

February 21, 2017

Dear Brookhollow Owners/Managers/Tenants:

BROOKHOLLOW OFFICE PARK

*** IMPORTANT NOTICE ***

RE: Asphalt Project

AFFECTED DATES: February 24-25 All Day
Friday February 24: Preparation and staging by 1522 and 1560
Saturday February 25: Asphalt project all throughout per the map
Remaining areas and corrections to be announced later

Brookhollow Office Park is scheduled to have maintenance repairs performed throughout the business park on dates and times listed above. Please see attached map for affected areas of the park. Cones and signs will be posted in the affected areas on Friday.

Your help is needed to ensure a smooth process:

- DO NOT ENTER THE WORK AREAS, IF CONES ARE STILL UP.
- Move your car from the repair areas, before the date scheduled or the day of, if requested.
- Please advise all guests and visitors of construction work taking place.
- Try to avoid disturbing the new repairs. This includes walking your pets.
- If you are expecting deliveries (UPS, FEDEX, etc.) please give the carrier alternate delivery destination or delay delivery.

Please forward this notice to all tenants/occupants/service providers and anyone that would normally be on the premises during this time of day. We apologize for any inconvenience this may cause you. If you have any questions, please don't hesitate to contact us at your earliest convenience. Thank you in advance for your patience and understanding.

Regards,

Brian Ahmadi

Brian Ahmadi
Property Coordinator