From: Inselberg, Robert <Rob.Inselberg@dinsmore.com>
Sent: Thursday, July 22, 2021 4:47 PM
To: Regina Hall <rhall@wilkow.com>
Subject: RE: Request for VOBD LOI

This is the correct version

Dinsmore

Robert Inselberg
Partner
Dinsmore & Shohl LLP • Legal Counsel
211 North Pennsylvania Street, Suite 1800, Indianapolis, IN 46204
T (317) 860-5342 • F (317) 639-6444

From: Regina Hall <rhall@wilkow.com>
Sent: Thursday, July 22, 2021 3:39 PM
To: Inselberg, Robert <Rob.Inselberg@dinsmore.com>
Subject: Request for VOBD LOI

Hi Rob – can you confirm the attached TE 1st Amendment for VOBD is the correct form for Landlord signature.

Thank you, Gina

Regina Hall
General Manager
M&JWILKOW
10401 N. Meridian Street
Suite 124
Carmel, Indiana 46290
Tel: 317-881-6908
Cell: 317-677-4001
rhall@wilkow.com
www.wilkow.com

Priscilla Miles

From: David Bengel <dbengel@draadvisors.com>
Sent: Thursday, March 11, 2021 4:39 PM
To: Chris Cafouras; Greg Mast; John Wiechart; Gillihan, Kevin; Rebecca Miles; Regina Hall; Timothy Shields
Subject: Re: VOBD proposal

I agree with your changes except, give them the 4 months free and $8.00 in cash TI. John knows our special sauce and that's why he is sending an LOI. Let's make a deal.

New address effective November 16, 2020 DRA ADVISORS | DAVID BENGEL
Director of Asset Management
575 Fifth Avenue, 38th Fl, New York, NY 10017
Phone 212.652.7472 | dbengel@draadvisors.com
https://www.draadvisors.com

From: Gillihan, Kevin <Kevin.Gillihan@am.jll.com>
Sent: Thursday, March 11, 2021 5:07:54 PM
To: Chris Cafouras <jcafouras@wilkow.com>; David Bengel <dbengel@draadvisors.com>; Greg Mast <gmast@wilkow.com>; John Wiechart <jwiechart@wilkow.com>; Gillihan, Kevin <Kevin.Gillihan@am.jll.com>; Rebecca Miles <rmiles@wilkow.com>; Regina Hall <rhall@wilkow.com>; Timothy Shields <tshields@wilkow.com>
Subject: VOBD proposal

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- Chris will have the pricing back early next week. They asked for $20.00. 95% of the work is cosmetic and they need to buy a lot of new FFE so he is asking for the ability to use half for business expenses.
- Asking for a termination option based on uncertainly of where their business will be in the future. Nothing compelling about their reasoning. I declined but expect pushback from Crisp.

Thanks.

Business Point	VOBD
Premises:	LP IV
RSF:	3,055

New or Renewal:	Renewal
Lease Term:	62 month(s)
Commencement Date:	12/1/2021
Beneficial Occupancy:	n/a
Base Rent:	$22.00 w/2.5% bumps
Free Rent:	2 month(s)
TIA:	$20.00
Commission:	6.0%
IRR:	**65%**

LP IV

VOBD, PROPOSAL 62 month(s)

Rent $22.00 sf, 2.5% bumps, T/I $20.00 psf, 62 Mos Term, 2 month(s) free ren

3,055 RSF

December 1, 2021

Year		1		2		3		4	
Rate	$	22.00	$	22.55	$	23.11	$	23.69	$
Rent $22.00 sf, 2.5% bumps	$	67,210	$	68,890	$	70,613	$	72,378	$
Base Year $9.55	$	(29,175)	$	(29,175)	$	(29,175)	$	(29,175)	$
T/I $20.00 psf	$	(61,100)							
L/C 6.0%	$	(21,285)							
Landlord Costs	$	-							
Landlord Costs	$	-							
Landlord Costs	$	-							
Free Rent 2 month(s)	$	(11,202)							
	$	**(55,552)**	**$**	**39,715**	**$**	**41,437**	**$**	**43,203**	**$**
IRR		**65%**							
NPV 6.0 %		**$91,093**							

Kevin Gillihan
Senior Vice President
JLL
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Mobile +1 317 677 2237
Kevin.Gillihan@am.jll.com

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Priscilla Miles

From: David Bengel <dbengel@draadvisors.com>
Sent: Friday, May 14, 2021 8:44 AM
To: Inselberg, Robert; Gillihan, Kevin; Chris Cafouras; Greg Mast; John Wiechart; Rebecca Miles; Regina Hall; Timothy Shields
Subject: RE: VOBD LOI

This is approved by DRA for distribution to the tenant. Thank you.

From: Inselberg, Robert <Rob.Inselberg@dinsmore.com>
Sent: Thursday, May 13, 2021 5:16 PM
To: Gillihan, Kevin <Kevin.Gillihan@am.jll.com>; Chris Cafouras <jcafouras@wilkow.com>; David Bengel <dbengel@draadvisors.com>; Greg Mast <gmast@wilkow.com>; John Wiechart <jwiechart@wilkow.com>; Rebecca Miles <rmiles@wilkow.com>; Regina Hall <rhall@wilkow.com>; Timothy Shields <tshields@wilkow.com>
Subject: RE: VOBD LOI

Attached is a draft Amendment for VOBD. Please let me know of any questions or comments. Thank you.

Rob

Dinsmore

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E Robert.Inselberg@dinsmore.com • dinsmore.com

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To: Chris Cafouras <jcafouras@wilkow.com>; David Bengel <dbengel@draadvisors.com>; Greg Mast <gmast@wilkow.com>; John Wiechart <jwiechart@wilkow.com>; Gillihan, Kevin <Kevin.Gillihan@am.jll.com>; Rebecca Miles <rmiles@wilkow.com>; Regina Hall <rhall@wilkow.com>; Timothy Shields <tshields@wilkow.com>
Cc: Inselberg, Robert <Rob.Inselberg@dinsmore.com>
Subject: VOBD LOI

All, see attached. We are in agreement and they are ready for a lease amendment.

Rob, upon approval please draft amendment. Thanks!

Kevin Gillihan
Senior Vice President
JLL

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Kevin.Gillihan@am.jll.com

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Priscilla Miles

From: Timothy Shields
Sent: Thursday, March 11, 2021 8:23 PM
To: Gillihan, Kevin
Cc: David Bengel; Chris Cafouras; Greg Mast; John Wiechart; Rebecca Miles; Regina Hall
Subject: Re: VOBD proposal

M&J Wilkow approves. Not that anything is easy these days but this one should be easy. Maintaining the current address is vital to their business.

Tim Shields
Senior Vice President
M&J Wilkow, Ltd.
20 South Clark Street
Chicago, IL 60603
312.279.5989
312.925.4725 c
tshields@wilkow.com

On Mar 11, 2021, at 7:38 PM, Gillihan, Kevin <Kevin.Gillihan@am.jll.com> wrote:

Sounds good. Updated attached and below. I will send out once I get Wilkow's approval. Thanks

Business Point	**VOBD**
Premises:	LP IV
RSF:	3,055
New or Renewal:	Renewal
Lease Term:	64 month(s)
Commencement Date:	12/1/2021
Beneficial Occupancy:	n/a
Base Rent:	$22.00 w/2.5% bumps
Free Rent:	4 month(s)
TIA:	$20.00
Commission:	6.0%
IRR:	**52%**

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T/I $20.00 psf	$	(61,100)						
L/C 6.0%	$	(21,373)						
Landlord Costs	$	-						
Landlord Costs	$	-						
Landlord Costs	$	-						
Free Rent 4 month(s)	$	(22,403)						
	$	**(66,842)**	**$**	**39,715**	**$**	**41,437**	**$**	**43,2**
IRR		**52%**						
NPV 6.0 %		**$85,948**						

Kevin Gillihan
Direct +1 317 810 7355
Mobile +1 317 677 2237
Kevin.Gillihan@am.jll.com

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Subject: [EXTERNAL] Re: VOBD proposal

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New address effective November 16, 2020 DRA ADVISORS | DAVID BENGEL
Director of Asset Management
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Phone 212.652.7472 | dbengel@draadvisors.com
https://www.draadvisors.com

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Please consider the environment before printing this email.

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<VOBD Proposal Analysis_3.11.21.xlsx>
<Virtual Office by Design_LL Response_Lake Pointe Center IV_Gillihan_3.12.21.docx>

Priscilla Miles

From: Timothy Shields
Sent: Friday, May 14, 2021 10:04 AM
To: Inselberg, Robert; Gillihan, Kevin; Chris Cafouras; David Bengel; Greg Mast; John Wiechart; Rebecca Miles; Regina Hall
Subject: RE: VOBD LOI

Approved by M&J Wilkow. Thanks

COVID-19 STATEMENT CONCERNING SENDING AND RECEIVING NOTICES:

Due to the ongoing COVID-19 pandemic, M & J Wilkow's corporate office in Chicago has implemented its "work-from-home" plan. Therefore, it is likely that members of the M & J Wilkow team will not be in the office where written notices or other important correspondence would typically be received by hand delivery, mail, fax or overnight carrier. For the time being, and until you are notified otherwise, any communications to M & J Wilkow or its affiliated entities should be sent by e-mail with the relevant information or inquiry. To be sure that your e-mail has been received, please look for a reply from the recipient acknowledging receipt. If you do not receive such a reply, please re-send your e-mail. In addition, we caution against sending very sensitive information, such as wiring instructions, via e-mail due to security concerns. This email is intended to be a written notice to supplement our contact information in leases, service contracts, loan documents and other agreements.

