



Tenant Handbook

**Dominion Towers 600
17th Street
Denver, CO 80202**

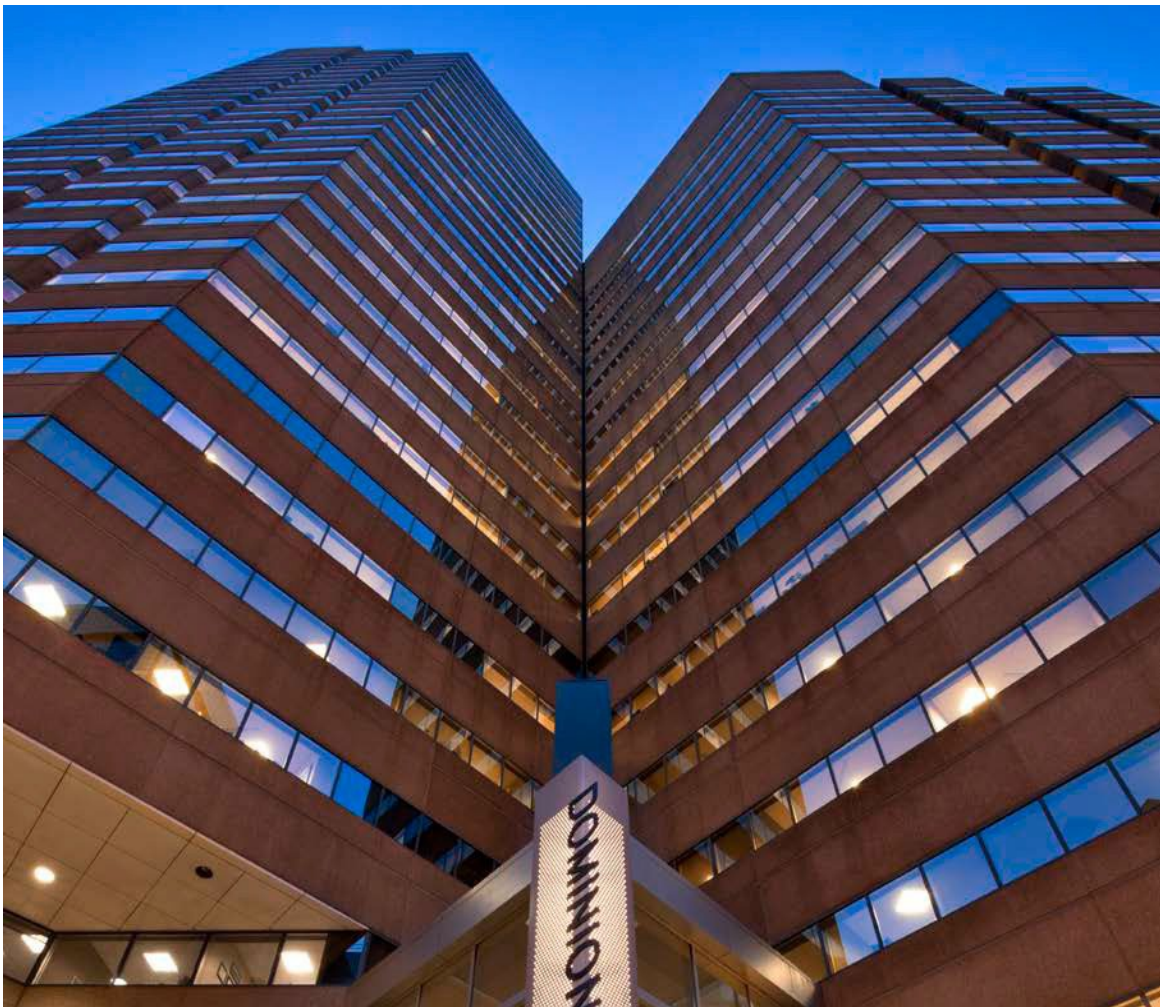


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WELCOME

We at Hines are pleased to welcome you to Dominion Towers. It is truly our pleasure to assist you and we look forward to providing you with all the comfort and superior service our prestigious Property Management Team has to offer.

The following information is provided to help you plan your move as well as serve as a reference guide once you are settled in. We will send you an updated Tenant Handbook as updates arise. In addition, we highly recommend to each tenant representative that they familiarize themselves with their Lease to fully understand the commitments made by both Landlord and Tenant. If you have questions regarding anything at all, please don't hesitate to reach out to Hines. We are always here to assist!

Thank you for choosing Dominion Towers!

The Hines Management Team

1. PROPERTY OVERVIEW

Dominion Towers is a Class A office tower in Denver located on Welton Street between 17th and 16th Street Mall. The building consists of the following specifications:

Address: 600 17th Street
Denver, CO 80202

Year Built: 1982

Size: 613,572 rentable square feet, 41 floors

Type: Structural steel with composite metal decks

Sprinklered: Yes

County: Denver

2. BUILDING AMENITIES

SkyDeck Lounge

A true one-of-a-kind gem for the property, the SkyDeck Lounge is located on the 19th floor of the North Tower. The outdoor space provides panoramic views of the Rocky Mountains and the downtown central business district. Along with the spectacular scenery, tenants enjoy free Wi-Fi, Kombucha, sparkling water, cold pressed coffee and ample seating. The unique space is ideal for informal meetings, a quiet lunch, or a company social event.

The SkyDeck is open to tenants 8:00 AM – 3:00 PM M-F. Please contact the [Management Office](#) for reservations anytime thereafter. Thank you!

Conference Center

A newly renovated Building Conference Room is located on the 23rd floor of the South Tower. The 2,600 square foot room offers state-of-the-art technology, including a 60" flat screen TV, glass writeable boards, and wired tables that can seat up to 60 people. In addition, the Conference Room offers a contemporary catering kitchen and bar stool seating.

Jewell Box Board Room

A new "jewel box" board room is located in the lobby on the ground floor behind the security desk. The 700 square foot room offers state-of-the-art technology, including a 50" flat screen TV, and can seat up to 18 people. In addition, the board room offers a contemporary catering kitchen with access from the loading dock.

Fitness Center

A modern Fitness Center with locker rooms, showers and towel service is available on the 19th floor of the North Tower. The Fitness Center offers a variety of cardio equipment including treadmills, ellipticals and a stair-stepper, all equipped with individual TV monitors and Wi-Fi. Weight machines complete the space. Fitness classes are available on a weekly basis.

[Fitness Center Reservation](#)

Lobby Living Room

With its transparent glass façade, Dominion Towers' Lobby is flooded with natural light year-round. A bright and inviting atmosphere, accented by the interplay of wood and metal elements and dramatic lighting, the Lobby conveys a tone of modern elegance. The recently updated Living Room greets visitors and tenants with a collaborative space to meet amidst a lush interior landscape.

Exterior Breezeway

This exterior breezeway is located between the parking garage entry and the building provides outdoor seating and games including ping pong, bean bag toss and giant jenga. It's a great area to get some fresh air and enjoy a sandwich with a co-worker.

