

Tenant Handbook

West Point
3900 S Wadsworth Blvd
Lakewood, CO 80235



Updated 10/31/19

Managed by:
Dunton Commercial LLC
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Main: 303.758.3131
Fax: 303.758.3293

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Dear West Point Tenants:

Welcome to West Point! Dunton Commercial is the managing agent and, on behalf of VBH WP LLC, we are so pleased that your company has chosen to lease office space at this office building.

This Employer/Employee Tenant Handbook is designated with you in mind. One of our goals here at West Point is to make sure that every person who works at West Point is informed and knowledgeable about the property as it pertains to life safety issues, building guidelines, amenities and operational issues.

There are specific guidelines to assist you when you move your company into the building as well as forms for building access, parking, tenant parties, and signage.

Please make sure to communicate with your staff the information in the Building Rules and Regulations and the Life Safety sections. Your company will need to identify to us who your Fire Warden(s) will be so we can be in touch with them.

Your comments and or questions regarding this handbook are always welcome.

Sincerely,

Dunton Commercial LLC for
VBH WP LLC

Susan Nord

Susan Nord, RPA
Senior Property Manager

Patty Sousa

Patty Sousa
Assistant Property Manager

GENERAL BUILDING INFORMATION

**West Point
3900 S Wadsworth Blvd
Lakewood, CO 80235**

The Dunton Commercial staff is here to serve you and to provide you with a comfortable, clean and professional environment. Our office is located at:

5570 DTC Parkway, Ste. 150 Greenwood Village, CO 80111
Our office hours are Monday – Friday 8:00 a.m. – 5:00 p.m.

A Dunton Commercial representative can be reached 24 hours, seven days per week at 303-758-3131.

Name	Title	Phone Number	Email
Susan Nord, RPA	Senior Property Manager	(O): 720-382-7334 (C): 303-912-6583	snord@dunton-commercial.com
Patty Sousa	Assistant Property Manager	(O): 720-673-8132 (C): 720-648-0292	psousa@dunton-commercial.com
Chris Hollerback	Engineer		chollerback@dunton-commercial.com

RENTAL PAYMENTS:

Rental payments sent via check, money order or its equivalent must be mailed to:

Payee: PNC Bank, National Association
Address: 620 Liberty Avenue, Pittsburgh, PA 15222
ABA Routing #: 043000096
For Account #: 1069994028
Credit Account Name: VBH WP LLC
Reference: 030312159

Rent can also be paid via our online rental portal, Clickpay. Please find the instructions for setting up your account in the Forms section of this handbook, on page 25.

OPERATIONS:

OPERATING HOURS OF THE BUILDING are as follows:

Monday – Friday 7:00 a.m. – 7:00 p.m.; Saturday 8:00am – 1:00pm.; Closed Sunday
HVAC Hours: Monday – Friday 7:00 a.m. – 7:00 p.m.; Saturday 8:00 a.m. – 1:00 p.m.
Lobby Lights are on timers

The building is closed on the following standard holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day,
Thanksgiving Day, Christmas Day

Dunton Commercial will, from time to time, modify those days on which the building is closed with advanced notice to tenants. These days are subject to change.

BUILDING AMENITIES

The conference room, lounge and fitness center amenities are located on the 1st floor. See additional information below:

WIFI FOR ALL THREE ROOMS

Wifi Name: West Point

Password: WestPoint

CONFERENCE ROOM

The conference room is to be reserved through the Angus Work Order Portal. On or the day before your reserved meeting, Chris Hollerback will deliver to you an access card to gain access the conference room. He will take the card back after your meeting is completed.

There is one TV in the conference room that offers Hulu Live, and it has a HDMI cord behind it to connect to a laptop. Additionally, the west wall of the conference room is a wall talker board (like a dry erase board) with board markers/erasers for your use. The conference room accommodates 51 people.



LOUNGE

Tenants are welcome to enjoy the conference room at their leisure. The lounge has a TV that offers Hulu Live, board games, a kitchen area and comfortable seating.

FITNESS CENTER

All building employees must fill out a Fitness Center Waiver Form in order to gain access into the fitness room. This waiver can be found in the forms section of this handbook. After the Fitness Center Waiver form is filled out and returned to management, that employee's individual access card will be activated to access the fitness center.

The fitness center equipment includes two treadmills, a bike, elliptical, functional trainer system, weights and balls.



