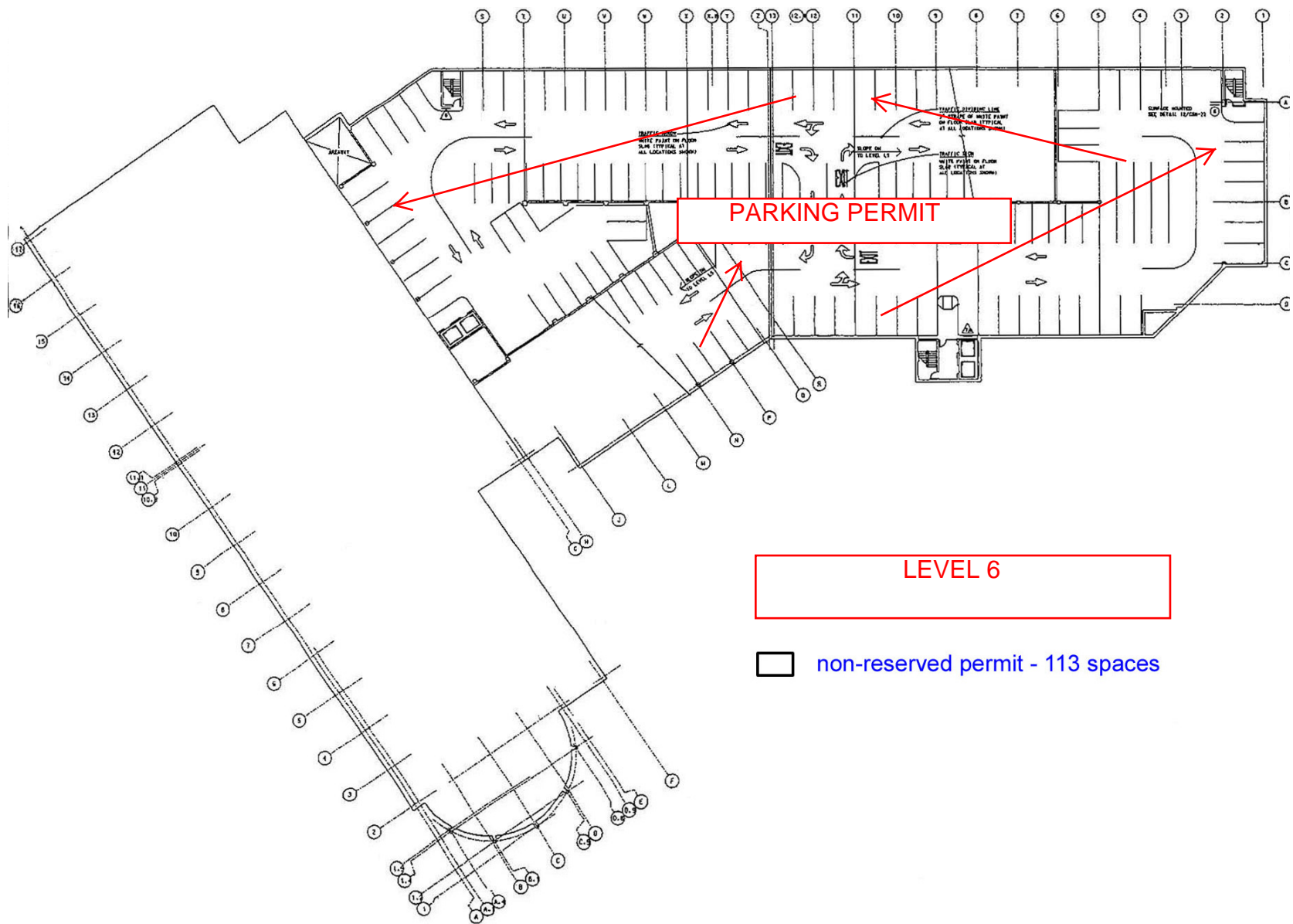
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SPACE ALLOCATION PLAN



SEQUOIA PLAZA PARKING POLICIES & PROCEDURES

VIII. PARKING GARAGE

In order to ensure the safety and convenience of our tenants and visitors, the following parking regulations, and procedures for the Sequoia Plaza parking facility are ***STRICTLY ENFORCED***. Each tenant has been issued the requisite number of parking permits as dictated by their lease.

Parking is not permitted in the front of the buildings. This area is strictly for drop-off and pick-up of passengers and short-term delivery. No trucks are permitted. All deliveries must be made through the **approved entryway located on the loading docks**. Parking in the designated delivery space is also prohibited.

A. **Parking Permit**

Parking permits will be issued in accordance to your lease agreement. Permits should be hung on the rear view mirror allowing the parking permit number to be seen from outside the vehicle. Each Tenant should maintain a listing of each permit number, name of employee, make/model of vehicle and license plate number. A copy of this listing and all updates should be forwarded to the Management Office on a *quarterly basis* or as needed.