Similarly, in order to increase the likelihood that notices and communications that may be sent by M & J Wilkow or its affiliated entities are promptly received, communications coming from M & J Wilkow and its affiliated entities will also be sent by e-mail. In each instance, we would appreciate it if you would: (i) acknowledge receipt to the sender by a "reply to all" e-mail; and (ii) forward a copy of the e-mail to the appropriate parties within your company.

We thank you, in advance, for your cooperation during these challenging times, and trust that you are safe and staying healthy.

Tim Shields
Senior Vice President
M&JWILKOW
20 South Clark Street
Suite 3000
Chicago, IL 60603
Tel: 312.279.5989
Cell: 312.925.4725
Fax: 312.602.7889
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JLL
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Mobile +1 317 677 2237
Kevin.Gillihan@am.jll.com

FIRST AMENDMENT OF LEASE

THIS FIRST AMENDMENT OF LEASE ("Amendment") is made this 29th day of June, 2021 by and between **G&I IX MJW LAKE POINTE III & IV LLC,** a Delaware limited liability company ("Landlord") and **VOBD LLC**, an Indiana limited liability company ("Tenant").

RECITALS:

A. Landlord and Tenant entered into that certain Office Lease dated November 30, 2018 (the "Lease") demising to Tenant Suite 220, deemed to contain approximately 3,055 square feet of rentable area (the "Premises") in the office building commonly known as Lake Pointe Center IV located at 8520 Allison Pointe Blvd., Indianapolis, Indiana 46250 (the "Building");

B. Landlord and Tenant desire to extend the lease term and modify certain other terms of the Lease as hereinafter set forth.

AGREEMENTS:

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed that:

1. **Extension of Lease Term.** The Term is hereby extended for a period of sixty-four (64) months (the "Extension Term") commencing on December 1, 2021 ("Extension Term Commencement Date"), and expiring on March 31, 2027. Notwithstanding anything to the contrary set forth in the Lease, Tenant shall have no right or option to extend the Term except as expressly provided herein.

2. **Condition and Tenant Allowance.** Tenant is currently in possession of the Premises and acknowledges and agrees that the Premises are currently in good condition and repair and has accepted the same "as-is" and "with all faults", without any representations or warranties of any kind (including, without limitation, any express or implied warranties of merchantability, fitness or habitability), except as set forth in the Lease. Nothing contained herein shall release, waive or diminish Landlord's maintenance and repair obligations under the Lease.

Tenant shall be entitled to make Alterations to the Premises subject to Landlord's prior approval, which shall not be unreasonably withheld, conditioned or delayed (the "Tenant Work") in accordance with the terms contained herein and otherwise consistent with Exhibit C to the Lease. Landlord has provided for the benefit of Tenant Design/Development Drawings and Pricing Notes for the Tenant Work prepared by Schott Design, attached hereto as Exhibit B, incorporated herein by reference, at Landlord's sole cost and expense and without deduction from or offset against the Tenant Allowance (hereafter defined). Any additional planning or permits required by Tenant for the Tenant Work in addition to the work described on the Design/Development Drawings and Pricing Notes shall be at Tenant's expense. The Tenant Work shall be performed and completed by Tenant's Contractor in accordance with the Design/Development Drawings and Pricing Notes.

Landlord shall provide up to Sixty-One Thousand One Hundred and 00/100 Dollars ($61,100.00) [based upon $20.00 per rentable square foot of the Premises] (the "Tenant Allowance") towards the reimbursement of the costs incurred with respect to completion of the Tenant Work. Landlord will provide construction oversight services at a fee equal to three percent

(3%) of the hard costs of the Tenant Work, which such fee may be offset against Tenant Allowance payments made hereunder. In no event shall Landlord be obligated to make disbursements in a total amount which exceeds the Tenant Allowance. In the event the cost of the Tenant Work exceeds the Tenant Allowance, such excess shall be borne exclusively by Tenant. Landlord makes no representation or warranty whatsoever as to the total cost of the Tenant Work and Tenant acknowledges that the total cost of the Tenant Work may exceed the Tenant Allowance. Notwithstanding anything to the contrary, Tenant may elect to use up to Thirty Thousand Five Hundred Fifty and 00/100 Dollars ($30,550.00) [based upon $10.00 per rentable square foot of the Premises] of the Tenant Allowance to pay for wiring, furniture, fixtures and equipment, or other business related expenses. Any amount of Tenant Allowance not used or not submitted for reimbursement within twelve (12) months of the Extension Term Commencement Date shall be deemed forfeited by Tenant.

3. **Rent Payment Modifications.**

A. Commencing as of the Extension Term Commencement Date, the Base Rent shall be payable as follows:

Period	Rate/sf	Monthly Base Rent
Months 1 - 4	$0.00	$0.00
Months 5 – 12	$22.00	$5,600.83
Months 13 – 24	$22.55	$5,740.85
Months 25 – 36	$23.11	$5,884.38
Months 37 – 48	$23.69	$6,031.48
Months 49 – 60	$24.28	$6,182.27
Months 61 – 64	$24.89	$6,336.83

B. During the Extension Term, (i) the Operating Expenses Base Year shall be the calendar year 2022, and (ii) the Tax Expenses Base Year shall be the calendar year 2022.

4. **Right of First Refusal.** Provided that no event of default under the Lease has occurred and is then continuing, and subject to any option rights in the ROFR Space (defined below) of other tenants in the Building existing as of the effective date of this Amendment, including Landlord's right to renew or extend the term of any lease of the ROFR Space existing as of the effective date of this Amendment, Tenant shall have a right of first refusal ("ROFR") to lease Suite 210 of the Building, which contains approximately 1,340 rentable square feet adjacent to the Premises and which is depicted on Exhibit A attached hereto (the "ROFR Space"). Prior to entering into any lease for all or any portion of the ROFR Space based on a lease proposal, letter of intent, term sheet, lease document or other writing delivered to Landlord or received from a third party potential tenant (the "Potential Tenant") in which Landlord intends to negotiate (the "ROFR Proposal"), Landlord shall notify Tenant in writing ("Landlord's ROFR Notice") of the essential lease terms of the ROFR Proposal including, but limited to, base rent, base year, any free rent or other concessions, tenant improvement package, term length and any proposed rent increases. Tenant shall have ten (10) business days after Landlord delivers Landlord's ROFR Notice to Tenant within which to notify Landlord in writing of its election to lease the ROFR Space upon the terms set forth in Landlord's ROFR Notice. If Tenant declines to exercise this ROFR or fails to give such written notice within the time period required, Tenant shall be deemed to have waived this ROFR as to such ROFR Proposal, and Landlord shall be free to lease the ROFR Space to a third party based on the terms set forth in Landlord's ROFR Notice. Notwithstanding anything to the contrary, the term for Tenant's leasing such ROFR Space shall commence upon

the actual delivery of the ROFR Space to Tenant and shall be coterminous with the Term; provided, however, in no event shall the term for ROFR Space be less than three (3) years and further provided that if the Term for the Premises has less than three (3) years remaining at the time of the commencement of ROFR Space term, the Term for the Premises shall be extended to be coterminous with the term for the ROFR Space. If Tenant exercises the ROFR, the parties shall enter into an amendment to the Lease prepared by Landlord adding the ROFR Space to the Premises upon the terms and conditions set forth herein and the Landlord's ROFR Notice, as applicable. If Tenant shall fail to enter into such amendment within fifteen (15) business days following Landlord's delivery of an amendment document containing the agreed terms, then Landlord may terminate this ROFR as to such ROFR Proposal, by notifying Tenant in writing, in which event Landlord shall thereafter be free to lease the ROFR Space to any other third party on the terms set forth in Landlord's ROFR Notice. In the event Tenant does not exercise or is deemed to have waived its right to lease the ROFR Space as to any ROFR Proposal and Landlord does not lease the ROFR Space upon the terms set forth in the ROFR Proposal within 180 days after Tenant declines or is deemed to have waived its right to lease the ROFR Space, or in the event Landlord intends to lease the ROFR Space on terms with a net economic benefit to the tenant which are less than ninety-three percent (93%) of the net economic benefit of the terms offered to Tenant, then Landlord shall again be obligated to offer to lease the ROFR Space to Tenant as provided above.

5. **Option to Terminate**. Notwithstanding anything herein to the contrary, in the event Landlord cannot accommodate Tenant's growth requirement within Lake Pointe Center IV or in the event that Tenant is closing its Indianapolis, Indiana MSA office, Tenant shall have the right to terminate this Lease with respect to the entire Premises (the "Termination Option") to be effective upon the last day of the fortieth (40th) full calendar month following the Extension Term Commencement Date provided that Tenant (i) delivers to Landlord not less than nine (9) months' written notice of such election to terminate (the "Tenant Termination Notice") and (ii) pays the Termination Fee (defined hereinafter) within thirty (30) days of receipt of notice from Landlord confirming the amount of the Termination Fee. The effective date of such termination shall be referred to as the "Termination Option Effective Date." The rights of Tenant in this Section are personal to Tenant and any successor of Tenant pursuant to a permitted assignment under Section 14.7 of the Lease and may not be enforced by any other assignee thereof.

