Not sure if this plays into it at all – but the 242 N Sutter building is a historic landmark.

Medico-Dental Building (1927), 242 N Sutter St. Designed by Frank V. Mayo, also known for designing the Manson Apartment (1936) at 345 East Acacia Street, this **twelve-story** Commercial Gothic was built exclusively for medical and dental professionals; the cornerstone reads “Dedicated to the Practice of Medical Service and to the Service of Humanity.” The lower exterior features gray terra cotta, and the decorative Gothic entrance motif is repeated on the tenth through twelfth floors. The building was added to the city register by resolution number 39,045 on May 3, 1982.

Thank you.
--Raeann
X5037
Fwd

Please review Site Inspection & Safety Plan.

---

From: Jackie Garcia  
Sent: Thursday, August 11, 2016 4:16 PM  
To: Raeann Cycenas <Raeann.Cycenas@stocktonca.gov>  
Subject: FW: Over the Edge - Permits

Please review...
Over the Edge
Site Inspection & Safety Plan

Site: Sutter Office Center
Stockton, CA

Event Set Up: ,

Event Date: ,

Prepared By: Robert Pitkin, SPRAT Level 3
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ABSTRACT

BUILDING SUITABILITY

It has been determined that the Sutter Office Center, Stockton, CA is a suitable location to host an Over the Edge (OTE) rappelling event. This decision was made by Robert Pitkin, SPRAT Level 3, certified industrial rope access specialist, who considered the following:

- A comprehensive evaluation of the building and the surrounding area was performed;
- Review of the specific Federal and State OSHA laws, state workers’ compensation laws and SPRAT procedures;
- Communication with on-site building representatives;
- Specific site safety recommendations (see below).

RATE OF DESCENT

Based on the height of the roof top and layout of the building, the rate of descent has been determined to be 6 participants per hour per rope. It is standard practice that OTE set two rappelling stations, thus a total of 92 participants based on an eight hour rappel day. Approximately a 13 hour work day including set up, tear down, and scheduled site safety checks.

SPECIFIC SITE SAFETY RECOMMENDATIONS:

In addition to the regular hazards associated with working at height, the following recommendations must be implemented:

- Clearly outlined off limit areas;
- Pre-site façade inspection;
- Safety plan action items have been identified for all key stakeholders (see page 25);
- Other hazards may be identified between now and Event Day and will be specifically addressed in the Changes & Additions on page 24

SAFETY BRIEFING

A mandatory safety briefing with all key parties must be conducted on the morning prior to the event to review any and all amendments to this Plan. OTE lead staff, Sutter Office Center, Stockton, CA representatives and event personnel, as well as any other event partners with a stake in the event, will be invited to attend the Safety Briefing.
APPLICABLE STANDARDS AND CERTIFICATIONS

All Over the Edge events are set up as industrial work sites. This means that we will abide by applicable OSHA regulations for working at height and fall protection. OSHA regulations and ANSI/ASTM standards outline when fall protection is required, what type is acceptable for a given situation and procedures to follow for rope access. Regulations also state the lead-up administrative work for jobs where fall protection is required. This includes analyzing the hazards, reducing the hazards, communicating the hazards, job planning, and rescue planning; all are included as a part of this document and Over the Edge procedures. These regulations and standards further define the type of equipment and breaking strengths that may be used in fall prevention, fall protection and rope access systems. In our system, the equipment includes helmets, rope, harnesses, connectors, descenders, anchors, and guardrails. We use standard industrial and/or NFPA 1983 certified equipment as necessary, not recreational.

ROPE ACCESS PROCEDURES

Over the Edge goes a step beyond the governing bodies with its attention and adherence to safety protocols and practices to ensure our loss run history remains impeccable. OTE has voluntarily adopted the Society of Professional Rope Access Technicians (SPRAT) industry-consensus standards, Safe Practices for Rope Access Work and Certification Requirements for Rope Access Work. Additional information can be found at www.sprat.org.

Over the Edge will provide a team of certified staff to manage the technical portion of the event. The Event Site Safety Supervisor will hold a Level 3 SPRAT and/or IRATA certificate, which is the highest obtainable certification in industrial rope access totaling years of experience and thousands of documented hours working on ropes.

Local volunteers also assist with the many aspects of the event. Rope volunteers are recruited from the local community and may have professional or recreational rope experience. These volunteers perform support functions, which are under the supervision of the certified Level 3 Site Safety Supervisor and OTE staff. No participant is allowed to proceed with their rappel until an Over the Edge, certified, staff member checks safety equipment. In addition to this, the rope volunteer staff is trained by OTE and often holds certification in their respective rope related fields, including: NFPA 1006, AMGA, SPRAT, IRATA or equivalent local certification.

Our procedures meet required regulations and often exceed certain standards such as:

- ANSI/ASSE Z359 0-13 Fall Protection Code
- ASTM 2505-07 – Standard Practice for Industrial Rope Access
- Over The Edge Weather Policy
SAFETY PLAN

The following documents make up the Safety Plan for the event:

1. **Site Rigging Plan Analysis**: This is completed during our initial building analysis and is revised during set-up. It is used to identify hazards and plans to mitigate them. It also outlines the rigging plan.

2. **An Emergency Evacuation Plan**: To be put into effect should a person or persons have to be moved from the roof in the case of medical emergency, fire, or weather related emergencies.

3. **Event Day Safe Roof Access Plan**: This document records who has access to what areas on the rooftop. It also lists the PPE (personal protective equipment) required by each group. This document is referenced during our pre-job staff meeting.

4. **Event Day Safe Ground Access Plan**: Same as the roof access plan, but for the ground. It also outlines the exclusion zone where we restrict pedestrian traffic.

5. **Common Hazards**: This document lists the tasks that we perform which would have disastrous results if not done properly. Our chief concerns are dropped objects, falls from height, and participants rappelling too quickly. This document is communicated to the staff during our pre-job staff meeting.

6. **Rescue Plan**: This is a requirement when working under OSHA regulations. The plan is discussed and practiced during the staff safety meeting. If special rescue equipment is needed it is pre-rigged and kept adjacent to where it will be needed. This document is communicated to the staff during staff training.

7. **Action Items**: An “at a glance” look at what each party involved has to do to help implement the Safety Plan and hold a successful event.
## BUILDING CONTACTS AND LOGISTICS

### BUILDING CHECK LIST

<table>
<thead>
<tr>
<th>Building name:</th>
<th>Sutter Office Center</th>
<th>Inspected by:</th>
<th>SPRAT L 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>242 N Sutter St.,</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stockton, CA, 95202</td>
<td>Building Hgt:</td>
<td>155’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stories:</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rappel</td>
<td>145’</td>
</tr>
<tr>
<td>NONPROFIT:</td>
<td>Facilities Manager:</td>
<td>Zac Cort</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>President &amp; CEO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:zcort@tenspacedev.com">zcort@tenspacedev.com</a></td>
<td></td>
</tr>
<tr>
<td>Dir. of Security:</td>
<td>Chief Engineer:</td>
<td>(209) 469-2678</td>
<td></td>
</tr>
</tbody>
</table>

### GEAR SHIPPING & STORAGE INFORMATION

<table>
<thead>
<tr>
<th>Delivery/Shipping Location:</th>
<th>Shipping Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery/Shipping Address:</td>
<td></td>
</tr>
<tr>
<td>Receiving Hours/Dock Hours:</td>
<td>Dock Height:</td>
</tr>
<tr>
<td>Inside Delivery:</td>
<td>Lift Gate Required:</td>
</tr>
<tr>
<td>Gear Storage:</td>
<td></td>
</tr>
<tr>
<td>Storage Location:</td>
<td></td>
</tr>
<tr>
<td>OTE Van Parking:</td>
<td></td>
</tr>
<tr>
<td>RV Parking:</td>
<td></td>
</tr>
<tr>
<td>Additional Equipment Delivery Notes:</td>
<td>(Common Dock Height is 48” – 52”)</td>
</tr>
<tr>
<td>Comments or Additional Information:</td>
<td></td>
</tr>
</tbody>
</table>
### SITE RIGGING PLAN ANALYSIS

<table>
<thead>
<tr>
<th>ANCHORS</th>
<th>Number of Anchors in 15° of edge for each station:</th>
<th>Strength documentation:</th>
<th>Distance of rigging anchors, structure wrap, Y-hang to edge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(STRENGTH INFORMATION PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER)</td>
<td>2</td>
<td>None Required</td>
<td>≈ 20'</td>
</tr>
<tr>
<td>OTE Site Visit:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,000lbs / Certified (3,600lbs) / Structural (Steel/Concrete):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTE Testing - OSHA 1910.66 App C II (a) &quot;Test methods for personal fall arrest systems (non-mandatory)&quot;</td>
<td>Davit Arms / Sockets load verified (typ. 1,000lbs WLL)</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Distance of rigging anchors, structure wrap, Y-hang to edge:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height of rigging anchors, structure wrap, Y-hang to edge:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff anchors:</td>
<td>Separate ropes connected to anchors in fall restraint mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media / photographer anchors:</td>
<td>Separate ropes connected to anchors in fall restraint mode, limit 2 positions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EDGE / PARAPET

<table>
<thead>
<tr>
<th>Height of edge / rail:</th>
<th>54&quot;</th>
<th>Approved guard rail:</th>
<th>Yes</th>
<th>Rope redirect:</th>
<th>Tripods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width of edge:</td>
<td>18&quot;</td>
<td>Breakables near edge:</td>
<td>Yes</td>
<td>Rope protection:</td>
<td>Standard OTE Rope Protection</td>
</tr>
</tbody>
</table>

## ROOF / FAÇADE

<table>
<thead>
<tr>
<th>Façade material:</th>
<th>Brick &amp; Glass</th>
<th>Roof surface:</th>
<th>Asphalt Roll Roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Façade condition:</td>
<td>Good</td>
<td>Roof condition:</td>
<td>Fair</td>
</tr>
<tr>
<td>Façade hazards:</td>
<td>Windows</td>
<td>Roof hazards</td>
<td>Tripping hazards, Sharp edges near ropes/rigging, Conduit Chase</td>
</tr>
<tr>
<td>Façade exclusion zones:</td>
<td>Windows</td>
<td>Roof exclusion zones:</td>
<td>Mostly off limits, marked as needed with barricades and tape</td>
</tr>
</tbody>
</table>

## ACCESS TO ROOF

<table>
<thead>
<tr>
<th>Elevator to:</th>
<th>floor</th>
<th>Ladders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights of stairs:</td>
<td>flight(s)</td>
<td>Tripping hazards:</td>
</tr>
<tr>
<td>Condition of stairs:</td>
<td>Low ceilings:</td>
<td></td>
</tr>
<tr>
<td>Lighting:</td>
<td>Type of fall protection required:</td>
<td></td>
</tr>
</tbody>
</table>

## SPECIAL EQUIPMENT NEEDED

| Davit arms [advanced set-up?] | Tripods | 2 |
| Platform or ladder needed for set-up | Yes | Scaffolding | Maybe; preferred over platform |
| Platform or ladder needed for Event | Platform or scaffolding for participants to get over parapet | Extra rope needed [>300’ rappel or rappel >50’ from anchors?] | No |
| Extra carpet/edge protection | No | Knot passing pulleys | Yes |
| Additional set-up time | Yes | Advance set-up | Platform |
| Visibility between roof and training | Yes |

## 3RD ROPE OPTION

| Notes: No |
MAIN RAPPEL RIGGING PLAN

2 rope event:

- Rappel Distance-145’
- Ropes will run from designated anchors (see Rooftop Rigging Diagram) and over the West side face of the Sutter Office Center
- Tripods will be used to redirect the ropes.
- Edge padding will be used where ropes and slings rub along the edge.
- Rappellers will be escorted to roof by staff/volunteers.
- Only those wearing appropriate PPE and anchored in by OTE will have access to the edge of the roof.
- OTE staff will stay on the roof to observe Rope Volunteer staff and perform the safety check
- End of rappel will be on Sidewalk, Access doors.
- Rescue Plan on site.

Descent time per person: 10 mins
# rappellers/hour/ rope: 6
# rappellers/8 hr day: 92

Note: Number of rappellers per eight hour day reflects three scheduled ropes checks per rope setup per day.

Comments:
- Event photographers/media will be anchored into ropes anchored across roof and may be limited to two.
- Facade will be inspected for damage before and after the event.
### TRAINING ANCHORS
(STRENGTH INFO PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER)

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Anchors in 15° of edge for each station:</th>
<th>(N/A)</th>
<th>Strength Documentation</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTE Site Visit/Inspection:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTE Testing - OSHA 1910.66 App C II (a) &quot;Test methods for personal fall arrest systems (non-mandatory)&quot;</td>
<td></td>
<td>5,000lbs / Certified (3,600lbs) / Structural (Steel/Concrete):</td>
<td>Davit Arms / Sockets load verified (typ. 1,000lbs WLL)</td>
<td>N/A</td>
</tr>
<tr>
<td>Distance of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>N/A above roof level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff anchors:</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media/photographer anchors:</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRAINING EDGE / PARAPET
| Description | | | | |
| Height of edge / rail: | N/A | Approved guard rail: | No | Rope redirect: | Tripod |
| Width of edge: | N/A | Breakables near edge: | No | Rope protection: | N/A |

### ACCESS TO TRAINING
| Description | | | | |
| Elevator to: | floor | Ladders: | | |
| Flights of stairs: | flight(s) | Tripping hazards: | | |
| Condition of stairs: | | Low ceilings: | | |
| Lighting: | | Type of fall protection required: | | |
## TRAINING AREA RIGGING PLAN

### Training Rappel

- **Ground School**
  - A Ground School may be used in addition to or in place of a training rappel. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures.
  - Tri-pod will be rigged to be self-supporting or will be adequately stabilized with ropes, rigging and appropriate anchors.
  - Rappellers will be escorted to the training area by staff/volunteers.
  - Fall Prevention will be used in the training area as appropriate.
  - Edge padding will be used where ropes and slings rub along edges or sharp surfaces.
  - OTE staff will supervise the ground school training.
  - Participants will be escorted to the main rappel by staff/volunteers after their training experience.

### Comments:

- Training area will also require reservation of a few parking spaces to conduct training.
- The number of non-participants present in the training area may be limited by OTE staff or their designee to facilitate a learning environment for participants.
SITE RIGGING VISUALS

Rooftop Rigging Diagram

Legend:
- Tripod
- Rope setup number
- Rope drop location
- Anchor extension line
- Rooftop anchor
- Building wall or parapet

Sutter Office Center
Image: Google Earth/Maps Not to scale
Stockton, CA 06-Apr-2016

A platform or scaffolding will need to be constructed to overtop the parapet.
Steps / Stairs must be added here.

