



PASARROYO

201, 225, 251, 283 South Lake Avenue
Pasadena, California

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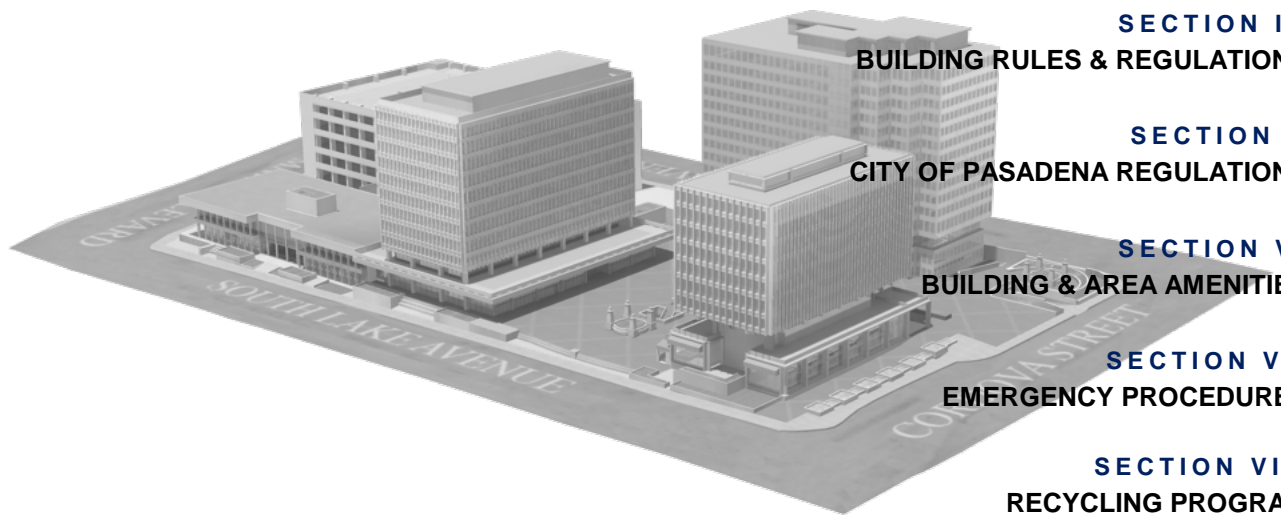
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I. MOVE-IN INFORMATION



I. MOVE-IN INFORMATION

In preparation for your move to PASARROYO we have included the following checklist of forms and other information required by the Office of the Building. These forms, as well as other forms and information, you will need over the life of your tenancy and can be found in Section IX of this manual or at our website: **www.corporatecenterpasadena.com**.

When using forms, please keep one copy for your records and return the original to the Office of the Building.

It is required that you complete the following forms and return them to the Office of the Building at least two weeks prior to your scheduled move-in. If you have any questions, please contact the Office of the Building at 626-792-5161.

FORMS REQUIRED PRIOR TO MOVE-IN

- ☐ Move-In Information
- ☐ Building Access Key Card Request
- ☐ Suite Sign Order Form
- ☐ Lobby Directory Order Form
- ☐ Authorized Individuals & After-Hours Emergency Contact List
- ☐ Fire Warden Registration Form
- ☐ Emergency Procedures Acknowledgement
- ☐ HVAC After Hours Form
- ☐ Key Request Form
- ☐ Tenant Insurance Certificate
- ☐ Vendor Insurance Certificate

MOVE-IN DAY INFORMATION

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

BUILDING ACCESS CARD REQUEST

At PASARROYO a key card is issued for building access. At move-in, tenants are required to complete the **Key Card Request** form in Section IX so that identification cards for building and after-hours access can be issued for each employee. This form may also be used any time a new employee is hired, a card is lost, or the access status of an employee changes. Please note that this form includes an "Authorized Signature" block, which must be signed and dated by your authorized representative for us to process your request. There is no charge currently for first time issuance of Building Access Cards. **There is a \$15.00 fee for each replacement card and for non-returned key cards upon move out.**

All Buildings require Building Key Card Access for entry during non-building hours:

- **Monday through Friday 6:00 p.m. – 7:00 a.m.**
- **Saturdays, Sundays and Holidays**

PARKING KEY CARD ACCESS REQUEST

At PASARROYO one key card is issued for parking access. The parking key card will be issued to you upon completion of the **Key Card Request** form in Section IX. This is the same form used for Building key card.

There is no charge at this time for first time issuance of parking Access Cards. There is a \$15.00 fee for each replacement card and for non-returned key cards upon move out. Hang tags are provided for the first time at no charge. Replacements or non-returned tags are \$5.00.

KEYS DISTRIBUTION

The following keys will be provided to you upon acceptance of your premises:

- 2 keys for each perimeter door of the suite
- 2 mailroom keys
- 2 mailbox keys
- 2 women's restroom key
- 2 men's restroom keys

Additional keys can be purchased at a cost of \$5.00 each.

Your suite key is keyed to the building master. **DO NOT CHANGE YOUR LOCK** unless you obtain permission from The Office of the Building and have the lock keyed to the building master.

SUITE SIGN ORDER

Please fill out the **Sign Order** form in Section IX with the name of your company as you wish it to be displayed on the wall outside your suite. Suite signs must be ordered at least **five (5) weeks** prior to your move in order for installation to occur upon occupancy.

DIRECTORY SIGNAGE

Please indicate via email or by calling the office of the building exactly how you wish your building lobby signage to read. This information will be input into the touch screen computer. There is a 24-hour delay before the information will appear on the screen.