As used herein, "Termination Fee" shall mean the sum of (i) an amount equal to Rent which would be due for the one (1) month immediately following the Termination Option Effective Date and (ii) the unamortized balance of the Leasing Costs (hereinafter defined) as of the Termination Option Effective Date had the Leasing Costs been loaned to Tenant as of the Extension Term Commencement Date at the interest rate of eight percent (8%) per annum and had such loaned amount been repaid in equal monthly installments commencing on the Extension Term Commencement Date in amounts sufficient to fully amortize such loaned amount and the imputed interest thereon on the expiration date of the Extension Term. The term "Leasing Costs" shall mean the sum of the total brokerage commission paid by Landlord in connection with this Amendment, all reasonable and actual outside counsel legal fees paid by Landlord to negotiate this Amendment, free rent for months 1-4 of the Extension Term ($22,403.33), and the Tenant Allowance paid to Tenant pursuant to the terms of this Lease Amendment.

6. **Notices.** Landlord's mailing address for notices and payment set forth in the Lease is hereby deleted and replaced with the following in lieu thereof:

Landlord:

G&I IX MJW LAKE POINTE III & IV LLC
c/o M & J Wilkow Properties, LLC
20 South Clark Street, Suite 3000
Chicago, Illinois 60603
Attention: Marc R. Wilkow, President

With a copy to:

G&I IX MJW LAKE POINTE III & IV LLC
c/o DRA Advisors, LLC
575 Fifth Avenue, 38th Floor
New York, New York 10017
Attn: Lease Administrator

Rental payments shall be made as follows:

First Class Mail Only:

G&I IX MJW Lake Pointe III & IV LLC
PO Box 775910
Chicago, Illinois 60677-5910

Overnight Mail Only:

G&I IX MJW Lake Pointe III & IV LLC
Lockbox Number 775910
350 East Devon Avenue
Itasca, Illinois 60143

Electronic Payment Only:

G&I IX MJW Lake Pointe III & IV LLC
Account Number: 2748657
Bank ABA Number: 071 006 486
Bank Name: CIBC

7. **Brokers.** Tenant and Landlord each represent and warrant to the other that it has not dealt with any real estate broker or consultant in connection with this Amendment other than Kevin Gillihan of JLL on behalf of Landlord and John A. Crisp and Gerry "Spud" Dick of Cushman & Wakefield U.S., Inc. on behalf of Tenant (collectively, the "Brokers"). Each party represents and warrants to the other party that, insofar as it knows, no broker or other person, other than Brokers, is entitled to any commission or fee in connection with the transactions contemplated by this Amendment. Each party shall indemnify and hold harmless the other party against any loss, liability, damage or claim incurred by reason of any commission or fee alleged to be payable to anyone, other than Brokers, because of any act, omission or statement of the indemnifying party. Such indemnity obligation shall be deemed to include payment of reasonable attorneys' fees and court costs incurred in defending any such claim and shall survive the cancellation, termination or expiration of the Term of the Lease. Landlord shall pay the commissions owed to the Brokers pursuant to separate agreement.

8. **Miscellaneous.**

(a) Any capitalized term used and not otherwise defined herein shall have the same meaning ascribed to it in the Lease.

(b) This Amendment shall be governed by and construed in accordance with the internal laws of the State of Indiana. If any provision of this Amendment or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this Amendment and the application of that provision to other persons or circumstances shall not be affected but rather shall be enforced to the extent permitted by law. The captions, headings, and titles contained in this Amendment are solely for convenience of reference and shall not affect its interpretation. This Amendment shall be construed without regard to any presumption or other rule requiring construction against the party causing this Amendment to be drafted. All prior representations, undertakings, and agreements by or between the parties with respect to the subject matter of this Amendment are merged into, and expressed in, this Amendment, and any and all prior representations, undertakings, and agreements by and between such parties with respect thereto hereby are cancelled.

(c) Except as required by applicable law, regulation or legal process, Tenant shall not disclose, publish or disseminate any terms or provisions of this Amendment and shall keep same strictly confidential. In the event of a breach of this subparagraph, such breach shall constitute an Event of Default by Tenant and Landlord shall have the right to exercise such rights and remedies available to Landlord at law or in equity and the rights and remedies of Landlord as provided in the Lease.

(d) Tenant hereby acknowledges that to Tenant's best knowledge, and without further inquiry, no default has been committed by Landlord and no condition currently exists which with the passage of time could rise to a default; and Tenant has no existing claims against Landlord.

Landlord hereby acknowledges that to Landlord's best knowledge, and without further inquiry, no default has been committed by Tenant and no condition currently exists which with the passage of time could rise to a default; and Landlord has no existing claims against Tenant.

(e) Except as amended by the terms of this Amendment, all of the terms, covenants and conditions of the Lease, and the rights and obligations of the Landlord and Tenant thereunder shall remain in full force and effect and hereby are ratified and affirmed. In the event of any inconsistency between the terms of the Lease and this Amendment, the terms of this Amendment shall govern and control. This Amendment shall be binding upon and inure to the benefit of Landlord, Tenant and their respective successors and permitted assigns.

(f) This Amendment may be executed in facsimile or other counterparts by the Landlord and Tenant, each of which counterpart shall constitute an original and all of which, taken together, shall constitute one and the same instrument. This Amendment may be in the form of an Electronic Record and may be executed using Electronic Signatures (including, without limitation, facsimile and .pdf) and shall be considered an original, and shall have the same legal effect, validity and enforceability as a paper record. For purposes hereof, "Electronic Record" and "Electronic Signature" shall have the meanings assigned to them, respectively, by 15 USC §7006, as it may be amended from time to time. Each person executing this Amendment on behalf of a party represents and warrants that it has the full power, authority and legal right to execute and deliver this Amendment on behalf of such party and that this Amendment constitutes the legal, valid and binding obligations of such party, its representatives, successors and assigns, enforceable against such party or parties in accordance with its terms.

[*Remainder of page intentionally blank; signatures on following page(s)*]

The parties have executed this Amendment by their duly authorized officers, as of the date first above written.

LANDLORD:

G&I IX MJW Lake Pointe III & IV, LLC,
a Delaware limited liability company

By: G&I IX MJW Lake Pointe JV LLC,
a Delaware limited liability company

By: G&I IX Investment Lake Pointe LLC,
a Delaware limited liability company,
its Managing Member

By: M & J Wilkow Properties, LLC, Series JJJ, as agent
By: M & J Wilkow, Ltd., its sole member

By: ____________________
Name: Marc R. Wilkow
Title: President

TENANT:

VOBD LLC,
an Indiana limited liability company

By: TBB
Name: Tim Benton
Title: President

6/30/2021

EXHIBIT A

ROFR Space

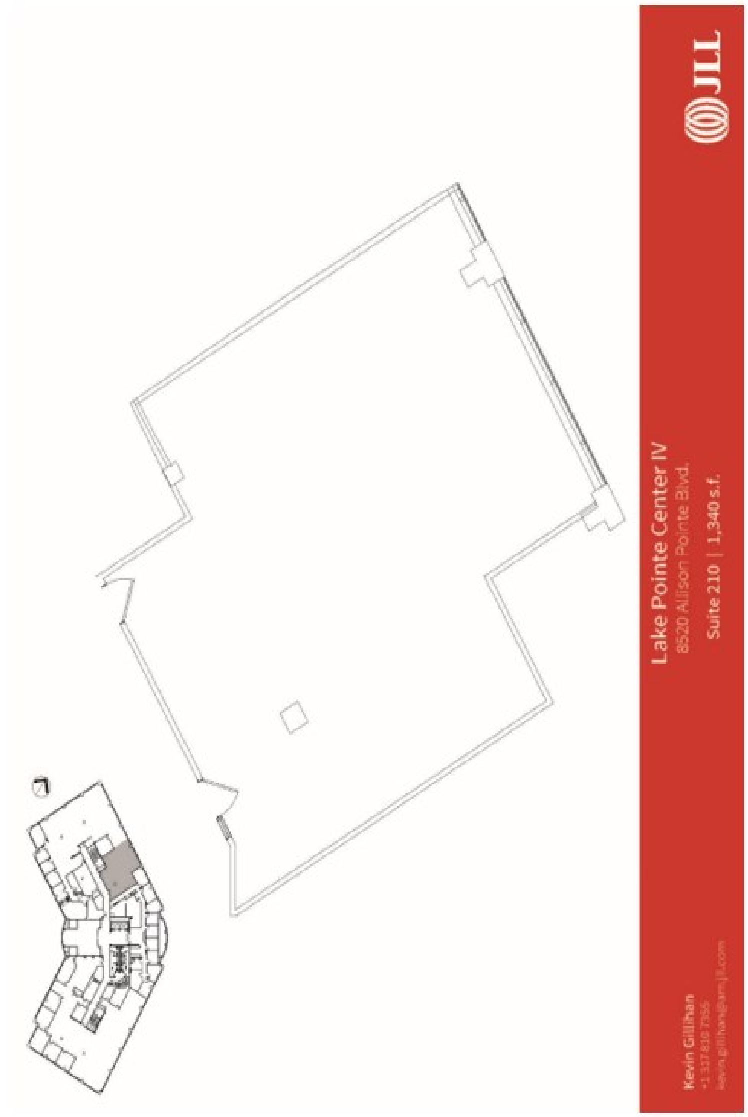


EXHIBIT B

Tenant Design/Development Drawings and Pricing Notes for the Tenant Work

NOTES

THIS PLAN AND THE ASSOCIATED NOTES ARE NOT AN ALL-INCLUSIVE LIST AND SCHOTT DESIGN IS NOT RESPONSIBLE FOR ITEMS NOT LISTED HERE. CONTRACTOR TO COORDINATE WITH BUILDING OWNER/MANAGEMENT AND TENANT AS REQUIRED.