Top of platform must be 12' X 16' and capable of holding the weight of 8 people.
MAIN RAPPEL BARRICADE VISUALS

Exclusion Zone Diagram

Sutter Office Center   Stockton, CA
Image: Supplied by Client    06 Apr 2016
Not to scale

Proper Person Protection Equipment must be worn inside the exclusion area at all time during event.

Exclusion area size may be changed at the discretion of the Site Safety Supervisor due to weather and other factors.

Exclusion area to include parking spaces and sidewalk.
Exclusion area does not include traffic lane.
Exclusion Zone Diagram

Sutter Office Center

Image: Supplied by Client
Not to scale
06 Apr, 2016

Exclusion area to include parking spaces and sidewalk.
Exclusion area does not include traffic lane.

Proper Person Protection Equipment must be worn inside the exclusion area at all time during event.

Exclusion area size may be changed at the discretion of the Site Safety Supervisor due to weather and other factors.
TRAINING AREA

Prior to rappelling from the roof, each participant may complete a training rappel from a lesser height if a suitable training area has been determined. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures. All participants are escorted to the training area by a non-profit volunteer assigned to them.

Ground School

A Ground School will provide participants with hands on training to practice equipment operation, experience hanging in a harness and executing safety procedures. The Ground School will totally replace a training rappel prior to the main rappel. All participants are escorted to the Ground School area by a non-profit volunteer assigned to them.

Example:
## EMERGENCY INFORMATION

<table>
<thead>
<tr>
<th>Location:</th>
<th>Sutter Office Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid response</td>
<td>The OTE staff member in closest proximity will initiate care to any injured party for whom OTE is responsible, such as participants, Ropes Volunteers, etc. As soon as able, the SSS will take over care. At any point, care may be turned over to any able party with a higher level of medical training.</td>
</tr>
<tr>
<td>Nearest first-aid kit / pocket mask</td>
<td>Staging area, roof, registration</td>
</tr>
<tr>
<td>Nearest AED</td>
<td></td>
</tr>
<tr>
<td>Nearest fire alarm</td>
<td></td>
</tr>
<tr>
<td>Nearest fire extinguisher</td>
<td></td>
</tr>
<tr>
<td>Exit route</td>
<td>Secure rappel areas. Roof staff will muster at the elevators. Roof supervisor will check attendance. Stairs will be taken to access ground area muster (main entrance).</td>
</tr>
<tr>
<td>Hazards in exit route</td>
<td>Uneven surfaces. Ropes on ground.</td>
</tr>
<tr>
<td>Weather assembly area</td>
<td>Staging Area</td>
</tr>
<tr>
<td>Building evacuation area</td>
<td>See Emergency Muster Location below</td>
</tr>
<tr>
<td>Staff list</td>
<td>In OTE rooftop safety procedures and staging area</td>
</tr>
<tr>
<td>Participant list</td>
<td>Posted next to ropes, in OTE rooftop procedures at staging area</td>
</tr>
<tr>
<td>Communication devices</td>
<td>Radios, cell phones, key numbers posted at registration, staging and at roof top</td>
</tr>
<tr>
<td>Potential medical emergencies</td>
<td>Heart conditions, stroke, allergic reaction</td>
</tr>
<tr>
<td>Other medical issues</td>
<td>Dehydration, heat exhaustion, cut and bruises, burns (rope and equipment), foreign objects in eye</td>
</tr>
<tr>
<td>Comments</td>
<td>Clear travel routes prior to event. Clear signage pointing towards exit. Barriers to maintain easy to find access route. Identify hazards and make aware to staff and participants.</td>
</tr>
</tbody>
</table>
EMERGENCY MUSTER LOCATION

Emergency muster location should building evacuation be necessary.
# RESCUE PLAN

## OTE RESCUE PLAN

### Scenario A: ASAP engages
- Advise ground belay person of situation, control through fireman’s belay.
- Give slack on the safety line until participant can reach ASAP to disengage.
- Continue rappel.

### Scenario B: Freeze or jam in Descender
- Advise bottom of situation.
- Rescuer 1 attends main line; Rescuer 2 attends back-up line.
- Maintain communication with ground belay person and participant.
- Ground belay person controls rate of descent through communication with top Rescuers.
- See ‘Passing a knot’ if needed.

### Scenario C: Tangle at top, twisted ropes or rigging
- Engage and hold weight on ASAP.
- Advise ground belay person of situation.
- Use 3:1 to pull participant up until tangle can be fixed.
- Inform ground belay person when situation is resolved.

### Scenario D: Main line failure
- Top belay engages.
- Top belayer lowers participant to ground.
- Maintain communication with ground belay person to gauge descent speed.

### Scenario E: Decent device malfunctions, no braking action
- Advise ground belay person to administer fireman’s belay.
- Advise ground belay person and participant that ropes will be released and ground belay person will have control through fireman’s belay.
- Lower participant by controlling anchor descender while maintaining communication with ground belay person.
- If participant does not lower due to jam in device, revert to Scenario C.
It is possible that the main line will not reach the ground when lowering a frozen or jammed participant. If this is the case, it is will be necessary to pass a knot through the ID and directional (tripod) pulley.

### Passing a Knot - Jigger Option
- Lower main line until knot is 12 - 18 inches away from the anchor descender.
- Attach Jigger (4:1 mini-haul, “Set of Fours”) to main line just beyond anchor descender. Attach the other end of the descender to an anchor.
- Lightly tension Jigger. (There shall be a minimum 10 ft of working tail length on Jigger).
- Using anchor descender, lower weight to Jigger.
- Open anchor descender and past the knot beyond anchor descender.
- Lightly tension anchor descender.
- Lower weight from Jigger until anchor descender is loaded.
- Remove Jigger and continue lowering using anchor descender.
- Repeat steps 1 – 8 for back-up line.

### Passing a Knot - Rescue Rope & Second Descender Option
- Lower main line until knot is 12 - 18 inches away from the anchor descender (“A”).
- Using a second descender (“B”), a separate rope, (minimum 30' length) and a rope grab, attach second rope with rope grab to the main line just beyond “A” and attach “B” to an anchor.
- Lightly tension “B”.
- Lower weight form “A” to “B”.
- Open “A” and pass the knot beyond.
- Lower weight with “B” until “A” is loaded.
- Remove “B”, rope grab and second rope and continue lowering using “A”.
- Repeat steps 1 – 7 for back-up line.

### Passing a Knot - Original Option
- Lower mainline until knot is 48 inches away from the anchor descender.
- Reeve rope through second anchor descender just behind the knot, attach to anchor and lock
- Transfer weight onto backup line by lowering through anchor descender until mainline is slack
- Remove original anchor descender from rope and anchor.
- Lower backup line to transfer weight onto mainline.
- Continue lowering mainline using anchor descender.
- Hold weight on backup line, feed slack on main line to pass directional pulley.
- If knot becomes jammed in rigging, create a 3:1 haul system on the back-up line using a rope grab and pulley.
# COMMON POTENTIAL HAZARDS

<table>
<thead>
<tr>
<th>Potential Hazards</th>
<th>Risk Level</th>
<th>Persons/Property Affected</th>
<th>Control Measures</th>
<th>Risk Level with Control Measures</th>
<th>Acceptable Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropped objects</td>
<td>High</td>
<td>Staff, spectators, participants</td>
<td>Lanyards on all tools near edge. Rigging work done within roof area. Follow safety checks for loose objects. <strong>Closely monitor media. Staff radios strapped to harness.</strong></td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Coming into ground too quickly</td>
<td>High</td>
<td>Participants</td>
<td>Ground person holds ropes when rappeller is 50’ from ground. Ground person takes control of rappel for last 20’.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Trips near edge at top</td>
<td>Med</td>
<td>Staff, participants, spectators, media</td>
<td>Good housekeeping throughout event. All staff vigilant for hazards. Immovable hazards to be clearly identified. 100% tie off</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Object / hand caught in Descender</td>
<td>Med</td>
<td>Participants</td>
<td>Follow safety check for loose clothes and hand away from Descender. Train participants in proper technique. Stop and remind if poor technique is seen near the top. Know and practice rescue methods.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff member not tied-off</td>
<td>Med</td>
<td>Staff</td>
<td>Pay attention to staff. Speak-up, as you would want them to do for you, if you notice something.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Sun/heat exhaustion</td>
<td>Med</td>
<td>Staff, spectators</td>
<td>Use sunscreen, drink plenty of water, take breaks, go indoors at times. Pay attention to others.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Hit by traffic</td>
<td>Med</td>
<td>Staff, participant, spectators, media</td>
<td>Physical barriers to prevent crossings. Designated crossing area. Good signage for pedestrians and traffic.</td>
<td>Low</td>
<td>Yes</td>
</tr>
</tbody>
</table>
WEATHER POLICY

Lightning

A weather related delay must be initiated until the lightning strikes are a safe distance away. Lightning can strike horizontally up to forty (40) miles. If lightning strikes within forty (40) miles and nothing separates an event and the lightning (i.e. taller buildings), then it is not safe to be out on the rooftop. If surrounded by taller buildings, the safe distance for lightning strike can be shortened. Regardless of surrounding buildings, remain indoors if lightning is observed within twenty (20) miles. If thunder can be heard, remain indoors. It can be considered safe to restart the event ten (10) minutes after the last observed strike or sound of thunder.

Heavy rain

Typically an event can continue to operate in rain. When rain is so heavy people lose vision or some other unsafe condition exists due to rain, a weather related delay must be initiated until rain eases enough to continue.

Wind

Wind can cause participants to lose their ability to continue down the rope or they may be blown away from the building. Wind can cause entanglement of ropes and can increase the risk of injury to participants. A general guideline for wind speed is a sustained wind of approximately twenty-five (25) miles per hour (MPH). However, gusty wind can be a problem in a less sustained wind speed. Wind direction and building location can also affect how wind affects an event. A building can sometimes block the wind all together or direct the wind at the rappel face. OTE technicians are to use hand held anemometer wind gauges at the rappel site to help determine safe wind speeds for an event. The SSS shall initiate a weather related delay if any of the following conditions exist: a sustained wind at the rappel face of twenty-five (25) MPH or higher, gusts lasting twenty (20) seconds of twenty-five (25) MPH, gusts lasting less than twenty (20) seconds of higher than thirty (35) MPH or a lower wind in a direction that causes persons to place themselves at likely risk of injury.

Heat

Heat can be very dangerous to people working outdoors. When temperatures rise, a rooftop can quickly exceed the heat index. Rope volunteers, photographers, TM and the SSS can be exposed to extreme heat on hot days. Monitor people closely and ensure people drink lots of water. Give people lots of breaks and allow people to spend some time indoors during the hottest parts of the day. In the event of OTE personnel showing signs of a heat related illness and no one is available to relieve that person, a weather related delay shall be initiated for a time to allow that person to recuperate in the conditioned air indoors.
CHANGES & ADDITIONS

Use this section to record changes and additions to this document.

This Site Plan accounts for a total of 92 participant rappels within an 8 hour rappel day. Additional participant rappels and/or exceeding the allotted 8 hours may result in additional fees. Please refer to the event specific contract for details.

For information on the event from a previous year, the Post Job Debrief Report (PJDB) is available by contacting the Account Manager.
STAKEHOLDER ACTION ITEMS FOR SAFETY PLAN

In order to implement the Safety Plan, each party responsible for the event must provide the following:

**Property Owner Duties**

- Adherence to the recommendations in the Site Inspection & Safety Plan
- Participation in 120, 45, & 7 Day Meetings at building’s discretion (approximately 15 min duration, conference call)
- Coordinate with Not-for-Profit and OTE technical staff on davit arm set-up if necessary
- Accept shipment and provide secure storage of gear: two 4’ x 4’ x 4’ pallets (or more if a three or four rope event), approx. 750 – 1000 lbs up to approximately 10 days prior to the event
- Provide a registration area & staging area where participants can don their gear
- Attendance at On-Site Safety Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Advance confirmation of Event Schedule as found in Onsite Meeting Agenda
- Emergency phone numbers and contacts
- Staff person with keys/access to all storage, staging, roof, training, passages/elevators between locations assigned to OTE staff, both the day prior to and the day of the event
- Cart or dolly for OTE technical staff to haul equipment to roof (crates stay in one place)
- Have someone present for crate pick-up after event (weekday)
- Notification of any roof work done between first point of contact and Event Day

**Not-for-Profit Duties**

- Obtain any permits required
- Work with Property Owner to provide rooftop security person
- Send information to all Event Volunteers 30 days prior to Event Day outlining parking, lunch, directions, etc; must include Event Map
- Provide signage for outlining travel routes within the Event Map
- Provide street/sidewalk/patio barriers if any closures are necessary
- Name and address of nearest hospital
- Attendance at On-Site Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Upon OTE’s arrival, please supply:
  - Complete Media/VIP Schedule (5 copies)
  - Event Day Schedule (5 copies)
  - Event Volunteer Schedule (2 copies)
- For staging area, please have available in the room by 7:30 am Media/VIP Day:
  - 5 six foot tables, 2 chairs (set up in staging room)
  - Access to internet or confirmed wireless signal to monitor weather
  - Minimum of 3 electrical outlets in the staging room/area
- Staging area: displays, music, video, décor, food (whatever you want to do to make it a welcoming area where participants will be)
Any additional items that need to be in place at building, per Site Inspection & Safety Plan or at the request of the building, prior to OTE arrival on site (i.e., plywood walkway on roof, step at railing, scaffolding, etc)

Distribute “Volunteer Duties” handout to volunteers and take escorts on a site-walk before event starts

Name tags for ALL participants/staff/volunteers on event site (Avery brand stick on) – to be put on participants, NOT on helmets

Have copies of Participant Waiver at registration for all media, participants and volunteers to sign; collected by OTE Staging Manager

Name as additional insured on your event insurance certificate:

Over the Edge USA Inc., 6555 Sugarloaf Pkwy., Suite 307 Box 180, Duluth, GA 30097

Water on site in staging area, training area, exclusion zones and on roof – please have available on both days for the whole day

4 sawhorses/police barriers for exclusion zones at bottom of rappels

3 garbage cans – staging, training, roof

Lunch for all event/ropes volunteers and OTE staff on Event Day

1 event shirt (if available)

Over the Edge Duties

Responsible for all rappelling related activities associated or with this event, including but not limited to the roof top area, training area, and staging area

Ensure all participants, media and volunteers sign a Participant Waiver. OTE will keep the originals in their possession. If the not-for-profit should like to keep a copy or original of the waiver, two blank waivers should be provided for participants to sign, or photocopying of the waivers is the responsibility of the not-for-profit.