Salvaggio's Deli

Welcome to Salvaggio's Deli! We are experts at making Italian sandwiches and we are here to share our passion with you! We have a wide variety of recipes to choose from, so you can find the perfect sandwich for any occasion.

Everyday Conveniences

Dominion Towers offers onsite every day conveniences including FedEx and UPS drop boxes in the Lobby.

Telecommunications / Connectivity

Through our distributed antenna network tenants are ensured optimal connectivity and wireless capabilities.

These amenities were designed with our tenants in mind – to provide them with an unparalleled work environment that provides an enjoyable and productive experience for employees and helps employers attract and retain the best talent.

3. AREA AMENITIES

Dominion Towers is located near a wide variety of amenities for your accessibility and pleasure.

Denver Center for Performing Arts
1000 Fourteenth Street
303-893-4000



Larimer Square
1430 Larimer St.

Coors Field
Home of the Colorado Rockies
2001 Blake
Street #A
303 292-020



Union Station
1701 Wynkoop Street
303-534-6333

Ball Arena
1000 Chopper Circle
303-405-1100



4. PROPERTY MANAGEMENT

Dominion Towers has an experienced Property Management team to assist you during business hours and a 24-hour emergency call service.

Management Office: Hines
600 17th Street
Suite 200N
Denver, CO 80202

303-628-1130 Business line
303-628-1130 Security Desk
Email Address: Dominion.Towers@hines.com

Office Hours: Monday – Friday 8:00am – 5:00pm
(Holidays excluded)

Staff:

Teri Ososkie – Senior Property Manager
teri.ososki@hines.com

Bobby Duncalf – Assistant Property Manager
bobby.duncalf@hines.com

Sara Figge – Tenant Services Coordinator
sara.figge@hines.com

Tiffany Elliott – Administrative Assistant
tiffany.elliott@hines.com

Steve Rogers – Engineering Manager
steve.rogers@hines.com

Sean Naughton- Senior Engineer
sean.naughton@hines.com

Casey Wittlinger – Engineer
casey.wittlinger@hines.com

Chris Garcia – Apprentice Engineer
christopher.garcia@hines.com

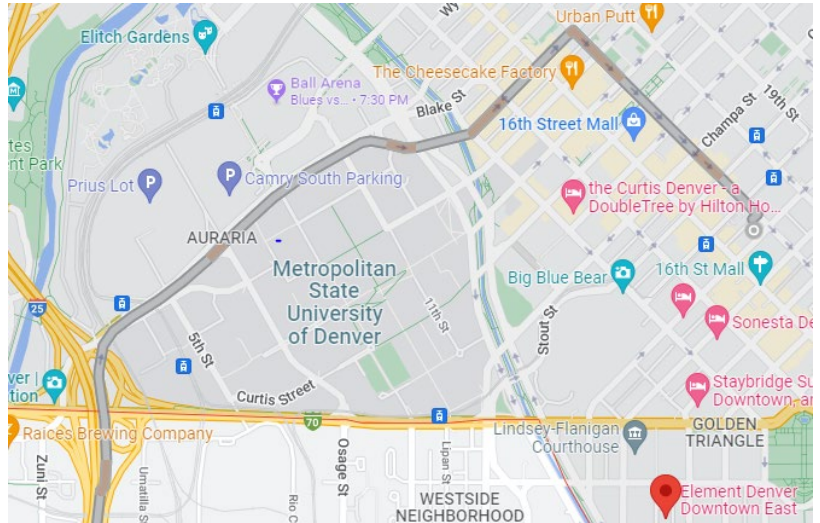
Building General Email –
Dominion.towers@hines.com

Tenant Website
Building Engines
Work Order System Link:
<https://app.buildingengines.com/geofire/login>

5. DIRECTIONS

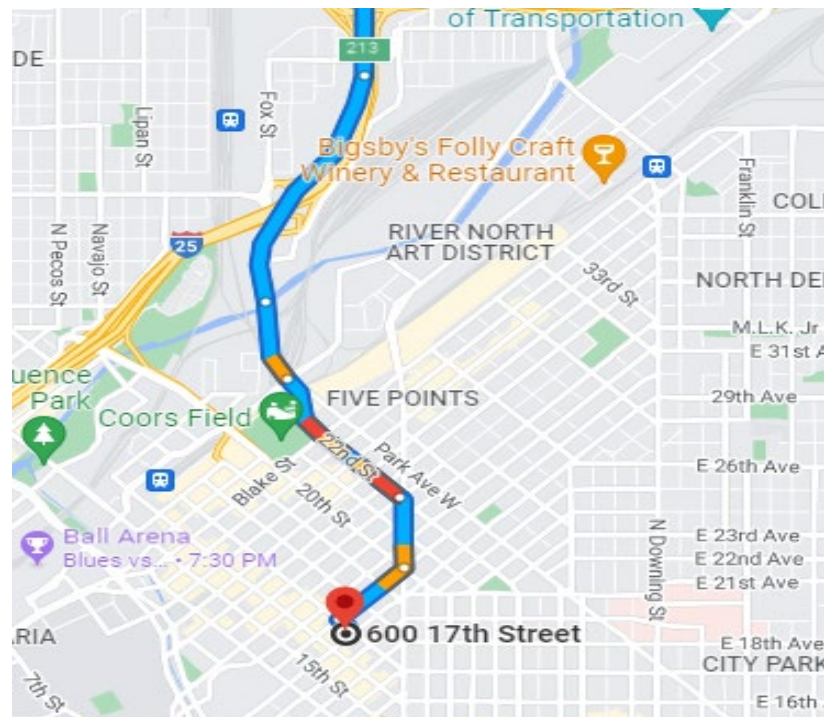
From the South heading North:

- Travel North on I-25 towards Downtown Denver.
- At exit 210B, take ramp right and follow signs for Auraria Pkwy
- Bear right onto Market St
- After turning left onto 17th Street.
- Entry doors are between 17th and Welton.



From the North heading South:

- Travel South on I-25 towards Downtown Denver.
- At exit 22nd Street and Arapahoe Street
- Merge onto Park Ave W
- Turn Right onto Arapahoe Street. Then left onto 17th Street and right on Welton.
- Garage Entry is on the right between 17th and 16th.



6. TENANT CONTACT INFORMATION

Through experience, we have learned that the best way to effectively serve our tenants is to have primary contact information on file with specific individual names for each of the main aspects of Landlord / Tenant business:

- Emergency Contact I & II (person to call after hours at home/cell phone number in the event of an emergency)
- Daily Contact (for day-to-day contact, routine service)
- Accounting Contact (for accounting functions: monthly rent, annual expense reconciliations, etc.)

A Tenant Contact Information Sheet will be sent to you prior to your move-in. An example of this sheet is on the following page. We also ask that when information changes you keep us informed by submitting a revised form to us as quickly as possible. In addition, as part of our annual audit of records, we will send you the completed form once a year requesting confirmation and/or updates as appropriate.

7. DELIVERIES

At Dominion Towers, all deliveries are made to the loading dock area with entry from 17th Street. Goods are then transported to tenant space using the freight elevator unless other arrangements are made through the Property Management Office.