AUTHORIZED INDIVIDUALS & AFTER-HOURS EMERGENCY CONTACT LIST

These lists will be used by security in the case of property removal questions, after-hours emergencies or access into the building. Security will only allow the desired action to take place with the approval from an authorized individual. **It is the tenant's responsibility to ensure that the Office of the Building has the most current information for your authorized contacts.**

FIRE WARDEN FORM

This form designates individuals from your staff who will serve as Fire Wardens in the event of a building emergency. Please direct your wardens to register in the online Fire Warden Training program accessible through the website: www.corporatecenterpasadena.com. Refer to Section VII for login instructions.

EMERGENCY PROCEDURES ACKNOWLEDGEMENT

Complete the form to acknowledge receipt of the Emergency Procedures information found in the Section VII of this manual. You and your employees must register and watch the online Tenant Safety Training Program within fourteen (14) days of occupancy of the premises. Details login instructions are found in Section VII.

MOVERS REQUIREMENTS

The following rules pertain to moving furniture, equipment, and supplies in and out of PASARROYO.

The mover must provide and install clean Masonite sections on all finished floor areas where heavy furniture or equipment is being moved. Wheel or skip type dollies must be used. The Masonite must be at least one-fourth inch thick, 4'x8' sheets in elevator lobbies and corridors, and 32" sheets through doors and in tenant space. All sections of Masonite must be taped together to prohibit sliding.

The mover must provide and install approved protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.

The Office of the Building and moving company personnel will inspect all floors, walls, door facings, elevator cabs, and other areas along the route to be followed before and after the move. Tenant shall be responsible for all costs in connection with the repair of damage to the building or its fixtures caused by the move.

FREIGHT ELEVATORS

Only the service elevator can be used to move furniture, equipment, and supplies unless prior approval to use additional elevators is granted by the Office of the Building. In addition, the loading dock cannot accommodate large trucks. Buildings 201, 225 and 251 are equipped with a freight elevator each. This elevator will be made available for use during your move-in. Please contact the Office of the Building in advance to schedule use of the freight elevator. **Note: Freight elevators cannot be reserved during business hours.**

Dimensions of Freight Elevators:

- 201-freight elevator: 54" deep x 80" wide x 116" high.
The door is 42" wide x 84" high.
- 225-freight elevator: 56" deep x 80" wide x 120" high.
The door is 42" wide x 84" high.
- 251-freight elevator: 56" deep x 79" wide x 99" high.
The door is 42" wide x 84" high.

MOVE IN HOURS

Deliveries and moves are permitted during the following hours:

- Monday – Friday 7:00 a.m. - 8 a.m. and 6:00 p.m. to 9:00 p.m.
- Saturday 8:00 a.m. to 5:00 p.m.
- Sunday None

The City of Pasadena has a noise ordinance, which prohibits noise after 9:00 p.m. and before 7:00 a.m. All moves must comply with this City of Pasadena Regulations. Building Security may restrict access to the loading dock and/or building in order to enforce the city's noise ordinance. Refer to Section V for details.

A representative of the tenant must coordinate with the moving company and the Office of the Building to make arrangements for use of the loading dock and freight elevator for each move. The moving company will be required to provide a current Certificate of Insurance at least 48 hours prior to the moving date. Refer to Section IX for vendor insurance certificate requirements.

MOVERS INSURANCE

When moving into PASARROYO your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified on the Vendor Insurance Requirements sample in Section IX.

CVFI-S Lake Avenue GP, LLC, Coretrust Value Fund I LP, Coretrust Management, LP, Coretrust Management, Inc. (collectively, the "Coretrust Parties"); CBRE, INC. ("CBRE") is to be named as the Certificate holder as well additional insured.

An Additional Insured Endorsement must be provided as part of but separate from the Certificate in order for it to be acceptable.

Once completed, fax or email the insurance certificate to the Office of the Building:

Fax: 626-792-9542

Email: corporatecenterpasadena@pmrg.com

Please mail the original to:

Office of the Building
251 South Lake Avenue, Suite 100
Pasadena, CA 91101

PASADENA BUSINESS USE & OCCUPANCY PERMIT

All businesses are required to have a business license in the City of Pasadena. Information on obtaining a license may be obtained from the City of Pasadena Business Service Section:

City of Pasadena License Business Service Section
280 Ramona Street
Pasadena, CA 91101
Phone: 626-744-4166
Fax: 626-744-6744

Ramona Street is one block south of Walnut Street, between Marengo and Garfield Avenue. Their office hours are 7:30 a.m. to 5:15 p.m., Monday through Friday. You may also obtain more information and download forms/applications from the City website at http://cityofpasadena.net/Finance/Business_License_Terms.

PASADENA POST OFFICE

2606 East Colorado Boulevard (corner of Colorado and Garfield)
Pasadena, CA 91101
Phone: 626-304-7164

PHONE SYSTEM INSTALLATION REQUIREMENTS

PacifiCom is the Communications Infrastructure Management Company that is contracted to service PASARROYO. They are the exclusive provider of services for all building riser cabling as well as the preferred provider of tenant horizontal cabling (in-suite voice and data cabling.) Only authorized PacifiCom personnel will be allowed access to the building's cabling system and telephone closets located on each floor. When a new telephone line or circuit is ordered, you must contact PacifiCom to bring the line from the carrier drop off point (MPOE) to the backboard located in your suite. This program does not dictate which carrier you select for communication services. You may reach a Pacificom representative at 714-751-9400.