Provide the Site Inspection & Safety Plan

Perform the rigging of the ropes and the technical equipment for the event

Clearly identify and pad hazards

Inspect the building facade prior to and post event

Provide barrier tape

Provide personal protection equipment for media and VIP spectators

Work with Not-for-Profit to determine the best location for registration/staging

Name Not-for-Profit and Building entities as additional insured on insurance certificate for the event

Provide the Agenda for the On-Site Meeting

A zero footprint philosophy as it relates to the site. Generally described as there should be no trace of the event or activities leading up to event on the property within 24 hrs after the event has ended. Organizer will clean up all applicable equipment and items related to its specific duties after the Over the Edge Event in order to leave the Event Site in such condition.
OTE OFFICE USA ONLY (Reports and JHA)

POST EVENT REPORTS
At the close of each day, media and event, text messages should be sent to the appropriate people to notify them of the status of the day. The texts should be sent to the CEO, the VP of Operations, the BP of Business Development, the VP of Client Services, the appropriate Technical Manager, and the Account Manager for the event. The phone numbers are included as part of the Logistics Plan.

The following reports should be completed after each event.

Kit Inventory: [https://www.surveymonkey.com/s/OTEkit](https://www.surveymonkey.com/s/OTEkit)
This should be done immediately after the event by one team member who has knowledge about the closing inventory from the event.

Post Job Debrief: [https://www.surveymonkey.com/s/OTEPJDB](https://www.surveymonkey.com/s/OTEPJDB)
This report must be done by the SSS soon after each event. Other team members may complete a PJDB, as well.

Peer Review: [https://www.surveymonkey.com/s/OTEPeerReview](https://www.surveymonkey.com/s/OTEPeerReview)
This should be done by each member of event team for each of the other members of the event team.

Other documentation:

Incident Report: This document should be completed any time an incident or near miss occurs. It should be submitted to the Technical Manager for the event’s region.

SISP Update: The SISP must be updated after each event by the SSS. The SISP should be renamed for the next year and updated to the most current SISP template.
## WORK PLAN

<table>
<thead>
<tr>
<th>Description of work</th>
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</table>
| **Rope access methods** | ☑ Standard practices outlined in Technical Manual  
| **Training** | Training is to be provided for all operative personnel on proper use of all tools and equipment as necessary. Specify training needed below.  
| **Individual equipment** | ☑ helmet ☑ eye protection  
|  | ☑ foot protection ☑ gloves  
|  | ☑ protective clothing ☑ reflective clothing ☑ respiratory protection  
|  | ☑ hearing protection  
|  | ☑ harness ☑ connectors ☑ descender ☑ belay device  
|  | ☑ 2 backup devices ☑ lanyards ☑ pulley ☑ headlamp  
|  | ☑ multi-tool ☑ other  
| **Group equipment** | ☑ ropes (length and quantity)  
|  | ☑ edge protection ☑ rigging straps ☑ connectors ☑ other  
| **Team communication** | ☑ Visual (hand signals) ☑ Verbal ☑ Radio (Channel__)  
| **Machinery lock-out/tag-out** | Do machinery, valves, or gates need to be locked-out? ☑ Y ☑ N  
|  | ☑ Machinery locked-out/tagged out of service  
|  | ☑ Hold order visually checked by RA Supervisor  
|  | Hold order number: __________________________  
|  | Contact person for clearance: ______________________________  
| **Equipment/tool management** |  
| **Describe Access Zone/Hazard Zone and methods to mark secure entry and to protect public or other workers:** |  
| **Access (Fall) Zone** |  
|  |  
| **Hazard Zone** |  
|  |  
| **Anchors** | Standard anchors outlined in Technical Manual  
| **Rescue and retrieval methods** |  
| **Rescue kit** | ☑ First Aid Kit ☑ Patient Packaging ☑ Gri-gri ☑ Pulleys ☑ Rope Grabs ☑ connectors ☑ spare equipment  
<p>| <strong>Condition</strong> | Description of Hazards | Control Measures |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Precautions</th>
</tr>
</thead>
</table>
| Falling                  | Gravity induced injury or death                                             | □ 100% FP, always use appropriate fall-protection or rope access equipment when 6 feet from unprotected edge with a fall potential of 6 feet or more  
□ All personnel must be properly trained  
□ Use 2 rope system when working line is primary means of support  
□ Use independent anchorages  
□ Always check ropes/anchors, hardware, harness, helmet |
| Communication difficulty | Loud ambient noise  
No radios/radio malfunction  
Personnel on opposite sides of building | □ Agree upon standard communication symbols  
□ Check radios, charge radios  
□ Check alternate communication system |
| Sharp/abrasive surfaces  | Rope or anchor damage/failure  
Abrasions/cuts to hands                                                      | □ Use proper edge protection/padding  
□ Use redirect or intermediate anchors as needed  
□ Wear gloves, long sleeves/pants |
| Electrical lines and RF  | Inadvertent contact with lines  
Burns or electrocution  
Damage to ropes/anchors                                                      | □ Get appropriate clearances  
□ Confirm lock-out/tag-out  
□ Check for lines that may effect wind blown rope |
| Machinery                | Inadvertent contact  
Damage to ropes/anchors                                                       | □ Get appropriate clearances  
□ Confirm lock-out/tag-out |
| Dropped tools or materials | Injury to personnel or public  
Damage to structure  
Loss of tools & work time                                                       | □100% Tie-off, helmets, good housekeeping stations  
□Clearly mark and barricade the hazard zone  
□Hardhats must be worn in hazard zone  
□Lanyard all tools  
□ Avoid rigging ropes & locating drop zone over the edge (hazard zone) |
| Hazard/Access/ Safe Zones | Injury to personnel or public inside a hazardous environment w/o proper ppe/ fall protection | □ Clearly marked zones  
□ Strict enforcement by all |
| Rain/wet conditions      | Slippery surfaces  
Decreased friction on descent & belay devices                                    | □ Stop work if conditions become dangerous  
□ Set up weather station in staging area  
□ Wear appropriate clothing  
□ Be aware of slippery conditions |
| Sun/heat          | Possible dehydration, heat exhaustion | ☐ Water available on site  
☐ Wear appropriate clothing  
☐ Use sunscreen |
|------------------|---------------------------------------|---------------------------|
| Wind             | Danger of ropes blowing into areas where descent is difficult or where ropes may be damaged  
Difficulty in communication  
Danger of unsecured tools being blown into access zone | ☐ Stop work if conditions become dangerous  
☐ Set up weather station in staging area  
☐ Secure loose materials at work site |
| Lightning        | Danger of electrical strike            | ☐ Stop work when lightning threatens |
| Vehicular traffic| Possible impact                        | ☐ Clearly mark and barricade the hazard zone  
☐ Arrange for street closure if necessary |
INTERNAL SAFETY MEETING ATTENDEES (JHA AND SISP REVIEW)

Date of Meeting: 

Time of Meeting: 

Location of Meeting: 

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Emergency Contact: Name and phone number</th>
<th>Allergies and Food Preferences</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
PRE-JOB ROPE VOLUNTEER SAFETY MEETING

Date of Meeting: ________________________________________________________________

Time of Meeting: ______________________________________________________________

Location of Meeting: ____________________________________________________________

RV’s Present:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Items Discussed:
Any employee can stop event
Dropped objects – people looking over side/radios
Ground staff stopping when at 20’
People in exclusion zone
Rescue plan, Inspection and safety checks-USE CHECKLIST!
Communication, Social Media posting, and radio etiquette
Restroom location and access, Plan for lunch and any dietary restrictions
Challenge by Choice, Anti-Sexual Harassment
Weather and potential for schedule modifications
<table>
<thead>
<tr>
<th>RV name</th>
<th>Emergency Contact: Name and phone number</th>
<th>Allergies</th>
<th>Dietary needs</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
From: Andrew Slater
Sent: Tuesday, August 16, 2016 11:36 AM
To: jcajandig@CSAC-EIA.org
Subject: Over the Edge safety plan
Attachments: USA Stockton, CA Sutter Office Center SISP for Sutter Office Center (1).pdf
Over the Edge
Site Inspection & Safety Plan

Site: Sutter Office Center
Stockton, CA

Event Set Up: 

Event Date: 

Prepared By: Robert Pitkin, SPRAT Level 3
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ABSTRACT

BUILDING SUITABILITY

It has been determined that the Sutter Office Center, Stockton, CA is a suitable location to host an Over the Edge (OTE) rappelling event. This decision was made by Robert Pitkin, SPRAT Level 3, certified industrial rope access specialist, who considered the following:

- A comprehensive evaluation of the building and the surrounding area was performed;
- Review of the specific Federal and State OSHA laws, state workers’ compensation laws and SPRAT procedures;
- Communication with on-site building representatives;
- Specific site safety recommendations (see below).

RATE OF DESCENT

Based on the height of the roof top and layout of the building, the rate of descent has been determined to be 6 participants per hour per rope. It is standard practice that OTE set two rappelling stations, thus a total of 92 participants based on an eight hour rappel day. Approximately a 13 hour work day including set up, tear down, and scheduled site safety checks.

SPECIFIC SITE SAFETY RECOMMENDATIONS:

In addition to the regular hazards associated with working at height, the following recommendations must be implemented:

- Clearly outlined off limit areas;
- Pre-site façade inspection;
- Safety plan action items have been identified for all key stakeholders (see page 25);
- Other hazards may be identified between now and Event Day and will be specifically addressed in the Changes & Additions on page 24

SAFETY BRIEFING

A mandatory safety briefing with all key parties must be conducted on the morning prior to the event to review any and all amendments to this Plan. OTE lead staff, Sutter Office Center, Stockton, CA representatives and event personnel, as well as any other event partners with a stake in the event, will be invited to attend the Safety Briefing.
APPLICABLE STANDARDS AND CERTIFICATIONS

All Over the Edge events are set up as industrial work sites. This means that we will abide by applicable OSHA regulations for working at height and fall protection. OSHA regulations and ANSI/ASTM standards outline when fall protection is required, what type is acceptable for a given situation and procedures to follow for rope access. Regulations also state the lead-up administrative work for jobs where fall protection is required. This includes analyzing the hazards, reducing the hazards, communicating the hazards, job planning, and rescue planning; all are included as a part of this document and Over the Edge procedures. These regulations and standards further define the type of equipment and breaking strengths that may be used in fall prevention, fall protection and rope access systems. In our system, the equipment includes helmets, rope, harnesses, connectors, descenders, anchors, and guardrails. We use standard industrial and/or NFPA 1983 certified equipment as necessary, not recreational.

ROPE ACCESS PROCEDURES

Over the Edge goes a step beyond the governing bodies with its attention and adherence to safety protocols and practices to ensure our loss run history remains impeccable. OTE has voluntarily adopted the Society of Professional Rope Access Technicians (SPRAT) industry-consensus standards, Safe Practices for Rope Access Work and Certification Requirements for Rope Access Work. Additional information can be found at www.sprat.org.

Over the Edge will provide a team of certified staff to manage the technical portion of the event. The Event Site Safety Supervisor will hold a Level 3 SPRAT and/or IRATA certificate, which is the highest obtainable certification in industrial rope access totaling years of experience and thousands of documented hours working on ropes.

Local volunteers also assist with the many aspects of the event. Rope volunteers are recruited from the local community and may have professional or recreational rope experience. These volunteers perform support functions, which are under the supervision of the certified Level 3 Site Safety Supervisor and OTE staff. No participant is allowed to proceed with their rappel until an Over the Edge, certified, staff member checks safety equipment. In addition to this, the rope volunteer staff is trained by OTE and often holds certification in their respective rope related fields, including: NFPA 1006, AMGA, SPRAT, IRATA or equivalent local certification.

Our procedures meet required regulations and often exceed certain standards such as:

- ANSI/ASSE Z359 0-13 Fall Protection Code
- ASTM 2505-07 – Standard Practice for Industrial Rope Access
- Over The Edge Weather Policy
SAFETY PLAN

The following documents make up the Safety Plan for the event:

1. **Site Rigging Plan Analysis**: This is completed during our initial building analysis and is revised during set-up. It is used to identify hazards and plans to mitigate them. It also outlines the rigging plan.

2. **An Emergency Evacuation Plan**: To be put into effect should a person or persons have to be moved from the roof in the case of medical emergency, fire, or weather related emergencies.

3. **Event Day Safe Roof Access Plan**: This document records who has access to what areas on the rooftop. It also lists the PPE (personal protective equipment) required by each group. This document is referenced during our pre-job staff meeting.

4. **Event Day Safe Ground Access Plan**: Same as the roof access plan, but for the ground. It also outlines the exclusion zone where we restrict pedestrian traffic.

5. **Common Hazards**: This document lists the tasks that we perform which would have disastrous results if not done properly. Our chief concerns are dropped objects, falls from height, and participants rappelling too quickly. This document is communicated to the staff during our pre-job staff meeting.

6. **Rescue Plan**: This is a requirement when working under OSHA regulations. The plan is discussed and practiced during the staff safety meeting. If special rescue equipment is needed it is pre-rigged and kept adjacent to where it will be needed. This document is communicated to the staff during staff training.

