

**EVERGREEN AMERICA CORPORATION**

NEW JERSEY OFFICE  
ONE EVERTRUST PLAZA  
JERSEY CITY, NJ 07302  
TEL: (201) 761-3000

**MEMORANDUM**

TO: All Tenants  
FROM: Tony Wang, Building Manager  
DATE: September 8, 2006  
SUBJECT: Parking Lot Procedures Review

*T. Wang*

Please post or duplicate the following for those employees utilizing the Washington Street parking lot:

**Washington Street Parking Rules & Regulations**

1. Parking is by permit only, and permit is valid for the month indicated. Carefully read the Parking Rules and Regulations as printed on the reverse side of the permit.
2. While approaching parking lot, parking permit should be hung on the rear view mirror, or placed on dashboard, with permit number visible to the guard at all times.
3. Only park in the numbered space that corresponds to your parking permit. If there is a problem, inform the guard and he/she will assist you.
4. State fines are applied for parking in handicap parking spaces.
5. All visitors and guests are required to sign in at the guard booth prior to parking. In the event you do not possess a valid monthly parking permit, you will be considered a visitor or guest and will be required to sign at the guard booth prior to parking.  
**Disregarding required sign in procedures may result in vehicle being stickered or towed.**

• For informational purposes:

- Parking permits are issued with monthly rent statements, colors vary month to month.
- Building does not allocate parking spaces for Tenant visitors or service contractors. It is the Tenants discretion to accommodate parking for its visitors.
- Upon request, service contractors, are limited to 15 minute parking in the rear of the building.
- If your permit is lost or stolen, contact your administrator for a duplicate.

As always, thanks in advance for your anticipated cooperation, and should you have any questions or comments, please contact the management office at (201) 915-4980.