Loading Dock Clearance: The loading dock is accessible via the alley on 17th street just after California street and before Welton Street.

The loading dock is monitored during business hours by a dock master. All vendors making deliveries must check in with Security to obtain access. Security will then direct deliveries to the appropriate freight elevator based on the delivery and hours of operation.

Both large and small deliveries (such as courier service, office supplies, water delivery, etc.) are expected to use the loading dock and freight elevator as passenger elevator access is restricted for deliveries.

Large Deliveries

For large deliveries, such as furniture, equipment or a large quantity of supplies, arrangements must be made at least 48 hours in advance with Property Management. Deliveries must be scheduled outside normal business hours and must be supervised by a tenant representative.

Loading and Delivery Disclaimer

The delivery and shipping of merchandise, supplies, fixtures and other materials or goods to or from the Premises and all loading, unloading and handling thereof shall be done only at such times in such areas by such means and through such elevators, entrances, halls and corridors as are reasonably designated by Landlord. Landlord may from time to time make and amend regulations for the orderly and efficient operation of the Project's delivery facilities.

Insurance Disclaimer

Tenant shall ensure that all vendors are fully insured and meet all minimums as applicable by law and per the terms and conditions of the Lease. Landlord accepts no liability and is hereby relieved and released by Tenant in respect of (a) the acts or omissions of any Person(s) engaged in the operation of such delivery facilities, including with respect to any acceptance, holding, handling, delivery or dispatch of any of Tenant's goods (or any delay in doing or failure to do any of the same); and (b) damage, loss, theft or any error, negligence or delay therein which is not caused by Landlord's negligence or willful misconduct.

8. TENANT MOVING GUIDELINES

Moving and/or large furniture deliveries must be scheduled at least one week in advance and shall be accomplished on weekdays after normal business hours (normal business hours are 7:00am – 6:00pm) and any time on Saturday and Sunday. The Property Management Office must be notified in advance of any move in order to assure availability of the freight elevator. **Freight elevator reservations are made on a first come, first serve basis through the Property Management Office. All deliveries and move-ins/move-outs shall take place through the loading dock of the building.**

All moves require a walkthrough of the common area adjoining the premises the day before the move. The walk-through will take place with representatives of the Tenant, moving company, and Property Management in order to determine any damage that may or may not exist in the common area prior to the move.

An authorized representative of the Tenant must be on the premises to oversee the move from the time that the moving company arrives until the time they leave. Property Management is not responsible for providing access to the premises nor are they responsible for securing the space afterwards. In no instance shall a representative from Property Management sign-off on a delivery of furniture or for a completion of a move in place of the tenant.

It is the responsibility of the mover/tenant to perform the move in the safest manner possible, avoid blocking the building corridors, entrances and exits, and avoid accumulation of large amounts of combustible materials. Staging of items in common areas, hallways, and at entrances to the building is not permitted.

Flooring protection must be placed from the loading dock to the freight elevator. On the tenant floors, the corridor from the freight elevators to tenant spaces must be protected with either plywood or Masonite. Walk-off plates must be provided to protect door thresholds. Proper protection for building property must be provided by the moving company. No move shall take place until the Property Management has approved the placement of all protection.

Removal of plywood, Masonite, tape, tape adhesive residue, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be completed prior to the following business day. Cardboard boxes must be broken down. If there is excess trash that will not fit in the compactor, Property Management will arrange for additional trash service and the tenant will be invoiced accordingly.

Property Management may arrange to have a security officer or other staff oversee the move. The extra time is billed to the tenant.

Property Management will arrange for repair of all damages incurred by the movers. Damage repair is billed to the tenant.

9. MOVES – ELEVATOR USAGE

- Schedule moves with the Property Management Office at least one (1) week prior to the move date.
- Movers are required to provide a Certificate of Insurance naming FSP 600 17th Street LLC as certificate holder, and the following as additional insureds:
 - 1) FSP 600 17th Street LLC
 - 2) FSP Property Management LLC
 - 3) Hines GS Properties LLC

See Insurance Section for other requirements or refer to the Forms tab for the Group I & II Vendor INS Requirement PDFs; which you can send directly to vendors.

- A pre-move meeting on site must be scheduled at least one (1) week prior to the move with (a) the tenant representative, (b) the mover representative, and (c) a Property Management representative. The purpose of the meeting is to review all the arrangements/requirements, train on proper elevator usage, sign out keys, etc. Please make note that all freight elevator dimensions are as follows:

Service Elevator North side:

10' high
5'8" wide
8'5" deep

Service Elevator South Low-Rise:

10' high
5'8" wide
8'5" deep

Service Elevator South High-Rise:

10' high
5'8" wide
8'5" deep

- A post-move meeting with the same pre-move meeting representatives must be scheduled to inspect the premises, collect keys, and discuss the move.

10. KEYS/LOCKS AND BUILDING ACCESS

The Landlord must maintain access to all areas of the building and consequently controls the key system in the building, key duplication, and key distribution. There are two key systems administered by Property Management: Card Access & Passkeys.

Passkeys (Interior Doors)

Property Management is required to have access to all doors 24 hours per day, 7 days per week. It is therefore necessary to have all doors keyed in accordance with the building's Master Key System. In order to maintain consistency with the building key systems, any keying of the building locksets must go through the Property Management Office. Additional keys may be obtained upon request and for a fee through the Property Management Office.

Card Access (24-Hour Building Access, key access is required during below times)

Public Access Hours: Monday – Friday 7:00am – 6:00pm
(excluding Holidays)

The building is secure during all other hours and will require an access card to move throughout the building. Please refer to the next page for more information on access cards.

Please note: For monthly parking garage access, there is a separate Transponder that can be obtained through the Property Management Office.

Please refer to the Parking Section 21 for more information.

11. SECURITY/CARD ACCESS

Dominion Towers is equipped with an access card system that controls access after business hours to the building. Some of the features of the system include:

- Maintains a record and can produce activity reports of all cards used to access the building after hours (card number, date, time, door location, etc.)
- Enables a card for assignment to an individual
- Can customize the hours of access programmed for individual cards
- Can disable lost/stolen card key(s)

To obtain the initial set of access cards, a work order will need to be submitted to Building Engines. You will receive an email with a link to complete this prior to move in. The number of cards you request will determine the time frame in which we can complete the programming, testing, and delivery of your order.

Kindly advise your staff that there is a replacement fee for a lost or stolen card, as well as for any additional access cards requested after the initial batch is distributed at Lease Commencement. It is each tenant's responsibility to submit a request through the Building Engines Work Order System to provide Property Management with notice as soon as possible if you wish to deactivate a card, especially in the event of an involuntary termination of an employee.

Access cards can be reassigned from one employee to another by submitting an access card request through the Building Engines Work Order with the name change so that programming is correct, and we can maintain accurate records.

If you have any questions or need additional information, please contact us at the Property Management Office (303) 628-1130.

