



Tenant Information Handbook

Drakes Landing Office Park

The Main Post

Operator for

REEP-OFC Drakes Landing CA LLC

Property Management Phone: 415-464-8646

After-hours Emergency Phone: (415)-464-8646

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Welcome to Drakes Landing Office Park! The Main Post manages this asset on behalf of the ownership, REEP-OFC Drakes Landing CA LLC. We are pleased you have chosen this building for your new business location. Our priority is to ensure that you are provided with the highest quality tenant services. The information presented in this document is intended to assist you in achieving a smooth transition to your new location and to provide you with useful information about the property and its surroundings. Please take the time to review it with your employees and retain it in a convenient location for future reference.

The Drakes Landing Office Park Property Management Team consists of the following individuals:

Property Manager, Carey Crumpler

Property Administrator, drakeslanding@themainpost.com

The onsite management office is located in Building 100A, Suite 115 and the phone number is (415-464-8646).

Service requests and inquiries may be directed to us by phone or email from 8:00AM – 5:00PM Monday through Friday or via the Tenant Work Order System (24/7). For after-hours emergencies, please call **415-464-8646**.

To best serve you, several forms, including a Tenant Contact Form, are included in this document. Please return the forms to our office by email.

Please do not hesitate to contact us with any questions or requests. We look forward to serving you and hope you will enjoy your tenancy with us.

Sincerely,

The Main Post Management Team

Property Management Contact Information

Property Management Information

The Main Post
100 Drakes Landing Road, Suite 115
Greenbrae, CA 94904
415-464-8646

The Main Post Management Team

Carey Crumpler – Property Manager
Jose Gonzales – Chief Engineer
Ciro Espino – On-Site Engineer

Cushman & Wakefield Leasing and Marketing Department

Cushman & Wakefield – Whitney Strotz
900 Larkspur Landing Circle, Suite 295
Larkspur, CA 94939
415-451-2406

Property Management Hours

Office Hours: Monday-Friday, 8:00am-5:00pm
After-Hours Emergencies: Please call 415-464-8646

Building Operational Hours

Monday – Friday, 7:00am-6:00pm

Riser Management/ MPOE Access:

Montgomery Technologies – 844-824-0100

Building Holidays

New Year's Eve and New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas eve and Christmas Day. Services (e.g., HVAC, Janitorial) are not provided on these days unless arranged in advance with the Property Management Office.

Moving Rules and Regulations **Drakes Landing Office Park**

The following is a list of rules and regulations for moving furniture, equipment, etc. in or out of Drakes Landing Office Park.

1. All moves should be scheduled at least one week in advance with the Building Management Office. Moves must take place **Monday through Friday after 5:00pm or on weekends.**
2. An authorized tenant representative must be present at all times during the move.
3. The moving company must provide the management office with a Certificate of Insurance (please see "Insurance Requirements").
4. A key must be used to lock open the elevator doors while loading and unloading the elevator.
5. **Do not to prop the elevator doors open**, as the motor will wear out. An elevator key and the building access key are provided through the Building Management Office.
6. Since there is no loading dock at the building, large moving vans may use several parking spaces on the lower or upper parking lot.
7. Pads must be used to protect elevator walls and rails. (Building Management will provide and set up the elevator pads).
8. Clean Masonite sections must cover lobby and hallway floors to protect them from wheel or skid type dollies/hand trucks. Masonite must be at least ¼ inch thick and 4' x 8' wide. Sections must be taped together to prevent from sliding. Masonite must be provided by the mover.
9. All walls, door facings and other areas along the route to be followed will be inspected by the movers in conjunction with the Building Manager both before and after the move. The mover must provide and install protective coverings on all walls, door facings, and other areas along the route to be followed during the move. Any damage to the building or fixtures will be repaired and/or paid for by the moving company and/or tenant.
10. Furniture/boxes/etc. must not block passage in lobby or corridors.
11. All protective coverings are to be removed by the moving contractor when the move is complete. Tape marks must be cleaned off completely. Common area floors must be vacuumed and/or swept and damp mopped wherever necessary. All trash generated as a result of the move must be removed from the property by the moving contractor during the same day the move takes place.

Building Rules and Regulations

The following rules and regulations shall apply to the Premises and Building Office Project and must be complied with by all Tenants, employees of the Tenant, and guests of the Tenant.