There are two TV's in the fitness center with access to Hulu Live. Additionally, there is a cubbie unit to place your personal items. A water fountain is available in the hallway.

VENDING MACHINE/SHOWER ROOM:

The vending machine/shower room on the 4th floor is accessible via your assigned access card.

We kindly ask that all rooms are left clean and ready for the next person to use after you leave.

WORK ORDER REQUESTS

All building maintenance and work order requests are to be put in through your Angus Work Order account. These types of requests would include HVAC adjustments, maintenance and repair of buildings mechanical system, standard light bulb changes in tenant spaces, elevator repairs, restroom repairs, and common area repairs. There are some maintenance services that are an additional cost to the tenant, including requesting an additional access card or key for your unit, tenant suite restroom repairs (faucets, toilets, sinks, plumbing), special tenant suite light fixtures, interior glass repairs, repairs to appliances in suites such as dishwashers and garbage disposals and suit carpet/floor tile specialty cleaning. If you do not have an account set up, please contact Patty at psousa@dunton-commercial.com to get the registration information.

AFTER HOURS ACCESS is obtained by use of an Access Card, which is programmed in the security system. This card allows access into the building entrances. The card readers are located at the south and north entrances to the building. Access Cards may be obtained from building management via a work order request through Angus Work Order System. Tenants who have their own access control system, and if compatible with the building system, can use the same access card for access into the building and their suite. If an employee requires access to the building/suite after hours, a supervisor of your company must contact management to authorize. Each tenant must provide to Management a list of authorized personnel. Please refer to BUILDING ENGINEERING ASSISTANCE for the after-hours charge the tenant will be assessed to accommodate after-hour calls. ID will be required for this person to then gain access to the building/suite.

BUILDING ENGINEERING ASSISTANCE is available. The engineering staff will be able to assist you in small repair jobs, or “handyman” type situations on a time-available basis. If you need assistance, please request through the Angus Work Order System. We will either send someone to help you or provide you with a recommendation. There is a minimum charge and the current cost for a building engineer to assist with your needs is \$60.00 per hour. Emergency after- hours (anytime excluding the office hours noted above and including holidays) the rate will be \$90.00 per hour + travel and will be charged at a 2-hour minimum. These charges will appear on your monthly rental statement. Please give Dunton Commercial 48 hours’ notice for these requests to be completed.

HVAC (HEATING, VENTILATION AND AIR CONDITIONING)

The system is programmed to start early to ensure that the Building is comfortable during normal business hours. The Building automation system will operate to maintain 68 degrees to 74 degrees in the building throughout the year. If you have a specific hot or cold complaint within your suite, please log your work order in the Angus Work Order System, or call:

Name	Title	Phone Number	Email
Susan Nord, RPA	Senior Property Manager	(O): 720-382-7334 (C): 303-912-6583	snord@dunton-commercial.com
Patty Sousa	Assistant Property Manager	(O): 720-673-8132 (C): 720-648-0292	psousa@dunton-commercial.com
Chris Hollerback	Engineer	(C): 720-545-9816	chollerback@dunton-commercial.com

Should you require after-hours HVAC, the cost is dependent upon the average cost of running the system and will be billed to your suite on your rent property statement. The current cost of after-hours air is \$75.00 per hour with 24-hour notice given to Dunton Commercial prior to your request. The cut-off time for weekend HVAC requests is at 12pm on Friday.

JANITORIAL SERVICES are provided Monday through Friday on a nightly basis. These services include the cleaning and restocking of restrooms, trash emptied, and recycling picked up, the cleaning of common areas, elevator lobbies and tenant suites. The scope of the work within the tenant suites is limited to vacuuming, dusting, cleaning of any sinks and countertops, dusting of window coverings and baseboards, and other general “housekeeping” jobs. If your suite requires a special need, please request via Angus or contact Dunton Commercial.

LOADING AND DELIVERIES are accessible on the south side, west end entrance. The freight elevator is available for delivery and passenger use.

SIGNAGE for suite and/or directory is coordinated with Dunton Commercial and based on building standards. See attached form for ordering or changes to tenant signage.