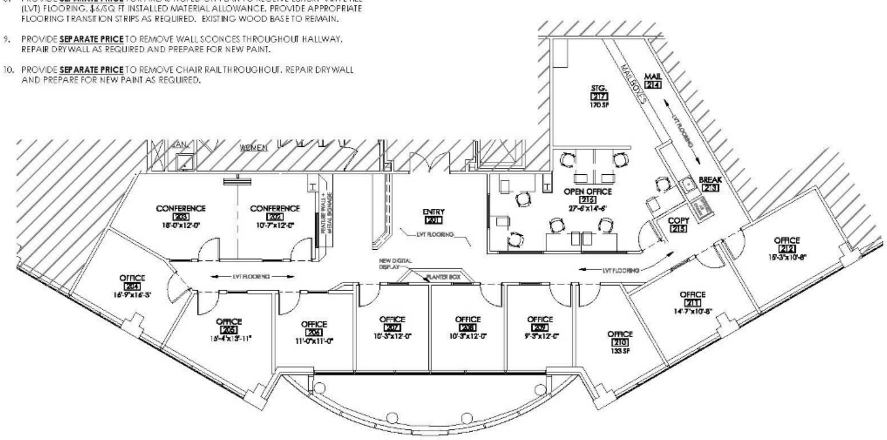
1. PROVIDE POWER AND DATA AS REQUIRED FOR TENANT PROVIDED DIGITAL DISPLAY IN ENTRY 201. CONFIRM EXACT LOCATION AND REQUIREMENTS WITH TENANT AS REQUIRED.
2. PROVIDE POWER AND DATA AS REQUIRED FOR NEW/RELOCATED WORKSTATIONS WITHIN OPEN OFFICE 216
3. WHERE FEATURE WALL IS NOTED ON PLAN, PROVIDE $15.95/SQ FT PRICE ALLOWANCE FOR FASHION STACKED WOOD WALL EXTENDING FROM FLOOR TO CEILING. DESIGN INTENT WOULD BE APPLY STACKED WOOD OVER EXISTING WINDOW. REMOVE EXISTING WOOD WINDOW TRIM AS REQUIRED. ON INSIDE OF CONFERENCE 202, REMOVE WOOD WINDOW TRIM AND PROVIDE LAYER OF DRYWALL TO COVER EXISTING WINDOW. PAINT ENTIRE WALL FOR SEAMLESS APPEARANCE.
4. EXISTING 2X4 AND CAN LIGHTING FIXTURES TO BE REMOVED THROUGHOUT AND REPLACED WITH NEW BUILDING STANDARD LED FIXTURES IN SAME OR SIMILAR LAYOUT.
5. REMOVE EXISTING ENTRY PENDANT LIGHT FIXTURE AND PROVIDE $500 MATERIAL ALLOWANCE FOR NEW PENDANT LIGHT FIXTURE IN SAME LOCATION.
6. REMOVE EXISTING WOOD ACCENT PIECE FROM BACK SIDE OF DRYWALL BULKHEAD ABOVE RECEPTION DESK. REPAIR AS REQUIRED AND PREPARE FOR NEW PAINT.
7. PROVIDE NEW PAINT THROUGHOUT ENTRY 201 AND HALLWAY. ASSUME 2 PAINT COLORS. EXISTING WOOD BASE AND VINYL BASE TO REMAIN THROUGHOUT, UNLESS NOTED OTHERWISE. ALL ENCLOSED ROOMS TO REMAIN AS IS THROUGHOUT, UNLESS NOTED OTHERWISE.
8. PROVIDE **SEPARATE PRICE** FOR AREAS NOTED ON PLAN TO RECEIVE LUXURY VINYL TILE (LVT) FLOORING, $6/SQ FT INSTALLED MATERIAL ALLOWANCE. PROVIDE APPROPRIATE FLOORING TRANSITION STRIPS AS REQUIRED. EXISTING WOOD BASE TO REMAIN.
9. PROVIDE **SEPARATE PRICE** TO REMOVE WALL SCONCES THROUGHOUT HALLWAY. REPAIR DRYWALL AS REQUIRED AND PREPARE FOR NEW PAINT.
10. PROVIDE **SEPARATE PRICE** TO REMOVE CHAIR RAIL THROUGHOUT. REPAIR DRYWALL AND PREPARE FOR NEW PAINT AS REQUIRED.
11. **SEPARATE PRICE #1:** REMOVE EXISTING MOBILE PARTITION AND PROVIDE AND NEW MOBILE PARTITION BETWEEN CONFERENCE 202 AND CONFERENCE 203. NEW PARTITION TO BE MANUALLY OPERATED WITH AN STC MINIMUM RATING OF 54. **SEPARATE PRICE #2:** REMOVE EXISTING MOBILE PARTITION AND ALL ASSOCIATED PARTS INCLUDING TRACK IN CEILING AND PROVIDE NEW DRYWALL WALL WITH INSULATION SEPARATING CONFERENCE 202 AND CONFERENCE 203.
12. **SEPARATE PRICE #1:** PROVIDE ALLOWANCE OF $3,000 TO CONVERT EXISTING PLANTER BOX AT ENTRY INTO NEW UPHOLSTERED BENCH. EXACT SPECIFICATIONS: TBD. **SEPARATE PRICE #2:** REMOVE EXISTING PLANTER BOX AND REPAIR WALL AS REQUIRED. PROVIDE NEW WOOD BASE AS REQUIRED TO MATCH EXISTING WHERE PLANTER BOX WAS REMOVED.
13. PROVIDE **SEPARATE PRICE** TO REMOVE AND INFILL WINDOW BEHIND RECEPTION DESK. PREP AND PAINT WALL AS REQUIRED FOR SEAMLESS TRANSITION.
14. PROVIDE **SEPARATE PRICE** TO PAINT ALL SIDES OF EXISTING WOOD RECEPTION DESK. WORK SURFACE AND GLASS TRANSACTION TOP TO REMAIN AS IS, UNLESS NOTED OTHERWISE.

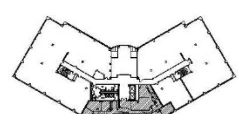
NOT FOR CONSTRUCTION
[CONTRACTOR TO FIELD VERIFY EXISTING CONDITIONS PRIOR TO PRICING THIS PLAN]

PLAN LEGEND

EXISTING TO REMAIN
- WALL
- PARTIAL HEIGHT WALL
- WINDOW / SIDELIGHT
- DOOR AND FRAME

NEW / RELOCATED
- WALL
- PARTIAL HEIGHT WALL
- WINDOW / SIDELIGHT
- BUILT-IN CASEWORK/ PLUMBING FIXTURE
- DOOR AND FRAME
  - **R** = RELOCATED FROM DECONSTRUCTION, PAINTED
  - **N** = NEW TO MATCH EXISTING
  - **SX** = NEW DOOR TO BE SOURCED FROM schottXchange, PAINTED + NEW FRAME, PAINTED





SCALE: 1/16" = 1'-0" | PROJECT MGR: BW | DATE: 03.05.21 | 2021.028

schott design

VIRTUAL OFFICE BY DESIGN

LAKE POINT IV | SUITE 220 | 8520 ALLISON POINTE BLVD, INDIANAPOLIS, IN 46250

3,055 RSF

DRA ADVISORS ASSET MANAGEMENT LEASE DOCUMENTATION CHECKLIST

Property: Lake Pointe IV
Tenant: VOBD LLC
Space: Suite 220
Size / SF: 3055
Deal Type: N, R, Expansion:R

Deal Review and Approval: (Asset Manager) Click or tap here to enter text.