7. **Action Items**: An “at a glance” look at what each party involved has to do to help implement the Safety Plan and hold a successful event.
**BUILDING CONTACTS AND LOGISTICS**

<table>
<thead>
<tr>
<th>BUILDING CHECK LIST</th>
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<tbody>
<tr>
<td>Building name:</td>
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<td>Address:</td>
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<td>Building Hgt:</td>
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<td>Stories:</td>
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<tr>
<th>NONPROFIT:</th>
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<tbody>
<tr>
<td>Facilities Manager:</td>
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<tr>
<th>Dir. of Security:</th>
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<tr>
<td>Chief Engineer:</td>
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**GEAR SHIPPING & STORAGE INFORMATION**

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<tr>
<th>Delivery/Shipping Location:</th>
<th>Shipping Contact:</th>
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<thead>
<tr>
<th>Receiving Hours/Dock Hours:</th>
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<tbody>
<tr>
<td>Dock Height:</td>
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<td>(Common Dock Height is 48” – 52”)</td>
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<td>RV Parking:</td>
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</tr>
<tr>
<td>Delivery Notes:</td>
</tr>
</tbody>
</table>

| Comments or Additional Information: |
## SITE RIGGING PLAN ANALYSIS

<table>
<thead>
<tr>
<th>ANCHORS</th>
<th>(STRENGTH INFORMATION PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Anchors in 15° of edge for each station:</td>
<td>2</td>
</tr>
<tr>
<td>Strength documentation:</td>
<td>None Required</td>
</tr>
<tr>
<td>OTE Site Visit:</td>
<td>5,000lbs / Certified (3,600lbs) / Structural (Steel/Concrete):</td>
</tr>
<tr>
<td>OTE Testing - OSHA 1910.66 App C II (a) &quot;Test methods for personal fall arrest systems (non-mandatory)&quot;</td>
<td>Davit Arms / Sockets load verified (typ. 1,000lbs WLL)</td>
</tr>
<tr>
<td>OTE Testing - OSHA 1910.66 App C II (a) &quot;Test methods for personal fall arrest systems (non-mandatory)&quot;</td>
<td>N/A</td>
</tr>
<tr>
<td>Distance of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>≈ 20'</td>
</tr>
<tr>
<td>Height of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>1' above roof level</td>
</tr>
<tr>
<td>Staff anchors:</td>
<td>Separate ropes connected to anchors in fall restraint mode</td>
</tr>
<tr>
<td>Media / photographer anchors:</td>
<td>Separate ropes connected to anchors in fall restraint mode, limit 2 positions</td>
</tr>
</tbody>
</table>
## EDGE / PARAPET

<table>
<thead>
<tr>
<th>Height of edge / rail</th>
<th>54&quot;</th>
<th>Approved guard rail:</th>
<th>Yes</th>
<th>Rope redirect:</th>
<th>Tripods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width of edge:</td>
<td>18&quot;</td>
<td>Breakables near edge:</td>
<td>Yes</td>
<td>Rope protection:</td>
<td>Standard OTE Rope Protection</td>
</tr>
</tbody>
</table>

## ROOF / FAÇADE

<table>
<thead>
<tr>
<th>Façade material:</th>
<th>Brick &amp; Glass</th>
<th>Roof surface:</th>
<th>Asphalt Roll Roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Façade condition:</td>
<td>Good</td>
<td>Roof condition:</td>
<td>Fair</td>
</tr>
<tr>
<td>Façade hazards:</td>
<td>Windows</td>
<td>Roof hazards:</td>
<td>Tripping hazards, Sharp edges near ropes/rigging, Conduit Chase</td>
</tr>
<tr>
<td>Façade exclusion zones:</td>
<td>Windows</td>
<td>Roof exclusion zones:</td>
<td>Mostly off limits, marked as needed with barricades and tape</td>
</tr>
</tbody>
</table>

## ACCESS TO ROOF

<table>
<thead>
<tr>
<th>Elevator to:</th>
<th>floor</th>
<th>Ladders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights of stairs:</td>
<td>flight(s)</td>
<td>Tripping hazards:</td>
</tr>
<tr>
<td>Condition of stairs:</td>
<td>Low ceilings:</td>
<td></td>
</tr>
<tr>
<td>Lighting:</td>
<td>Type of fall protection required:</td>
<td></td>
</tr>
</tbody>
</table>

## SPECIAL EQUIPMENT NEEDED

<table>
<thead>
<tr>
<th>Davit arms [advanced set-up?]</th>
<th>Tripods</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platform or ladder needed for set-up</td>
<td>Yes</td>
<td>Scaffolding</td>
</tr>
<tr>
<td>Platform or ladder needed for Event</td>
<td>Platform or scaffolding for participants to get over parapet</td>
<td>Extra rope needed [&gt;300' rappel or rappel &gt;50' from anchors?]</td>
</tr>
<tr>
<td>Extra carpet/edge protection</td>
<td>No</td>
<td>Knot passing pulleys</td>
</tr>
</tbody>
</table>

## 3RD ROPE OPTION

| Visibility between roof and training | Yes |

Notes: No
### MAIN RAPPEL RIGGING PLAN

<table>
<thead>
<tr>
<th>2 rope event:</th>
<th>Descent time per person: 10 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Rappel Distance-145’</td>
<td># rappellers/hour/ rope: 6</td>
</tr>
<tr>
<td>- Ropes will run from designated anchors (see Rooftop Rigging Diagram)</td>
<td># rappellers/8 hr day: 92</td>
</tr>
<tr>
<td>and over the West side face of the Sutter Office Center</td>
<td></td>
</tr>
<tr>
<td>- Tripods will be used to redirect the ropes.</td>
<td>Note: Number of rappellers per</td>
</tr>
<tr>
<td>- Edge padding will be used where ropes and slings rub along the edge.</td>
<td>eight hour day reflects three</td>
</tr>
<tr>
<td>- Rappellers will be escorted to roof by staff/volunteers.</td>
<td>scheduled ropes checks per rope</td>
</tr>
<tr>
<td>- Only those wearing appropriate PPE and anchored in by OTE will have</td>
<td>setup per day.</td>
</tr>
<tr>
<td>access to the edge of the roof.</td>
<td></td>
</tr>
<tr>
<td>- OTE staff will stay on the roof to observe Rope Volunteer staff and</td>
<td></td>
</tr>
<tr>
<td>perform the safety check</td>
<td></td>
</tr>
<tr>
<td>- End of rappel will be on Sidewalk, Access doors.</td>
<td></td>
</tr>
<tr>
<td>- Rescue Plan on site.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

- Event photographers/media will be anchored into ropes anchored across roof and may be limited to two.
- Façade will be inspected for damage before and after the event.
<table>
<thead>
<tr>
<th>TRAINING ANCHORS</th>
<th>(STRENGTH INFO PROVIDED FROM BUILDING, QUALIFIED PERSON OR PROFESSIONAL ENGINEER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Anchors in 15° of edge for each station:</td>
<td>(N/A)</td>
</tr>
<tr>
<td>OTE Site Visit/Inspection:</td>
<td></td>
</tr>
<tr>
<td>OTE Testing - OSHA 1910.66 App C II (a) &quot;Test methods for personal fall arrest systems (non-mandatory)&quot;</td>
<td>Davit Arms / Sockets load verified (typ. 1,000lbs WLL)</td>
</tr>
<tr>
<td>Distance of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>N/A</td>
</tr>
<tr>
<td>Height of rigging anchors, structure wrap, Y-hang to edge:</td>
<td>N/A above roof level</td>
</tr>
<tr>
<td>Staff anchors:</td>
<td>N/A</td>
</tr>
<tr>
<td>Media/photographer anchors:</td>
<td>N/A</td>
</tr>
<tr>
<td>TRAINING EDGE / PARAPET</td>
<td></td>
</tr>
<tr>
<td>Height of edge / rail:</td>
<td>N/A</td>
</tr>
<tr>
<td>Width of edge:</td>
<td>N/A</td>
</tr>
<tr>
<td>ACCESS TO TRAINING</td>
<td></td>
</tr>
<tr>
<td>Elevator to:</td>
<td>floor</td>
</tr>
<tr>
<td>Flights of stairs:</td>
<td>flight(s)</td>
</tr>
<tr>
<td>Condition of stairs:</td>
<td></td>
</tr>
<tr>
<td>Lighting:</td>
<td>Type of fall protection required:</td>
</tr>
</tbody>
</table>
## TRAINING AREA RIGGING PLAN

### Training Rappel

- **Ground School**
  - A Ground School may be used in addition to or in place of a training rappel. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures.
  - Tri-pod will be rigged to be self-supporting or will be adequately stabilized with ropes, rigging and appropriate anchors.
  - Rappellers will be escorted to the training area by staff/volunteers.
  - Fall Prevention will be used in the training area as appropriate.
  - Edge padding will be used where ropes and slings rub along edges or sharp surfaces.
  - OTE staff will supervise the ground school training.
  - Participants will be escorted to the main rappel by staff/volunteers after their training experience.

### Comments:

- Training area will also require reservation of a few parking spaces to conduct training.
- The number of non-participants present in the training area may be limited by OTE staff or their designee to facilitate a learning environment for participants.
SITE RIGGING VISUALS

Rooftop Rigging Diagram

Legend:
- Tripod
- Rope setup number
- Rope drop location
- Anchor extension line
- Rooftop anchor
- Building wall or parapet

Sutter Office Center
Image: Google Earth/Maps Not to scale
Stockton, CA 06-Apr-2016
This document and the information contained herein is being provided to the recipient on a confidential basis in contemplation of a joint initiative between Over the Edge and the recipient. This document is not to be used or disclosed except as required in furtherance of said joint initiative.
Steps / Stairs must be added here.

Top of platform must be 12' X 16' and capable of holding the weight of 8 people.
MAIN RAPPEL BARRICADE VISUALS

Exclusion Zone Diagram

Exclusion area to include parking spaces and sidewalk
Exclusion area does not include traffic lane.

Proper Person Protection Equipment must be worn inside the exclusion area at all time during event.

Exclusion area size may be changed at the discretion of the Site Safety Supervisor due to weather and other factors.

Sutter Office Center
Stockton, CA
Image: Supplied by Client Not to scale 06 Apr 2016
Exclusion Zone Diagram

Sutter Office Center Stockton, CA
Image: Supplied by Client Not to scale 06-Apr-2016

Exclusion area to include parking spaces and sidewalk.
Exclusion area does not include traffic lane.

Proper Person Protection Equipment must be worn inside the exclusion area at all time during event.

Exclusion area size may be changed at the discretion of the Site Safety Supervisor due to weather and other factors.
TRAINING AREA

Prior to rappelling from the roof, each participant may complete a training rappel from a lesser height if a suitable training area has been determined. This shorter rappel will allow the participants to get comfortable in the equipment and learn the safety procedures. All participants are escorted to the training area by a non-profit volunteer assigned to them.

Ground School

A Ground School will provide participants with hands on training to practice equipment operation, experience hanging in a harness and executing safety procedures. The Ground School will totally replace a training rappel prior to the main rappel. All participants are escorted to the Ground School area by a non-profit volunteer assigned to them.

Example:
## EMERGENCY INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>Sutter Office Center</td>
</tr>
<tr>
<td><strong>First aid response</strong></td>
<td>The OTE staff member in closest proximity will initiate care to any injured party for whom OTE is responsible, such as participants, Ropes Volunteers, etc. As soon as able, the SSS will take over care. At any point, care may be turned over to any able party with a higher level of medical training.</td>
</tr>
<tr>
<td><strong>Nearest first-aid kit / pocket mask</strong></td>
<td>Staging area, roof, registration</td>
</tr>
<tr>
<td><strong>Nearest AED</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nearest fire alarm</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nearest fire extinguisher</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exit route</strong></td>
<td>Secure rappel areas. Roof staff will muster at the elevators. Roof supervisor will check attendance. Stairs will be taken to access ground area muster (main entrance).</td>
</tr>
<tr>
<td><strong>Hazards in exit route</strong></td>
<td>Uneven surfaces. Ropes on ground.</td>
</tr>
<tr>
<td><strong>Weather assembly area</strong></td>
<td>Staging Area</td>
</tr>
<tr>
<td><strong>Building evacuation area</strong></td>
<td>See Emergency Muster Location below</td>
</tr>
<tr>
<td><strong>Staff list</strong></td>
<td>In OTE rooftop safety procedures and staging area</td>
</tr>
<tr>
<td><strong>Participant list</strong></td>
<td>Posted next to ropes, in OTE rooftop procedures at staging area</td>
</tr>
<tr>
<td><strong>Communication devices</strong></td>
<td>Radios, cell phones, key numbers posted at registration, staging and at roof topo</td>
</tr>
<tr>
<td><strong>Potential medical emergencies</strong></td>
<td>Heart conditions, stroke, allergic reaction</td>
</tr>
<tr>
<td><strong>Other medical issues</strong></td>
<td>Dehydration, heat exhaustion, cut and bruises, burns (rope and equipment), foreign objects in eye</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Clear travel routes prior to event. Clear signage pointing towards exit. Barriers to maintain easy to find access route. Identify hazards and make aware to staff and participants.</td>
</tr>
</tbody>
</table>
EMERGENCY MUSTER LOCATION

Emergency muster location should building evacuation be necessary.

Should evacuation of the building become necessary all OTE Staff, Volunteers and Participants shall be instructed to gather in the southwest of the intersection of N Sutter St. and E Miner Ave.

Emergency muster location

EMERGENCY MUSTER LOCATION

Sutter Office Center
Image: Google Maps Not to scale Stockton, CA 06-Apr-2016
### RESCUE PLAN

#### OTE RESCUE PLAN

<table>
<thead>
<tr>
<th>Scenario A: ASAP engages</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advise ground belay person of situation, control through fireman’s belay.</td>
</tr>
<tr>
<td>- Give slack on the safety line until participant can reach ASAP to disengage.</td>
</tr>
<tr>
<td>- Continue rappel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario B: Freeze or jam in Descender</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advise bottom of situation.</td>
</tr>
<tr>
<td>- Rescuer 1 attends main line; Rescuer 2 attends back-up line.</td>
</tr>
<tr>
<td>- Maintain communication with ground belay person and participant.</td>
</tr>
<tr>
<td>- Ground belay person controls rate of descent through communication with top Rescuers.</td>
</tr>
<tr>
<td>- See ‘Passing a knot’ if needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario C: Tangle at top, twisted ropes or rigging</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Engage and hold weight on ASAP.</td>
</tr>
<tr>
<td>- Advise ground belay person of situation.</td>
</tr>
<tr>
<td>- Use 3:1 to pull participant up until tangle can be fixed.</td>
</tr>
<tr>
<td>- Inform ground belay person when situation is resolved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario D: Main line failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Top belay engages.</td>
</tr>
<tr>
<td>- Top belayer lowers participant to ground.</td>
</tr>
<tr>
<td>- Maintain communication with ground belay person to gauge descent speed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario E: Decent device malfunctions, no braking action</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advise ground belay person to administer fireman’s belay.</td>
</tr>
<tr>
<td>- Advise ground belay person and participant that ropes will be released and ground belay person will have control through fireman’s belay.</td>
</tr>
<tr>
<td>- Lower participant by controlling anchor descender while maintaining communication with ground belay person.</td>
</tr>
<tr>
<td>- If participant does not lower due to jam in device, revert to Scenario C.</td>
</tr>
</tbody>
</table>
PASSING A KNOT

It is possible that the main line will not reach the ground when lowering a frozen or jammed participant. If this is the case, it is will be necessary to pass a knot through the ID and directional (tripod) pulley.