12. SIGNAGE

Depending on specific Lease terms, suite signs are installed at suite entry doors identifying the occupant of that space. All public area signage conforms to building standard specifications designed to maintain the professional appearance of the property.

No other signs are permitted on windows, in common areas, etc.

For all new sign requests, please contact the Property Management Office.

13. RENT

Rent is due on the 1st of every month. If you would like to send in the check the lockbox information is below. Please note that we do not invoice monthly for rental charges. If you need a supporting document for your records, we suggest making a copy of the rent schedule included with your annual rent start letter sent at the Commencement of your Lease or prior to a new year. Please refer to your Lease for further instructions.

Checks payable to FSP 600 17th Street LLC:

Regular Mail:

Franklin Street Properties Corp
33037 Collection Center Drive
Chicago, IL 60693-0330
Chicago, IL 60693-0330

Courier Delivered:

Bank of America
Franklin Street Properties Corp.
33037 Collection Center Drive

Payments via electronic funds transfer/ACH can be made as follows:

Bank of America

Boston, MA

ACH ABA #: 011 000 138

Account #: 4640529837

Account Name: Franklin Street Properties Corp.

Reference: FSP 600 17th Street LLC

14. INSURANCE

Tenant Insurance:

All tenants are required to maintain appropriate insurance at the limits of coverage stated in their Lease. Tenants must maintain a current Certificate of Insurance (COI) on file with the Property Management Office, evidencing coverage at all times. Insurance requirements are outlined in your Lease and your Insurance Certificate must name the Landlord as the Certificate Holder.

There will also be requirements for listing the following Additional Insureds:

1. FSP 600 17th Street LLC
2. FSP Property Management LLC
3. Hines GS Properties LLC

Vendor Insurance:

All contractors doing work on the premises are required to provide a Certificate of Insurance evidencing insurance coverage in the amounts required by the Landlord.

Incidents/Property Damage/Personal Injury Claims

Please report any personal injury or property damage incidents to Property Management immediately. A Property Management representative will document the incident in accordance with the Landlord's insurance representative for handling.

For COI requirements you can obtain a document to send to your insurance company for all Vendor insurance. Again we ask you keep a copy of all your vendor's insurance on file as Property Management only tracks each Tenant COI.

15. EMERGENCY PROCEDURES

Per City of Denver requirements, a Life Safety Plan (a.k.a. Tenant Emergency Procedures Manual) has been written and approved for Dominion Towers. Included in the plan are fire and emergency instructions.

Please refer to the Tenant Emergency Procedures Manual for Site Specific Information.

16. BUILDING RULES AND REGULATIONS

Please refer to your individual Lease for specific Rules and Regulations as the ones listed below are building standard.

1. Sidewalks, doorways, vestibules, halls, stairways, and similar areas shall not be obstructed, nor shall refuse, furniture, boxes or other items be placed therein by Tenant or Tenant's officers, agents, servants, contractors and employees, or used for any purpose other than ingress and egress to and from the Premises, or for going from one part of the Building or Complex to another part of the Building or Complex. Tenant shall be responsible, at its sole cost, for the removal of any large boxes or crates not used in the ordinary course of business. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways.
2. Canvassing, soliciting, distributing handbills, advertising and peddling in the Building and Complex are prohibited.
3. Plumbing fixtures and appliances shall be used only for the purpose for which such were constructed or installed, and no unsuitable material shall be placed therein. The cost of repair of any stoppage or damage to any such fixtures or appliances from misuse on the part of Tenant or Tenant's officers, agents, servants, contractors, employees, guests and customers shall be paid by Tenant, and Landlord shall not in any case be responsible therefor.
4. No signs, directories, posters, advertisements, or notices visible to the public shall be painted or affixed on or to any of the windows or doors, or in corridors or other parts of the Building, except in such color, size, and style, and in such places, as shall be first approved in writing by Landlord. Landlord shall have the right to remove, at the expense of Tenant, all unapproved signs, directories, posters, advertisements or notices following reasonable prior notice to Tenant.
5. Tenant shall not do, or permit anything to be done, in or about the Building or Complex, or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the Building, or on property kept therein, or otherwise increase the possibility of fire or other casualty. No cooking (other than cooking through the use of a microwave oven), including grills or barbecues, shall be permitted within the Premises or on any patio adjoining the Premises.
6. Landlord shall have the power to prescribe the weight and position of heavy equipment or objects which may overstress any portion of the floor of the Premises. All damage done to the Building by the improper placing of such heavy items shall be repaired at the sole expense of Tenant. Tenant shall notify the Building manager when safes or other heavy equipment are to be taken in or out of the Building and the moving of such equipment shall be done only after written permission is obtained from Landlord and shall be performed under such conditions as Landlord may reasonably require.
7. Corridor doors, when not in use, shall be kept closed.
8. All movement of furniture and equipment into and out of the Building shall be scheduled through the Building manager and conducted outside of Normal Business Hours. All deliveries must be made via the service entrance and service elevator, when provided, during Normal Business Hours. Any delivery after Normal Business Hours must be coordinated with the Building manager. When conditions are such that Tenant must dispose of crates, boxes, and other such items, Tenant shall dispose of such items prior to or after Normal Business Hours.
9. Tenant shall cooperate with Landlord's employees in keeping the Premises neat and clean.
10. Tenant shall not cause or permit any improper noises in the Building, or allow any unpleasant odors to emanate from the Premises, or otherwise interfere, injure or annoy in any way other tenants, or persons having business with such tenants.

11. No animals or birds shall be brought into or kept in or about the Building, except those assisting the disabled.
12. No machinery of any kind, other than ordinary office machines such as copiers, fax machines, personal computers and related mainframe equipment, electric typewriters and word processing equipment, shall be operated on the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld or delayed.
13. Tenant shall not use or keep in the Building any flammable or explosive fluid or substance (including Christmas trees and ornaments but excluding those fluids and substances in amounts commonly accepted as standard office products that are maintained in accordance with the manufacturers requirements)), or any illuminating materials, without the prior written approval of the Building manager.
14. No bicycles, motorcycles or similar vehicles will be allowed in other than the garage portion of the Building.
15. No nails, hooks, or screws (other than those necessary for hanging artwork, diplomas, poster boards and other such items on interior walls) shall be driven into or inserted in any part of the Building (including doors), except as approved by Landlord.
16. Landlord has the right to evacuate the Building in the event of an emergency or catastrophe. Tenant shall cause its officers, agents and employees to participate in any fire safety or emergency evacuation drills scheduled by Landlord.
17. No food or beverages shall be prepared, cooked or distributed from the Premises without the prior written approval of Landlord, which approval shall not be unreasonably withheld or delayed; provided, however, Tenant shall be permitted to install refrigerators, microwave ovens, coffee machines and vending machines for the use of its own employees and guests.
18. No additional or replacement locks shall be placed upon any doors without the prior written approval of Landlord, which approval shall not be unreasonably withheld or delayed. All necessary keys shall be furnished by Landlord. Upon termination of the Lease, Tenant shall return all such keys to Landlord and shall provide the Landlord the combination of all locks on doors or vaults. No duplicates of keys shall be made by Tenant.
19. Tenant will not locate furnishings or cabinets adjacent to mechanical or electrical access panels or over air conditioning outlets so as to prevent Landlord's personnel or contractors from servicing such units as routine or emergency service may require. Tenant shall pay the cost of moving such furnishings for Landlord's access. Tenant shall instruct all of its employees to refrain from any attempts to adjust thermostats. The lighting and air conditioning equipment of the Building shall be exclusively controlled by Landlord's personnel.
20. No portion of the Building shall be used for the purpose of lodging rooms.
21. Tenant shall obtain Landlord's prior written approval, which approval shall not be unreasonably withheld or delayed, for the installation of window shades, blinds, drapes or any other window treatment or object that may be visible from the exterior of the Building or affect the heating and cooling of the Building. Landlord will control all internal lighting that may be visible from the exterior of the Building and shall have the right to change, at Tenant's expense, any unapproved lighting following reasonable prior notice to Tenant.
22. No supplemental heating, air ventilation or air conditioning equipment, including space heaters and fans, shall be installed or used by Tenant without the prior written consent of Landlord.
23. No smoking shall be permitted within the Premises or anywhere else within the Complex, other than those smoking areas designated by the Building manager.
24. No unattended children shall be allowed within the Complex.
25. Other than during Normal Business Hours, Building access shall be limited, with the result that access will require entry cards or keys and compliance with Landlord's registration procedures.

