## Parking Enforcement Policy

Tenants, employees, students, vendors and their contractors are required to park in the secured gated area. (i)

<table>
<thead>
<tr>
<th>Visitor Parking Violations (ii)</th>
<th>Reserved Parking Violations (iii)</th>
<th>Handicap Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense: Ticket/Courtesy Reminder</td>
<td>1st Offense: Final Warning or Boot</td>
<td>1st Offense: Ticket/Courtesy Reminder</td>
</tr>
<tr>
<td>2nd Offense: Ticket/Report to Tenant Contact</td>
<td>2nd Offense: Boot or Towing</td>
<td>2nd Offense: Ticket/Report to Tenant Contact</td>
</tr>
<tr>
<td>3rd Offense: Final Warning Sticker</td>
<td></td>
<td>3rd Offense: Final Warning Sticker</td>
</tr>
<tr>
<td>4th Offense: Boot or Towing</td>
<td>Repeat offenders subject to booting or towing.</td>
<td>4th Offense: Boot or Towing</td>
</tr>
</tbody>
</table>

Tenants, employees, students, vendors and their contractors are required to register any vehicle that comes on the property with the building. (i)

<table>
<thead>
<tr>
<th>Unregistered Vehicle (iv) Visitor Parking Violations</th>
<th>Unregistered Vehicle (iv) Reserved Parking Violations</th>
<th>Unregistered Vehicle (iv) Handicap Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense: Ticket/Courtesy Reminder (w)</td>
<td>1st Offense: Boot and or Towing (iii)</td>
<td>1st Offense: Ticket/Courtesy Reminder (v)</td>
</tr>
<tr>
<td>2nd Offense: Boot or Towing</td>
<td>Repeat offenders subject to booting or towing.</td>
<td>2nd Offense: Boot or Towing</td>
</tr>
</tbody>
</table>

### Boot and Towing FAQ’s

**Boot Removal**

- $75 Cashier’s Check or Money Order
- Payable to Woo Westwood LP
- (713) 777-8282

- Only authorized property management staff can authorize boot removal during normal business hours M-F 9-5 excluding holidays.
- SW Towing is approximately 2 miles from building. Once vehicle is towed all communication will be with towing company. Property Management can no longer assist in accordance with state regulations.

**Towed Vehicle Pickup**

- Rates determined by towing company.
- SW Towing Connection
- 10400 SW Plaza Dr
- Houston, TX 77036
- (713) 686-8697

Vehicles parked in Sears parking lot by tenants, employees, students, vendors and their contractors will be covered by this enforcement policy. (vi)

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(i) As per lease document.

(ii) Assumption is made that vehicle has been registered with property in accordance with lease and building rules and regulations.

(iii) Vehicle may be towed or booted at the discretion of the tenant contact leasing parking space without following steps outlined in this policy.

(iv) Unregistered vehicles are those that have not been registered with property in accordance with lease requirements and building rules and regulations.

(v) Building staff will make reasonable efforts to locate owner of the vehicle through public records search using vehicles license plate (if available and applies only to Texas vehicles) and notify tenant contact if subject vehicle owners can be identified with the building’s employee database.

(vi) At the request of Sears.