1. Building hours are from 7:00AM to 6:00PM, Monday through Friday. Property Management reserves the right to close and lock the Building on Saturdays, Sundays and legal holidays, and on other days between the hours of 6:00 P.M. and 7:00 A.M. of the following day. If Tenant uses the Premises during such periods, Tenant shall be responsible for locking and securing any doors that may have been opened for entry.
2. The building and property are designated as a non-smoking facility. Tenant shall only be permitted to smoke or carry lighted cigarettes (including e-cigarettes) in designated smoking areas and must be at least 25 feet from any entrance or operable window.
3. Tenant shall not alter any locks or install new or additional locks or bolts on any interior or exterior door of the Premises without prior written consent of Property Management.
4. Tenant is not permitted to make copies of any building or suite keys. All keys and access cards (if applicable) must be requested from Property Management. (Forms are attached in Appendix A).
5. Tenant shall not bring or keep within the Premises or Office Building Project any animals or birds (other than service animals). Proper documentation of service animals is required and must be provided to Property Management.
6. Tenant shall not obstruct any part of the common areas, including sidewalks, hallways, entrances, exits, elevators, and stairwells.
7. Roof access is not permitted for any Tenant, vendor, or guests except with prior written approval from Property Management.
8. Tenant shall not in any way deface any part of the Premises or the Building Office Project. Tenant shall not mark, drive nails, screw or drill into walls, partitions or other surfaces, lay linoleum, tile, carpet or other similar floor covering without with prior written approval from Property Management.
9. No window coverings, shades, or awnings shall be installed or used by Tenant other than the Building standard window shades.
10. Tenant shall not alter, inscribe, display, print, or affix any signages to any part of the inside or outside of the Building or around the immediate Premises. All signages must be pre-approved by Property Management. Any signage that is not approved by Property Management will be removed at the Tenant's expense and without prior notice.
11. Tenant shall not employ any service or contractor for services or work to be performed in the Building without prior approval from Property Management. All vendors and contractors are required to provide proper Certificates of Insurance (COI) and must meet the insurance requirements set forth by the Landlord. The COI must be submitted to Property Management for verification and approval prior to the start of any services.
12. No person or persons other than the janitor(s) contracted by Property Management are permitted to enter the Building for the purpose of cleaning the Premises and Building Office Project unless otherwise agreed by Property Management.

13. No furniture, freight or equipment of any kind shall be brought into the building without approval from Property Management. Tenant is responsible for any damages to the Office Building Project arising from any such activity. Tenant shall request a Certificate of Insurance (COI) from the moving vendor. Vendor must meet the insurance requirements set forth by the Landlord. The COI must also be submitted to Property Management for verification and approval prior to the start of any services.
14. Tenant shall not use or keep any kerosene, gasoline, or inflammable or combustible fluid or material, or use any method of heating or air conditioning other than that supplied by Landlord. The use of space heaters is strictly prohibited in the Tenant spaces and throughout the Building Office Project for fire and life safety reasons. Any space heaters found in the building will be removed.
15. Tenant shall not use or keep any foul, toxic gas or substances, guns, firearms, weapons, explosive devices, ammunition or explosives on the Premises.
16. The restrooms, toilet, urinals, wash bowls and other fixtures shall not be used for any purpose other than that for which they are constructed for and no foreign substance of any kind shall be thrown therein.
17. Cooking is not permitted. However, Tenant may maintain and use microwave ovens, and equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that Tenant makes reasonable efforts to minimize the emission of any odors from leaving the occupied office space. Tenant is solely responsible for cleaning and maintaining the area where such equipment is located. Tenant may request for equipment to be cleaned for an additional fee.
18. The Premises and Building Office Project shall not be used for the storage of merchandise, for washing clothes, for lodging, or for any improper, objectionable or immoral purposes.
19. Parking lot is for use by tenants and visitors only. No overnight parking is allowed on the Premises.
20. Tenant shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
21. Property Management reserves the right to amend and include additional rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Office Building Project and its occupants.

General Information

Monthly Rent Payments

Rent must be paid on or before the first day of each month, unless stated otherwise on Lease Agreement. Checks should be made payable to **REEP-OFC Drakes Landing CA LLC** and sent to:

Payee: REEP-OFC Drakes Landing CA LLC

Taxpayer Identification Number: 82-1236852

<u>If by check:</u>	<u>Wire/ACH:</u>	<u>Overnight Mail Address:</u>
REEP-OFC Drakes Landing CA LLC P.O. BOX 748719 Los Angeles, CA 90074-8719	Account Name: REEP-OFC Drakes Landing CA LLC Property Address (per bank statement): 51 Madison Ave., Room 901, New York, NY 10010-1603 Account #: 325032708534 Property Bank Name: Bank Of America Property Bank Address: 900 W. Trade St., Charlotte, NC 28255 ABA Number (ACH Transfers): 121000358 Wires: 026009593	Bank of America Lock Box Services Lockbox 748719 2706 Media Center Drive Los Angeles, CA 90065-1733 Phone: (636)-534-4802

Certificate of Insurance (COI) – Tenant & Vendor

In accordance with your Lease Agreement, each tenant will need to provide a Certificate of Insurance (COI) in an ACORD 25 form format to Property Management. The required information for the certificate holder and the additional insureds must be named on the COI. **Please see Appendix B for a sample COI.**

In addition, any vendor that comes on-site to provide services for your company will need to submit a COI to Property Management. Their COI must meet the minimum required limits per the building’s requirements. The COI must be received prior to any services being performed.

Telecommunications and Data Cabling

Drakes Landing Office Park uses Montgomery Technologies for its riser management. Montgomery Technologies is the only vendor allowed to extend circuits from the Building’s Minimum point of entry (MPOE) to the suite. It is the Tenant’s responsibility to contact Montgomery Technologies **prior to occupying the suite**, to arrange for the installation of cabling from the Building’s MPOE to the suite. All subsequent extensions must also be arranged through Montgomery Technologies (844-824-0100). See **Appendix A** for more information.