SUITE KEYS AND ACCESS CARDS are issued at the time of occupancy. The key request form is on page 16. Suite keys and access cards will be provided at move in. Any additional access cards or keys after moving in may be obtained through the Angus Work Order System, at a charge to tenant of \$25.00 for any lost, broken, demagnetized, or new employee access cards, and \$15 for any extra suite key. Existing keys are duplicated on site. Re-key of suite requires the building locksmith (Mathias) and is a billable charge to Tenant. Fire Department requires all locks to have a master key accessibility.

PARKING & BICYCLES Surface parking is a first-come, first-serve basis. For overnight/longer parking, please notify management office in advance. For information on motor vehicle accidents see Motor Vehicle Accidents below. No bicycles, or shopping carts or other type of vehicle shall be brought into the Premises or the halls, corridors, elevators or any other part of the building by a tenant. A bike rack system is located on the South side of the building. The bike rack system is first-come, first-serve.

VEHICLE TOWING Vehicles that are abandoned, are handicapped without a permit, or do not have tags on license will receive a ticket as a first offense. 2nd offenses will be an immediate tow. It is the vehicle owner’s responsibility and at their expense to retrieve their vehicle.

MOTOR VEHICLE ACCIDENTS In the event of an accident on the premises, please notify Dunton Commercial and request an incident report for the property. If there are injuries, 911 should be called immediately. If the accident is a hit and run, involves injuries, alcohol, or drugs, and information exists on the party that fled the scene, the Lakewood Police Department will be dispatched. However, unless the accident falls under the areas listed above, the police will not respond to an accident on private property. The parties involved should exchange information and contact their insurance carrier. If your insurance carrier requires a “Private Property Accident Form,” you may fill out one of these forms at any Colorado State Patrol office Monday through Friday between 8:00 a.m. and 4:30 p.m. VHB WP LLC and Dunton Commercial LLC are not liable for traffic accidents which occur at West Point.

SLIP AND FALL ACCIDENTS In the event of a slip-and-fall accident on the premises, please notify Dunton Commercial and request an incident report for the property. If there are injuries, 911 should be called immediately.

MAILBOXES The post office boxes are located on the 1st floor at the south end of the hallway. Each tenant will be assigned a mailbox and key to their individual mailboxes. Fed Ex and UPS boxes are located at the south end of the property near the loading dock. Their respective phone numbers and locations are:

The UPS Store, 5005 S Kipling Pkwy, Littleton, CO 80127. Phone #720-949-1718
FedEx Office Print & Ship Center, 3140 S Wadsworth Blvd, Lakewood, CO 80227. Phone #303-985-0632
United States Postal Service, 7555 W. Amherst Ave, Denver CO 80227. Phone #800-275-8777

RECYCLING PROGRAM West Point in conjunction with Alpine Waste & Recycling provides a recycling program for the tenants. Tenants may purchase a small recycling box that fits under a desk or a large recycling box that is typically placed near a copy machine. Tenants are asked to empty their small boxes into the larger recycling container before their pickup day. A flyer with the recycling material information has been provided in this tenant handbook. See attached form for ordering receptacles.

DESIGNATED SMOKING AREAS Thank you for your cooperation in maintaining a smoke free environment. E cigarettes are not allowed in the building, nor is marijuana allowed in or on the premises. Smoking is prohibited except at the exterior north side of the building at the perimeter sidewalk, and on the south side, west end. Colorado state law prohibits smoking within 25 feet of a building entrance.

AFTER HOURS EMERGENCIES are handled by calling 303-758-3131. Our Answering Service will page the on-call person immediately to respond to the building emergency. Building emergencies include fire, flood, or damage to property.

TELECOMMUNICATION SERVICES Tenants have their choice of many telecommunication providers to the building. Currently, the building has been wired with Comcast and Century Link.

SOLICITING, petitioning and sales are prohibited at the building. Please report any activity to Dunton Commercial.

PET POLICY No animals shall be brought into the Premises or the halls, corridors, elevators or any other part of the building by a Tenant, unless approval by management on behalf of the Landlord. Approved service animals must be properly identified or will be asked to be removed.

TENANT PARTIES OR FUNCTIONS WITH ALCOHOL Tenant must provide Dunton Commercial with additional insurance evidencing hostess license coverage prior to the tenant party or event. See form in the Forms section of this handbook. Management will also provide a checklist of questions for a party for the Tenant to respond to.