<table>
<thead>
<tr>
<th>Passing a Knot - Jigger Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lower main line until knot is 12 - 18 inches away from the anchor descender.</td>
</tr>
<tr>
<td>• Attach Jigger (4:1 mini-haul, “Set of Fours”) to main line just beyond anchor descender. Attach the other end of the descender to an anchor.</td>
</tr>
<tr>
<td>• Lightly tension Jigger. (There shall be a minimum 10ft of working tail length on Jigger).</td>
</tr>
<tr>
<td>• Using anchor descender, lower weight to Jigger.</td>
</tr>
<tr>
<td>• Open anchor descender and past the knot beyond anchor descender.</td>
</tr>
<tr>
<td>• Lightly tension anchor descender.</td>
</tr>
<tr>
<td>• Lower weight from Jigger until anchor descender is loaded.</td>
</tr>
<tr>
<td>• Remove Jigger and continue lowering using anchor descender.</td>
</tr>
<tr>
<td>• Repeat steps 1 – 8 for back-up line.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passing a Knot - Rescue Rope &amp; Second Descender Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lower main line until knot is 12 - 18 inches away from the anchor descender (“A”).</td>
</tr>
<tr>
<td>• Using a second descender (“B”), a separate rope, (minimum 30' length) and a rope grab, attach second rope with rope grab to the main line just beyond “A” and attach “B” to an anchor.</td>
</tr>
<tr>
<td>• Lightly tension “B”.</td>
</tr>
<tr>
<td>• Lower weight form “A” to “B”.</td>
</tr>
<tr>
<td>• Open “A” and pass the knot beyond.</td>
</tr>
<tr>
<td>• Lower weight with “B” until “A” is loaded.</td>
</tr>
<tr>
<td>• Remove “B”, rope grab and second rope and continue lowering using “A”.</td>
</tr>
<tr>
<td>• Repeat steps 1 – 7 for back-up line.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passing a Knot - Original Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lower mainline until knot is 48 inches away from the anchor descender.</td>
</tr>
<tr>
<td>• Reeve rope through second anchor descender just behind the knot, attach to anchor and lock</td>
</tr>
<tr>
<td>• Transfer weight onto backup line by lowering through anchor descender until mainline is slack</td>
</tr>
<tr>
<td>• Remove original anchor descender from rope and anchor.</td>
</tr>
<tr>
<td>• Lower backup line to transfer weight onto mainline.</td>
</tr>
<tr>
<td>• Continue lowering mainline using anchor descender.</td>
</tr>
<tr>
<td>• Hold weight on backup line, feed slack on main line to pass directional pulley.</td>
</tr>
<tr>
<td>• If knot becomes jammed in rigging, create a 3:1 haul system on the back-up line using a rope grab and pulley.</td>
</tr>
</tbody>
</table>
## COMMON POTENTIAL HAZARDS

<table>
<thead>
<tr>
<th>Potential Hazards</th>
<th>Risk Level</th>
<th>Persons/Property Affected</th>
<th>Control Measures</th>
<th>Risk Level with Control Measures</th>
<th>Acceptable Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropped objects</td>
<td>High</td>
<td>Staff, spectators, participants</td>
<td>Lanyards on all tools near edge. Rigging work done within roof area. Follow safety checks for loose objects. Closely monitor media. Staff radios strapped to harness.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Coming into ground too quickly</td>
<td>High</td>
<td>Participants</td>
<td>Ground person holds ropes when rappeller is 50’ from ground. Ground person takes control of rappel for last 20’.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Trips near edge at top</td>
<td>Med</td>
<td>Staff, participants, spectators, media</td>
<td>Good housekeeping throughout event. All staff vigilant for hazards. Immovable hazards to be clearly identified. 100% tie off</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Object / hand caught in Descender</td>
<td>Med</td>
<td>Participants</td>
<td>Follow safety check for loose clothes and hand away from Descender. Train participants in proper technique. Stop and remind if poor technique is seen near the top. Know and practice rescue methods.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff member not tied-off</td>
<td>Med</td>
<td>Staff</td>
<td>Pay attention to staff. Speak-up, as you would want them to do for you, if you notice something.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Sun/heat exhaustion</td>
<td>Med</td>
<td>Staff, participants, spectators</td>
<td>Use sunscreen, drink plenty of water, take breaks, go indoors at times. Pay attention to others.</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Hit by traffic</td>
<td>Med</td>
<td>Staff, participant, spectators, media</td>
<td>Physical barriers to prevent crossings. Designated crossing area. Good signage for pedestrians and traffic.</td>
<td>Low</td>
<td>Yes</td>
</tr>
</tbody>
</table>
WEATHER POLICY

Lightning

A weather related delay must be initiated until the lightning strikes are a safe distance away. Lightning can strike horizontally up to forty (40) miles. If lightning strikes within forty (40) miles and nothing separates an event and the lightning (i.e. taller buildings), then it is not safe to be out on the rooftop. If surrounded by taller buildings, the safe distance for lightning strike can be shortened. Regardless of surrounding buildings, remain indoors if lightning is observed within twenty (20) miles. If thunder can be heard, remain indoors. It can be considered safe to restart the event ten (10) minutes after the last observed strike or sound of thunder.

Heavy rain

Typically an event can continue to operate in rain. When rain is so heavy people lose vision or some other unsafe condition exists due to rain, a weather related delay must be initiated until rain eases enough to continue.

Wind

Wind can cause participants to lose their ability to continue down the rope or they may be blown away from the building. Wind can cause entanglement of ropes and can increase the risk of injury to participants. A general guideline for wind speed is a sustained wind of approximately twenty-five (25) miles per hour (MPH). However, gusty wind can be a problem in a less sustained wind speed. Wind direction and building location can also affect how wind affects an event. A building can sometimes block the wind all together or direct the wind at the rappel face. OTE technicians are to use hand held anemometer wind gauges at the rappel site to help determine safe wind speeds for an event. The SSS shall initiate a weather related delay if any of the following conditions exist: a sustained wind at the rappel face of twenty-five (25) MPH or higher, gusts lasting twenty (20) seconds of twenty-five (25) MPH, gusts lasting less than twenty (20) seconds of higher than thirty (35) MPH or a lower wind in a direction that causes persons to place themselves at likely risk of injury.

Heat

Heat can be very dangerous to people working outdoors. When temperatures rise, a rooftop can quickly exceed the heat index. Rope volunteers, photographers, TM and the SSS can be exposed to extreme heat on hot days. Monitor people closely and ensure people drink lots of water. Give people lots of breaks and allow people to spend some time indoors during the hottest parts of the day. In the event of OTE personnel showing signs of a heat related illness and no one is available to relieve that person, a weather related delay shall be initiated for a time to allow that person to recuperate in the conditioned air indoors.
CHANGES & ADDITIONS

Use this section to record changes and additions to this document.

This Site Plan accounts for a total of 92 participant rappels within an 8 hour rappel day. Additional participant rappels and/or exceeding the allotted 8 hours may result in additional fees. Please refer to the event specific contract for details.

For information on the event from a previous year, the Post Job Debrief Report (PJDB) is available by contacting the Account Manager.
STAKEHOLDER ACTION ITEMS FOR SAFETY PLAN

In order to implement the Safety Plan, each party responsible for the event must provide the following:

**Property Owner Duties**

- Adherence to the recommendations in the Site Inspection & Safety Plan
- Participation in 120, 45, & 7 Day Meetings at building’s discretion (approximately 15 min duration, conference call)
- Coordinate with Not-for-Profit and OTE technical staff on davit arm set-up if necessary
- Accept shipment and provide secure storage of gear: two 4’ x 4’ x 4’ pallets (or more if a three or four rope event), approx. 750 – 1000 lbs up to approximately 10 days prior to the event
- Provide a registration area & staging area where participants can don their gear
- Attendance at On-Site Safety Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Emergency phone numbers and contacts
- Staff person with keys/access to all storage, staging, roof, training, passages/elevators between locations assigned to OTE staff, both the day prior to and the day of the event
- Cart or dolly for OTE technical staff to haul equipment to roof (crates stay in one place)
- Have someone present for crate pick-up after event (weekday)
- Notification of any roof work done between first point of contact and Event Day

**Not-for-Profit Duties**

- Obtain any permits required
- Work with Property Owner to provide rooftop security person
- Send information to all Event Volunteers 30 days prior to Event Day outlining parking, lunch, directions, etc; must include Event Map
- Provide signage for outlining travel routes within the Event Map
- Provide street/sidewalk/patio barriers if any closures are necessary
- Name and address of nearest hospital
- Attendance at On-Site Meeting upon arrival of OTE (1 hour duration – OTE provides agenda): Not-for-Profit Rep, Property Owner/Rep, Chief Engineer, Security
- Upon OTE’s arrival, please supply:
  - Complete Media/VIP Schedule (5 copies)
  - Event Day Schedule (5 copies)
  - Event Volunteer Schedule (2 copies)
- For staging area, please have available in the room **by 7:30 am Media/VIP Day**:
  - 5 six foot tables, 2 chairs (set up in staging room)
  - Access to internet or confirmed wireless signal to monitor weather
  - Minimum of 3 electrical outlets in the staging room/area
- Staging area: displays, music, video, décor, food (whatever you want to do to make it a welcoming area where participants will be)
Any additional items that need to be in place at building, per Site Inspection & Safety Plan or at the request of the building, prior to OTE arrival on site (i.e. plywood walkway on roof, step at railing, scaffolding, etc)

- Distribute “Volunteer Duties” handout to volunteers and take escorts on a site-walk before event starts
- Name tags for ALL participants/staff/volunteers on event site (Avery brand stick on) – to be put on participants, NOT on helmets
- Have copies of Participant Waiver at registration for all media, participants and volunteers to sign; collected by OTE Staging Manager
- Name as additional insured on your event insurance certificate: Over the Edge USA Inc., 6555 Sugarloaf Pkwy., Suite 307 Box 180, Duluth, GA 30097

Water on site in staging area, training area, exclusion zones and on roof – please have available on both days for the whole day

- 4 sawhorses/police barriers for exclusion zones at bottom of rappels
- 3 garbage cans – staging, training, roof
- Lunch for all event/ropes volunteers and OTE staff on Event Day
- 1 event shirt (if available)

Over the Edge Duties

- Responsible for all rappelling related activities associated or with this event, including but not limited to the roof top area, training area, and staging area
- Ensure all participants, media and volunteers sign a Participant Waiver. OTE will keep the originals in their possession. If the not-for-profit should like to keep a copy or original of the waiver, two blank waivers should be provided for participants to sign, or photocopying of the waivers is the responsibility of the not-for-profit.
- Provide the Site Inspection & Safety Plan
- Perform the rigging of the ropes and the technical equipment for the event
- Clearly identify and pad hazards
- Inspect the building façade prior to and post event
- Provide barrier tape
- Provide personal protection equipment for media and VIP spectators
- Work with Not-for-Profit to determine the best location for registration/staging
- Name Not-for-Profit and Building entities as additional insured on insurance certificate for the event
- Provide the Agenda for the On-Site Meeting
- A zero footprint philosophy as it relates to the site. Generally described as there should be no trace of the event or activities leading up to event on the property within 24 hrs after the event has ended. Organizer will clean up all applicable equipment and items related to its specific duties after the Over the Edge Event in order to leave the Event Site in such condition.
OTE OFFICE USA ONLY (Reports and JHA)

POST EVENT REPORTS

At the close of each day, media and event, text messages should be sent to the appropriate people to notify them of the status of the day. The texts should be sent to the CEO, the VP of Operations, the BP of Business Development, the VP of Client Services, the appropriate Technical Manager, and the Account Manager for the event. The phone numbers are included as part of the Logistics Plan.

The following reports should be completed after each event.

Kit Inventory: [https://www.surveymonkey.com/s/OTEkit](https://www.surveymonkey.com/s/OTEkit)
   This should be done immediately after the event by one team member who has knowledge about the closing inventory from the event.

Post Job Debrief: [https://www.surveymonkey.com/s/OTEPJDB](https://www.surveymonkey.com/s/OTEPJDB)
   This report must be done by the SSS soon after each event. Other team members may complete a PJDB, as well.

Peer Review: [https://www.surveymonkey.com/s/OTEPeerReview](https://www.surveymonkey.com/s/OTEPeerReview)
   This should be done by each member of event team for each of the other members of the event team.

Other documentation:

Incident Report: This document should be completed any time an incident or near miss occurs. It should be submitted to the Technical Manager for the event’s region.

SISP Update: The SISP must be updated after each event by the SSS. The SISP should be renamed for the next year and updated to the most current SISP template.
## WORK PLAN

<table>
<thead>
<tr>
<th>Description of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rope access methods</td>
</tr>
<tr>
<td>Training</td>
</tr>
</tbody>
</table>
| Individual equipment         | □ helmet □ eye protection
□ foot protection □ gloves
□ protective clothing □ reflective clothing □ respiratory protection
□ hearing protection
□ harness □ connectors □ descender □ belay device
□ 2 backup devices □ lanyards □ pulley □ headlamp
□ multi-tool □ other |
| Group equipment              | □ ropes (length and quantity)
□ edge protection □ rigging straps □ connectors □ other |
| Team communication           | □ Visual (hand signals) □ Verbal □ Radio (Channel__) |
| Machinery lock-out/tag-out   | Do machinery, valves, or gates need to be locked-out? □ Y □ N
□ Hold order visually checked by RA Supervisor
Hold order number: __________________________
Contact person for clearance: __________________________ |
<p>| Equipment/tool management    | |
| Describe Access Zone/Hazard Zone and methods to mark secure entry and to protect public or other workers: |
| Access (Fall) Zone            | |
| Hazard Zone                  | |
| Rescue and retrieval methods | |
| Rescue kit                   | □ First Aid Kit □ Patient Packaging □ Gri-gri □ Pulleys □ Rope Grabs □ connectors □ spare equipment |
| Condition                    | |
| Description of Hazards       | |
| Control Measures             | |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Event Description</th>
<th>Prevention Measures</th>
</tr>
</thead>
</table>
| Falling                | Gravity induced injury or death                                                    | □ 100% FP, always use appropriate fall-protection or rope access equipment when 6 feet from unprotected edge with a fall potential of 6 feet or more  
□ All personnel must be properly trained  
□ Use 2 rope system when working line is primary means of support  
□ Use independent anchorages  
□ Always check ropes/anchors, hardware, harness, helmet |
| Communication difficulty | Loud ambient noise  
No radios/radio malfunction  
Personnel on opposite sides of building | □ Agree upon standard communication symbols  
□ Check radios, charge radios  
□ Check alternate communication system |
| Sharp/abrasive surfaces | Rope or anchor damage/failure  
Abrasions/cuts to hands | □ Use proper edge protection/padding  
□ Use redirect or intermediate anchors as needed  
□ Wear gloves, long sleeves/pants |
| Electrical lines and RF exposure | Inadvertent contact with lines  
Burns or electrocution  
Damage to ropes/anchors | □ Get appropriate clearances  
□ Confirm lock-out/tag-out  
□ Check for lines that may effect wind blown rope |
| Machinery              | Inadvertent contact  
Damage to ropes/anchors | □ Get appropriate clearances  
□ Confirm lock-out/tag-out |
| Dropped tools or materials | Injury to personnel or public  
Damage to structure  
Loss of tools & work time | □ 100% Tie-off, helmets, good housekeeping stations  
□ Clearly mark and barricade the hazard zone  
□ Hardhats must be worn in hazard zone  
□ Lanyard all tools  
□ Avoid rigging ropes & locating drop zone over the edge (hazard zone) |
| Hazard/Access/ Safe Zones | Injury to personnel or public inside a hazardous environment  
w/o proper ppe/ fall protection | □ Clearly marked zones  
□ Strict enforcement by all |
| Rain/wet conditions    | Slippery surfaces  
Decreased friction on descent & belay devices | □ Stop work if conditions become dangerous  
□ Set up weather station in staging area  
□ Wear appropriate clothing  
□ Be aware of slippery conditions |
<table>
<thead>
<tr>
<th>Risk</th>
<th>Possible Effects</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun/heat</td>
<td>Possible dehydration, heat exhaustion</td>
<td>✅ Water available on site</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✅ Wear appropriate clothing</td>
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<tr>
<td></td>
<td></td>
<td>✅ Use sunscreen</td>
</tr>
<tr>
<td>Wind</td>
<td>Danger of ropes blowing into areas where descent is difficult or where ropes may be damaged</td>
<td>✅ Stop work if conditions become dangerous</td>
</tr>
<tr>
<td></td>
<td>Difficulty in communication</td>
<td>✅ Set up weather station in staging area</td>
</tr>
<tr>
<td></td>
<td>Danger of unsecured tools being blown into access zone</td>
<td>✅ Secure loose materials at work site</td>
</tr>
<tr>
<td>Lightning</td>
<td>Danger of electrical strike</td>
<td>✅ Stop work when lightning threatens</td>
</tr>
<tr>
<td>Vehicular traffic</td>
<td>Possible impact</td>
<td>✅ Clearly mark and barricade the hazard zone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✅ Arrange for street closure if necessary</td>
</tr>
</tbody>
</table>
INTERNAL SAFETY MEETING ATTENDEES (JHA AND SISP REVIEW)