USPS Mailbox Assignment

Cluster Mailboxes are located by the main entrance/exterior stairwells of Building 100A and Building 300A. Mailbox assignments are coordinated directly by you, the tenant, and the USPS.

*If you require a mailbox, please contact the Property Management Team first as we can then let you know which box is available and which box we have a set of keys for. Then reach out to the United States Postal Service (USPS) to get the box assigned to you. **

To have a mailbox assigned to your company, please visit the local San Rafael – Post Office which services the Drakes Landing Office Park location. Below is the address and contact information for the San Rafael – Post Office. Generally, you would need to go into the Post Office and let them know that you are a new tenant occupying “SUITE X” at 100 or 300 Drakes Landing Rd, Greenbrae, CA 94904. They will then ask you to submit a change of address form.

**If you receive a mailbox number with available keys from the Property Management Team, ask the post office and see if they will assign that specific box number to you. Depending on USPS’s process, they may not or may not assign the box to you. If the Property Management Team does not have a key for the specific box, then you will need to ask the post office to rekey the box. All rekeying expenses are paid for directly by the tenant.*

The post office will contact you when the box is assigned, at which time if key is provided by USPS, they will contact you directly or, if Property Management has the key, Property Management will provide it after you notify the Property Management Office. For more information, please contact the post office directly.

SAN RAFAEL – Post Office™

40 BELLAM BLVD
SAN RAFAEL, CA 94901-5333
Lot Parking Available

**For facility accessibility, please call
the Post Office.**

1-800-ASK-USPS® (800-275-8777)
Phone 415-459-6643
Fax 415-456-5136
TTY 877-889-2457

Tenant Contact Information

Tenants should provide Property Management with the name and phone numbers of the responsible individual(s) who can be contacted in the event of an emergency. **Please complete and return Tenant Contact Information form attached in Appendix B.**

Keys and Locks

Per the lease agreement, tenants are prohibited from altering any locks in the leased premises. For any key and lock work, please contact the Property Management Team. Upon commencement of your lease, keys and access cards will be provided, given that all required documents such as a compliant Tenant Certificate of Insurance (COI) are received. **Please complete and return the Key and Access form attached in Appendix B.** A charge of \$10.00 per additional keys and/or access cards after the initial request will be assessed.

Landfill, Recycle, and Compost

Marin Sanitary Provides landfill, recycle, and compost services at the building. Similar to many cities, garbage goes into the black bin and compost in green bin. One major difference is recycling. Marin utilize a dual-stream recycling system. This means that bottle/cans/containers are sorted separately from cardboard and paper. Bottle and cans go into brown recycle bins and clean paper/cardboard goes into a blue bin. (Note: At Drakes Landing we are substituting the brown bin for gray bins as our supplier does not have brown bins in stock).

Upon occupying your leased space, four receptacles will be provided – Black (landfill), Blue (Recycle - Clean Cardboard/Paper), Gray (Recycle - bottles/cans/glass), and Green (Compost). See picture below for reference. For more information as to which items are considered trash, recycle, and comp visit <https://marinsanitaryservice.com/resources/flyers-and-posters/> . In addition, there are printable posters for you to print and apply onto the bins.



Building Services

Janitorial Services

Township Building Services has been contracted by The Main Post, LLC to commercially clean your office space and all public areas.

Daytime personnel are employed for the purpose of daytime cleaning and are responsible for stocking restroom supplies, monitoring the cleanliness of the common areas and exterior of the building.

Evening personnel are responsible for maintaining your office space. Cleaning responsibilities include but are not limited to emptying trash, dusting accessible areas, vacuuming carpets, sweeping, and spot cleaning as necessary.

Arrangement for any special cleaning services (carpet cleaning, ceiling cleaning, blinds washing, etc.) not included in the regular daily cleaning contract may be scheduled by calling the management office. There may be an additional charge for the special cleaning services.

Maintenance and Repairs

All maintenance requests (i.e. light bulb replacement, temperature adjustments, janitorial services, locks and keys, etc.) must be submitted through email at drakeslanding@themainpost.com.

For any non-standard work performed by maintenance staff, there will be a minimum maintenance fee on tenant-responsible items. The fee is calculated in 30-minute increments. The base rate is \$90.00/hr (subject to change) and charged according to the time it takes for the project to be completed.

After hours HVAC will be charged at \$50.00/hour (subject to change). Request should be made at least 48 hours in advance through management approval, via email.

Under no circumstances will tenants be allowed to use building tools or equipment.

Lost and Found

Please contact the management office if you have lost or found an item. The Property Management Team will send out a notification to alert all tenants regarding the item.

Building Amenities

Patio/Wi-Fi

Patio tables are located in the deck area between Building 100 and 300. Wi-Fi is available.

Network: Drakes Landing Guest

Password: !DrakesW4!!

(Capital “D”, Capital “W”, and two lowercase “L’s”)

Community Room

The community room is located at Building 300. Tenants may reserve the community room at no additional charge by submitting a work order. Upon review and approval of the reservation by the Property Management Team, access will be granted. For any outside vendors used for events, a compliant Certificate of Insurance (COI) must be provided. Wi-Fi is available. See the below for access information.