MOVE-IN CHECKLIST

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ❑ Send a sample Certificate of Insurance requirement form (Refer to Section IX) to your mover, as well as our move in policy to your phone vendor, furniture installer, or any vendor that will come on site as soon as possible so that we may receive the certificates prior to your move.
- ❑ Contact PacifiCom at 714-751-9400 and your communications provider so that they may coordinate regarding the installation of phone service to your suite.
- ❑ Complete required forms in Section IX, keep a copy for yourself and return the originals to Attn: The Office of the Building.
- ❑ Order new stationary, envelopes and business cards with new address and numbers.
- ❑ Notify the post office of your change of address.
- ❑ Send a change of address card or note to clients, vendors and friends.
- ❑ The Office of the Building will contact a representative of your company to schedule a meeting to provide important information about the property's policies and procedures, provide information about the emergency training programs, and clarify any questions.

MOVE-OUT CHECKLIST

The following list is designed to assist you in your move out of the PASARROYO. We wish you the best in your future endeavors. If you have any questions, please do not hesitate to contact us at the Office of the Building.

- ☐ Please provide the Office of the Building written confirmation advising of your intended move out date from the building.
- ☐ Choose your moving company and review the Moving Policy with them. Please ensure that your moving company complies with the insurance certificate requirements stated in the moving policy.
- ☐ Notify the Office of the Building as soon as you have a firm move date, but not less than 48 hours in advance. Freight elevator and loading dock access are reserved on a “first come first served” basis.
- ☐ Notify the Parking Office when to turn off access to the Parking Garage.
- ☐ Notify the U.S. Post Office and your vendors / customers of your new address.
- ☐ Upon surrender and vacating of premises, each tenant is responsible for notifying the Office of the Building, returning all keys and scheduling a walk-through of the suite with the property manager.
- ☐ Turn in your suite, mail box, restroom keys and all building access key cards to the Office of the Building. There is a \$20 charge for each non-returned building and parking access key cards.
- ☐ After the moving company has removed the furniture and boxes, clean your suite so that it is left in “broom clean” condition. If you require building assistance, please notify the Office of the Building and we will have the night cleaning crew remove any remaining trash for an additional charge.
- ☐ Provide the Office of the Building with your forwarding address and telephone number so that we may forward any remaining outstanding rent and/or security deposits.

II. OFFICE OF THE BUILDING



II. OFFICE OF THE BUILDING

IMPORTANT PHONE NUMBERS

Office of the Building

251 South Lake Avenue, Suite 100
Pasadena, CA 91101
626-792-5161

Building Security

626-405-4420

General Manager

Donna Guerrero
Phone: 626-792-5161
Email: dguerrero@coretrustmanagement.com

Property Manager

Oscar Torres
Phone: 626-792-5161
Email: otorres@coretrustmanagement.com

Property Accountant

Agustin Gutierrez
Phone: 626-792-5161
Email: agutierrez@coretrustmanagement.com

Property Administrator

Soseh Melkonian
Phone: 626-792-5161
Email: smelkonian@coretrustmanagement.com

Tenant Service Coordinator

Brittany Sojka
Phone: 626-792-5161
Email: bberglund@coretrustmanagement.com

Chief Engineer

David Prara
Direct: 626-405-4485
dprara@pasarroyo.com

Director of Security

Bruce Sears
Direct: 626-405-4420

Parking Manager

Javier Pulido
Direct: 626-405-4424
JPulido@modernparking.com

BUSINESS HOURS & HOLIDAYS

Office of the Building Hours

Monday – Friday 8:30 am – 5:30 pm

Building Holidays (which may be changed from time to time):

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

During a building holiday, the buildings will be locked so janitorial services, lighting and air conditioning will not be provided. You may request lighting and after-hours HVAC through the Genea system. Please refer to Section III for HVAC after-hours charges.

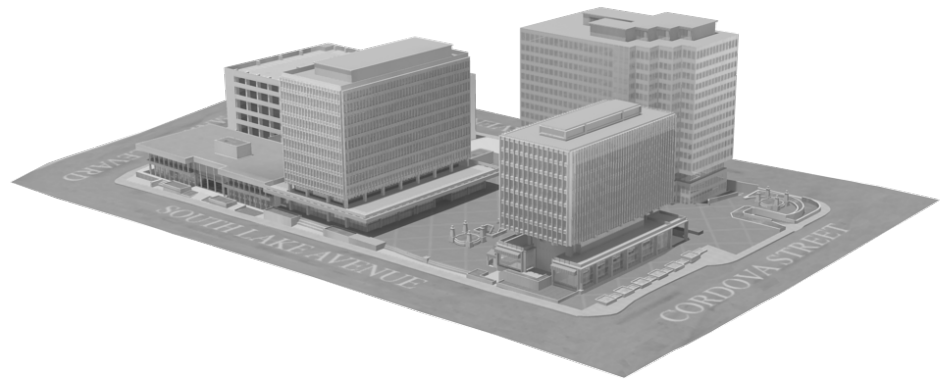
BUILDING HOURS

- 8:00 a.m. - 6:00 p.m. Monday - Friday
- 9:00 a.m. - 1:00 p.m. Saturday
- Sunday Closed

LOADING DOCK HOURS

- Monday – Friday 7:00 a.m. - 8:45 p.m.
- Saturday 8:00 a.m. - 5:00 p.m.
- Sunday Closed

III. BUILDING OPERATIONS



III. BUILDING OPERATIONS

BUILDING ACCESS

Building Access Key Card Request

At move-in, tenants are required to complete the **Key Card Request Form** (found in section IX) so that identification cards for building and after-hours access can be issued for each employee. This form may also be used any time a new employee is hired, a building card is lost, or the access status of an employee changes. Please note that this form includes an "Authorized Signature" block, which must be signed and dated by your authorized representative in order for us to process your request. All buildings require building key cards for entry during non-building hours. There is no charge at this time for first time issuance of building key cards. There is a \$15.00 fee for replacement cards and for non-returned key cards upon move-out.

