



Welcome to **5000 Plaza on the Lake!**

The Plaza on the Lake Management team and Building Owners are pleased to have you as a Tenant at Plaza on the Lake. Within this document you will find several administrative, personnel and building related matters. Should you have any questions regarding the contents of this correspondence, please contact our office at 512-501-5915.

Sincerely,
Endeavor Real Estate Group

Management Team:

Ali Mevis
Property Manager
Email: amevis@endeavor-re.com

Marshall Clark
Building Engineer
Email: mclark@endeavor-re.com

Durant Sellers
Property Assistant
Email: dsellers@endeavor-re.com

Property Management Mailing Address:

CP/IPERS Austin Lake, LLC
C/O Endeavor Real Estate Group
500 East 5th Street, Suite 700
Austin, Texas 78701
Phone: 512-501-5915

Remit Rent Payment to:

Payment Remittance Address:
CP/IPERS Austin Lake, LLC
P.O. Box 732568
Dallas, TX 75373-2568

Wire Payment Details:

Bank Name: JPMorgan Chase
ABA Number: 021000021
Account Name: CP/IPERS Austin Lake, LLC
Account Number: 607789257

Building Hours:

Monday – Friday: 7:00 AM – 7:00 PM
Saturday: 8:00 AM – 1:00 PM

Heating and Air Conditioning Regular Service Hours:

Monday – Friday: 7:00 AM – 7:00 PM

Fitness Center:

Hours:
Monday-Friday 6:00 AM – 8:00 PM
(Closed Saturdays, Sundays and Holidays).

Location:

5000 Plaza on the Lake, Suite # 140
Access card entry through the first floor West restroom
locker areas

Mailboxes: A mailbox will be assigned to each tenant by Property of the Management. The mailroom is located in the first floor, East corridor.

Fed Ex/UPS box: Located on the first floor parking garage stairwell.

Janitorial:

Day Porter’s hours: Monday – Friday, 7:00 AM – 4:00 PM

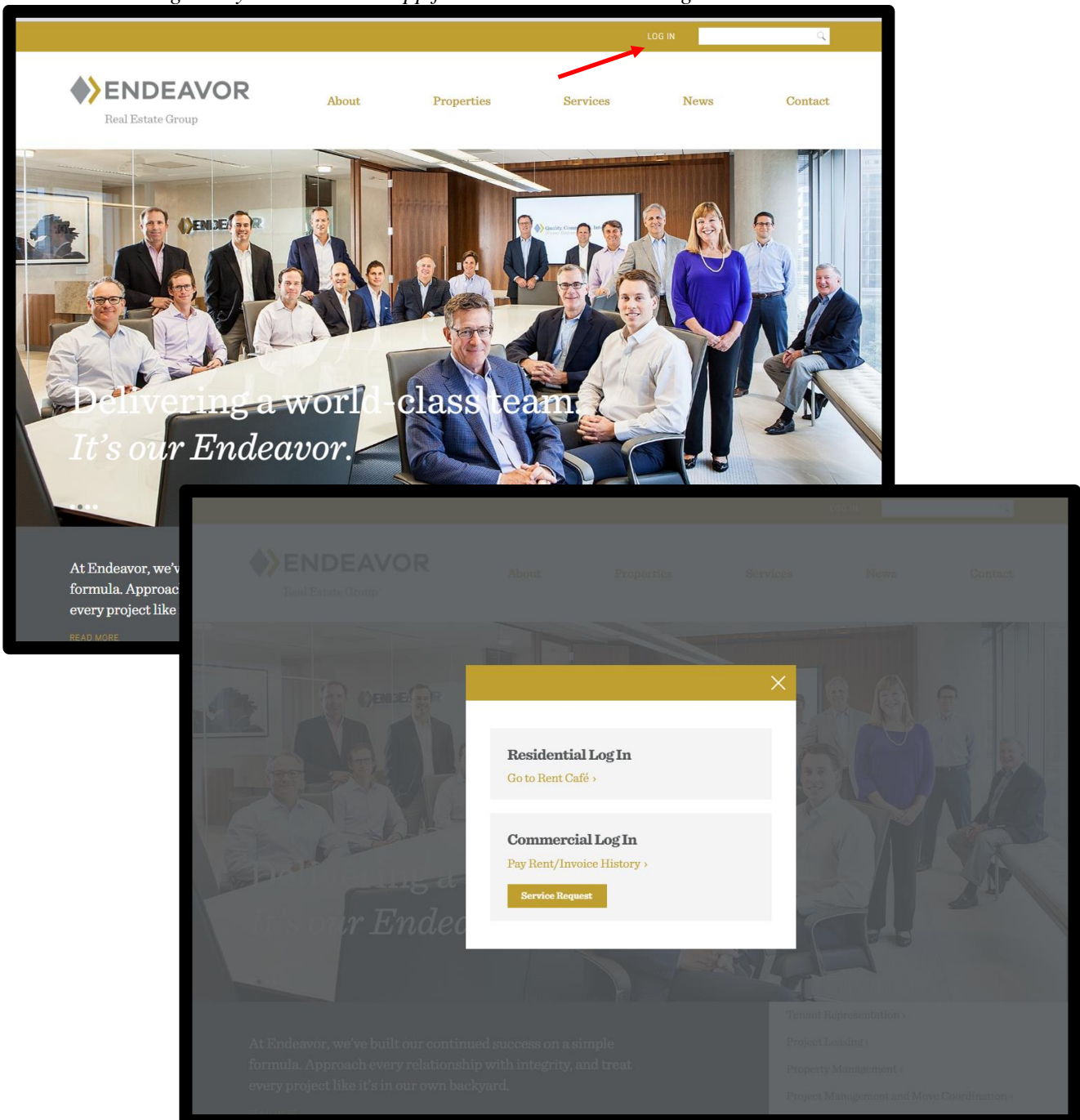
Cleaning services are performed nightly, after 6:00 PM by the contracted custodial staff. Tenants' designated facility contact should report any areas that may need attention via the tenant request work order system referenced below. Special requests and additional cleaning services may be provided at a cost.