DEAL REVIEW:	YES	NO	COMMENTS
Final term sheet and/or LOI attached?	☒	☐	Click or tap here to enter text.
Asset Manager / broker completed NPV analysis?	☒	☐	Click or tap here to enter text.
Ranger 2.0 NER Calculation attached?	☐	☒	Click or tap here to enter text.
Lease Commission Worksheet attached?	☒	☐	Click or tap here to enter text.
Financial statements received and reviewed by Asset Manager?	☒	☐	Click or tap here to enter text.
DRA partner / acquisition review and approval needed?	☐	☒	Click or tap here to enter text.
THIRD PARTY APPROVALS: *CRITICAL*			
Any *pre-execution* lender approvals/compliance required? Approval attached?	☐	☒	Click or tap here to enter text.
Any *pre-execution* JV partner compliance/approvals required? i.e. not attached?	☐	☒	Click or tap here to enter text.
DOCUMENT / LEASE PACKAGE REVIEW			
Have any related deals or third party options/rights been cleared by leasing agent or DRA? (ROFO, ROFR, exclusives, etc.)	☒	☐	Click or tap here to enter text.
Security deposit/LOC/Guaranty received? (include copy of check or LOC with lease package)	☐	☒	N/A
First month's rent received? (Include copy of check with lease package.)	☐	☒	N/A
Has the tenant made any interlineations or changes in the document? Are changes initialed and approved? If so, flag for LL to initial if required.	☐	☒	Click or tap here to enter text.
Are *all* final, correct Exhibits attached?	☒	☐	Click or tap here to enter text.
Has the term commencement date or any other date in the document passed that require changes to the document?	☐	☒	Click or tap here to enter text.
Is there any other document the Tenant was supposed to supply? (Documentation of merger/name change, guarantee etc.)	☐	☒	Click or tap here to enter text.
Lease abstract submitted with lease, fully populated with SIC code and estimated Commencement Date?	☒	☐	Click or tap here to enter text.
Tenant insurance certificate received and approved?	☒	☐	Click or tap here to enter text.
EXECUTION AND DISTRIBUTION			
Tenant-executed lease package with related documentation should be scanned to Lease Admin for LL execution and distribution. Either date document or leave for Lease Admin to complete. Note: As a reminder, to facilitate the upload to the DRA Intranet, please instruct the broker or manager to scan the lease package sections separately, i.e. lease; abstract; NPV, etc. **(If wet signatures are required, the full lease package with originals should be delivered to DRA's NY office.)**			
DocuSign may be used by a Tenant for execution so please coordinate with their attorney or broker to provide the correct info to be used to designate the DRA signer; if possible, provide prior notice to DRA Lease Admin that DocuSign is being used and forward the Lease Checklist, Abstract, NPV, etc at that time.			
Lease Admin will distribute scanned copies of the fully-executed lease package to the required parties.			

One American Square, Suite 1800 | Indianapolis, IN 46282
Direct: +1 317 639 0468 | Mobile: +1 317 590 7444
john.crisp@cushwake.com | cushmanwakefield.com

May 7, 2021

Kevin Gillihan
Vice President
JLL
8900 Keystone Crossing
Suite 1150
Indianapolis, IN 46240

RE: **FINAL LETTER OF INTENT**
VIRTUAL OFFICE BY DESIGN
LAKE POINTE CENTER IV
8520 ALLISON POINTE BOULEVARD
SUITE 220
INDIANAPOLIS, IN 46250

Dear Kevin:

Cushman & Wakefield U.S., Inc. is exclusively representing Virtual Office by Design ("Tenant") in evaluating the Indianapolis market for its requirement. At this time, we are submitting to G & I IX MJW LK Pointe III & IV ("Landlord") for review and approval this Letter of Intent ("LOI"). Said LOI shall serve as a framework and to provide the basic economic terms and related conditions for an extension to Tenant's existing Lease Agreement/Amendment(s).

Please note, this LOI is non-binding until a new Lease Amendment is fully executed and consistent with the mutually accepted terms.

LOCATION:	Lake Pointe Center IV 8520 Allison Pointe Boulevard Suite 220 Indianapolis, IN 46250
BUILDING OWNERSHIP:	G & I IX MJW LK Pointe III & IV
EXISTING PREMISES:	Tenant to lease from the Landlord 3,055 square feet (SF).
LEASE TERM:	Landlord confirmed a five (5) year and four (4) month lease extension beyond Tenant's existing lease expiration date. Note: Tenant's existing lease expires November 30, 2021.
OPTION TO TERMINATE:	Landlord confirmed if Landlord cannot accommodate Tenant's growth in Lake Pointe Center IV or if Tenant closes down the Indianapolis MSA office, Tenant to have the Option to Terminate its Lease at the end of the third (3rd) year of paid rent. In order to exercise this option, Tenant must give Landlord nine (9) months prior written notice along with a one-time payment of the unamortized costs associated with the Lease. Payment shall include the unamortized Tenant Improvements, free rent, leasing commissions, and legal expense at eight percent (8%), plus one (1) month's rent.

RENTAL RATE:

Landlord confirmed the Rental Rate for the Premises shall be consistent with the rent schedule and corresponding notes below:

Period	Rate/RSF	Monthly Rent	Period Rent
Months 1-4	$0.00	$0.00	$0.00
Months 5-12	$22.00	$5,600.83	$44,806.67
Months 13-24	$22.55	$5,740.85	$68,890.25
Months 25-36	$23.11	$5,884.38	$70,612.51
Months 37-48	$23.69	$6,031.48	$72,377.82
Months 49-60	$24.28	$6,182.27	$74,187.26
Months 61-64	$24.89	$6,336.83	$25,347.32

Note: The Rental Rate is quoted on a Full Service basis (including janitorial, utilities, operating expenses and real estate taxes).

RENTAL CONCESSIONS:

Landlord confirmed four (4) month of "free rent".

OPERATING EXPENSES & REAL ESTATE TAXES (OPEX):

Landlord confirmed the current Base Year Stop shall be adjusted to a Base Year 2022 Stop upon commencement of the proposed Lease Amendment.

TENANT IMPROVEMENTS:

Landlord confirmed Landlord to provide a Tenant Improvement Allowance of twenty dollars per rentable square foot ($20.00/RSF) to build-out the proposed Premises with $10.00/RSF of said allowance to be used towards business related expenses.

DESIGN/DEVELOPMENT DRAWINGS, CONSTRUCTION DOCUMENTS, PRICING NOTES AND PERMITS:

<u>Space Plan & Pricing Notes:</u>
Landlord confirmed Landlord has engaged Schott Design relative to the preparation of Design/Development Drawings and Pricing Notes at Landlord's sole cost outside of the Tenant Improvement Allowance.

<u>Construction Documents & Permits:</u>
Landlord confirmed Tenant shall be responsible for the cost as a part of the Tenant Improvement Allowance for any additional planning or permits necessary (in addition to what has been referenced above).

EXPANSION RIGHT:

Landlord and Tenant mutually agree to delete this section.

RIGHT OF FIRST REFUSAL:

Landlord confirmed Tenant shall have an on-going Right of First Refusal (ROFR) into Suite 210 (1,340 RSF) on the second floor of the Building (see Exhibit C). Once Landlord has received a firm offer to lease, acceptable to the Landlord, then Proposed Tenant may exercise its ROFR to lease the additional space. All expansions shall be for a minimum term of three (3) years. In the event the initial space has less than three (3) years remaining, then the lease will be extended to be coterminous with the expansion space and the economics of that lease expansion and extension shall be factored into the fair market value determination.

TERMS OF EXISTING LEASE AGREEMENT/AMENDMENT:

Landlord confirmed it is understood that any and all terms not specifically addressed in the LOI shall remain consistent with Tenant's existing Lease Agreement/ Amendment(s).

LEGAL EFFECT:	Landlord confirmed Tenant's understanding that this is a non-binding Request for Proposal of lease terms and not an offer to lease or to enter into a lease agreement. The parties will be bound only if and when a definitive lease agreement containing mutually acceptable terms is executed by both Landlord and Tenant. No obligation to negotiate or to respond to any proposal is created by this request. Tenant reserves the right to reject all proposals.
CONFIDENTIALITY:	**The information contained in this proposal is privileged and confidential, intended only for the use of Tenant and Landlord. All parties shall keep the terms of this proposal and any negotiations or agreements strictly confidential unless mutually and specifically agreed otherwise.**
AGENCY:	In the proposed lease transaction, it is expressly understood that John. A Crisp, SIOR & Gerry "Spud" Dick of Cushman & Wakefield U.S., Inc. will be acting as agent on behalf of Tenant and is to be paid a commission by the Landlord that shall be outlined per a separate agreement.

Should you have any questions concerning this Final LOI, please contact me per the contact information below. If none, please prepare a draft Lease Amendment for our review.