Network: Drakes Landing Guest

Password: !DrakesW4!!

(Capital “D”, Capital “W”, and two lowercase “L’s”)

All devices such as phones, projectors, and connection cables must be supplied by the user. Tables and chairs are provided. Tenants are responsible for the setup, breakdown, and cleaning of the room. All garbage generated must also be removed. Upon conclusion of event, the room must be returned to its original state. Failure to do so may result in a clean-up fee which will be charged back to the tenant.

Restroom and Showers

- Men’s and women’s restrooms are located in:
 - o Building 100A – 1st, 2nd, and 3rd floors. (There are no restrooms in building 100B).
 - o Building 300A and 300B – 1st and 2nd floors.
- Showers - For our tenants’ convenience, there is one shower in each men’s and women’s restroom in Building 300B on the 2nd floor. Tenants are responsible for supplying their own towels and toiletries.

Bike Lockers

There are four bike lockers located at the South-East corner of the parking lot near Building 100B. The lockers are available on a first come first serve basis or by reservation through the Movatic app. You must use the Movatic app to access the lockers. The lockers are only for use by Drakes Landing Tenants. Attached in Appendix B you will find the Bike Locker Terms and Conditions and User Handbook. Please review the handbook and share it with your office as it contains pertinent instructions to the rental process.



USPS/FedEx/Drop Boxes

See map below for location of **USPS Mailboxes** and **FedEx drop boxes**.



EV Charging Stations

Building 100 - Two ChargePoint Electric Vehicle (EV) charging station with dual ports are located in Building 100's parking lot. These charging stations belong to our neighbor, the Marin Rowing Association, and are open to public use. Please see current pricing listed on charging device. Pricing is subject to change without notice.

Building 300 - One ChargePoint Electric Vehicle (EV) charging station with dual ports is located in Building 300's parking lot. This charging station belongs to the Building and is open to public use. Please see current pricing listed on charging device. Pricing is subject to change without notice.



Nearby Amenities

Bon Air Shopping Center

- Bon Air Shopping Center is approximately a 2-minute drive from the building. This shopping center has many stores and restaurants, all conveniently located in one place (i.e., Mollie Stone's Market, CVS, Gott's Roadside and much more). For more information, please visit <https://bonair.com> .

Marin Country Mart

- Marin Country Mart is approximately a 5-minute drive from the building. It is located directly across the Larkspur Ferry Terminal and the SMART Train Station. Marin Country Mart features a variety of eateries and merchants (i.e., Johnny Doughnuts, Shake Shack, Hog Island Oyster Co., independent boutiques, fitness and wellness center and much more). This shopping center also hosts a Farmers' Market every Saturday from 9AM to 2PM. For more information, please visit <https://www.marincountrymart.com/> .

Town Center Corte Madera

- Town Center Corte Madera is located south of Highway 101 and is approximately a 10 minute drive from the building. It features shops and restaurants such as Crate & Barrel, The Container Store, Paper Source, Blue Barn, Flores, Philz Coffee and much more. For more information, please visit <https://www.shoptowncenter.com/> .

Public Transportation

- Transportation Agencies:
 - Marin Transit
 - Golden Gate Transit
 - Sonoma-Marín Area Rail Transit (SMART) –Larkspur Station – 600 Larkspur Landing Circle, Larkspur, CA.
 - Golden Gate Ferry - Larkspur Ferry Terminal – 101 E. Sir Francis Drake Blvd. Larkspur, CA





www.MontgomeryTech.net | 844-824-0100

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INTRODUCTION TO MONTGOMERY TECHNOLOGIES

As the contracted Technology Management Company for the building, Montgomery Technologies ensures reliable telecom service for your business by maintaining, servicing, and securing the building's telecommunication riser infrastructure. Our service results in safe, secure, code-compliant riser systems.

Montgomery Technologies provides tenants with competitive rates for all cabling, telecom, networking (both wired and wireless), data, VoiP, and electrical needs within the space. As a building-related service, free of charge, we also provide vendor recommendations for access control systems, audio/video solutions, security camera systems, lighting solutions, and server room design-build services.

Montgomery Technologies' Enhanced Tenant Services team helps you save time and money when moving or ordering new Internet services. We will evaluate and implement any type of technology service, including phone systems and internal networks. Montgomery Technologies can assist in ordering telecom service, extending and provisioning your circuits, and performing any inside wiring your suite may require.

This handbook will guide you through the process required to install and maintain your technology and telecommunications in the building, and addresses general questions regarding procedures for work related to the building's telecom infrastructure.

CONTACT INFORMATION

You can reach the Montgomery Technologies Service Center 24x7x365 as follows:

844.824.0100

service@montgomerytech.net

www.montgomerytech.net

Please contact us with all cabling, telecom, and network related questions.

SERVICE SCENARIOS

IF YOU ARE ADDING ANY NEW VOICE OR DATA SERVICES TO YOUR SPACE:

To determine what service and/or providers can best fit your needs please contact Montgomery Technologies at 844.824.0100 or by email at service@montgomerytech.net. We can help manage the process for you, and there is no charge for this service.