After-Hours Sign In/Out

All persons entering and leaving the building during non-business hours are required to sign in and out on the form provided at the security console. The Security Officers/Attendants are not authorized to provide access after-hours. Tenants and their employees should carry their access key cards to avoid any inconvenience.

Removal Permits

Removal of furniture and equipment after normal business hours is permitted only upon presentation of a **Removal Permit Form** (found in Section IX) signed by the tenant's authorized contact approving such removal.

BUILDING SECURITY

Security Phone Number

626-405-4420

Security Hours

24-hours a day

A security attendant is provided on a 24-hour basis, 7 days a week. During normal business hours, all security assistance calls or questions should be directed to the Office of the Building at 626-792-5161.

Occasionally our security personnel are asked to unlock a suite after regular business hours. For security reasons, the security guards do not carry suite keys and are unable to unlock doors. Also, they are not authorized to grant access to any building after hours. If employees in your office, inadvertently lock themselves out of their suite or do not have a key or access key card, security will proceed to call your company authorized emergency contacts on file with the Office of the Building.

The contact may either come to the property to grant access or request an authorized building engineer to grant access. **Important Note: Access granted by a building engineer will be billed at a four (4) hour minimum of the current prevailing hourly rate.** If a tenant is expecting a delivery after hours or on a weekend, the tenant or the tenant's representative must make arrangements with the Office of the Building and will either need to be on site to accept the delivery or will need to leave a suite key with the Office of the Building in order to give the vendor access.

GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Office of the Building of loiterers or suspicious persons in corridors or restrooms.
2. Turn away all solicitors and report solicitors to the Office of the Building.
3. Always lock your suite when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your suite keys and building access card with you when you leave the premises.
5. Keep corridor doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desktops or in unlocked drawers.
7. Refrain from using the stairways when alone except in emergency situations.
8. Request a security escort to your car if you leave the building after dark.
9. Notify the police and the Office of the Building of any crimes.
10. Collect keys and building access key cards from employees who have resigned or have been terminated from your firm.
11. Copy and distribute these general guidelines to your entire office staff.

BUILDING ENGINEERS

PASARROYO employs five (5) full-time engineers to operate, monitor and maintain in good working order and condition the heating, ventilation, air conditioning and plumbing systems as well as other equipment related to the mechanical and electrical plant equipment of the buildings. The Building Engineers are staffed at PASARROYO between the hours of 6 a.m. to 6 p.m. Monday through Friday.

URGENT REQUESTS

Please have your Office Manager notify the Office of the Building of any urgent maintenance or requests requiring immediate attention (i.e. burnt out light bulbs, temperature control, etc. We will have a building dayporter or a building engineer assist you.

When requesting maintenance, please be prepared to provide the following information:

- Your name, company name and suite number
- Contact phone number
- Clearly identify the nature and location of the problem

GENERAL MAINTENANCE REQUESTS

For general maintenance requests not requiring immediate attention, please complete a **Tenant Service Request Form** (found in Section IX of this Manual) and fax it to the Office of the Building at 626.792.9542. We will respond to your fax with information regarding when an engineer or vendor will visit your suite to respond to the problem.

JANITORIAL SERVICE

Janitorial service is provided Sunday through Thursday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. For your convenience, trash/basura signs are available in the Office of the Building to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

SPECIAL REQUESTS

If you have any special requests or require emergency janitorial assistance, please direct your request to the Office of the Building at 626-792-5161.

- Dumpster Trips = \$10.00 each trip
- Janitorial Labor = \$ 25.00 per each half hour

DAY PORTERS

Day Porters are on duty Monday through Friday to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call the Office of the Building so that we may immediately dispatch a Day Porter.

HEATING AND AIR CONDITIONING

Heating and air conditioning will be provided during normal business hours:

- 8:00 a.m. to 6:00 p.m. Monday through Friday (except holidays)
- 9:00 a.m. to 1:00 p.m. on Saturdays upon request only

To conserve energy, if your employees will be working longer than normal business hours on weekdays, Saturday, Sunday or holidays, after-hours air conditioning service is available through Genea Platform:

Additional charges of \$65.00 per hour are assessed for the use of the air conditioning system after normal building hours, Saturday after 1:00 p.m., Sundays and holidays.

How to request After-Hours HVAC:

Persons seeking after-hours HVAC can request it by calling the after-hours number for **GENEA** at **1-866-935-1557**. This service allows only **authorized users** to request current service, designate future requests or cancel future requests. As a reminder, "Normal Business Hours" are from 8:00 a.m. to 6:00 p.m. Mondays through Fridays. Saturdays, from 9:00 a.m. to 1:00 p.m. (excluding legal holidays).

Please complete the After-Hours Air Conditioning / Heating Form found in Section IX of this manual and return to the office of the Building. You will be given an authorization code with instructions on how to use the system.

The system will log the start time and ending times of the usage of HVAC and your company will be billed accordingly each month on the rental statement.

LIGHTING

Lighting will be provided during the following hours:

- 8:00 a.m. to 6:00 p.m. Monday through Friday (except holidays)
- 9:00 a.m. to 1:00 p.m. on Saturdays upon request only

In an effort to conserve energy, if your employees will be working longer than normal business hours on weekdays, Saturday, Sunday, and holidays; after-hours lighting will be available through the Genea system. At this time, there is no charge for lighting requests.