Best wishes,

CUSHMAN & WAKEFIELD

John A. Crisp, SIOR
Executive Managing Director
Mobile: +1 317 590 7444
john.crisp@cushwake.com

Gerry "Spud" Dick
Associate Vice President
Mobile: +1 317 514 7868
spud.dick@cushwake.com

EXHIBIT A

Floor Plan

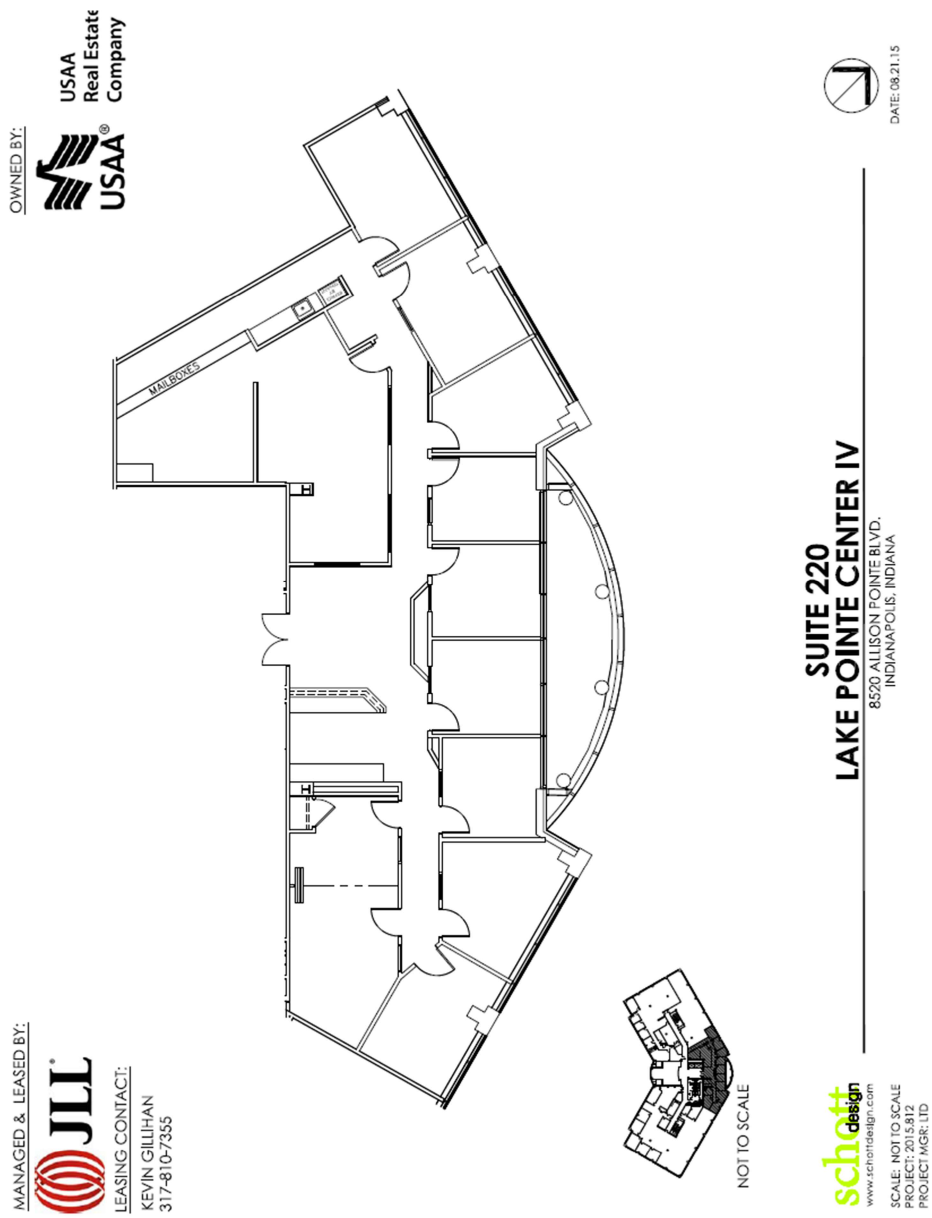


EXHIBIT B

Design/Development Drawing

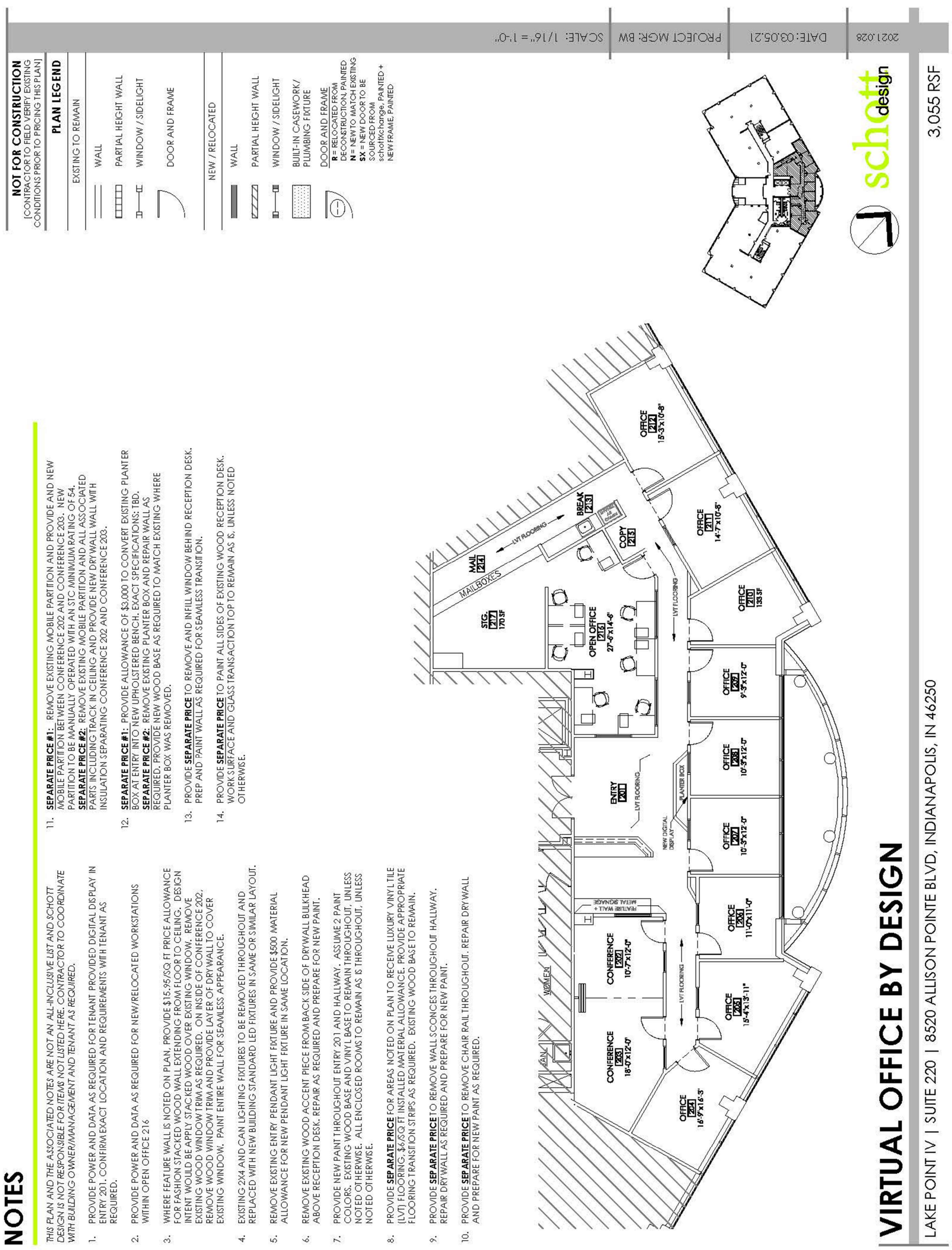
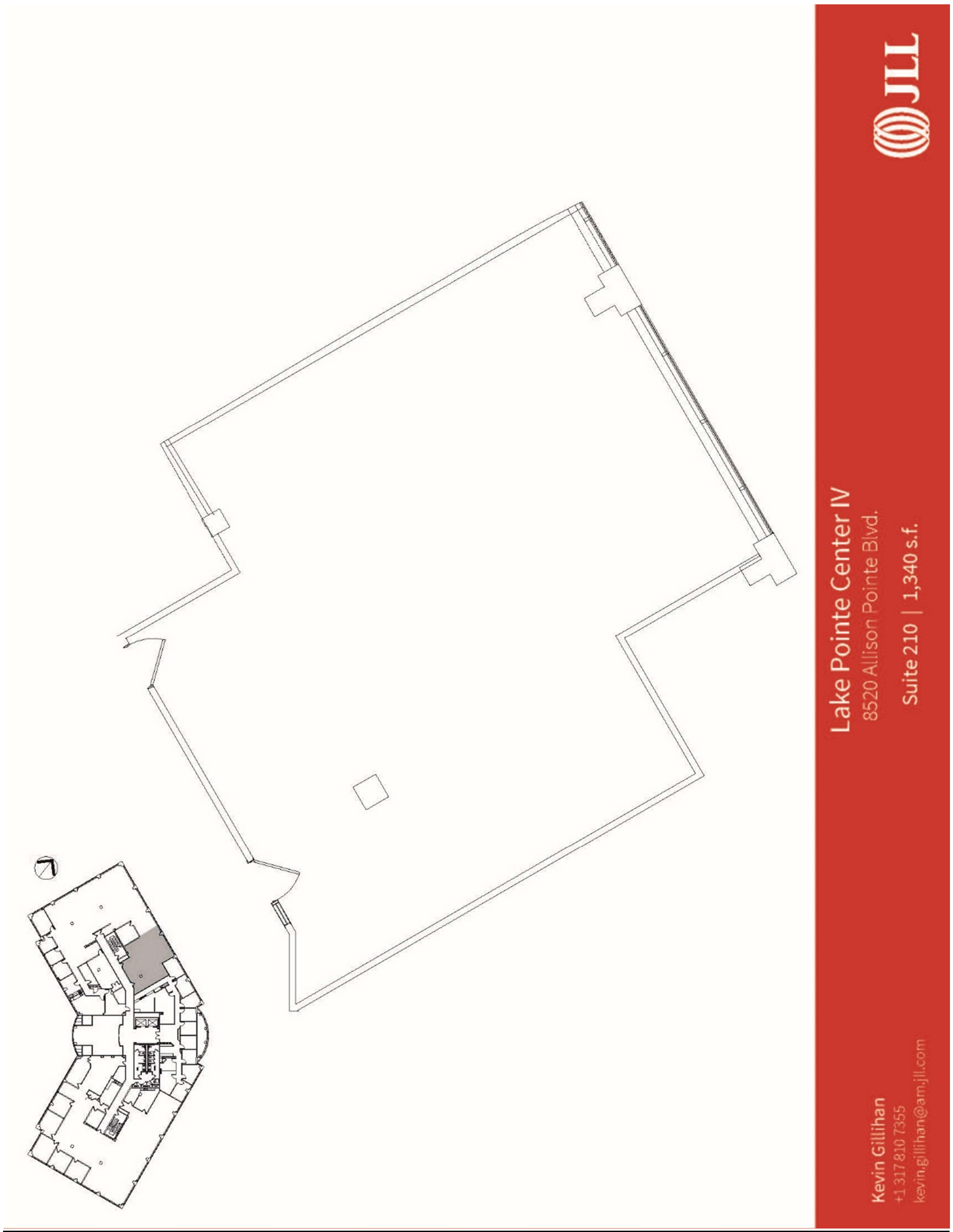