If you have ordered a new voice or data service prior to contacting Montgomery Technologies:

1. Call Montgomery Technologies at 844.824.0100 with the provider's order number, due date, and circuit identification number(s).
2. Montgomery Technologies will document and record all circuit and order information to facilitate the future access that will be needed.

Please Note:

Once your new service ("circuit") is delivered by the service provider to the building's Minimum Point of Entry ("MPOE," typically in the building's basement), Montgomery Technologies will be responsible for extending the service from the building MPOE to the server/equipment room within your space. This cost of this service is typically the responsibility of the tenant.

IF YOU ARE ADDING ANY SERVICE THAT REQUIRES ACCESS TO THE BUILDING'S RISER:

This building contains a vertical pathway (the "riser") that is used to extend telecom-related services from the MPOE to the tenant space. It is typically the tenant's responsibility to pay the building's riser manager, Montgomery Technologies, to extend the added service from the MPOE to the tenant space.

To ensure the safety and security of the building and the tenant, Montgomery Technologies manages access to all riser areas.

MOVING IN, OUT, OR WITHIN THE BUILDING

IF YOU ARE MOVING INTO THE BUILDING:

To ensure a smooth onboarding process, please contact Montgomery Technologies immediately. Montgomery can provide most of the answers to your telecom questions, including:

- What service providers have existing infrastructure in the building?
- Does your space have adequate interior cabling?
- Will a service provider be able to deliver service before you move in?
- Does your space have a service feed from the riser closet into the space?
- If it exists, does the service feed have adequate capacity to accommodate your requirements?
- Do you need copper or fiber infrastructure, or both?
- Who is coordinating the delivery of the new services?
- Does your provider have an updated Certificate of Insurance (COI) on file with the building?

IF YOU ARE MOVING WITHIN THE BUILDING:

1. Contact your voice and data vendors and Montgomery Technologies.
2. Notify Montgomery Technologies of the new suite/floor number and move date.
3. A Montgomery Technologies project manager will schedule a time to perform a site survey of the new and existing spaces and deliver an estimate to you for the cost of moving the existing service(s).
4. Upon approval of the estimate, Montgomery will schedule and subsequently move the existing services.

IF YOU ARE MOVING OUT OF THE BUILDING:

1. Contact Montgomery Technologies prior to your lease expiration for removal of any telecom wiring and/or equipment required per the terms of your lease.
2. Typically, per fire code, all low-voltage cabling (telecom, data and fiber optic) as well as any support or protection mechanisms must be removed upon lease expiration at the tenants' expense.

REPAIR & EMERGENCY SERVICES

IF YOU ARE EXPERIENCING A PROBLEM WITH A TELECOM SERVICE:

1. Contact your respective service provider (AT&T, Verizon, CenturyLink, etc.) and, if applicable, request a test of your service.
2. If there is no immediate test of the service available, or if the service provider indicates that the service does not appear to have a problem, schedule a repair ticket with the service provider.
3. Once the service provider's technician has been to the site, if the service technician states that the problem is the building's wiring, please contact Montgomery's Service Center at 844.824.0100 to schedule service.
4. Building cabling problems do arise, but are quite rare. The policy for repairs to existing cabling is as follows:
 - If we determine the problem to be a result of Montgomery Technologies workmanship, we will perform the repairs at no charge to you.
 - If we determine the cause to be related to your service provider, equipment failure, or within the internal wiring system, you will be responsible for the site visit at Montgomery's standard hourly rate.

Please Note:

- Issues with existing building cabling are rare, so please contact your telecom service provider and have them check for equipment failure before scheduling a service call with Montgomery Technologies.
- If emergency or overtime service is not requested, we will perform all service between 8:00am - 5:00pm PST, Monday through Friday. If you request emergency/overtime service, a premium rate will apply.

TECHNOLOGY SERVICES

As the building's telecom infrastructure expert, Montgomery Technologies is uniquely positioned to answer all of your telecom-related questions. To leverage our expertise, save time, and save money, call Montgomery Technologies before:

- **Ordering provider services for your suite** – including Internet and voice circuits.
- **Moving** – to minimize critical downtime and costs associated with cabling and bandwidth.
- **Engaging in any type of IT infrastructure planning** – to ensure you gather all of the information needed to equip your business with the best providers and technologies available for your business and space.

TECHNOLOGY SERVICES MONTGOMERY TECHNOLOGIES PROVIDES FREE OF CHARGE:

- Building Technology Snapshot. This informative, user-friendly document is designed to provide a high-level overview of the voice, data, and IT providers and capabilities within the building.
- Address tenant questions regarding technology, cabling, and the riser.
- Recommend best practices in the areas of cabling, cyber security, networking, and technology.
- When requested, provide multiple, competitive bids for structured cabling, phone, and/or data services.
- Provide high level, strategic consulting services in the areas of smart building services/solutions, cabling and associated infrastructure, and network security/best practices.
- Coordinate installations with tenants and their service providers.
- Inform tenants when enhancements or changes are made to services performed or managed by the building.
- Answer questions, make recommendations, and facilitate best practices regarding technology implementation, cabling, and the riser.