26. In no event shall Tenant bring onto the Complex or permit its invitees, employees, contractors or agents to bring onto the Complex firearms, weapons, explosives or any other article of intrinsically dangerous nature irrespective of whether the person has a permit to carry such firearm, weapon or be in possession of such explosive.

27. Tenant shall comply with all rules, regulations and measures adopted by Landlord from time to time in connection with any green/LEED program(s) undertaken or maintained by Landlord from time to time including, without limitation, requirements to adopt proven energy and carbon reduction measures and participate in waste recycling and management programs.

28. Landlord reserves the right to rescind any of these Rules and Regulations and make such other and further Rules and Regulations as in its judgment shall from time to time be necessary or advisable for the operation of the Building or the Complex or for the maintenance of any third party certification of the Building or Complex under any so-called green/LEED program(s) undertaken or maintained by Landlord, providing that such Rules and Regulations are in writing and uniformly enforced against all other tenants of the Building. Such Rules and Regulations shall be binding upon Tenant upon delivery to Tenant of notice thereof in writing.

29. In the event of any inconsistency between these Rules and Regulations and the terms of this Lease, the terms of the Lease shall control.

17. TENANT IMPROVEMENTS/ALTERATIONS

In order to maintain quality and uniformity of Dominion Towers building materials and finishes, the Landlord requires all alterations to your premises, subject to the terms and conditions of your Lease, to be approved in advance by Property Management if you wish to change/alter any of the following:

- Wall finishes/coverings
- Floor coverings
- Window coverings
- Lighting
- Plumbing
- Electrical
- Locks
- Configuration of office
- Affix furniture or equipment to the floor or walls (other than wall décor)
- Carpet cleaning

Please contact the Property Management Office at 303-628-1130 to discuss the appropriate way to proceed.

18. AFTER HOURS HEATING/AIR CONDITIONING SERVICE

The building heating/air conditioning service is provided in accordance with the hours as outlined in your Lease. Requests for weekend services or other additional services outside your Lease requirements can be submitted to the online work order system, Building Engines Work Order System, and will be billed subject to the terms of your Lease. Please notify Property Management prior to 4:00pm on the business day the service is required if the use of heat, ventilation or air conditioning is needed, or on the business day preceding Saturday, Sunday and Holidays.

19. JANITORIAL SERVICES

Evening janitorial services are provided Monday through Friday for office tenants only. Services are provided to thoroughly clean all areas except as designated by our tenants through the Property Management Office.

Additionally, a Day Porter is provided by Property Management, Monday through Friday. Some of the responsibilities covered during this time are spot cleaning the lobby, restrooms and elevators, vacuuming as needed, cleaning exterior ashtrays and trash receptacles, polishing stainless steel/chrome, removing debris from the parking garage and responding to any other work orders that have been entered into Building Engines Work Order System.

If additional services are needed, including excessive trash pick-up (during the day or after-hours), please submit a work order into Building Engines Work Order System for Property Management to coordinate directly with the janitorial team.

20. SMOKING

The Dominion Towers building is smoke-free to provide a clean professional environment for our tenants and their visitors. **Smoking is not permitted inside the building.** Neither Tenant nor any of its contractors, agents, employees, invitees or visitors shall smoke (including the use of any form of e-cigarette, electronic cigarette, personal vaporizer or electronic nicotine delivery system) in the Leased Premises, in the Building or in any other portion of the Project which is not designated as an area in which smoking is permitted (if at all).

Property Management will strictly enforce the Smoke Free law which **prohibits smoking within 25 feet of the main entry way.**

The location of the smoking area here at Dominion Towers is on the North side of the building, just around the corner from Salvaggio's, near the loading dock. If anyone has trouble finding this location, please feel free to contact our office or security and we will be happy to walk with you to the area. There is also signage posted in the location.

21. PARKING

Parking at Dominion Towers is for building tenant only. Any vehicle found to be violating the posted signs will be towed from the premises. Additionally, any vehicles left on the premises for any extended period of time without pre-approval from the Property Management Office will be removed from the premises at the owner's expense.

To obtain parking garage transponders in accordance as outlined in the Lease, please contact the Property Management Office who will coordinate with our parking management company, LAZ Parking. A separate parking agreement will also need to be signed which will be administered through Laz Parking. The number of transponders you request will determine the time frame in which we can complete the programming, testing and delivery of your order. Costs associated with the garage transponders are dictated by your Lease.

Please contact LAZ Parking at Dominion.Towers@lazparking.com for any parking related issues such as billing, cancellation or transponder issues.

Please note that transponders are equipped with an anti-passback feature which prohibits the ability to allow more than one car through the entry/exit terminal. Once a transponder has been read by one of the terminal sensors the transponder will not work again at that particular terminal until the transponder has been read by the other entry/exit terminal first.

Based upon availability, tenants may elect to Lease additional unreserved parking spaces (beyond those stipulated in the Lease) in the garage on a month-to-month basis.

If you have any questions or need additional information, please contact us at the Property Management Office at (303) 628-1130.

22. BIKE STORAGE, SHOWER ROOMS & LOCKERS

Bike storage is provided to our tenants for your convenience in the parking garage:

Located in Parking Level G-2

At Dominion there are (2) two rooms, holding up to 25 bikes, that are badge access only as an added security measure.

If you would like access to the bike storage and locker rooms, please contact Property Management and a waiver will be sent to you. A sample of this form follows on the next page and also can be located on our website Dominion.Towers@hines.com . Once the waiver is signed, the appropriate access will be added to your building access card or an access card will be assigned to you if you do not already have one.

While the secured areas are a theft deterrent, Property Management highly recommends the use of the lockers to provide an added level of security. Additionally, we highly suggest that tenants do not leave bags or accessories near or on bikes due to the risk of theft.