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Emergency Contact: Name and phone number</th>
<th>Allergies and Food Preferences</th>
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<tbody>
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</table>
PRE-JOB ROPE VOLUNTEER SAFETY MEETING

Date of Meeting: _______________________________________________________________

Time of Meeting: ______________________________________________________________

Location of Meeting: ___________________________________________________________

RV’s Present:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Items Discussed:
Any employee can stop event
Dropped objects – people looking over side/radios
Ground staff stopping when at 20’
People in exclusion zone
Rescue plan, Inspection and safety checks-USE CHECKLIST!
Communication, Social Media posting, and radio etiquette
Restroom location and access, Plan for lunch and any dietary restrictions
Challenge by Choice, Anti-Sexual Harassment
Weather and potential for schedule modifications
<table>
<thead>
<tr>
<th>RV name</th>
<th>Emergency Contact: Name and phone number</th>
<th>Allergies</th>
<th>Dietary needs</th>
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<tbody>
<tr>
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This document and the information contained herein is being provided to the recipient on a confidential basis in contemplation of a joint initiative between Over the Edge and the recipient. This document is not to be used or disclosed except as required in furtherance of said joint initiative.
Good morning Adrian,

I am in receipt of your email to Zac dated 3/23/21.

Please include me on all future emails. Also, I noticed that our mailing address is incorrect. Please change the address to:

110 N. San Joaquin St., 5th fl.
Stockton, CA 95202

We will address any graffiti as required.

Thank you,

Sharlene McLemore
Ten|Space
Property Manager
From: Nicole Snyder on behalf of Eric Alvarez
To: Amanda Thomas; Janice Miller; Wes Johnson; Dodgie Vidad; Even Marcelo; Janice Machado; Nicole Snyder; Murphy, Joe; Zac Cort; Michael McDowell
Subject: FW: 10 Space project Area Coordination
Attachments: Murphy Dillon.pdf
Final MINER-CALIFORNIA- YIELD STUDY (1).pdf
GVV STI TRA City Funds Improvements Map.pdf

----Original Appointment-----
From: Eric Alvarez <Eric.Alvarez@stocktonca.gov> 
Sent: Thursday, October 14, 2021 4:20 PM 
To: Eric Alvarez; Wes Johnson; Dodgie Vidad; Even Marcelo; Janice Machado; Nicole Snyder; Murphy, Joe; Zac Cort; Michael McDowell 
Subject: 10 Space project Area Coordination 
When: Tuesday, October 26, 2021 3:30 PM-5:00 PM (UTC-08:00) Pacific Time (US & Canada). 
Where: Teams Meeting

Agenda:

1. Scope and Timing of projects near Ten Space Development
2. Scope and timing of Ten Space Development
3. Process moving forward for Ten Space

I will try to send the eastern Channel Street project plans via separate email.

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGMwMzA5N2QrMDkZi00NjlhLTljZjMtNDc5YzZGJlNGNm%40thread.v2/0?context=%7b%22Tid%22%3a%222%22%2c%225id%22%22%3a%22266268823-466f-4e9-87c7-f07c18dec329%22%7d>

Or call in (audio only)
+1 209-232-4684,,474798903# United States, Stockton
Phone Conference ID: 474 798 903#

Find a local number <https://dialin.teams.microsoft.com/cb1d09ea-0257-4a37-9731-6cadc2cc79a8?id=474798903> | Reset PIN <https://mysettings.lync.com/pstnconferencing>

Learn More <https://aka.ms/JoinTeamsMeeting> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=0268e321-466f-4ec9-87c7-f07c18dec329&tenantId=ee3c0192-aaa8-4e75-a11d-6cf4f8927635%22%22%2c%220id%22%22%3a%2220268823-466f-4e9-87c7-f07c18dec329%22%7d>
PROJECT SUMMARY

LEVEL | DU/LVL
---|---
L1 | 21
L2 | 39
L3 | 39
L4 | 34
TOTAL DU | 133

OPEN SPACE
PRIVATE PATIO | 5,300 SF
ROOF DECK | 3,300 SF
SKY DECK @ LVL4 | 1,800 SF
TOTAL | 10,400 SF

AMENITY SPACE
RETAIL | 1,500 SF
LEASING/ FITNESS | 2,500 SF
L2-LOUNGE | 400 SF
L3-LOUNGE | 400 SF
L4-LOUNGE | 400 SF
SUB TOTAL | 3,700 SF
TOTAL | 5,200 SF

LEVEL | NRSF | BGSF | EFFICIENCY
---|---|---|---
L1 | 6,300 | 14,030 | 45%
L2 | 11,700 | 15,330 | 76%
L3 | 11,700 | 15,330 | 76%
L4 | 10,200 | 13,530 | 75%
TOTAL | 39,500 | 58,220 | 68%
LEVEL-01 FLOOR PLAN

scale: 1"=50'

A

LEVEL-04 FLOOR PLAN

scale: 1"=50'

C

TYPICAL LEVEL 2-3 FLOOR PLAN

scale: 1"=50'

B

LEVEL-05 ROOF PLAN

scale: 1"=50'

D

N. CALIFORNIA ST.
E. MINER AVE.
LOUNGE
FITNESS
Lobby
LEASING
(2,500SF)

THSH
UTILITY
(400SF)

RETAIL
(1,500SF)

ELEC.
TRANS.
(300SF)

UNIT
S
PRIV
ATE
S

ELEC.
TRANS.
(1,500SF)

ELEC.
RM

ELEC.
TRANS.

N. CALIFORNIA ST.
E. MINER AVE.
ROOF

SKY DECK
(1,800 SF)

UNIT
S

ELEC.
TRANS.

ELEC.
TRANS.

UNITS

ELEC.
TRANS.

UNIT
S
PRIV
ATE
S

ELEC.
TRANS.

RoOF

ROOF DECK
(3,300 SF)

ELEC.
TRANS.

ELEC.
TRANS.

UNIT
S
PRIV
ATE
S

ELEC.
TRANS.

UNIT
S
PRIV
ATE
S

ELEC.
TRANS.

ELEC.
TRANS.

UNITS

N. CALIFORNIA ST.
E. MINER AVE.

N. CALIFORNIA ST.
E. MINER AVE.

N. CALIFORNIA ST.
E. MINER AVE.

N. CALIFORNIA ST.
E. MINER AVE.
Grand View Village
Proposed AHSC
Greenscaping, Bicycle, Pedestrian, and Transit Improvements

Trees and Median - Greenscaping
New Sidewalk
New Pedestrian Bulb Out
Rapid Rectangular Flashing Beacon
Bus Stop Improvements
Class II - Bike Lane
Class III - Bike Boulevard
Class IV - Separated Bikeway

AHSC Funds not on Map:
$4,000,000 - STI 3 (Rail Cart)
$900,000 - TRA 2 (RTD Improvements)
$700,000 - HRI (Restructuring 72" storm drain)
$135,000 - PGM 1 (DIBS)
$147,420 - PGM 2 (Bus Passes)
Connie Cochran

From: Almarosa Vargas
Sent: Tuesday, August 9, 2022 5:02 PM
To: Amanda Thomas
Subject: Re: Tax default properties

Can you call me?
209-698-6677

Almarosa Vargas, SCLA, MPA
Police Services Manager
Neighborhood Services Section
Stockton Police Department
22 E. Weber Ave, #350, Stockton, Ca 95202
Almarosa.Vargas@Stocktonca.gov

Sent from my iPhone
Please excuse any typos

On Aug 9, 2022, at 5:00 PM, Amanda Thomas <Amanda.Thomas@stocktonca.gov> wrote:

Open Window Project has several properties that have been issued a power to sell. The City has liens on the property. I noticed when looking at recent tax sale docs, a letter from you to the Treasurer-Tax Collector objecting to the public sale of several properties to preserve the liens. Is there a resolution from Council that allows the Chief to object? We are wanting to do something similar and tax code says we need a resolution from a governing body objecting to the sale. I thought maybe there was a blanket one out there somewhere. Let me know, thanks.

Amanda Thomas, Real Property Agent
City of Stockton - Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
amanda.thomas@stocktonca.gov | 209.937.7540
Amanda,

Yes, that works for me. Anytime before 5:15pm works for me.  
Will you or Nicole be joining the meeting on the 26th?

Zac Cort  
President & CEO  
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor  
Stockton, CA 95202  
office | 209.469.2678  
www.tenspacedev.com

On Tue, Oct 19, 2021 at 11:05 AM Amanda Thomas <Amanda.Thomas@stocktonca.gov> wrote:

Zac,

Does Wednesday 10/27 after 2:30 work for you?
Amanada,

Were you able to get another date put together? Also we have a call with Public works next week that I believe is very important for economic development to be on it. Did you get the invite?

The purpose of the call between econ dev and us is that we need to discuss work that will be done in front of other owners properties in the areas we will be addressing to work on (offsites). Do we skip over those properties? I would assume that no one will want that but we need to speak ASAP to go over specifics.

Additionally, we need to discuss the lien that the City currently has on the Miner/Channel and American st properties as those properties are in escrow. We do have financing approved which is one of the triggers to remove this lien.

As mentioned important we speak ASAP.

Thanks.
Zac

Zac Cort
President & CEO
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com

On Mon, Oct 18, 2021 at 10:54 AM Zac Cort <zcort@tenspacedev.com> wrote:
Amanda,

From my understanding Janice is out 2-3 days next week in Oregon visiting family.

This meeting is fairly urgent but if it must get pushed a whole week then I guess so be it. I’d like for it to be scheduled as early as possible. Monday or Tuesday next week.

Thanks.
Zac

Zac Cort
President & CEO
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com

On Mon, Oct 18, 2021 at 10:52 AM Amanda Thomas <Amanda.Thomas@stocktonca.gov> wrote:

Zac,

Janice is out today and we need to reschedule today’s meeting. Send me some dates and times that work for next week. Thanks.
Amanda Thomas, Real Property Agent
City of Stockton - Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
amanda.thomas@stocktonca.gov | 209.937.7540
Hi Janice,

The check will be delivered within the hour..

Thank you,

Sharlene McLemore
Ten|Space
Property Manager

110 N. San Joaquin 5th Floor, Stockton, CA 95202 | office - 209.469.2678 EXT 305 | www.tenspacedev.com

On Wed, Sep 30, 2020 at 1:16 PM Zac Cort <z cort@tenspacedev.com> wrote:
Ok understood.
We will drop off a check today so you have but please just hang on to it until this time next week. I already assumed with my lender I was paying full price so it’s already built into our loan. As I mentioned if they take longer to close than you can just deposit the check and I’ll get the credit when we close.

Tnks.
Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 30, 2020, at 12:57 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:
Zac, unfortunately, the Option Agreement stipulates that Ten Space is to pay the City $10K each year by February 23. I need a check for $20,000 for the City to deposit to cover 2019 and 2020. If we don’t receive the funds, you won’t receive credit when you acquire the property.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 30, 2020 12:43 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>; sharlene@tenspacedev.com
Subject: Re: Option Fees Past Due

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Hi Janice,

Of course I will absolutely get you ample time to come. This initial piece will be for the interiors demo of all those old hotels.. pretty big undertaking as they are pretty nasty on the Inside as you know.

As for the credit it’s not really necessary is what I’m saying. I’d just like to use the lenders loan since those funds are already dedicated instead of consuming more of my own cash seeing as we are closing next week. You can keep the check and if for some reason it gets tripped up then just deposit the check and I’ll get credit when it closes.

Thanks.
Zac
Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 30, 2020, at 12:33 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:
Hi Zac, excited to hear that you’re close to finalizing the financing for OPW Phase 2. Can you let me know when the ground breaking is scheduled? I would love to participate.

Also, the City will need to make sure the $20,000 check clears before it can provide credit towards the purchase of 27 N California. I’ll get you an updated purchase price later this week.

Thanks,

Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>; sharlene@tenspacedev.com;
Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Fwd: Option Fees Past Due

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

I’m resending this as you had Sharlene email address as the Cort group still and it looks to have been kicked back..

Shar please see below,

Zac Cort
President & CEO
209.986.2831

zcort@tenspacedev.com
Hi Janice,

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Ok understood.
We will drop off a check today so you have but please just hang on to it until this time next week. I already assumed with my lender I was paying full price so it’s already built into our loan. As I mentioned if they take longer to close than you can just deposit the check and I’ll get the credit when we close.

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Janice Miller, Assistant Director

City of Stockton, Economic Development Department

400 E. Main Street, 4th Floor, Stockton, CA 95202
Amanda, I need to get an answer on this...can you please give title a call? Thanks!

Just sent her another e-mail for a status.

Do you have any updates? Thanks.

Amanda, can you follow-up with Diana Contreras to see if an escrow account has been opened for 27 N California and 24 N American? If so, have any funds been deposited into the account?

Also, the purchase price below will be higher due to a 2% increase that became effective in February 2020.

Thanks.

Amanda, can you coordinate with Diana Contreras on selling 27 N California Street (Lot J) to Open Window Project LLC in the amount of $190,487.

We still need to obtain approval from our creditors, NPFG and Wells Fargo, to sell 24 N American Street (Lot L). This will probably take 3-4 weeks.
Thanks,
Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, May 8, 2019 1:51 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

I appreciate the confirmation of this email and our intent to move forward with the purchase of those properties.

Our Title company will be:

**Diana M. Contreras**

Vice President/Branch Manager

D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603

dcontreras@ortc.com; teamcontreras@ortc.com

Old Republic Title | San Joaquin

3425 Brookside Road, Suite C | Stockton, CA 95219

ortc.com

Please let me know if you have any questions.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com
On Wed, May 8, 2019 at 12:13 PM Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, acknowledging receipt of your email. Staff will work on your request next week.

In the meantime, please forward the contact information of your escrow officer.