*Contact the Montgomery Technologies Service Department anytime at:
844.824.0100 or service@montgomerytech.net*

TENANT CABLING RESPONSIBILITIES

MONTGOMERY  technologies

DRAKES LANDING

NEW TENANT SUITE KEY REQUEST FORM

Date: _____

Company Name: _____

Suite #: _____ Floor #: _____ Phone #: _____

Name of person requesting keys: _____

of Suite keys requested: _____

of Access Cards requested: _____

Name of Authorized Company Representative _____

Authorized Signature of Company Representative _____

****Please note that after initial order, there will be a \$10.00 charge for each additional key and access card requested.**

All future key orders must be submitted through our Service Request System (pmrequest.com).

If you require Building Access Cards please complete the Access Card Request Form.

Please email completed form to the Property Management Team:
CWPMMarin@cushwake.com

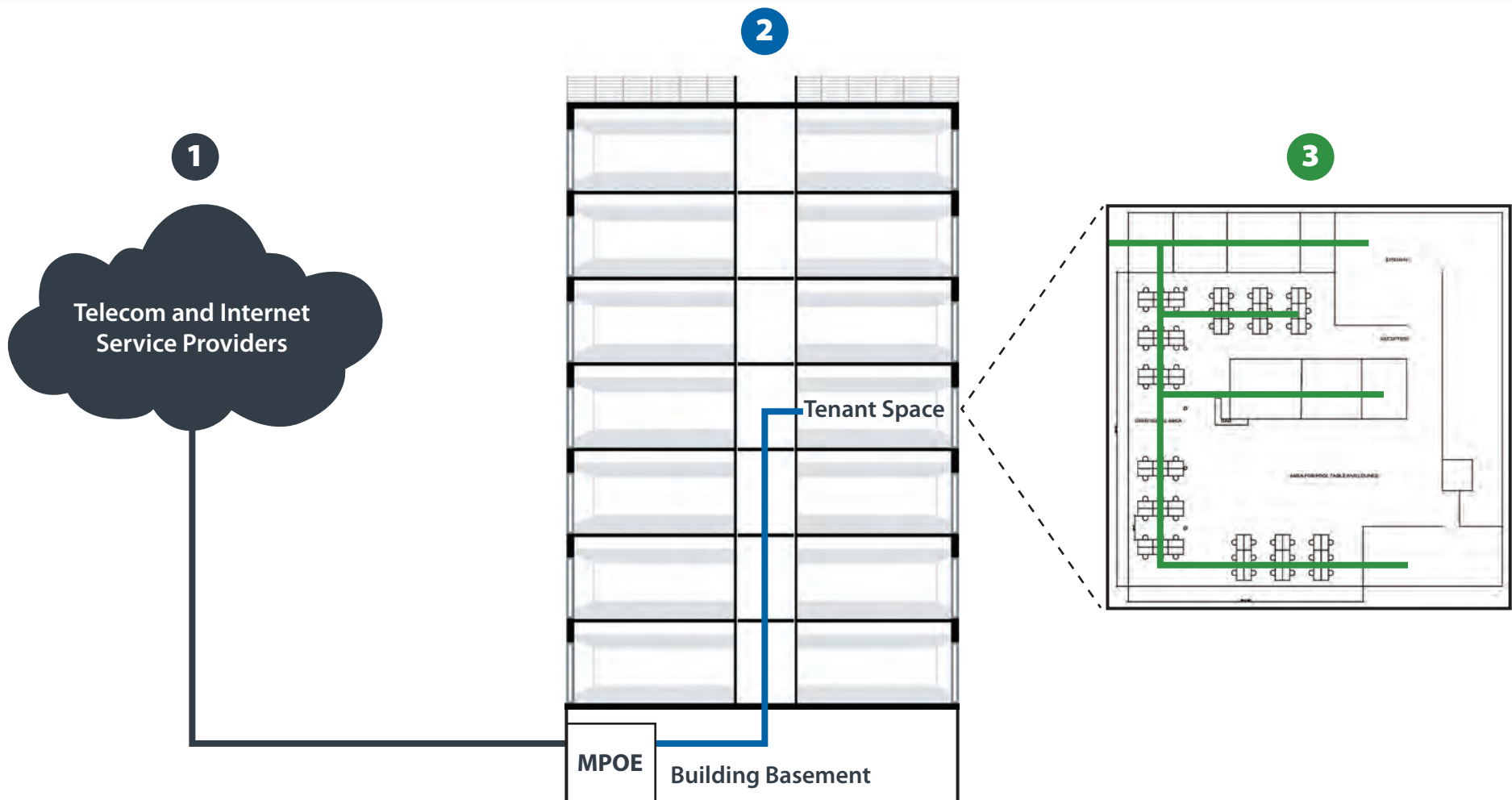
1. It is the tenant's responsibility to order and contract for services with Telecom and/or Internet Service Providers. Montgomery Technologies provides information about the service providers in the building at no charge, but does not place orders.

Once ordered, the service provider's responsibility to deliver service typically ends at the building's Minimum Point of Entry (MPOE).

2. It is typically the tenant's responsibility to pay the building's riser manager, Montgomery Technologies, to extend the new service from the MPOE to the tenant space.