The bike storage areas are to be accessed through the parking garage only. Bikes are not allowed anywhere inside the building.

Showers and locker rooms are located on the ninetieth floor. If you are interested in utilizing this amenity, please have your tenant representative put in a request into Building Engines with the signed waiver attached. As mentioned above, a waiver will need to be signed before access can be added to your access card.

**Waiver and Release of Claims Arising Out of the Use of the
Dominion Towers Fitness Center, Locker Room, Skydeck
Lounge, Bike Storage Facilities, and 23rd Floor Conference
Center Room
(Tenant Amenities)**

I, _____ hereby request permission to use the Fitness Center, Locker Room, SkyDeck Lounge, Bike Storage Facilities and 23rd Floor Conference Center Room ("Tenant Amenities"), located on level 19N, 23S and parking levels G2 and G3 at Dominion Towers, located at 600 17th Street, Denver, CO together with any and all equipment, and other facilities located therein (the "Tenant Amenities"). I understand and acknowledge that the Tenant Amenities are not public facilities, but are for the exclusive use of those individuals, such as myself, who are specifically authorized in writing by FSP 600 17th Street LLC C/O Hines GS Properties LLC. ("Landlord") or its authorized representative to use the facilities, and who read and sign this WAIVER AND RELEASE. I understand that the Tenant Amenities shall be unmanned and unsupervised. Any and all employees or agents of Landlord or its authorized representative who may be present at any time in the Tenant Amenities are not trained or authorized to provide health, fitness, medical assistance or advice. I understand and acknowledge that there are risks inherent with vigorous exercise, weight training, or other activities customarily undertaken at the Tenant Amenities and with the use of the pool, including but not limited to serious bodily injury or even death. I also understand and acknowledge that I should not engage in vigorous exercise, weight training, or other activities customarily undertaken at the Tenant Amenities without first consulting my personal physician and considering any particular risks I may incur in participating in these activities. I acknowledge that any safety equipment needed and/or required by law are to be provided by me.

I further understand and acknowledge that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including in the State where the Tenant Amenities are located. I acknowledge that the Centers for Disease Control and Prevention ("CDC") has advised that COVID-19 is transmitted mainly from person-to-person, including through respiratory droplets, and may be spread by people who are not showing symptoms. Accordingly, I understand that there is an inherent risk of exposure to COVID-19 through use of the Tenant Amenities. I certify that I will not enter the Tenant Amenities if I have tested positive for COVID-19 within the last thirty (30) days or been exposed to someone that has tested positive for COVID-19 or is believed to have contracted COVID-19 within the last thirty (30) days, nor will I enter the Tenant Amenities if I have any of one of the following known symptoms of COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

I hereby assume all of the risks of using the Tenant Amenities and the equipment therein, including the risks of covid-19 exposure. I further acknowledge and agree that, in consideration for being permitted to use the Tenant Amenities, I shall be entirely responsible for, and I hereby waive and release any and all CLAIMS I have or may have in the future against Landlord, and its successors, assigns, affiliates, directors, officers, employees, partners, members, owners, managers, tenants, or contractors (collectively, "Landlord Parties") for any and all losses, costs, expenses, including reasonable attorney's fees, damages, or liabilities whatsoever of any nature, including property damage, loss or theft, bodily injury or death related to covid 19 or otherwise, arising out of (i) my use of the Tenant Amenities, (ii) the negligence or other acts of the Landlord Parties, whether directly connected to my use of the Tenant Amenities or not, and however caused, or (iii) the condition of the Tenant Amenities. Further, I agree to indemnify, hold harmless, and promise not to sue, the Landlord parties from and against all claims, causes of action, judgments, liabilities, costs or expenses, including ATTORNEY'S FEES AND OTHER LITIGATION COSTS, WHICH MAY IN ANY WAY ARISE FROM MY use of the Tenant Amenities, EVEN IF SUCH LIABILITIES ARE CAUSED SOLELY OR IN PART BY THE NEGLIGENCE OF A landlord party.

I also agree that my use of the Tenant Amenities shall be in accordance with the Rules and Regulations attached hereto, as the same may be amended, modified or replaced from time to time by Landlord or its authorized representative, and I agree to follow CDC guidelines for minimizing the risk of COVID-19 spread, including maintaining appropriate physical distance from other persons, hand washing, cleaning and disinfecting, and following local ordinances regarding the use of gyms or other public spaces. I further agree to follow any oral instructions or directions given by the employees, agents or representatives of Landlord at the Tenant Amenities. I agree that my failure to use the Tenant Amenities in accordance with the Rules and Regulations or as directed by such agents or representatives at the Tenant Amenities may result in the permanent loss of my privileges to use the Tenant Amenities. I certify that I have read this document, and I fully understand its content. I am aware that this is a release of liability and a contract and I sign it of my own free will.

Signed:

Print Name:

Company:

Date:

E-Mail:

Sex: M or F

FITNESS CENTER AND SHOWER AND LOCKER ROOM
FACILITIES RULES AND REGULATIONS

1. Use of the Fitness Center and Shower and Locker Room Facilities are limited to tenants of Dominion only. No guests are allowed. Minors may accompany tenants at the Fitness Center with Landlord permission and must remain in the immediate supervision of the tenant at all times. No minors under the age of 16 may utilize the Fitness Center equipment. Minors 16 or older may only utilize the Fitness Center equipment after both the minor and his or her legal guardian sign a Waiver and Release provided by Landlord.
2. While utilizing the Fitness Center, gym users are required to wipe down equipment after each use. This includes, hand weights, machines, mats, medicine balls and the television remotes.
3. You may not use the Fitness Center and Shower and Locker Room Facilities unless you have read, understood and signed the Waiver and Release of Claims Arising Out of the Use of the Fitness Center and Shower and Locker Room Facilities for use of the Fitness Center and Shower and Locker Room Facilities.
4. The use of personal trainers, coaches or advisers are strictly prohibited in the Fitness Center and Shower and Locker Room Facilities unless the consent of Landlord is obtained and such personal trainer, coach, or adviser signs a Waiver and Release provided by Landlord. No group fitness or group workout classes are permitted in the Fitness Center and Shower and Locker Room Facilities without Landlord's prior written consent.
5. To protect your belongings, use a locker to secure your items while you are using the Shower and Locker Room Facilities. Items left in lockers overnight may be removed by the building management. Neither Landlord nor building management will be responsible for any personal property left within the Fitness Center and Shower and Locker Room Facilities, including any items stored in lockers.
6. Report any injuries or problems immediately to building management.
7. Offensive behavior of any kind will NOT be tolerated in the Fitness Center and Shower and Locker Room Facilities. You may be removed from the premises for any such behavior, and multiple instances of offensive behavior may result in the permanent loss of use of the Fitness Center and Shower and Locker Room Facilities. Any behavior you feel is inappropriate should be reported to building management immediately.
8. As a courtesy to others, music may be played on personal headphones only. No speakers allowed when others are present.
9. The Fitness Center and Shower and Locker Room Facilities are for the convenience of all tenants of Dominion and their employees. Please assist us in maintaining these facilities' cleanliness by disposing of all trash in the receptacles provided. Please report any problems immediately to the building management.