Thanks,

Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, May 6, 2019 12:06 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>
Subject: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

Please take this email as notification of our intent to exercise or right to purchase the following properties:

24 N. American St. (#14918005)

29 N. California St. (#14917025)
Please respond back to this email that you have indeed received our request. Should you have any questions please do not hesitate to contact us ASAP. We are ready to close as soon as the City gets the proper info over to Title (payoffs).

For Title information please advise.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com
Hi Dru, I’ve been out of the office. Amanda Thomas, Real Property Agent for the City, will contact you to schedule a time that we can meet virtually to discuss.

At this time, the Option Agreement between the City and Ten Space has been terminated. However, we’d be happy to discuss your proposed plans and options going forward. I appreciate your interest in the continued redevelopment of Downtown Stockton and look forward to talking.

Take care,

Janice

---

Janice Miller, Assistant Director
City of Stockton, Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
janice.miller@stocktonca.gov | 209.937.8862
www.advantagestockton.com

---

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Janice,

Have not heard back from you. Just following up.

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342
Janice,

My name is Dru Hunt, and I am reaching out regarding two city owned properties located at 25 N. Grant and 725 E. Main. I have been speaking with Zac Cort who currently holds a Purchase Option on these properties through his LLC Open Window. I am contemplating purchasing these properties from the city under the terms established by Zac’s current option. To facilitate this purchase I am requesting an opportunity to speak with you and Zac on a conference call in order to discuss the particulars and to determine if this transaction is plausible.

To give you a little background on myself: I am currently purchasing the 27 N. Grant Street property and relocating my law practice and art studio into that location. My Law Office is currently located on the Miracle Mile along with my other business The Art Lab. I am hoping to re-open The Art Lab downtown and the Stockton owned properties would be an ideal location based on their proximity to my Grant Street building. I would also like to create an outdoor venue for art exhibits, food trucks, and community events. I believe using my Law Office as the anchor I could grow into these properties in a fashion where I could put the community needs before the standard business necessity of making a profit. Then, once the location has community support it will be able to financially sustain itself. I also believe Stockton would benefit from an Arts District and I think the area downtown between Stanislaus and Aurora and Webber and Washington would be a nice choice.

Please let me know when we can schedule a call.

Thank you.

Respectfully,

Dru Vincent Hunt

Attorney at Law

Law Office of Dru Vincent Hunt

2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
CONFIDENTIALITY NOTICE
This e-mail and its attachments, if any, contain confidential information belonging to the sender which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this electronically transmitted information is strictly prohibited. If you have received the e-mail, or any of its attachments, in error, please immediately notify us and destroy the e-mail and all attachments.
Donna Meier  
Escrow Officer | Contreras Team  

dmeier@ortc.com  
Old Republic Title | Old Republic Insurance Group  
3425 Brookside Road | Suite C | Stockton, CA 95219  
ortc.com  

Please email loan documents to  stockton.sanjoaquin@ortc.com

** NOTE: Email fraud is on the rise. Call your escrow officer to verify WIRE TRANSFER INSTRUCTIONS before sending funds. **

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Donna,

Thank you for your assistance.

Diana,
I need to know the status of this asap. Has an escrow account been opened and if so, when and have any funds been deposited? Our demand letter indicated that escrow was to close the end of November on 27 N California; that did not occur. If escrow is open what is the anticipated closing date? Thank you.

Amanda

From: Amanda Thomas  
Sent: Monday, November 23, 2020 11:37 AM  
To: dcontreras@ortc.com  
Subject: RE: 27 N California payoff demand - APN 149-170-25

What is the status on this? Thanks.

From: Amanda Thomas  
Sent: Tuesday, November 3, 2020 7:57 AM  
To: dcontreras@ortc.com  
Subject: RE: 27 N California payoff demand - APN 149-170-25

Hi Diana,

Just checking in on the status and see if you need anything else from me. Thanks!

Amanda

From: Amanda Thomas  
Sent: Thursday, October 15, 2020 4:46 PM  
To: dcontreras@ortc.com  
Subject: RE: 27 N California payoff demand - APN 149-170-25

Attached is the Option Agreement.

From: Amanda Thomas  
Sent: Thursday, October 15, 2020 4:35 PM  
To: dcontreras@ortc.com  
Subject: RE: 27 N California payoff demand - APN 149-170-25

Diana,

I am sorry, I had the wrong date to close escrow, the date should read November 20, 2020. Please see revised letter. Please confirm receipt. Thank you.

Amanda

From: Amanda Thomas  
Sent: Thursday, October 15, 2020 4:27 PM  
To: dcontreras@ortc.com  
Subject: RE: 27 N California payoff demand - APN 149-170-25

Diana,

Please let revised demand letter. Please confirm receipt. Thank you.
Hi Diana,

Just following up on this. What is the status, expected close date and have funds been deposited? Thank you.

Amanda

---

Diana,

Attached is the payoff demand for 27 N. California. Please let me know if you have any questions. Thank you.

---

Amanda Thomas, Real Property Agent
City of Stockton - Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
amanda.thomas@stocktonca.gov | 209.937.7540
Amanda, I just thought of another item we need to include in the demand letter.

We need to ensure that there is a deed restriction indicating that the property cannot be used for general public parking and compete with the Stockton Parking Authority. The lot may only be used to provide parking to tenants of OWP/Ten Space’s development projects for that block (see page 6, item 9.c. for specific language).

I’d like to review the escrow instructions before they are final too.

Can you please draft an amended payoff demand to include this language? Let’s include the Option Agreement as an attachment as well. Thanks!

E-mail sent to Diana for status update.

Can you please check in with Diana tomorrow on the status of this transaction? When is it expected to close escrow? Have any funds been deposited? Thanks.

Attached is the payoff demand for 27 N. California. Please let me know if you have any questions. Thank you.
Great...thanks!

Amanda,

Please be advised that only a order that was opened a year ago for 24 N. American, have not hear anything since it was opened.

The other has had no activity at all.

Thank you, Diana

***We are still working however for the safety of our customers and employees our office is closed to the public. Effective immediately, funds are to be deposited via wire transfers. Thank you for your patience and understanding.***

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We are grateful to have your business!

Diana M. Contreras
Vice President/Branch Manager
Hi Diana, I need an answer on this today please.

HI Diana,

Just following up on this. Thanks.

Amanda

27 N California – APN 149-170-25
24 N American – APN 149-180-05

Thank you.

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Amanda,
Please give me a call at directline no. 955-2804, as I have a few questions in regards to these properties.

Thank you, Diana

***We are still working however for the safety of our customers and employees our office is closed to the public. Effective immediately, funds are to be deposited via wire transfers. Thank you for your patience and understanding.***

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Old Republic Title | San Joaquin  
3425 Brookside Road, Suite C | Stockton, CA 95219  
ortc.com

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If you received this email as a commercial message and would like to opt out of future commercial messages, please let us know and we will remove you from our distribution list.

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>  
Sent: Tuesday, September 22, 2020 9:02 AM  
To: Contreras, Diana M <dcontreras@ortc.com>  
Cc: Jensen, Carole <CJensen@ortc.com>  
Subject: [EXTERNAL] RE: Exercising our options on APN's: 14918005 & 14917025

Hi Diana,

Just following up on this. Let me know. Thanks.

From: Amanda Thomas  
Sent: Wednesday, September 16, 2020 12:52 PM  
To: Contreras, Diana M <dcontreras@ortc.com>
Hi Diana,

Can you tell me if an escrow was ever opened for 27 N California and 24 N American? If so, have any funds been deposited into the account? Thank you.

From: Contreras, Diana M <dcontreras@ortc.com>
Sent: Thursday, May 30, 2019 2:37 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Amanda,

I will contact the lender as to the ETA for the loan documents to close and will advise you once I hear back.

Thank you, Diana

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We are grateful to have your business!

Diana M. Contreras
Vice President/Branch Manager

D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603
dcontreras@ortc.com; teamcontreras@ortc.com
Old Republic Title | San Joaquin
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To: Contreras, Diana M <dcontreras@ortc.com>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Diana,

Do you have an estimated close date for 14917025, 27 N California Street? Thank you.

Amanda

From: Contreras, Diana M <dcontreras@ortc.com>
Sent: Thursday, May 16, 2019 3:43 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Amanda,

We process your orders for the prelims to have them ready for closing.

Than you, Diana

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Vice President/Branch Manager

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From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Tuesday, May 14, 2019 1:27 PM
To: Contreras, Diana M <dcontreras@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025
Diana, We can move forward on the sale of 27 N California Street to Open Window Project LLC in the amount of $190,487.

We still need to obtain approval from our creditors, NPFG and Wells Fargo, to sell 24 N American Street. This will probably take 3-4 weeks.

Please let me know what you need from me. Thank you.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, May 8, 2019 1:51 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

I appreciate the confirmation of this email and our intent to move forward with the purchase of those properties.

Our Title company will be:

**Diana M. Contreras**

Vice President/Branch Manager

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dcontreras@ortc.com; teamcontreras@ortc.com

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3425 Brookside Road, Suite C | Stockton, CA 95219

ortc.com

Please let me know if you have any questions.

Thanks.
On Wed, May 8, 2019 at 12:13 PM Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, acknowledging receipt of your email. Staff will work on your request next week.

In the meantime, please forward the contact information of your escrow officer.

Thanks,

Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, May 6, 2019 12:06 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>
Subject: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

Please take this email as notification of our intent to exercise or right to purchase the following properties:
24 N. American St. (#14918005)

29 N. California St. (#14917025)

Please respond back to this email that you have indeed received our request. Should you have any questions please do not hesitate to contact us ASAP. We are ready to close as soon as the City gets the proper info over to Title (payoffs).

For Title information please advise.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
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office | 209.469.2678
www.tenspacedev.com
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Amanda,

Please be advised that only a order that was opened a year ago for 24 N. American, have not hear anything since it was opened.

The other has had no activity at all.

Thank you, Diana

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Vice President/Branch Manager
D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603
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To: Contreras, Diana M <dcontreras@ortc.com>
Subject: [EXTERNAL] RE: Exercising our options on APN's: 14918005 & 14917025
Importance: High

Hi Diana, I need an answer on this today please.

From: Amanda Thomas
Sent: Thursday, September 24, 2020 2:23 PM
To: Contreras, Diana M <dcontreras@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

HI Diana,

Just following up on this. Thanks.

Amanda

From: Amanda Thomas
Sent: Tuesday, September 22, 2020 4:44 PM
To: Contreras, Diana M <dcontreras@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

27 N California – APN 149-170-25
24 N American – APN 149-180-05

Thank you.

From: Contreras, Diana M <dcontreras@ortc.com>
Sent: Tuesday, September 22, 2020 11:44 AM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

***We are still working however for the safety of our customers and employees our office is closed to the public. Effective immediately, funds are to be deposited via wire transfers. Thank you for your patience and understanding.***
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Sent: Tuesday, September 22, 2020 9:02 AM  
To: Contreras, Diana M <dcontreras@ortc.com>  
Cc: Jensen, Carole <CJensen@ortc.com>  
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Hi Diana,

Just following up on this. Let me know. Thanks.

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Sent: Wednesday, September 16, 2020 12:52 PM  
To: Contreras, Diana M <dcontreras@ortc.com>  
Cc: Jensen, Carole <CJensen@ortc.com>  
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Hi Diana,

Can you tell me if an escrow was ever opened for 27 N California and 24 N American? If so, have any funds been deposited into the account? Thank you.

Amanda Thomas, Real Property Agent  
City of Stockton - Economic Development Department  
400 E. Main Street, 4th Floor, Stockton, CA 95202  
amanda.thomas@stocktonca.gov | 209.937.7540
From: Contreras, Diana M <dcontreras@ortc.com>
Sent: Thursday, May 30, 2019 2:37 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Amanda,

I will contact the lender as to the ETA for the loan documents to close and will advise you once I hear back.

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From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Wednesday, May 29, 2019 5:17 PM
To: Contreras, Diana M <dcontreras@ortc.com>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Diana,

Do you have an estimated close date for 14917025, 27 N California Street? Thank you.

Amanda

From: Contreras, Diana M <dcontreras@ortc.com>
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To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

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Please let me know if you have any questions.

Thanks.

Zac

Zac Cort
President & CEO
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zcort@tenspacedev.com
On Wed, May 8, 2019 at 12:13 PM Janice Miller <Janice.Miller@stocktonca.gov> wrote:

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Thanks,

Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, May 6, 2019 12:06 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>
Subject: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

Please take this email as notification of our intent to exercise or right to purchase the following properties:

24 N. American St. (#14918005)

29 N. California St. (#14917025)

Please respond back to this email that you have indeed received our request. Should you have any questions please do not hesitate to contact us ASAP. We are ready to close as soon as the City gets the proper info over to Title (payoffs).

For Title information please advise.
Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com
Sharlene, please see below; I had the wrong email address for you. Thanks.

Janice Miller, Assistant Director
City of Stockton, Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
janice.miller@stocktonca.gov | 209.937.8862
www.advantagestockton.com

---

Hi Zac, following up again on the Option Fees due to the City. Please remit payment in the amount of $20,000 to the City of Stockton no later than next Wednesday, September 30.

Thanks,
Janice

---

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Got it, sorry for some reason we thought if we purchased it would be credited (Nit waived) and that years payment did not have to be made.
Can you send me the document you are looking at?

Either way we will get this handled I just want to make sure sharlene has this.

Zac Cort
On Sep 16, 2020, at 11:41 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

No fees are waived, the $10k will be credited towards the purchase price. Fees are still due by February 23rd of each year.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 16, 2020 11:38 AM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Option Fees Past Due

Hi Janice,
Sorry for the confusion on this. Although I believe that if we purchased a property in that year the 10k annual option fee was waived. Could you please confirm that?

Thanks.
Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 16, 2020, at 11:30 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, in reviewing the Option Agreement between the City and OWP it has come to my attention that the City has not received the $10,000 annual option fee for 2019 nor 2020. Per the agreement, the annual option fee is due by February 23 of each year. Can you please remit payment as soon as possible for $20,000 to the City? Please send it to my attention.

Thanks,
Janice
Amanda,

Please give me a call at directline no. 955-2804, as I have a few questions in regards to these properties.

Thank you, Diana

***We are still working however for the safety of our customers and employees our office is closed to the public. Effective immediately, funds are to be deposited via wire transfers. Thank you for your patience and understanding.***

**NOTE: Email fraud is on the rise. Call your escrow officer to verify WIRE TRANSFER INSTRUCTIONS before sending funds.**

We are grateful to have your business!

Diana M. Contreras  
Vice President/Branch Manager  
D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603  
dcontreras@ortc.com; contrerasteam@ortc.com  
Old Republic Title | San Joaquin  
3425 Brookside Road, Suite C | Stockton, CA 95219  
ortc.com

The information contained in this message is proprietary and/or confidential. If you are not the intended recipient, please: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately. In addition, please be aware that any message addressed to our domain is subject to archiving and review by persons other than the intended recipient. Thank you.