To ensure tenant safety and security, the building allows only Montgomery Technologies to access the riser areas.

3. In-suite cabling is typically the responsibility of the tenant and performed by building approved contractors. Montgomery Technologies can perform this work under a separate contract with the tenant.








TENANT TECHNOLOGY HANDBOOK

MONTGOMERY  technologies



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Tenant Move-In Forms Checklist

1. Complete and return the following forms attached in Appendix B:

- Tenant Contact Information Form
- Tenant Request Portal Form
- Key Request Form
- Signage Order Form

Drakes Landing
TENANT CONTACT INFORMATION

Please complete and fill out the contact sheet (where applicable) in the spaces provided below and return it to Property Management or email it to drakeslanding@themainpost.com. This information will be kept strictly confidential.

General Information

Company Name: _____

Address: _____

Day-to-Day Contact Name: _____

Email Address: _____

Telephone/Fax #: _____

Number of Employees:
(on-site) _____

Accounting Information

Contact Name & Title: _____

Address: _____

Email Address: _____

Telephone/Fax #: _____

Authorized Signatory

Contact Name & Title: _____

Address: _____

Email Address: _____

Telephone/Fax #: _____

Emergency After-Hours Contact

Emergency Contact #1: Name: _____

Phone #: _____

Emergency Contact #2: Name: _____

Phone #: _____

Exhibit B

Vendor Certificate of Insurance Requirements

All companies performing work must maintain insurance with minimum policy limits as set forth in the Vendor Insurance Limits table below and meeting the requirements set forth herein. All companies must have a valid and acceptable Certificate of Insurance on file with Property Management. All certificates and endorsements should be delivered via email to drakeslanding@themainpost.com.

Certificate Holder[s]: REEP-OFC DRAKES LANDING CA LLC
 c/o The Main Post, Inc.
 160 Pacific Avenue, Suite 204
 San Francisco, CA 94111

Additional Insureds: REEP-OFC DRAKES LANDING CA LLC
 New York Life Investors, Inc.
 NYL Investors
 The Main Post Inc., their respective agents, members, partners,
 employees, officers, directors, shareholders, affiliates, and lenders.

Vendor Insurance Limits



SUPPLIER INSURANCE	GEN. LIAB. Per Occur / Agg	UMBRELLA/EXCESS	AUTO	WORK COMP (3)	POLLUTION LIAB	CRIME	E&O (5)
COMPANY SERVICE	REQ	REQ	REQ	REQ	REQ	\$1M	
Exterior Lighting Service	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Interior Plants	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Uniforms	\$1M/\$2M	\$1M	\$1M	stat/\$1M EL	N/A	\$1M	
Floor cleaning (1)	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Signage (2)	\$1M/\$2M	\$3M - \$5M	\$1M	stat/\$1M EL	N/A	\$1M	
Seasonal decorations	\$1M/\$2M	\$1M	\$1M	stat/\$1M EL	N/A	\$1M	
Janitorial (1)	\$1M/\$2M	\$3M	\$1M	stat/\$1M EL	N/A	\$1M	
Restoration Companies	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Parking Lot Sweeping	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Locksmith	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Waste Removal	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	\$1M (4)	\$1M	
Engineering / Design Landscaping	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	\$1M
Asphalt	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Extinguisher Service	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Window Washing	\$1M/\$2M	\$5M	\$1M	stat/\$1M EL	N/A	\$1M	
Pest Control	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	\$1M	\$1M	
Roof	\$1M/\$2M	\$2 - \$5M	\$1M	stat/\$1M EL	N/A	\$1M	
Security (1)	\$1M/\$2M	\$5M	\$1M	stat/\$1M EL	N/A	\$1M	
Elevator	\$1M/\$2M	\$5M	\$1M	stat/\$1M EL	N/A	\$1M	
Electrical	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
HVAC/Mechanical	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	N/A	\$1M	
Water Treatment	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	\$1M	\$1M	
Generator (Fuel)	\$1M/\$2M	\$2M	\$1M	stat/\$1M EL	\$1/\$2M	\$1M	

(1) Include crime, if will have unsupervised access to space
 (2) Distinction between elevated and non elevated
 (3) In jurisdictions where Workers' Compensation is not required by statute, vendors should carry \$500k- \$1M per occurrence depending upon exposure.
 (4) Toxic, hazardous or medical waste removal requires pollution liability. \$1M is sufficient for small exposures.
 (5) Any supplier who is providing a design, should have E&O (professional liability) insurance. \$1M is fine for small exposures.

A. Financial Strength of Carriers

The aforementioned insurance policies must be maintained with insurers: i) lawfully authorized to do business in the jurisdiction in which the project is located; ii) having a minimum A.M. Best rating of "A X" throughout the term of this Agreement; and iii) as otherwise stated herein.

B. Primary Insurance and Financial Responsibility for Uninsured Amounts

Owner's insurance for General and Excess Liability shall be primary and non-contributory and must be exhausted before Vendor's insurance for General and Excess Liability, if applicable, will respond. The party whose insurance is primary and non-contributory shall be responsible for all defense costs and deductibles or self-insurance retentions in the event that party's policies do not cover same, as well as all premiums and any coinsurance. Insurance limits may be met with any combination of primary and excess layers.