CUP WARMERS AND SPACE HEATERS are not allowed at all. If an incident occurs in a tenant suite and is found to have been caused by any device such as cup warmers, space heaters, or toaster oven, it will be the Tenant's responsibility, per the Insurance clause of Tenant's Lease, to restore and repair at their expense. **Note: Any tenant who currently has a toaster is grandfathered in- NO ADDITIONAL TOASTERS ARE ALLOWED.**

VENDOR AND TENANT INSURANCE REQUIREMENTS

Vendor Insurance Requirements:

Each contractor/vendor will be required to produce a certificate of insurance providing the following minimum amount of in-force coverage.

Commercial General Liability:

Commercial General Liability insurance on an occurrence form for bodily injury and property damage with limits of liability of \$1,000,000 combined single limit each occurrence and \$2,000,000 from the aggregate of all occurrences in the policy year, including, but not limited to, premises- operation, products/completed operations and contractual coverage.

Business Auto Liability:

Business automobile liability covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence.

Employer's Liability:

Employer's Liability coverage in an amount not less than \$1,000,000.

Worker's Compensation:

Worker's Compensation insurance in accordance with Colorado statutes.

Excess Liability:

Excess Liability (umbrella) insurance on the above in the amount \$1,000,000 or \$3,000,000, specific to each type of vendor as stated on the attached sheet.

The certificate holder should be listed as:

VBH WP LLC c/o Dunton Commercial LLC
5570 DTC Parkway, Ste. 150 Greenwood Village, CO 80111

The certificate should list the following as additional insured:

VBH WP LLC and Dunton Commercial LLC

Tenant Insurance Requirements:

Tenants required insurance coverage is per their Lease. The certificate holder and additional insured information below must be included:

The certificate holder should be listed as:

VBH WP LLC c/o Dunton Commercial LLC
5570 DTC Parkway, Ste. 150 Greenwood Village, CO 80111

The certificate should list the following as additional insured:

VBH WP LLC and Dunton Commercial LLC

See sample Certificates of Insurance on following pages:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<p>VBH WP LLC and Dunton Commercial LLC owner and their affiliates and Subsidiaries are named as Additional Insureds on a primary and non-contributory basis and subrogation is waived on General Liability.</p>	<p>West Point 3900 S Wadsworth Blvd Lakewood, CO 80235</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions, or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



SAMPLE CERTIFICATE OF LIABILITY INSURANCE - VENDORS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 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 ABC Insurance Agent	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED Vendor	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	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	ADDC/UBRR (INSR) WWS	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-PORT <input type="checkbox"/> LOC		XXX	01/01/2019	01/01/2020	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ \$500,000 MED EXP (Any one person) \$ \$ PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMPROP AGG \$ \$2,000,000 \$ \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		XXX	01/01/2019	01/01/2020	COVERED SINGLE LIMIT (Per accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ \$ BODILY INJURY (Per accident) \$ \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE CED <input checked="" type="checkbox"/> RETENTION \$		XXX	01/01/2019	01/01/2020	EACH OCCURRENCE \$ \$2,000,000 AGGREGATE \$ \$2,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	XXX	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000
			XXX	01/01/2019	01/01/2020	

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

VBH WP LLC and Dunton Commercial LLC

CERTIFICATE HOLDER VBH WP LLC c/o Dunton Commercial LLC 5570 DTC Pkwy Suite 150 Greenwood Village, CO 80111	CANCELLATION 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
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ACORD 25 (2010/05)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<p>VBH WP LLC and Dunton Commercial LLC owner and their affiliates and Subsidiaries are named as Additional Insureds on a primary and non-contributory basis and subrogation is waived on General Liability.</p>	<p>West Point 3900 S Wadsworth Blvd Lakewood, CO 80235</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions, or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

MOVING POLICY

INTENT:

To protect the building, our tenants, and the building owner VBH WP LLC c/o Dunton Commercial LLC has set forth the following specifications for the movement of office furniture and equipment in and out of the property.

INSTRUCTIONS FOR MOVERS

GENERAL:

The mover shall perform all services required to move the property of the tenant as contracted. These services shall include pickup and transfer of the property to the designated location on the appropriate floor of the new building location. "Staging" of items in elevator lobbies or common corridors are prohibited during the business day.

Each employee of the moving company shall be bonded and required to have identification showing the moving company's name to maintain the security of the premises and to provide easy identification to the building security personnel.