23. MAIL, FEDEX & UPS

The mailroom is located in the service corridor on the first floor of the north tower. Please see security if you are unable to locate the mailroom and they can assist. Each tenant is assigned a mailbox by the United States Postal Service and the Property Management Office will supply you with a mail key to your assigned mailbox. In addition, the outgoing mail room is in the south designated for outgoing mail only.

The Post Office that services our building is located at:

951 20th Street
Denver, CO 80202
1-800-275-8777
www.usps.com

Hours of operation:

Monday through Friday, 8:00am – 6:00pm

Saturday 9:00am – 6:00pm

Sunday – Closed

USPS slots as well as a UPS Express drop box & a FedEx drop box are located in the mail-out room. Mail-out room door is located in between the (2) south banks of elevators.

24. SERVICE REQUESTS

All service requests should be entered into the building's work order system, Building Engines. The log-in and tutorial information will be provided to each tenant's daily contact by Property Management when you move in.

It is preferred that work requests are not given directly to the engineers while they are in the field unless it is an emergency. When service requests are made to the Property Management Office, a work order is generated. To submit a work order, visit the below address. The login page for work orders is located under the Tenant Services tab.

<https://app.buildingengines.com/geofire/login>

For any questions/inquires, you are welcome to send an email to the Property Management Team at Dominion.Towers@hines.com or call 303-628-1130.

25. HOLIDAYS

The following is a list of holidays observed by the Property Management Office at Dominion:

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

Please keep in mind:

- The Property Management Office will be closed.
- No janitorial service is performed unless arrangements are made in advance through the Property Management Office. A fee will be charged.
- The building is secured as in after-hours mode and card access will be required for entry.
 - The building's heating and air conditioning system will not be scheduled to operate unless arrangements are made in advance through the Building Engines Work Order System. After-hours use charges will apply.

26. TENANT GREEN OFFICE (“GO”) GUIDELINES

In our efforts to continually improve sustainability measures, Hines initiated a Green Office program to improve energy efficiency and sustainable practices within Tenant spaces.

The following two pages provide Frequently Asked Questions related to the Tenant Guide for Green Offices and instructions on how to be recognized as a Green Office participant.

Property Management encourages you to participate in the program and “Walk the Walk” with us. For further information on the Green Office program, please contact the property management office at 303-628-1130 or Dominion.Towers@hines.com

GREEN OFFICE FAQs

As Hines launches the GREEN OFFICE Tenant Guide, a list of anticipated questions with answers has been prepared to assist you with this initiative.

1. Is every Hines tenant required to complete and submit the GREEN OFFICE Guide?

The GREEN OFFICE Tenant Guide Initiative is voluntary. Hines is hopeful that each tenant office will “walk the walk” when it comes to sustainability and set an example for employees and your fellow tenants.

2. What are the primary benefits of participating in the GREEN OFFICE Initiative in our office?

- Demonstrate leadership in sustainability and efficient operations
- Create a competitive advantage for business
- Set sustainable goals and then measure improved performance
- Motivate, educate and engage employees
- A sustainable office is a great recruiting tool

3. What award or recognition will a GREEN OFFICE receive upon successfully achieving 70 or more Leaf Credits?

Tenant offices submitting a successfully completed Tenant Guide as specified in the introduction will receive a distinctive award to display in your office.



4. What tenant offices may participate in the GREEN OFFICE Initiative?

GREEN OFFICE is open to occupied tenant offices anywhere in the world that are owned or managed by Hines.

6. If an existing tenant space is already using the specified item or product (no changes are necessary), is the tenant office allowed to count the Leaf Credits for that Green Opportunity?

Yes, Leaf Credits are awarded if the item is achieved at the time the scorecard is completed.

6. What are Life Cycle Savings?

This is an indication that implementation of a Green Opportunity will return a financial benefit as well as a sustainable benefit to your office. Example: If you can substantiate an operating cost savings, whether lower paper costs or lower printing costs, this can be used as support for a Life Cycle Savings.

7. When submitting a completed GREEN OFFICE Tenant Guide do I need to submit other supporting documentation?

No, but your office is encouraged to maintain supporting documentation prior to and after your transition to Green Opportunities as this may assist in LEED CI or other application/certification processes.

8. Is it necessary to re-apply as a GREEN OFFICE on an annual basis or some other frequency?

No. Once an office has been designated a Green Office it is Hines’ hope that your office and employees would maintain or exceed your sustainable operations.

9. If Interested In applying GREEN OFFICE efforts toward LEED Commercial Interiors (CI), where can I find more information?

Information is available at www.usgbc.org/leed/ci/.

10. Who will oversee my office's GREEN OFFICE efforts?

Each tenant office is encouraged to establish a sustainability advocate or team leader within your office's green team to encourage and provide leadership in achieving the designation as a GREEN OFFICE.

11. What impact do items such as organizing office employees to participate in a sustainability-focused community project once a year have on an office?

Community projects provide educational and awareness opportunities for the offices as well as community involvement. The impact of each office's sustainability reaches much further than a single office or property.

12. In the "Reduce, Re-use and Recycle" category, Items A, B & C, why are there three opportunities for the same product?

Item C is the greener option; however it is 1 of 3 options as not all offices will be able to transition on the first attempt due to costs, resources, property-specific ownership approval or local availability.

13. If an office is actively participating in an existing recycling program and recycling 50% of office waste (Reduce, Re-use and Recycle category), is it also able to pick up the 2 Leaf Credits as well as the 1 Leaf Credit for surpassing the 25% goal?

No. The office achieving 50% participation would receive 2 Leaf Credits as credits are awarded for the achievement at the time that the GREEN OFFICE Guide is completed. It is a snapshot at that given moment.

14. May a non-USA tenant office use BREEAM in lieu of LEED?

Yes, non-USA tenant offices may substitute any country-specific program credits such as those from BREEAM in the UK instead of LEED. LEED is prevalent in the U.S. and appears to be gaining a foothold in Spain, Italy and the Middle East, but it is not a requirement for the GREEN OFFICE initiative.

15. May a tenant office space receive "Leaf Credits" for "Green Opportunities" already taken?

Yes, "Leaf Credits" achieved are a snapshot of what your office has accomplished at the time you complete the Tenant Guide.

16. How many "Leaf Credits" are required to qualify as a GREEN OFFICE?

70 "Leaf Credits" or more.

17. Is any action required by my office in the "Upfront Costs" or "Life Cycle Savings" columns before submitting the Tenant Guide?

No. Both columns are included to indicate general conditions you may expect when pursuing a given "Green Opportunity".

Please contact your Hines Property Management representative with any other questions you may have regarding GREEN OFFICE.

27. RECYCLING AND COMPOST PROGRAMS

Dominion Towers utilizes Republic and Scraps for the building's trash, recycling, and compost needs.