EXHIBIT C

Right of First Refusal



Business Point	VOBD
Premises:	LP IV
RSF:	3,055
New or Renewal:	Renewal
Lease Term:	64 month(s)
Commencement Date:	12/1/2021
Beneficial Occupancy:	n/a
Base Rent:	$22.00 w/2.5% bumps
Free Rent:	4 month(s)
TIA:	$20.00
Commission:	6.0%
IRR:	**52%**

VOBD, PROPOSAL 64 month(s)

Rent $22.00 sf, 2.5% bumps, T/I $20.00 psf, 64 Mos Term, 4 month(s) free rent
3,055 RSF
December 1, 2021

Year		1		2		3		4		5		6		
Rate	$	22.00	$	22.55	$	23.11	$	23.69	$	24.28	$	24.89		
												4 month(s)		Total
Rent $22.00 sf, 2.5% bumps	$	67,210	$	68,890	$	70,613	$	72,378	$	74,187	$	25,347	$	378,625
Base Year $9.55	$	(29,175)	$	(29,175)	$	(29,175)	$	(29,175)	$	(29,175)	$	(9,725)		
T/I $20.00 psf	$	(61,100)												
L/C 6.0%	$	(21,373)												
Landlord Costs	$	-												
Landlord Costs	$	-												
Landlord Costs	$	-												
Free Rent 4 month(s)	$	(22,403)												
	$	**(66,842)**	**$**	**39,715**	**$**	**41,437**	**$**	**43,203**	**$**	**45,012**	**$**	**15,622**	**$**	**378,625**
IRR		**52%**												
NPV 6.0 %		**$85,948**												

Kevin Gillihan
Direct +1 317 810 7355
Mobile +1 317 677 2237
Kevin.Gillihan@am.jll.com

LEASE ANALYSIS FORM

Version:	Final
Initial Analysis Date:	
Revised Date:	7.22.2021

Lease Information

Center	Lake Pointe IV	
Building/Center #	0713	
Tenant Name	VOBD	
Main Suite # / Additional Suite #s	220	
Rentable Square Footage	3,055	
Firm Lease Term (# Months)	64.0	
Free Rent (#Months)	4	
Deal Type (New,Renewal,Expansion)	Renewal	
Lease Start Date (mm/dd/yy)	12/1/21	
Lease Expiration Date	3/31/27	
% of Building	3.78%	

PROPERTY DATA

Property Rentable SF	80,878
Current Occupancy	86.61%
Annual Operating Expense / SF	$9.55
Annual % Increase in OPEX*	
Is this a Net Lease?	No
(0% if 100% pass-through)	

COMMISSION BASED ON

TOTAL INCOME:	$356,193
LESS CONCESSIONS:	
Lease Assumption:	
Moving Allowance:	
Rent during Termination Option Period:	
TI Above Building Standard:	
Other (describe below):	
TOTAL CONCESSIONS:	
NET INCOME:	$356,193

Capital Investments

		Total $ Amount
Leasing Commissions Tenant Broker (%)	4.00%	$14,248
Leasing Commissions Landlord Broker 1.6% & Wilkow	2.00%	$7,124
Tenant Improvements ($ / SF)	$20.00	$61,100
Tenant Improvement cost based on	Stated rate	
Total Design & Legal Costs		$5,000
Pro Fee (Atlanta Only)- fill in Monthly Rent in cell H26		No
Pro Fee $ Amount Tenant Broker (Atlanta only)		
Pro Fee $ Amount Landlord Broker (Atlanta only)	Select CM Fee Structure	
Construction Management Fee		$1,833
Misc. Expenses		
Total Capital Investments		$89,304.55

TENANT INFO

Type Business	Management of Virtual Offices
Public/Private	Private
Years in Business	3
Financial Strength	Good
Stock Symbol	
SIC Code	531190

*** Budget and proposed SF amount are calculated on the total term.**

Budgeted		Notes:		Proposed	
Rentable Square Footage	3,055			Base Rent ($/SF)	$22.00
Term (Months)	64			Term (Months)	64
Base Rent ($/SF)	$22.50	N/A		Escalations($/SF/yr) OR	
Free Rent Months	4			Escalations(%/SF/yr)	2.50%
Escalations($/SF/yr) OR		OPEX ($/SF/yr)	$9.55	OPEX ($/SF/yr)	$9.55
Escalations(%/SF/yr)	2.50%	Concessions($/SF/yr)	$1.41	Concessions($/SF/yr)	$1.38
		Effective Rate ($/SF/yr)	$11.54	Effective Rate ($/SF/yr)	$11.08
TI and CM Fees ($)	$67,933.00	TI, Misc, CM ($/SF/yr)	$3.75	TI, Misc, CM ($/SF/yr)	$3.86
Leasing Commissions ($)	$21,371.55	Commissions($/SF/yr)	$1.31	Commissions($/SF/yr)	$1.31
		Net Rent ($/SF/yr)	$6.48	Net Rent ($/SF/yr)	$5.90
				Net Lease Value	91.03%

Annual Cash Flows

*Month range must be 12 or less except in free rent area

	Starting Date	End Date	Face Rate	Gross Income	Operating Exp	Net Income	Total Cash Flow
							($89,305)
Free/Step Rent 0							
Free/Step Rent 0							
Free/Step Rent 4	12/1/21	3/31/22			($9,725)	($9,725)	($9,725)
Month(s) 8	4/1/22	11/30/22	$22.00	44,807	($19,450.17)	$25,356	$25,356
Month(s) 12	12/1/22	11/30/23	$22.55	68,890	($29,175)	$39,715	$39,715
Month(s) 12	12/1/23	11/30/24	$23.11	70,601	($29,175)	$41,426	$41,426
Month(s) 12	12/1/24	11/30/25	$23.69	72,373	($29,175)	$43,198	$43,198
Month(s) 12	12/1/25	11/30/26	$24.28	74,175	($29,175)	$45,000	$45,000
Month(s) 4	11/1/25	2/28/26	$24.89	25,346	($9,725)	$15,621	$15,621
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Month(s) 0							
Total Term : 64							
Aggregate Totals				$356,193	($155,601)	$200,591	$111,287

Pay-back Analysis

Annualized Cash-on-Cash Return	23.37%	TI Job Code	
Estimated Pay-back Period (# of Months)	15.94486854	LC Job Code	

Lease Notes

Leased Address	Billing Address	
8470 Allison Pointe Boulevard	8470 Allison Pointe Boulevard	Tenant Contact: Tim Benton
Suite 220	Suite 220	Phone #: 317-713-2900
Indianapolis, Indiana 46250	Indianapolis, Indiana 46250	

Corporate Decision: Tim Benton	Corporate RE Director: N/A	Local RE Director: N/A
Title: President/CEO	Title:	Title:

COMMISSION RECAP

LANDLORD BROKER COMMISSION PERCENTAGE	2.0%	Pro Fee LLD Broker	$7,124
TENANT BROKER COMMISSION PERCENTAGE	4.0%	Pro Fee Tnt Broker	$14,248
TOTAL COMMISSION PERCENTAGE	6.0%		$21,372

			%	Amount
Tenant Broker to be paid by	Property	Distribution: Tenant Broker:	4%	$14,248
Has the first month's rent been received?	Select	Landlord Broker & M&J Wilkow:	2%	$7,124
Has the Security Deposit been received?	Select	Total	6.0%	$21,371.55