INSPECTION OF THE PREMISES

A walk-through inspection should be made with the Dunton Commercial representative, the mover, and the tenant representative before and after the move to prepare a punch list for damage before and after the move, including the common areas.

The mover shall be responsible for inspecting the property to be moved and the facilities of the new location. The mover shall be thoroughly acquainted with the conditions existing at the building, including verifying various access dimensions (i.e., service elevator, door opening, etc.) so that he may furnish such equipment and labor necessary to provide for the orderly, timely and efficient movement of the property. Any damage shall be repaired by the building designated contractor at tenant's expense.

SERVICES TO BE PERFORMED BY MOVER

SUPERVISION, LABOR, MATERIAL AND EQUIPMENT

The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all contracted services in an orderly, timely and efficient manner. Such equipment shall include dollies, hand carts, etc., as may be required. All material handling vehicles used in the interior of the building must have rubber wheels and must be maintained free of grease and dirt. Floor protection is required when moving heavy objects over lobby tile surface and carpeted areas.

CRATING, PADDING AND PACKING MATERIALS

The mover shall take every precaution by means of crating and padding to safeguard property and the building from damage. All padding and packing materials are to be removed from the building by the mover. The mover shall furnish, install and then remove floor, carpet, wall and glass protective materials once the move job is completed. Protection is also to be provided to the interior and exterior trim of all elevators used in the move. This means that:

- All corners must be taped and/or protected by cardboard.
- Masonite floor protection must be used on all tile and carpeted areas in the building.
- Walk-off mats must be provided to protect door and elevator thresholds.
- Elevator walls must have properly fitted pads in place. These pads will be furnished and installed by the Building Management Office.
- Trash cannot be placed in hallways or elevator corridors. All items and materials to be discarded must remain inside the tenant space. Please contact the Building Management Office to have such items removed at a minimum charge of \$75.00 per hour.

PERMITS, FRANCHISES, LICENSES OR OTHER LAWFUL AUTHORITY

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is approved, the mover will be required to produce evidence of such authorities to Dunton Commercial.

INSURANCE REQUIREMENTS:

The mover shall, at his sole cost and expense, obtain, maintain and keep in full force and affect the following types of insurance:

<u>Types of Insurance</u>	<u>Minimum Limits of Liability</u>
Worker’s Compensation	Statutory/\$100,000
Employer’s Liability	\$1,000,000

This insurance shall contain a waiver of subrogation rights against **VBH WP LLC and Dunton Commercial LLC** any liability resulting from possible accidents occurring to mover’s employees.

Comprehensive General Liability	\$2,000,000
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Coverage claims for bodily injury and property damage including, but not limited to, all of the following:

- Premise and Operations
- Products/Completed Operations
- Broad Form Property Damage
- Broad Form Contractual Liability
- Personal Injury
- Coverage for any special hazard or operation not normally encountered.

All property damage policies written on behalf of the mover shall contain a waiver of subrogation rights which the mover’s insurers may have against **VBH WP LLC and Dunton Commercial LLC** whether any damage is caused by the act, omission or fault to **VBH WP LLC and Dunton Commercial LLC**.

<u>Types of Insurance</u>	<u>Minimum Limits of Liability</u>
Automobile Liability	\$1,000,000 Combined Single Limit

Coverage claims for bodily injury and property damage arising from the ownership, maintenance or use of any private passenger or commercial vehicle.

The certificate holder should be listed as:

VBH WP LLC c/o Dunton Commercial LLC
5570 DTC Parkway, Ste. 150 Greenwood Village, CO 80111

The certificate should list the following as additional insured:

VBH WP LLC and Dunton Commercial LLC

FOR ELEVATOR AND BUILDING CLEARANCE, THE DIMENSIONS ARE:

Freight Door: 42" wide x 84" tall

Cab Interior: 48" deep x 76" wide x 88" tall (ceiling in)

Ceiling removed on request exposes doghouse for taller items. Doghouse measures 20" deep x 76" wide, with total height at 118".

A valid registration issued by the **Public Utilities Commission** is also required for the moving company. Either a copy of your registration or your registration number is needed before the move.

HOURS FOR MOVES IN AND OUT OF THE BUILDING ARE:

Monday – Friday, completed before 7am and to start after 5pm. Saturday and Sunday, without time restrictions.

TENANT MOVE IN/OUT REQUIREMENTS

Please see below the necessary information for your move in or move out at West Point.

