



To: All Tenant Managers and Staff
Re: Employee Parking

Did you know that the #1 complaint received from our Customers is about parking at Boardwalk?

Each Lease at Louisiana Boardwalk specifies that the Landlord shall designate employee parking areas. This memo is to reaffirm that no Employee should park at any time in the first ten (10) parking spaces of any parking lot, as measured from the building. These spaces should be saved for our Customers. Employees utilizing the Parking Garage should park on the Third Level.

Violation of this policy will result in the Tenant (not the Employee) being assessed a fine of \$10 per day, per Employee vehicle (or the fine as specified in your Lease).

The reason for this Policy is simple, we need to save the best parking spaces for our Customers rather than tying up a prime space for 8 hours while you or your Employee is at work! For the benefit of your business, please take the time now to reeducate your Team.

If you have any questions or comments, please contact my office at 318.752.1455.

Thank you for your cooperation in this matter.

Best regards,

A handwritten signature in black ink that reads "Bill" followed by a stylized flourish.

William H. McFadden
General Manager
Louisiana Boardwalk Outlets
Operated by Urban Retail Properties as Agent for
Garrison Boardwalk LLC