For Composting - Please contact Property Management if you'd like to implement composting in your office and we can help you get it set up. All restroom trash is composted through the building system. For composting guidelines please refer to the below. Let us know if you'd like the below PDF to post in office.

THESE ITEMS ARE ACCEPTABLE :		
Food Scraps (anything that used to be alive) <ul style="list-style-type: none"> • Bread, grains, and pasta • Coffee Grounds • Dairy • Eggshells • Fruit (pits and nuts too) • Leftovers and spoiled food • Meat (including bones) • Seafood (including shellfish) • Vegetables 	Soiled Paper <ul style="list-style-type: none"> • Coffee filters • Greasy pizza boxes • Paper cups and plates • Paper ice cream bins (metal rim is okay) • Paper bags, napkins, tissues, and towels • Paper take-out boxes and containers • Paper tea bags • Waxy milk/juice cartons (no foil liner) 	Other <ul style="list-style-type: none"> • Cutlery clearly labeled "Compostable" • Plastic clearly labeled "Compostable" • Small pieces of lumber or sawdust (no plywood, pressboard, painted, stained, or treated wood) • Vegetable wood crates (metal wire okay) • Waxed cardboard and paper
THESE ITEMS ARE NOT ACCEPTED:		
<ul style="list-style-type: none"> • Aluminum foil or trays • "Biodegradable" plastic not labeled "compostable" • Ceramic dishware or glassware • Plastic bags, wrappers, or film not "compostable" • Foil-backed or plastic back paper • Glass/metal/plastic not labeled "compostable" 	<ul style="list-style-type: none"> • Juice or soy milk type boxes with foil liner • Liquids or ice • Corks • Styrofoam • Recyclable/clean cardboard or paper 	

For Recycling - Alpine does not require separation at the point of collection and all recyclable items may be co-mingled. Separation of the various recyclable components is done at an off-site facility. The following items can be recycled through the building's recycling program:

* Newspaper (including inserts)	* Corrugated Cardboard (FLATTENED)	* Office Paper
* Mixed Paper	* Chipboard (Cereal and Tissue Boxes)	* Brown Paper Bags
* Phone Books	* Plastic (#1 - #7) Plastic Bottles or Tubs	* Aluminum (do not crush)
* Steel or Tin Cans	* <u>Empty</u> Aerosol Cans	* Glass Bottles and Jars
* Aluminum foil	* Pie Tins	* Detergent Bottles (Tide)
* Plastic Milk Jugs	* Magazines	* Bulk or Junk Mail
* Aseptic Packaging (Milk and Orange Juice Cartons)		* Mixed Rigid Plastics

Ø **Plastic bags, Plastic Shrink Wrap, Plastic Containers marked as "PLA",**

Compostable Plastic Containers, Ceramics, Batteries or Light Bulbs, Paper Towels, Paper Plates or Cups, Hazardous Materials (Needles, Syringes, motor oil Plastic bottles), Garbage and Soiled food items are not permitted in the recycling containers.

Please refer to the following page for illustration and more detail on recyclable/non-recyclable items. We also encourage you to contact Property Management to set up a time to coordinate a kickoff meeting with Alpine Waste & Recycling on proper waste and recycling efforts and to order recycling containers.



Here are some more in-depth helpful hints when deciding whether you can recycle the item:

Plastic -- Only recycle plastic bottles and tubs. This is typically a #1 through #7 plastic and only pertains to the bottles and tubs. Please do not add clamshell containers or #7 PLA compostable plastics. No need to remove the screw tops on the bottles. In addition, we accept the larger what are known as “mixed rigid plastics.” These are the larger toys and buckets. Here are some examples of plastics that are okay to recycle:

- Soda, water, and juice bottles
- Liquid detergent and other cleaning supply bottles
- Condiment bottles (ketchup, mustard, etc)
- Milk jugs and orange juice jugs
- Shampoo bottles and liquid soap dispensers
- Peanut butter jars (please rinse out)
- Butter and Yogurt tubs
- Large toys
- Plastic Lawn furniture
- Plastic buckets (with metal handles removed)

Plastic Items NOT accepted:

- NO PLASTIC BAGS
- NO clamshell or “to go” plastic containers
- NO plastic egg cartons
- NO six-pack ring holders
- NO plastic plates, forks, spoons or knives
- NO #7 PLA compostable containers

- NO six pack holders
- NO plastic syringes
- NO Styrofoam

Steel-- Please make sure any aerosol cans are totally empty. This would include containers such as shaving cream and hairspray cans. Labels are okay.

Cardboard – Make sure to flatten cardboard. No wax-lined cardboard is accepted in the recycling mix. Wax-lined cardboard can be composted in a different service.

Brown paper bags – NO PLASTIC BAGS

Chip or Paperboard – This type of material includes items such as:

- Cereal boxes
- Soda carrier boxes
- Tissue holders
- Other food boxes such as popcorn or microwave food boxes (not the cooking sleeves)
 - Paper egg cartons are okay
 - Paper towel and toilet paper tubes

Newspaper – We accept the entire newspaper including the inserts and ads

Office Paper – All types of office paper are accepted. If you can tear it, we can take it. All colors are fine as well. Don't worry about paperclips, staples, tape, and sticky notes. These are all okay in the mix. NO TYVEK (polyethylene fiber) plastic, over-night mailing folders.

Bulk or Junk Mail – This material is okay as well. Do not worry about any stamps or staples or sticky notes in this material, either. Remember, if you can tear it, we can take it. Again, NO TYVEK (polyethylene fiber) plastic, over-night mailing folders.

Magazines, Catalogs, Phone Books -- Please discard plastic bags around these items and items such as CDs and magnets. Everything else is okay.

28. ABOUT HINES

We are delighted to have you as a tenant, and we want your tenancy to be a pleasant experience. Our goal is to provide outstanding and courteous service.

While this handbook has been prepared for your reference and convenience, it is to be used as a guideline and is subject to change. Landlord reserves the right, at any time, to rescind any one or more of these rules and regulations, or to make such other and further reasonable and nondiscriminatory rules and regulations as seen fit or as necessary or desirable for the safety, care and cleanliness of the Building or for the preservation of order therein. With this said, if there are things that we missed that would be helpful to have in the handbook, please feel free to share your ideas with Property Management.

Just in case you are not familiar with Hines and what we do, the following is some background information on us:

Hines is a privately owned global real estate investment, development and management firm, founded in 1957, with a presence in 201 cities in 21 countries and \$100 billion of assets under management—including \$54.5 billion for which Hines provides fiduciary investment management services and \$45.5 billion for which Hines provides third-party property-level services. Hines has 113 developments currently underway around the world, and historically, has developed, redeveloped or acquired 1,262 properties, totaling over 414 million square feet. The firm's current property and asset management portfolio includes 529 properties, representing over 213 million square feet. With extensive experience in investments across the risk spectrum and all property types, and a pioneering commitment to sustainability, Hines is one of the largest and most respected real estate organizations in the world. Visit www.hines.com for more information.

Again, we welcome you to Dominion Towers!

The Hines Management Team