1. Please schedule your move per the hours noted on page 16.
2. Please fill out the Move In/Out Condition Form (one at time of move in, and one at time of move out) on page 24 and return to management.
3. Contact management to reserve the elevator with at least two weeks advance notice. Provide the date(s) and the estimated times needed.
4. Oversized furniture such as conference room tables or large white boards must be able to fit within the elevator or use stairs.
5. Please be sure to have your moving company use protective wall coverings and tape Masonite in-place on the flooring in all areas where the movers will be moving furniture and boxes on dollies.
6. Please contact your movers to have them email/fax a Certificate of Insurance to management PRIOR to the move. The fax number is (303) 758-3293 or email snord@dunton-commercial.com. The insurance requirements are noted on page 15. **The Certificate must name the owner of the building VBH WP LLC Dunton Commercial LLC as additional insureds and Certificate Holder.**
7. If moving out, please remove all your data cabling from the suite and pipe chase to the dmark room. (Subtenants must coordinate with the Tenant of the Building regarding the cabling.) Cover plates, either blank or plates with cut-outs must cover each junction boxes in the wall upon surrender.
8. Please be considerate of our janitorial services and remember our janitorial service only covers emptying normal daily office wastepaper baskets and normal office kitchen rubbish.
9. If you are discarding excessive trash due to file purging, you will also need to make arrangements for a special pick-up by a trash disposal company. Dunton Commercial will coordinate this for you. There will be a bill-back charge for the additional pick-up. There will be an additional charge if you require additional janitorial services to empty an excessive volume of discards in the rolling dumpster. Computers, keyboards, printers, monitors, solvents and paints may not be disposed of in our building dumpsters at any time.
10. Schedule a time with management on the following business day after the move-out to walk- through your spaces. All access cards keys and are to be returned to management at the time of the walkthrough
11. Please provide your forwarding address and your new phone number for future communications regarding any pending issues and/or the return of your Security Deposit, if applicable.

Have a safe move! We appreciated your tenancy.

Please let us know if you have any questions.

Dunton Commercial LLC as Agent for
VBH WP LLC

Susan Nord, RPA
Senior Property Manager
Direct: 720-382-7334 (C) 303-912-6583
Email: snord@dunton-commercial.com

Patty Sousa
Assistant Property Manager
Direct: 720-673-8132
Email: psousa@dunton-commercial.com

Tenant Contact Information Form

**This form may be filled out online at: www.dunton-commercial.com/tenants*

Tenant Lease Name: _____

**please enter the legal / business name as it appears on your lease*

Property Name / Address: _____ Unit/Suite #: _____

Alarm Code: _____ (if applicable) Alarm Company & Phone#: _____

Primary Tenant Contact Information (Lease):

**contact person for lease issues, negotiations, etc.*

Name (First & Last): _____ Title: _____

Office Phone: _____ Mobile Phone: _____

Email Address: _____

Mailing Address: _____

Primary Tenant Contact Information (Operations):

**Contact person for day to day operations, maintenance requests, general questions, etc.*

Name (First & Last): _____ Title: _____

Office Phone: _____ Mobile Phone: _____

Email Address: _____

Mailing Address: _____

Primary Tenant Contact Information (Billing):

**Contact person for billing, rent payments, and accounting issues.*

Name (First & Last): _____ Title: _____

Office Phone: _____ Mobile Phone: _____

Email Address: _____

Mailing Address: _____

Emergency Contact Information:

**Please provide name and phone number for an emergency contact*

Emergency Contact Name (First & Last): _____ Phone: _____

Options for submitting your form:

- 1) Fill out the **online form**: www.dunton-commercial.com/tenants
- 2) Return via **email** to: psousa@dunton-commercial.com
- 3) Return via **regular mail** with the return envelope to:
Dunton Commercial LLC
RE: Tenant Contact Info
5570 DTC Parkway, Suite 150
Greenwood Village, CO 80111

INCIDENT REPORT

Within 24 hours, send this report to Property Management at info@dunton-commercial.com. If the incident involves a bodily injury or fatality, immediately call in this incident. Take photos of the accident location and if possible the individual involved in the accident.