If a parking permit(s) is lost or stolen, a replacement may be obtained from the Management Office for a fee of fifteen (\$15) dollars per permit. A replacement permit will be issued only when the original permit number has been given to the Management Office for cancellation. All checks should be made payable to:

Foulger Properties, LLLP
Po box 418402
Boston, MA 02241-8402

B. **Parking Regulations and Procedures:**

In order to ensure the safety and convenience of our tenants, we have prepared the following Regulations and Procedures for the Sequoia Plaza Parking Garage. These Regulations and Procedures are strictly enforced.

i. Prohibited:

- Parking in the garage without displaying a valid permit will be subject to towing.
- Any car parked in the garage without a valid parking permit will be issued a violation ticket. If your parking pass is at home, we suggest that you park on the street. There will be no exceptions.

- Parking in “No Parking Zones” – this includes in the front of all buildings. Tenants who have entrance doors facing the park are asked that they tell their delivery vendors, couriers, and guests that appropriate area to park and/or deliver. All deliveries must use the loading dock from buildings 2100 and 2110. Hand deliveries for tenants must use 15 minute parking rule available adjacent to building 2110 in the island. Any violation of this rule will receive a violation warning the first time and will be subject to towing at the next offense.
- Parking in “*Reserved*” or “*Visitors*” spaces. The reserved spaces are reserved for the assigned tenant only and are not to be used by any other tenants/visitors in the park.
- Visitor spaces are for persons visiting the park for no more than 8 hours on a single day who are not an employee in the park, a temporary employee or a contract employee of the park. Company vehicles are not to be parked in a visitor spaces for unloading or loading. These vehicles may be assigned a space designated by the tenant using one of the parking spaces that are part of their lease requirement and should display a hangtag.
- Parking in handicap spaces without proper identification. Vehicles not displaying an appropriate handicap permit will receive a violation ticket on the windshield and will be subject to towing at the next offense. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.** The Management Office cannot issue handicap permits. Handicap permits can only be obtained at the Department of Motor Vehicles.
- Parking large vehicles in compact parking spaces. Only compact vehicles may park in the compact parking spaces. Examples are Honda Accord, Civic, Prelude, Toyota Camry, Corolla, etc. Trucks of any type and mini vans are not to park in the compact spaces.
- Parking outside of or straddling the designated lines/parking spaces. Parking spaces are very tight in the garage – parking outside of or straddling the parking lines is prohibited. Those people that wish more space for their vehicles should park on the upper levels of garage.
- Leaking fluids onto garage floors. Tickets will be issued to those

cars that are leaking fluids on the garage floors. And clean-up cost will be assessed to the tenant.

- Speeding in the garage – it is very dangerous to speed in the garage. Anyone noting someone speeding in the garage is encouraged to call the Management Office and report the vehicle and tag number and/or parking permit number. The speed limit is 5 miles per hour at all times and should be adhered to while driving in the garage. Please yield at every turn and when exiting the parking garage.
- Littering in the garage – Management Office has placed trash receptacles and ash trays throughout the garage area. It is expected of all Sequoia Park tenants and visitors to use the receptacles and not litter the garage floor. This includes cigarette butts.

ii. Remediation Procedures

- **First Violation:**

Offender will receive a “Parking Violation Ticket” notice with a description of the violation.

- **Second Violation:**

A “Parking Violation Ticket” notice with a letter from that Management Office will be adhered to the offenders’ window. Tenant Contact/Facilities Manager will be contacted and parking privilege potentially revoked.

- **Third Violation:**

Any person who continues to not follow the above rules and who has been given more than two violations for any rule will be subject to being towed at their own risk and expense. If vehicle is towed, arrangements may be made for recovery by contacting:

Advanced Towing, LLC
4000C North 5th Road
Arlington, VA 22203
(703) 525-0550

C. Visitor Parking

Visitor parking will be first come, first serve. All visitors parking will be located in the lower levels of the parking garage - LL, B1, and B2. Please observe the installed parking signs and regulations. Handicapped parking, visitor parking, and reserved parking spaces have been provided and towing will be enforced.

Please note that FP SEQUOIA 2006, LLC, RCI SEQUOIA 2006, LLC, OKLAND SEQUOIA 2006, LLC, OKLAND REPUBLIC 2006, LLC, ENGLAND SEQUOIA 2006, LLC, and FOULGER PRATT MANAGEMENT, INC. are not responsible for any damage or theft of vehicle or personal belongings. Any questions about parking should be directed to the Management Office at (703) 920-3074.

XIII. TOWING

Please be aware that your vehicle will be towed if the following parking regulations are not adhered to. If your vehicle(s) is parked in the following locations, it will be subject to towing:

- Reserved Parking Space
- Visitor Reserved (Visitor's is considered on a 8 hr visitor)
- No Valid Parking Permit
- "No Parking Zones"
- Leaking Vehicles
- Double Line Parking

If someone in your organization or a client has their car towed, please contact Advanced Towing, LLC at (703) 525-0550.