LANDLORD BROKER / ADDRESS

		% Due	Amount	Date Due
JLL				
8900 Keystone Crossing, Suite 1150	TOTAL AMOUNT DUE	2.00%	$7,123.85	
Indianapolis, Indiana 46240	AMOUNT DUE UPON EXECUTION	50%	$ 3,561.93	30-Jul-21
	AMOUNT DUE UPON RENTALPAYMENT	50%	$ 3,561.93	1-Dec-21

TENANT BROKER / REMITTANCE ADDRESS

		% Due	Amount	Date Due
Cushman & Wakefield				
	TOTAL AMOUNT DUE	4.00%	$14,248	
	AMOUNT DUE UPON EXECUTION	50%	$ 7,123.85	30-Jul-21
	AMOUNT DUE UPON RENTALPAYMENT	50%	$ 7,123.85	1-Dec-21

Commission Notes

PREPARED BY:	Regina Hall	7.22.21
REVIEWED & APPROVED BY LEASING AGENT:	Kevin Gillihan	7.22.21
APPROVED BY DRA ASSET MANAGER:		

Virtual Office by Design

Profit and Loss

January - December 2019

	TOTAL
Income	
Mail Services Income	**38,131.53**
Nov/Dec Revenue allocated to Deirdre O. (deleted)	939.40
Office & Conference Room Rent	**66,885.90**
Receptionist Income	**146,088.65**
Unused Build Out Fund	12,220.00
Write Off Uncollected Accounts	-2,520.34
Total Income	**$261,745.14**
GROSS PROFIT	**$261,745.14**
Expenses	
Accounting Fees	6,401.25
Advertising & Marketing	16,489.84
Bank and CC Processing Fees	2,376.80
Building Rent	**72,552.77**
Charitable Donation	480.00
Contractors	187.50
Interest Paid	5,385.78
IT Support	**11,182.86**
Legal Fees	6,609.64
Meals & Entertainment	2,650.73
Office Supplies & Software	4,053.91
Payroll Expenses	**174,412.79**
Postage and Delivery	1,589.30
Taxes & Licenses	802.90
Travel	461.60
Total Expenses	**$305,637.67**
NET OPERATING INCOME	**$ -43,892.53**
NET INCOME	**$ -43,892.53**

Virtual Office by Design

Profit and Loss

January - December 2020

	TOTAL
Income	
Mail Services Income	**41,348.62**
Office & Conference Room Rent	**59,465.70**
Receptionist Income	**127,004.43**
Write Off Uncollected Accounts	-654.00
Total Income	**$227,164.75**
GROSS PROFIT	**$227,164.75**
Expenses	
Accounting Fees	1,192.50
Advertising & Marketing	14,606.36
Bank and CC Processing Fees	2,299.09
Building Rent	**78,630.39**
Car & Truck	1,645.02
Charitable Donation	33.00
Contractors	150.00
Interest Paid	5,700.00
IT Support	**16,475.86**
Job Supplies	66.55
Meals & Entertainment	2,121.90
Office Supplies & Software	6,851.22
Payroll Expenses	**96,151.98**
Postage and Delivery	1,531.88
Travel	2,349.79
Total Expenses	**$229,805.54**
NET OPERATING INCOME	**$ -2,640.79**
Other Income	
Income for Client Review	0.00
Other Income	26,435.00
Total Other Income	**$26,435.00**
Other Expenses	
Expenses For Client Review	1,156.01
Total Other Expenses	**$1,156.01**
NET OTHER INCOME	**$25,278.99**
NET INCOME	**$22,638.20**

LEASING COMMISSION CALCULATIONS

Lake Pointe	IV
Tenant Name:	VOBD
Type:	Renewal
Outside Broker?	Yes

Lease Commencement:	12/1/2021
Lease Expiration:	3/31/2027

% Due Upon Execution	50%
% Due Upon Commencement	50%

Premises	3,055	RSF
	-	
Total	3,055	

	Firm	% Commission
Outside Broker	Cushman Wakefield	4.00%
Inside Broker	JLL	1.60%
Inside Renewal	M&J Wilkow	0.40%
Total		6.00%

Total Commission Calculation						**Detailed Allocation of Commission**					
						Outside Broker		***Inside Broker***		***Inside Renewal***	
Year	**Rate**	**Rent Months**	**Rent**	**Total Commission**	**Total Commission**	***Rate***	***Commission***	***Rate***	***Commission***	***Rate***	***Commission***
1	$0.00	4	$0.00	0.00%	$0.00	*0.00%*	*$0.00*	*0.00%*	*$0.00*	*0.00%*	*$0.00*
2	$22.00	8	$44,806.67	6.00%	$2,688.40	*4.00%*	*$1,792.27*	*1.60%*	*$716.90*	*0.40%*	*$179.23*
3	$22.55	12	$68,890.25	6.00%	$4,133.42	*4.00%*	*$2,755.61*	*1.60%*	*$1,102.24*	*0.40%*	*$275.56*
4	$23.11	12	$70,601.05	6.00%	$4,236.06	*4.00%*	*$2,824.04*	*1.60%*	*$1,129.62*	*0.40%*	*$282.40*
5	$23.69	12	$72,372.95	6.00%	$4,342.38	*4.00%*	*$2,894.92*	*1.60%*	*$1,157.97*	*0.40%*	*$289.49*
6	$24.28	12	$74,175.40	6.00%	$4,450.52	*4.00%*	*$2,967.02*	*1.60%*	*$1,186.81*	*0.40%*	*$296.70*
7	$24.89	4	$25,346.32	6.00%	$1,520.78	*4.00%*	*$1,013.85*	*1.60%*	*$405.54*	*0.40%*	*$101.39*
	Total	**64**	**$356,192.63**		**$21,371.56**		***$14,247.71***		***$5,699.08***		***$1,424.77***

Payment Schedule:	**Outside Broker**	**Inside Broker**	**M&J**	**Total**
Due upon execution:	$7,123.85	$2,849.54	$712.39	$10,685.78
Due Upon Commencement:	$7,123.85	$2,849.54	$712.39	$10,685.78
Total	$14,247.71	$5,699.08	$1,424.77	$21,371.56

Approved by:

Kevin Gillicker

Leasing Agent

Date: 7.22.2021

Regina Hall

Property Manager/Director

Date: 7.22.2021

Asset Manager

Date:

VOBDLLC-01 FITZERI

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Erin Fitz	
Hylant - Indianapolis/Bloomington 10401 North Meridian St, Ste 200 Indianapolis, IN 46290	PHONE (A/C, No, Ext): (800) 678-0361	FAX (A/C, No): (317) 817-5151
	E-MAIL ADDRESS: erin.fitz@hylant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Massachusetts Bay Insurance Co	22306
INSURED VOBD LLC dba Virtual Office by Design 8520 Allison Pointe Blvd Suite 220 Indianapolis, IN 46250	INSURER B : Allmerica Financial Benefit Ins Co	41840
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			ODW D767466 01	12/1/2020	12/1/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			ODW D767466 01	12/1/2020	12/1/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / X RETENTION $ 0			ODW D767466 01	12/1/2020	12/1/2021	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		W2W D767522 02	12/1/2020	12/1/2021	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

G&I IX MJW Lake Pointe JV LLC, its affiliates, subsidiaries and assigns; M & J Wilkow Properties, LLC; DRA Advisors are included as Additional Insured with respect to the General Liability.

CERTIFICATE HOLDER	CANCELLATION
G&I IX MJW Meridian Plaza LLC c/o M & J Wilkow Properties, LLC Attn: Marc R. Wilkow, President 20 South Clark Street, Suite 3000 Chicago, IL 60603	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mill M. Ylt

From: Erin.Fitz@Hylant.com
To: Tim Benton Tim@vobydesign.com
CC: mjwilkow@Ebix.com
Subject: RE: M & J Wilkow - Certificate of Insurance Request
Date: 10/27/2020 7:12:23 AM
Attachment(s):

Please see the attached COI.

Thank you!

Erin L. Fitz, AAI, CPIA
Sr. Client Service Manager, Select – Small Commercial

email: erin.fitz@hylant.com
phone: 317-817-5167 | **fax:** 317-817-5151 | **after hours claims:** 866-230-9153
10401 N Meridian Street, Suite 200 | Indianapolis, IN 46290

Come be our friend over on Hylant Select Facebook!

From: Tim Benton <Tim@vobydesign.com>
Sent: Tuesday, October 27, 2020 10:18 AM
To: Erin Fitz <Erin.Fitz@Hylant.com>
Subject: Fw: M & J Wilkow - Certificate of Insurance Request

***** EXTERNAL EMAIL: Ensure you trust this sender before clicking on any links or attachments *****

Hey Erin,

Hope you are ok and surviving this crazy 2020. If you could, please send us the Certificate of Insurance as noted below from our landlord.

Many thanks!!

Tim Benton

From: Customer Service <customerservice@ebix.com>
Sent: Tuesday, October 20, 2020 7:12 PM
To: Tim Benton <Tim@vobydesign.com>
Subject: M & J Wilkow - Certificate of Insurance Request

Please see the attached notification regarding the Certificate of Insurance requirements as stated in your agreement with M & J Wilkow. ***Please send your certificate of insurance via email to mjwilkow@ebix.com *** Thank you for your prompt attention to this matter.