POLICY HOLDER / COMPANY NAME					
Name			Phone Number		
Address	Street	City	State	Zip Code	
TIME AND PLACE OF ACCIDENT					
Date of Accident		Hour	A.M.	P.M.	Location of Accident
Date Notified of Loss					
DESCRIPTION OF ACCIDENT					
Full description and cause of accident <i>(Attach photos, if available)</i>					
Was accident caused by employee of subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No			If "Yes," give employee's name		
Name of subcontractor		Address	Street	City	State & Zip Code
Who owns premises where accident occurred?			Does your lease or contract contain any provision regarding injuries?		
WITNESSES (VERY IMPORTANT)					
Names		Addresses	Street	City	State & Zip Code
INJURED PERSON AND INJURIES					
Name of person injured		Age	Married	<input type="checkbox"/> Single	
Address	Street	City	State	Phone Number	
Nature and extent of injuries					
Name of doctor or hospital		Address	Street	City	State & Zip Code
By whom is injured person employed?		Did injured person lose time from work as a result of this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has injured returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DAMAGE TO PROPERTY OF OTHERS					
Names		Addresses	Street	City	State & Zip Code
Kind of property			Phone Number		
Where may property be seen?			Estimated cost of repairs		
Do you think a claim will be made against you?		<input type="checkbox"/> Yes <input type="checkbox"/> No		By whom? Injured party	

Date of this report

Signed

INITIAL KEY REQUEST OR ACCESS CARD FORM

Date: _____

Tenant: _____

Suite #: _____

Phone Number: _____

Email: _____

Authorized Person: _____

Cost:

\$25.00 per access card

\$5.00 per suite key

Number of Keys Requested: _____

Number of Access Cards Requested: _____

Access Card Name(s) _____

Re-Key of Suite Doors Needed: Yes ____ No ____

Total bill back to Tenant: \$ _____

Comments:

Return this form to:

Patty Sousa
Assistant Property Manager
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Email: psousa@dunton-commercial.com
Phone: 720-673-8132
Fax: 303-758-3293

RECYCLING CONTAINER ORDER FORM



Date: _____

Tenant: _____

Suite #: _____

Phone Number: _____

Email: _____

Authorized Person: _____

Number of containers needed:

Small 7-gallon \$20.00/container: _____

Large 23-gallon \$34.00/container: _____

Total bill back to Tenant: \$ _____

Return this form to:

Patty Sousa
Assistant Property Manager
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Email: psousa@dunton-commercial.com
Phone: 720-673-8132
Fax: 303-758-3293

TENANT PARTY POLICY FORM

Please complete this form and return to the Management Office at least four weeks before your company would be hosting a party in your office.

DATE OF PARTY: _____

TIME OF PARTY: _____

APPROXIMATE NUMBER OF GUESTS: _____

WILL THERE BE ALCOHOL SERVED? **Yes** ____ **No** ____

- If yes, an additional insurance binder from your insurance carrier will be required to be forwarded to the Management office prior to the event, evidencing that liquor coverage insurance is part of your company's insurance policy in the amounts as specified in your Lease.

WILL YOU HAVE A BAND PLAYING? **Yes** ____ **No** ____

WILL YOUR CATERING COMPANY HAVE SPECIAL ELECTRICAL REQUIREMENTS? **Yes** ____ **No** ____

WILL IT BE NECESSARY TO REQUEST ADDITIONAL HVAC DURING THIS PARTY? **Yes** ____ **No** ____

- If yes and additional HVAC will be required for this event, there is a charge of **\$75/hour** that will be billed on your rental statement.

NAME OF THE TENANT PARTY COORDINATOR: _____

PHONE NUMBER: _____

WILL ADDITIONAL SPACE ON THE FLOOR OF YOUR SUITE OR IN THE BUILDING BE NEEDED, IF AVAILABLE? **Yes** ____ **No** ____

With the above information, our office will be coordinating the following:

1. Alerting our janitors to delay cleaning of your suite that night.
2. Coordinating special parking needs depending on the number of guests and the time of their arrival.
3. Letting tenants on your floor know of this event.