Tenant Requests:

When requesting maintenance service, employee access cards, fitness center access, janitorial requests, etc., please submit the request on our web-based work order system, Angus, using the "Tenant Services Login" in the top right hand corner at www.endeavor-re.com. Work Orders are immediately received by Property Management and dispatched to our on-site Building Engineer.

Once the Tenant Contact Information Form is received by the management office, we will create a user name and password for the main contact(s). At that time, an introductory email with instructions on how to use the system will be sent. Additional employees can be provided access to the work order system for ease of submitting requests. Please just email your request to dsellers@endeavor-re.com and please include the individuals' name, email address and phone number.

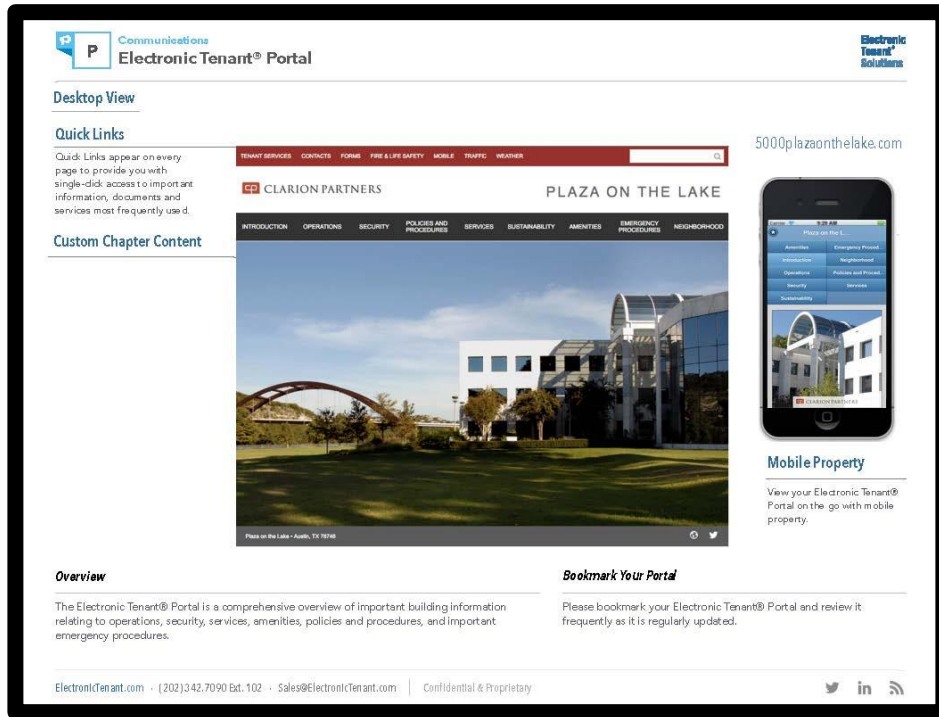
Download the Angus AnyWhere Mobile App for convenient use on the go.



Tenant Electronic Portal:

As part of our continued efforts to provide the highest level of customer service, we launched a tenant website located at <http://5000plazaonthelake.com>.

This Electronic Tenant Portal provides a comprehensive overview of important building information regarding daily operations, services, amenities, building policies and emergency procedures along with an effective and efficient tool for communications.



Overtime Heating and Air Conditioning Requests:

When requesting overtime HVAC, please submit the request to our after hours request program at <https://hvac.5000plazaonthelake.com/hvac> . Please use this portal to request overtime air. Costs associated are referenced in individual tenant leases. Once tenant information is available and input into the system by a member of the Management Team, we will generate a username and password for you. There should be one after hours contact for each Tenant.