CONSTRUCTION/ALTERATIONS

Should you wish to make alterations to your suite, you must do so in accordance with the terms of your lease. Plans and specifications must be submitted to the Office of the Building for review and approval **prior** to commencing the work. We will provide you with a list of building-authorized contractors who are competitively priced and familiar with the building. **Should you wish to use your own contractor, however, please include your request in the plan and specification package. The contractor MUST provide a current contractor's license, certificate of insurance and setup a meeting with the Chief Engineer.**

ELEVATORS

The following are the number of passenger elevators in each building:

- 225 Building: 6
- 201 Building: 3
- 251 Building: 6
- 283 Building: 2
- Parking Structure: 2
- Loading Dock: 1

Should you need to reserve an elevator for moving furniture or large items, please contact the Office of the Building for assistance. You will need elevator pads whenever you are moving large pieces of equipment or furniture. The elevator schedule is as follows:

- Monday - Friday: 7:00 a.m. – 8:00 a.m. and after 6:00 p.m. but no later than 9:00 p.m.
- Saturday and Sunday: after 7:00 a.m. but no later than 10:00 p.m.

Title 17 of The City of Pasadena Municipal ordinance prohibits noise after 9:00 p.m. and before 7:00 a.m. 7 days per week. Please take note of this requirement when scheduling deliveries and moves. Refer to Section V.

PARKING

Modern Parking, Inc. (MPI) manages the parking structure at PASARROYO. You will be issued a one time hang tag and parking key card to operate the entrance and exit gates of the parking garage. A lost key card can be replaced for \$20.00 and a lost hang tag replaced for \$5.00. Any questions regarding parking matters, contact Javier Pulido, Parking Manager.

Parking Manager

Javier Pulido

Phone: 626.405-4424 - 8:00 a.m. – 5:00 p.m. Monday-Friday

Fax: 626.568.1459

Email: jpulido@modernparking.com

There are three types of parking spaces available: **Parking rates are subject to change.*

- **Unreserved Parking:** The current charge is \$95.00 per space. Unreserved parking is offered in designated areas on a first come first served basis.
- **Reserved Parking:** The current charge is \$140.00 per space. Reserved parking is offered in designated areas. A reserved sign may be purchased at \$50.00 per sign.
- **V.I.P Parking:** The current charge is \$180.00 per space. V.I.P spaces are conveniently located near the elevators. A reserved sign may be purchased at \$50.00 per sign.

Visitor & Short-Term Parking

Designated stalls for visitor and short-term parking are clearly marked. Please remind your staff not to use these spaces for daily parking and remind your visitors of the designated time limit. The current daily rate is as follows:

- \$1.50 per 15 minutes
- \$15.00 maximum per day

Note: A lost ticket pays the maximum rate of \$15.00.

Validations

Validations are available from the parking office as follows:

- 25 fifteen-minute stamps \$37.50
- 25 one-hour tickets \$150.00
- 20 all-day tickets \$300.00

Payment for validations is required at time of purchase. The Parking Office does not invoice for validations.

Parking Gate Hours

Cordova Street Gate: **Height Clearance is 6' 8"**

- Monday – Friday: 4:30 a.m. to midnight
- Saturday and Sunday: 6:00 a.m. to midnight
- Holidays: 4:30 a.m. to midnight

Del Mar Street Gate: **Height Clearance 6' 8"**

- Monday- Friday: Open From 6:00 a.m. to 9:00 p.m.
- Saturdays: Open From 8:30 a.m. to 2:00 p.m.
- Sundays closed

Hudson Street Gate: **Height Clearance 6' 8"**

- Monday – Friday: Open from 6:00 a.m. to 9:00 p.m. *
- Sundays, Saturdays, Holidays: Closed *

***Note: Hudson Gate only: Monthly parkers can enter and exit through the right lanes with parking access cards, afterhours, Saturdays and Sundays.**

Handicap Spaces

Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license.

Parking Guidelines & Reminders

To ensure the safety of our and proper use of our parking structure, please adhere to the following guidelines:

1. All claimed damage or loss must be reported and itemized in writing and delivered to the parking facility office on the day of the incident before leaving the facility. Any claim not so made is waived. A representative will contact the claimant within seven (7) working days to discuss the claim. In all court actions, the burden of proof to establish a claim remains with the Licensee. Court actions by Licensee for any claims must be filed within ninety (90) days from date of parking and in a court of jurisdiction where the claimed loss occurred. Licensor is not responsible for damage by water, fire, defective brakes, parts, or for the acts or omissions of others, or for articles left in vehicles. Licensor is not responsible for loss of use.
2. Licensee shall not park or permit the parking of any vehicle under its control in any parking area designated by Licensor for visitors. Licensee shall not leave vehicles in the parking area overnight nor park any vehicles in the parking area other than automobiles, motorcycles, motor-driven or nonmotor-driven bicycles or four-wheeled trucks without Parking Manager's approval.
3. Parking stickers or any other form of identification supplied by Licensor as a condition of use of the parking facilities shall remain the property of Licensor. Such parking identification must be displayed as requested and may not be mutilated in any manner. The serial number on the parking identification may not be obliterated. Devices are not transferable, and any device in the possession of an unauthorized holder is void.
4. No overnight or extended term storage of vehicles shall be permitted without Parking Manager's approval.
5. Vehicles must be parked entirely within the painted lines of a single parking stall.
6. All directional signs and arrows must be observed.
7. The speed limit within all parking areas shall be five (5) miles per hour.
8. Parking is prohibited:
 - (a) In areas not striped for parking;
 - (b) In driveways;
 - (c) Where "no parking" signs are posted;
 - (d) In cross hatched areas; and
 - (e) In such other areas as may be designated by Licensor or its parking operator.
9. Every parker is required to park and lock his own vehicle. The parker assumes all responsibility for damage to vehicles.