Accessing guests into the building after normal hours is the Tenant's responsibility. Additionally, doors may not be propped open (unattended) at any time after hours

Return this form to:

Patty Sousa
Assistant Property Manager
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Email: psousa@dunton-commercial.com
Phone: 720-673-8132
Fax: 303-758-3293

SIGNAGE REQUEST FORM

Date: _____

Tenant: _____

Suite #: _____

Phone Number: _____

Email: _____

Authorized Person: _____

Building Directory (1st and 3rd floor lobby). Please put exact spelling and suite number:

Building Suite Signage: Please put exact spelling and suite number:

Comments:

Return this form to:

Patty Sousa
Assistant Property Manager
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Email: psousa@dunton-commercial.com
Phone: 720-673-8132
Fax: 303-758-3293

MOVE IN/OUT CONDITION FORM

Tenant: _____

Suite #: _____

Condition of Move Path:

Before move in/out: _____

After move in-out: _____

Please note the condition of areas before and after your move in/out:

	<u>BEFORE</u>	<u>AFTER</u>
<u>COMMON AREA:</u>		
Delivery door entrance:	_____	_____
Walls:	_____	_____
Carpet:	_____	_____
Elevator:	_____	_____
Stairwells:	_____	_____

	<u>BEFORE</u>	<u>AFTER</u>
<u>TENANT SUITE:</u>		
Carpet	_____	_____
Walls (condition of holes):	_____	_____
Carpet:	_____	_____
Blinds:	_____	_____
Attached Personal Property: (Shelves, etc. that become real property)	_____	_____
Thermostats:	_____	_____
Special Flooring:	_____	_____
Any other damage:	_____	_____

Keys Assigned: Suite Key _____ Mailbox _____
Access Cards _____

Tenant Signature _____ Date: _____

Managers Signature _____ Date: _____

West Point: Fitness Room Waiver

The undersigned is executing this agreement in consideration for his/her¹ use of the West Point Fitness room, equipment and other related facilities ("Facilities") located at 3900 W Wadsworth Blvd, Lakewood, CO, which is commonly known as West Point Office Building. This waiver is intended to be legally bound for himself/herself and his/her heirs, successors, assigns, executors and administrators, and they hereby:

1. Acknowledges that participation in physical exercise and the use of exercise equipment can result in physical injury, and in some instances can cause or aggravate certain health problems and therefore should only be undertaken in consultation with a physician;
2. Acknowledges that the activities in the Facilities are not supervised and any use of the Facilities is undertaken solely at the option of the undersigned and at his/her sole risk, which risk he/she freely assumes; and further agrees that in the event of any injury to person or loss of or damage to their personal property in connection with the use of same, **NO CLAIM WILL BE MADE against** West Point Ownership and their Management Company, and entities related to the foregoing, together with any officers, shareholders, employees, and partners in any of the same, and the heirs, successors and assigns of any of same (collectively the "Released Parties");
3. Releases the Released Parties from all liability, claims, rights, legal actions or damages, except those based upon the gross negligence of the Released Parties arising in connection with the use and enjoyment of the Facilities;
4. Agrees to protect, indemnify and hold harmless the Released Parties from all loses, costs and damages, except those based upon the gross negligence of the Released Parties, that may arise from the use of the Facilities by the undersigned; and
5. Agrees not to permit any person other than himself or herself to enter or use the Facilities without the written consent of West Point and that person's execution of this wavier form.
6. By signing this form, you signify that you are over the age of 18 years old and that you agree to the above terms and condition.

Card Holder Signature: _____

Card Holder Printed Name: _____

Company: _____

Suite # _____

Access Card Number: _____

Date: _____

Tenant Notice

INTRODUCING ONLINE PAYMENTS

Dear Tenant,

As the managing agent for your property, we are excited to introduce a fast, easy, and secure way for you to view your statements, submit maintenance requests, and make your rent payments online through our new provider, **ClickPay**.

As the *preferred way* of accepting payments, we invite you to get started by clicking the activation link emailed to you or by creating your account below. Set up one-time or automatic recurring payments online by all major credit and debit cards (fee's apply) or by e-check (ACH) from a bank account for **FREE!**

GETTING STARTED

To get started, visit the tenant page on our website below and follow the instructions listed:

www.Dunton-Commercial.com/Tenants

- ① Click **Payment Portal** and then **Register** to create your online profile with **ClickPay**
- ② **Connect Your Unit/Suite** using the account number found on your statement
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments



FEATURES & BENEFITS



Set Up Automatic Payments



Submit Maintenance Requests



Pay by Credit/Debit Card or e-Check



View Your Statements Online

ONLINE PAYMENT SUPPORT

For help with your payment portal account, visit **ClickPay's** support center at www.ClickPay.com/Help for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat.

Thank you for your attention to this matter,
Dunton Commercial LLC