C. Insured Status, Loss Payee Status, Subrogation and Required Endorsements

1. At Vendor's sole expense:

- i. Owner, The Main Post, Inc., their affiliates, any applicable lender ("Lender"), and their respective officers, directors, employees, shareholders, members, partners, agents shall be covered as Additional Insureds in all liability policies (other than professional liability and network security and data privacy) described above.
- ii. The insurance afforded to the Additional Insureds shall be at least as broad as that afforded to the first named insured.
- iii. The liability policies (other than professional liability and network security and privacy liability) shall (i) contain waivers of subrogation as to the Additional Insureds, and (ii) evidence coverage of indemnification obligations. These obligations can be satisfied with blanket provisions or endorsements.

2. To the extent allowed by law, the Workers' Compensation Policy shall contain a waiver of subrogation provision for the benefit of Owner, its affiliates, Lender, and their respective officers, directors, employees, shareholders, members, partners, and agents.

3. Any Tools and Equipment Floater Policy shall contain a waiver of subrogation for the benefit of Owner, the Main Post, Inc., their respective affiliates, Lender and their respective officers, directors, employees, shareholders, members, partners, and agents.

D. Cancellation, Termination or Material Reduction in Coverage

Vendor shall provide Owner and Lender with: i) ten (10) days prior written notice of cancellation for nonpayment of premium, and ii) thirty (30) days prior written notice of any other type of cancellation, termination or material reduction in coverage when there is no plan to immediately replace with comparable coverage, in each case, without limiting its obligations to maintain the insurance required hereunder.

E. Provision of Accurate Certificates of Insurance and Endorsements

Vendor shall send Owner and Lender a certificate of insurance and endorsements, as applicable, for each policy evidencing the coverages described herein immediately. Vendor is responsible for ensuring that certificates, endorsements and policies provided to the other party are accurate and current. Owner's or Lender's failure to monitor compliance or to object to noncompliance or unsatisfactory compliance with any terms of these insurance requirements does not modify or waive Vendor's obligations under the terms of this Exhibit in any way.

Vendor is responsible for providing certificates and all endorsements required herein for renewal policies within five (5) business days of renewal of each policy mentioned above.

F. Effect of Other Provisions of this Agreement

The terms and conditions of this exhibit and the carrying of the insurance described herein shall in no way be interpreted as relieving the Vendor of any other responsibility or liability under this Agreement.

G. Failure to Maintain Required Coverages

If Vendor fails to maintain required coverages after being given 10 days to cure, Owner, in its sole discretion, may put such insurance in place as an agent of the Vendor. Any premiums paid by Owner to maintain such coverage shall be payable by the Vendor or offset by or against any fees provided to or payable to the Vendor.

H. Claims-Made Policy

Except for Professional Liability, Cyber and Pollution (including Environmental and Asbestos) Insurance, claims-made policies are not acceptable. If any policy is a claims-made policy, the retroactive date in all current and replacement policies must be no later than the effective date of the Agreement or the commencement of work, whichever is earlier. Further, any claims made policies must recognize the reporting of circumstances or incidents that might give rise to future claims as potential claims within that policy period. In addition, any claims-made policy needs to be maintained as noted above during the term of the Agreement and for at least five years following termination or expiration of this Agreement. If a claims-made policy is terminated for any reason and is not replaced with a policy that affords coverage for prior periods, including the term of this Agreement, the Vendor, at its sole expense, must purchase an extended reporting provision that allows reporting of claims relating to or arising from this Agreement for at least five years from the termination of this Agreement.

I. Severability of Interests (Cross Liability)

All insurance required by this agreement (excluding only Workers Compensation Insurance and Professional Liability Insurance) shall include a provision or be endorsed to provide that, inasmuch as the policy is written to cover more than one insured, all terms, conditions, insuring agreements and endorsements, with the exception of limits of liability, shall operate in the same manner as if there were a separate policy covering each insured. No cross liability exclusions are permitted that restrict coverage for a claim brought by an additional insured against a named insured.

J. Changes

These requirements are subject to change by Owner in long-term or evergreening agreements.

K. Survival

The terms in this Exhibit that by their nature survive shall survive the termination of the Agreement.

L. Reports and Notice of Claims

Reports of any potential claims should be forwarded to sarah_h_kiely@newyorklife.com for New York Life investment properties and Belle_Ling@NYLIM.com for Madison investment properties within two business days whenever possible or as soon as practicable. Where Vendor seeks coverage under Owner's policy(ies), it must report the claims in accordance with the preceding sentence and request such coverage in writing from the Owner. In addition, all claims should be reported quarterly to the individual(s) set forth above. Further, the Vendor shall take no action that will prejudice Owner's, an applicable lender's, or a carrier's defense of any claim, including those for which Vendor seeks indemnification. Prejudicial actions include without limitation: i) admitting or assuming liability, ii) incurring expenses without the Owner's or the carriers' written consent (including retaining counsel); iii) agreeing to settle, mediate, arbitrate or try a matter without the Owner's or the carriers' written consent; or iv) refusing or failing to cooperate as deemed necessary by the Owner or the carriers.