10. Loss or theft of parking identification from vehicles must be reported to the parking operator immediately, and report must be filed at that time. Licensor has the right to exclude any vehicle from the parking facilities that does not have identification.
11. Any parking identification reported lost or stolen and found on any unauthorized vehicle will be confiscated, and the illegal holder will be subject to prosecution.
12. Lost or stolen identification found by the Licensee should be reported immediately to the parking facility office or property manager to avoid confusion.
13. The card key system has anti-passback capabilities. Each card key will allow only one entry until it has been used to exit and one exit until it has been used to enter. Sharing a card key could result in the voiding of the card from the system.
14. Washing, waxing, cleaning or servicing of any vehicle in any area not specifically reserved for such purpose is prohibited.
15. Licensor shall acquaint all persons to whom Licensor assigns parking space of these rules and regulations. Parking facility managers or attendants are not authorized to make or allow any exceptions to these rules and regulations.
16. Licensor reserves the right to refuse the sale of monthly stickers or other parking identification to any person and/or his agents or representatives who willfully refuses to comply with these rules and regulations, all City, State or Federal ordinances, laws or agreements.
17. Operator may de-activate any identification card of any monthly parker for failure to pay monthly parking charges or for non-compliance of the parking garage rules and regulations. Monthly parkers must comply with all parking rules and regulations.

Call the Parking Office or Office of the Building if you observe any hazards in the parking areas.

VENDOR REGULATIONS

Tenants are required to provide their vendors' insurance certificate PRIOR to occurrence of service or delivery. Refer to Section IX for insurance sample.

When arranging for services or deliveries provided by an outside vendor in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Office of the Building at least 24 hours prior to services or delivery by calling 626.792.5161.
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.

- Tenants outside vendors are allowed access to the building during normal business hours.
- Tenants outside vendors that need access after-hours: please inform the Office of the Building at least 24 hours prior to services or delivery. The office of the building will need to provide security clearance for your vendors to access the property after-hours.
- Vendors may not solicit work from other tenants in the building.
- **Vendor must provide a Certificate of Insurance covering General Liability in the amount of \$2,000,000, Worker's Compensation \$1,000,000 and Auto Liability \$1,000,000. Refer to Section IX for sample certificate.**

CVFI-S Lake Avenue GP, LLC, Coretrust Value Fund I LP, Coretrust Management, LP, Coretrust Management, Inc. (collectively, the "Coretrust Parties"); CBRE, INC. ("CBRE").

The Additional Insured Endorsement Form MUST be included as part of, but separate from, the Certificate of Insurance in order for it to be acceptable.

A copy of the certificate may be faxed to the Office of the Building at 626.792.9542 or emailed to corporatecenterpasadena@pmrg.com.

Please mail the original to:

**Office of the Building
251 South Lake Avenue, Suite 100
Pasadena, CA 91101**

RENT PAYMENT INFORMATION

Rent payments are due according to the terms set forth in your lease agreement. All rent payments **MUST** be made payable and mailed directly to the designated lock box:

***CVFI – S Lake Avenue, LP
P.O. Box 847341
Los Angeles, CA 90084-7341***

Note: Please **DO NOT** drop off rent payments at the Office of the Building.

The return address will also appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account. Other important points of reference to ensure the proper processing of your check:

- Include the **Suite Number** or **Lease ID** on your check.
- Indicate the **amount** being paid and the check number on the remittance.
- Notify the Office of the Building in writing of any billing address changes.
- The remittance address is a P.O Box. Only U.S. Mail deliveries will be accepted.

If you have any questions, call the Office of the Building at 626.792.5161.

MAIL & OTHER DELIVERIES

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name

Building Name

Street Address & Tenant Suite Number

City, State and Zip

Please notify all clients and other business associates of your proper mailing address.

Mailbox Locations

Once you move in, the Office of the Building will assign you a mailbox. Should you lose or misplace your key, a replacement can be obtained through the Office of the Building. If you take the last key and lose it, the mailbox must be rekeyed at tenant's sole cost and expense. Mailrooms are locked at all times.

Mailboxes are located:

- 225 Building – P-1 level near the elevator lobby entrance. Exit the doors and turn left. Mailboxes are in the room on your left.
- 201 Building – P-1 level next to the security office and across from the Cordova Street parking garage entrance.
- 251 and 283 Building – ground floor of 251 next to the rear exit of the building and the parking structure elevators.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service.

Mail is delivered to the property and placed in tenants' mailboxes by the U.S. Postal Service between Monday through Saturday usually by 2:00 p.m. Pick up hours are by 3:00 p.m.

Express Mail Service

Listed below is the location of several express mail drop box services:

225 Building – P-1 in mailroom near elevator lobby entrance

201 Building – P-1 near entrance to L.A. Fitness

- Federal Express
- UPS
- Overnight Express

251 Building - Ground level in mailroom next to rear exit of the building

- Airborne
- Overnight Express

Oversized Deliveries - Loading Dock

All oversized deliveries should be made via the building's loading dock.

It is necessary to make prior arrangements for all vehicles entering the loading dock for delivery by informing the Office of the Building. The Security Officer is required to have notification from the Office of the Building before allowing admittance of any vehicle.

Note: City Ordinance: Noise caused by any of the items noted above **is allowed** during the following hours only: Refer to Section V.

- Monday – Friday 7:00 a.m. to 8:45 p.m.
- Saturday 8:00 a.m. to 5:00 p.m.
- Sunday Closed

The loading dock will close promptly at 8:45 p.m. Monday – Friday and all trucks and personnel must evacuate the project by that time. Failure to do so may result in further action by the Pasadena Police Department or other local Code Enforcement division.

