

PARKING COMPANY OF AMERICA

4011 COMMERCE • DALLAS, TEXAS 75226-1712 • (214) 874-0468 • FAX (214) 874-0470

September 9, 2009

Re: Parking

Dear Tenants and Staff at 712 Washington Towers:

This letter is to inform you of some changes that will become effective on Monday September 15th. As you know, over the past several months, parking has become more congested in the garage and surface parking. Much of this is due to parkers visiting the Baylor facilities as well as increases in patient traffic to 712 Washington Towers. To address this issue we will be implementing the following:

1. The exit booth will be attended by a cashier from 8:30 AM to 5:30 PM to assist and expedite parkers exiting the garage.
2. All contract parkers and tenants **with access cards** are to **exit the left lane** which is designated for this purpose.
3. Upon entry, a ticket will be dispensed to visitors. Contract parkers and tenants must use his or her card on the reader at the entrance gate. Please do not push the button which will now produce a ticket for visitors. If your card does not operate the entrance gate, please contact me to re-program or replace your card.
4. Employees and staff are to park in spaces **not designated for Physicians Only**. This has not been enforced to date.

5. Parking rates are as follows:

| | |
|-----------------------------|----------------------------|
| 1st hour | \$3.75 |
| 61 minutes - 2 hours | \$4.50 |
| Over 2 hours | \$5.50 |
| Lost tickets | Maximum rate \$5.50 |

6. Visitors exiting after 5:30 PM will pay the Maximum rate of \$5.50 by using the Auto Cashier.
7. Tenants may continue to purchase Token Notes at the new price of \$4.00 each.