SOLICITORS

PASARROYO has adopted a "No Solicitors" policy. Please notify the Office of the Building at 626.792.5161 of any solicitors on the premises.

IV. BUILDING RULES & REGULATIONS



IV. BUILDING RULES & REGULATIONS

Tenant shall faithfully observe and comply with the following Rules and Regulations:

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or window of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant.
2. Your lease outlines the number of keys furnished for each Tenant. Any additional keys required by Tenant must be obtained from Office of the Building at a reasonable cost to be established by Landlord.
3. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical holdbacks have been installed.
4. Landlord reserves the right to close and keep locked all entrance and exit doors during hours when the Building is closed. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the building. Any tenant, its employees, agents or any other person entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged a pass for access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property.
5. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.
6. No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to the Office of the Building, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide the Office of the Building with not

less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install such padding or take such other actions or prescribe such procedures as are appropriate to protect against damage to the elevators or other parts of the Building. In no event shall Tenant's use of the elevators for any such purpose be permitted during the building's prescribed business hours.

7. Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary for comparable buildings in the vicinity of the Building.
8. The requirements of Tenant will be attended to only upon application at the office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instruction from Landlord.
9. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.
10. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
11. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent.
12. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
13. Tenant shall not use or keep in or on the Premises of the Building any kerosene, gasoline or other inflammable or combustible fluid or material.
14. Tenant shall not use any method of heating or air conditioning other than that which is supplied by Landlord, without the prior written consent of Landlord.
15. Tenant shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.
16. Tenant shall not bring into or keep within the Building or the Premises any animals, birds, or any vehicles including bicycles.

17. Cooking shall not be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, laboratory-approved equipment and microwave ovens may be used on the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other Tenants. **If a smoke detector activates as a result of any negligent act caused by a Tenant a charge of \$350.00 will automatically be assessed to the Tenant's rental statement.**
18. Landlord will approve where and how telephone and telegraph wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.
19. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
20. Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.
21. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls. This includes the closing of exterior blinds, disallowing the sunrays to shine directly into areas adjacent to exterior windows.
22. Tenant shall store all trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes at such times, as Landlord shall designate.
23. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
24. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed, when the Premises are not occupied.

25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants. This shall not prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all tenants of the Buildings.
26. No awnings or other projects shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without prior written consent of Landlord. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and bulb color approved by Landlord.
27. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways and other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.
28. The washing and/or detailing of or, the installation of windshields, radios, telephones in or general work on, automobiles shall not be allowed on the Premises.
29. Food vendors shall be allowed in the Building upon receipt of a written request from the Tenant. The food vendor shall service only the tenants that have a written request on file in the Office of the Building. Under no circumstance shall the food vendor display their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.
30. Tenant must comply with requests by the Landlord concerning informing their employees of items of importance to the Landlord.
31. Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, Landlord reserves the right to designate, in Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.
32. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

V. CITY OF PASADENA REGULATIONS



V. CITY REGULATIONS

NOISE ORDINANCE

PASARROYO is strictly enforcing the Pasadena City Noise Ordinance as required per Pasadena Code Title 9, Chapter 9.36.060. The types of noise that violate this ordinance, includes (but is not limited to):

- dumping trash or trash removal
- truck loading or unloading
- loud music or talking
- the use of machinery, equipment, fans, etc.
- the use of construction equipment
- the use of sound amplifying equipment of any kind

Noise caused by any of the items noted above **is allowed** during the following hours:

- Monday – Friday 7:00 a.m. to 9:00 p.m.
- Saturday 8:00 a.m. to 5:00 p.m.
- Sunday None

During all other hours, the city's noise ordinance will be enforced. The loading dock will close promptly at 8:45 p.m. Monday – Friday and all trucks and personnel must evacuate the project by that time. Failure to do so may result in further action by the Pasadena Police Department or other local Code Enforcement division.

SMOKING - 25' FEET

In compliance with State Law, smoking is strictly prohibited inside the building. For the convenience of building employees who smoke, we have a designated smoking area located throughout the plaza, which are marked with blue "Smoking Area" signs. Ash urns are provided in this area.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following guidelines:

- Please use designated smoking areas and refrain from smoking at building entry ways or in stairwells.
- Please use the smoking urns provide for disposal of ashes and cigarette butts.
- Do not discard cigarette waste on walkways, planters or building landscaping.

VI. BUILDING AND AREA AMENITIES



VI. BUILDING AND AREA AMENITIES

BUILDING AMENITIES

Banking Services On-site & Automatic Teller Machine (ATM)	Citibank 283 Building	626.795.9961
Fitness Center	LA Fitness 201 Building P1 and Plaza Levels	626.568.3598
Car Wash	La Zarro Auto Detailing 201 Building P3 Level	626.660.4159
Executive Suites	Barrister's 225 Building Suite 300	626.432.5400
	Dunkin 283 Building	626.793.5282
	Urban Plates 283 Building	626.800.4448

AREA RESTAURANTS & CAFÉS

There is a multitude of restaurants located in the Pasadena area. The following guide is a general introduction. This list is by no means exhaustive, just a few that we thought would be of interest! Refer to our website www.corporatecenterpasadena.com for an additional list of services and restaurants.



146 S. Lake Ave. Suite 106
626.204.3796



415 South Lake Ave.
626.744.9370



82 South Lake Ave.
626.409.1592



204 South Lake Ave.
626.744.5200



146 Shoppers La
626.577.7170



214 South Lake Ave.
626.449.8520



141 South Lake Ave.
626.795.4006



110 South Lake Ave.
626.792.9999



345 South Lake Ave.
626.578.1281



122 South Lake Ave.
626.584.7000



246 South Lake Ave.
626.229.9173



146 S. Lake Ave.
626.304.7700



336 South Lake Ave.
626.792.3000



246 South Lake Ave.
626.229-9173



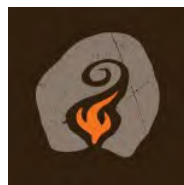
167 South Lake Ave.
626-314-3408



238 South Lake Ave.
626-773-3140



345 South Lake Ave
626-389-8775



218 South Lake Ave.
805-648-2500



548 South Lake Ave.
626-792-8200



561 South Lake Ave.
626-795-9356

VII. EMERGENCY PROCEDURES



VII. EMERGENCY PROCEDURES

PASARROYO provides a state of the art Online Emergency Training Program for all tenants. From the comfort of your desks, all tenants can receive training on what to do in the unlikely event of an emergency in the property.

Federal and local laws require that every occupant in a high rise building is trained in Life Safety annually. The City of Pasadena follows the same guidelines of the City of Los Angeles Sec. 57.33.19 - Emergency Planning Requirement for High Rise Buildings: “all high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Instruction of all new occupants shall occur within 14 days of their assuming occupancy in the building”



If your company has any employees with impaired mobility whether temporary or permanent, they must self-register in the “Tenant Safety Training” program through the “Request Evacuation Help” icon.

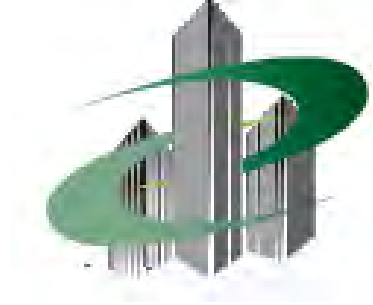
The Online Emergency Training Programs are accessible via the following website:

www.corporatecenterpasadena.com

- **Tenant Safety Training** – The initial password is **1234**. The first person who logs in will be prompted to change this password. Give the new password to all employees so they can access this training. Also, employees with impaired mobility must self register in this program.
- **Fire Warden Training** — Fire Warden Teams are also required to watch this Presentation. The initial password is **1234**. The first person who logs in will be prompted to change this password. Give the new password to Fire Warden Team so they can access this training.
- **Safety Management Tool** —Tenant Administrators can track the participation of employees in the Tenant Safety Training program, set up automatic notifications, download safety manuals, etc. Your username and password will be automatically emailed to you when you register into the Tenant Safety program.

Questions about these programs? Contact The Office of the Building at 626-792-5161 or
Building Safety Solutions - BSS Support at 800-315-5676

VIII. RECYCLING PROGRAM



VIII. RECYCLING PROGRAM

PASARROYO provides a recycling program to all tenants:

5 SIMPLE STEPS FOR RECYCLING

DC Environmental is your building's Office Recycling Program partner. Follow these simple steps to participate in the program.

- 1 Small and large recycling containers have been provided for your office. Keep a small recycling container beside your desk and make sure the larger containers are distributed in convenient locations throughout the office and kitchen areas.
- 2 Place ALL paper recyclables in your small desk side container.
- 3 When your desk container is full, empty it into one of the larger common area recycling containers.
- 4 Deposit beverage container recyclables in the larger, separate kitchen-area recycling container. Be sure to empty any liquid contents first!
- 5 Your building's Janitorial Staff will empty the larger common area recycling containers regularly and deposit the recyclables in outside recycling bins.

SMALL DESK SIDE



RECYCLING CONTAINER

LARGE CENTRAL AREA



RECYCLING CONTAINER

WHAT MATERIALS ARE RECYCLABLE?

- | | | |
|-----------------------|-----------------------|-------------------|
| ▶ WHITE PAPER | ▶ MANILA FILE FOLDERS | ▶ PLAIN FAX PAPER |
| ▶ COMPUTER PAPER | ▶ MAGAZINES | ▶ NCR FORMS |
| ▶ LETTERHEAD | ▶ JUNK MAIL | ▶ NEWSPAPER |
| ▶ POST-ITS | ▶ ALL ENVELOPES | ▶ PLASTIC BOTTLES |
| ▶ FLATTENED CARDBOARD | ▶ COLORED PAPER | ▶ ALUMINUM CANS |
| | | ▶ GLASS BOTTLES |

If you need aluminum can recycle containers or additional small/large central area containers, please contact the Office of the Building at (626) 792-5161.

IX. IMPORTANT FORMS



A close-up photograph of a pen filling out a form. The form has several fields with labels and checkboxes. The visible text on the form includes:

- yes, please send (please write in capitals)
- Mr ☐ Ms ☐
- Surname*
- First name*
- Company
- Street*
- Postcode*
- Country*
- Town*
- Department
- *Essential information

IX. IMPORTANT FORMS

MOVE-IN

The following forms should be completed and returned to the Office of the Building two weeks prior to your scheduled move. Send an original, completed copy to the Office of the Building and retain one copy for your records.

These forms are also available for download in PDF format at:

www.corporatecenterpasadena.com

- A. Tenant Move-in Information
- B. Key Card Request Form
- C. Sign Order Form
- D. Lobby Directory Signage Order Form
- E. Authorized Individuals & After-Hours Emergency Contacts
- F. Fire Warden Registration Form
- G. Emergency Procedures Acknowledgement
- H. After Hours Air Conditioning/Heating Form (HVAC)
- I. Key Receipt Form
- J. Removal Permit
- K. Tenant Service Request
- L. Tenant Insurance Certificate and Endorsement Sample
- M. Vendor Insurance Certificate and Endorsement Sample
- N. Pacificom Information
- O. Tenant Handbook Acknowledgement