If you received this email as a commercial message and would like to opt out of future commercial messages, please let us know and we will remove you from our distribution list.
Hi Diana,

Just following up on this. Let me know. Thanks.

---

From: Amanda Thomas  
Sent: Wednesday, September 16, 2020 12:52 PM  
To: Contreras, Diana M <dcontreras@ortc.com>  
Cc: Jensen, Carole <CJensen@ortc.com>  
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Hi Diana,

Can you tell me if an escrow was ever opened for 27 N California and 24 N American? If so, have any funds been deposited into the account? Thank you.

---

From: Contreras, Diana M <dcontreras@ortc.com>  
Sent: Thursday, May 30, 2019 2:37 PM  
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>  
Cc: Jensen, Carole <CJensen@ortc.com>  
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Amanda,

I will contact the lender as to the ETA for the loan documents to close and will advise you once I hear back.

Thank you, Diana

** NOTE: Email fraud is on the rise. Call your escrow officer to verify WIRE TRANSFER INSTRUCTIONS before sending funds. **

We are grateful to have your business!

Diana M. Contreras  
Vice President/Branch Manager

D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603  
dcontreras@ortc.com; teamcontreras@ortc.com  
Old Republic Title | San Joaquin  
3425 Brookside Road, Suite C | Stockton, CA 95219  
ortc.com
From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Wednesday, May 29, 2019 5:17 PM
To: Contreras, Diana M <dcontreras@ortc.com>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Diana,

Do you have an estimated close date for 14917025, 27 N California Street? Thank you.

Amanda

From: Contreras, Diana M <dcontreras@ortc.com>
Sent: Thursday, May 16, 2019 3:43 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Jensen, Carole <CJensen@ortc.com>
Subject: RE: Exercising our options on APN's: 14918005 & 14917025

Amanda,

We process your orders for the prelims to have them ready for closing.

Than you, Diana

** NOTE: Email fraud is on the rise. Call your escrow officer to verify WIRE TRANSFER INSTRUCTIONS before sending funds. **

We are grateful to have your business!

Diana M. Contreras  
Vice President/Branch Manager

D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603 
dcontreras@ortc.com; teamcontreras@ortc.com
Old Republic Title | San Joaquin
3425 Brookside Road, Suite C | Stockton, CA 95219
ortc.com
Diana, We can move forward on the sale of 27 N California Street to Open Window Project LLC in the amount of $190,487.

We still need to obtain approval from our creditors, NPFG and Wells Fargo, to sell 24 N American Street. This will probably take 3-4 weeks.

Please let me know what you need from me. Thank you.

Amanda Thomas, Real Property Agent
City of Stockton - Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
amanda.thomas@stocktonca.gov | 209.937.7540

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, May 8, 2019 1:51 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Exercising our options on APN's: 14918005 & 14917025

Hi Janice,

I appreciate the confirmation of this email and our intent to move forward with the purchase of those properties.

Our Title company will be:

Diana M. Contreras
Vice President/Branch Manager

D: (209) 955-2804 | O: (209) 951-9460 | F: (209) 477-8603
dcontreras@ortc.com; teamcontreras@ortc.com

Old Republic Title | San Joaquin
3425 Brookside Road, Suite C | Stockton, CA 95219
Please let me know if you have any questions.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com

On Wed, May 8, 2019 at 12:13 PM Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, acknowledging receipt of your email. Staff will work on your request next week.

In the meantime, please forward the contact information of your escrow officer.

Thanks,

Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, May 6, 2019 12:06 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: David Garcia <d.a.garcia.jr@gmail.com>; Lorraine Islas <Lorraine.Islas@stocktonca.gov>
Subject: Exercising our options on APN’s: 14918005 & 14917025
Hi Janice,

Please take this email as notification of our intent to exercise or right to purchase the following properties:

24 N. American St. (#14918005)

29 N. California St. (#14917025)

Please respond back to this email that you have indeed received our request. Should you have any questions please do not hesitate to contact us ASAP. We are ready to close as soon as the City gets the proper info over to Title (payoffs).

For Title information please advise.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
Hi Janice,

During and after the Council meeting, Councilmember Fugazi requested information on the 8 City-owned parcels that were part of OWP (see bottom of e-mail thread). Wanted to check with you first if the below table compiled by Amanda is okay to send back to Florence. Thanks!

<table>
<thead>
<tr>
<th>Property Address</th>
<th>APN</th>
<th>2017 FMV Purchase Price</th>
<th>Lot size - acres</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>216 N California</td>
<td>139-250-26</td>
<td>$88,500</td>
<td>.23</td>
<td>Sold to Open Window Project 11/2017</td>
</tr>
<tr>
<td>39 N California – St Leo Hotel</td>
<td>149-170-12</td>
<td>$20,000</td>
<td>.11</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>27 N California</td>
<td>149-170-25</td>
<td>$179,500</td>
<td>.46</td>
<td>City owned Parking lot</td>
</tr>
<tr>
<td>431 E Main – Commercial Hotel</td>
<td>149-170-08</td>
<td>$20,000</td>
<td>.17</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>445 E Main – Main Hotel</td>
<td>149-170-09</td>
<td>$20,000</td>
<td>.17</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>24 N American</td>
<td>149-180-05</td>
<td>$193,200</td>
<td>.69</td>
<td>City owned Parking lot</td>
</tr>
<tr>
<td>725 E Main</td>
<td>149-180-21</td>
<td>$60,000</td>
<td>.34</td>
<td>Council approved sale of parcel 1/11/22</td>
</tr>
<tr>
<td>25 N Grant</td>
<td>149-180-17</td>
<td>$60,000</td>
<td>.11</td>
<td>Council approved sale of parcel 1/11/22</td>
</tr>
</tbody>
</table>

What other info do you think needs to be included?

From: Carrie Wright <Carrie.Wright@stocktonca.gov>
Sent: Wednesday, January 12, 2022 3:18 PM
To: Florence Low <Florence.Low@stocktonca.gov>
Cc: Susan Will <Susan.Will@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>; Jordan Peterson <Jordan.Peterson@stocktonca.gov>
Subject: Re: Available City Properties Downtown
Looping in Jordan as he was there last night. As mentioned, some were sold and some optioned out. We will get you the list.

---

Florence Low

Sent: Wednesday, January 12, 2022 3:10 PM
To: Carrie Wright
Cc: Susan Will; Amanda Thomas
Subject: FW: Available City Properties Downtown

Hi Carrie,

Please provide a list of addresses of the eight properties “returned” from the Open Widows project? Additional information from Vice Mayor Fugazi is below.

Thanks,
Florence

---

Harry Black

Sent: Wednesday, January 12, 2022 2:46 PM
To: Florence Low
Subject: RE: Available City Properties Downtown

OK

---

Harry Black
City Manager
City of Stockton
425 N. El Dorado Street, Stockton, CA 95202
(209) 937-8294
harry.black@stocktonca.gov
Hi Harry,

EDD would have this information. Okay, to send to them?

Florence

Hi Florence,

Due to the dissolving of the Open Windows Project, the City has now been "returned" eight properties. I would like information on those properties such as address, square footage, market price, etc. If all you have is address, I'll take it.

Thanks,

Christina

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android
Per our conversation...

From: dru hunt <dru@druhuntlaw.com>
Sent: Thursday, December 24, 2020 9:37 AM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: 'Zac Cort' <zcort@tenspacedev.com>
Subject: City Owned Property

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Janice,

My name is Dru Hunt, and I am reaching out regarding two city owned properties located at 25 N. Grant and 725 E. Main. I have been speaking with Zac Cort who currently holds a Purchase Option on these properties through his LLC Open Window. I am contemplating purchasing these properties from the city under the terms established by Zac’s current option. To facilitate this purchase I am requesting an opportunity to speak with you and Zac on a conference call in order to discuss the particulars and to determine if this transaction is plausible.

To give you a little background on myself: I am currently purchasing the 27 N. Grant Street property and relocating my law practice and art studio into that location. My Law Office is currently located on the Miracle Mile along with my other business The Art Lab. I am hoping to re-open The Art Lab downtown and the Stockton owned properties would be an ideal location based on their proximity to my Grant Street building. I would also like to create an outdoor venue for art exhibits, food trucks, and community events. I believe using my Law Office as the anchor I could grow into these properties in a fashion where I could put the community needs before the standard business necessity of making a profit. Then, once the location has community support it will be able to financially sustain itself. I also believe Stockton would benefit from an Arts District and I think the area downtown between Stanislaus and Aurora and Webber and Washington would be a nice choice.

Please let me know when we can schedule a call.

Thank you.

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
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This e-mail and its attachments, if any, contain confidential information belonging to the sender which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this electronically transmitted information is strictly prohibited. If you have received the e-mail, or any of its attachments, in error, please immediately notify us and destroy the e-mail and all attachments.
From: Zac Cort <z cort@tenspacedev.com>
Sent: Tuesday, May 31, 2022 11:11 AM
To: Carrie Wright <Carrie.Wright@stocktonca.gov>
Cc: Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Subject: Re: follow up

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Hi Carrie,

We are gathering this information from the lender now and will submit to you when we have it together.

Talk to you soon.
Thanks.
Zac

Zac Cort
President & CEO
209-469-2678
www.tenspacedev.com

On May 26, 2022, at 2:41 PM, Carrie Wright <Carrie.Wright@stocktonca.gov> wrote:

Hello Zac,
Since the project has experienced some drastic changes over time, please provide the verification documentation from your lender that financing for “Phase I” is secured. It will have to include the scope of work, number of units, and commercial square footage. This documentation would require review from the City to consider removing the liens per the Agreement.

Thanks,
Carrie
Hi Susan, can you please schedule a meeting with Zac, Matt Diaz, Amanda and me for some time next week? Let’s try to keep it to a half an hour. Thanks!

From: Matt Diaz <Matt.Diaz@stocktonca.gov>
Sent: Wednesday, June 2, 2021 2:39 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: FW: MDP-OWP Progress report info

Hey Janice,

I thought Amanda was going to send something but if you need me to set something up I can.

Matt Diaz, AICP
ADVANCED PLANNING MANAGER
Office: 209.937.8561 Direct: 209.937.8598

For the City of Stockton Updates on COVID-19, please visit:
Twitter @stocktonUpdates
Facebook @CityofStockton
City Website http://www.stocktonca.gov

From: Sharlene McLemore <sharlene@tenspacedev.com>
Sent: Wednesday, June 2, 2021 2:04 PM
To: Matt Diaz <Matt.Diaz@stocktonca.gov>
Cc: Zac Cort <zcort@tenspacedev.com>
Subject: Re: MDP-OWP Progress report info

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Hi Matt,

I wanted to check in to see where things are at in regards to the ED team scheduling a meeting with Zac?

Please advise.
Thank you,
On Wed, May 19, 2021 at 12:06 PM Matt Diaz <Matt.Diaz@stocktonca.gov> wrote:

Hello Sharlene,

So there are two points I would like to touch on for your email.

The first is if you are asking staff to analyze the pros/cons of having an OWP master development plan (MDP) and DA? I have only reviewed the hearing reports, the plan and supportive documents, and the agreement, but I have not compared that our current review practices, fees, and downtown standards. If you are questioning how the benefit of the approved MDP/DA differs from our current review process for you or other owners, I would have to explore that issue separately from the annual review I have completed.

Second, the DA is a legal agreement between OWP LLC and the City for development rights and processes. The MDP and DA documents rely on one another, so removing sites from the MDP because the new owner does not want to be a part of the OWP master plan affects the DA. The agreement outlines steps that must be taken on both sides of the agreement. By not providing the information prior to or at the time of sale is a noncompliance item that I would have to report to the approving officials. I do not want to find you in noncompliance with the agreement, which is why I am working to correct any issues or determine the appropriate steps should you wish to change the MDP or DA. This topic was listed on the attached 2020 compliance letter. The 2021 annual review will start this summer and include the summary of this discussion and other milestones like the purchase of city owned property.

I believe our ED team is working to set up a meeting to discuss, but let me know if you have any more question on this. Again, I am merely trying to keep this project in compliance, so if this or other topics need to be explored please let me know.

Matt Diaz, AICP
ADVANCED PLANNING MANAGER
Office: 209.937.8561  Direct: 209.937.8598

For the City of Stockton Updates on COVID-19, please visit:
Twitter @stocktonUpdates
Good morning Matt,

We have discussed and updated the property list. Please see attached for your review.

In regards to approaching the new owners of the sold properties, we are still unclear as to what benefit the new owners may have by being a part of the development agreement and signing the Assumption Agreement. How are we to explain this in layman's terms to these individuals so that they understand it? Downtown already has flexibility when it comes to zoning. Are there any incentives for them? Such as any fee waivers, etc.?

Any insight would be greatly appreciated.
Please advise.
Thank you,

Sharlene McLemore
Ten|Space
Property Manager

110 N. San Joaquin 5th Floor, Stockton, CA 95202 | office - 209.469.2678 EXT 305 | www.tenspacedev.com
Please contact with Title asap to confirm what Zac indicates below... has an escrow account been opened and if so, when and have any funds been deposited? Our demand letter indicated that escrow was to close the end of November on 27 N California; that did not occur. I needs as much detail as possible from Title so I can coordinate with the CA Office. Thanks.

---

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

I just received the letter you mailed out re cancellation of the remaining option agreements. I’d like to discuss this immediately as we are in escrow to close 2 of those lots and in addition there is someone who is interested in buying that lot on main from the City. The County project in which we have been working very hard on is also intertwined with these parking lots.

Let me know if we can discuss Wednesday.

Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com
Hi Zac,

I reviewed the existing Downtown Infrastructure Infill Incentive (DIII) Reimbursement Agreement and subsequent amendments for Phase 1 of the Open Window Project (OWP), along with the City Attorney’s Office. Because the number of market rate housing units and commercial space has reduced significantly from what’s included in the original agreement and amendments, another amendment would need to go to City Council for consideration before any lien can be released. I would also need an updated engineer’s estimate for the public infrastructure improvements.

The previous Reimbursement Agreement Amendment relating to the $760,000 advancement called for 150 market rate housing units and 92,400 s.f. of commercial space making the project eligible for $3.8M in DIII funds. The $760,000 advancement reflected 20% of the $3.8M and was secured by a lien on several OWP properties.

The 20% is important in that it correlates to the original agreement where 10% is to be paid upon issuance of building permits for the public infrastructure improvements and another 10% is to be paid upon issuance of building permits for Phase I of the project. Since Phase I of the project has changed significantly reducing the number of market-rate units to 76 and commercial space to 2,000 s.f., the project is now only eligible for $1.8M in DIII funds and 20% of this amount equals $360,000.

In order to completely remove the City liens, the permits for both the public infrastructure improvements and market-rate housing units would need to be issued by the City and the 76 market-rate housing units would need to be 50% completed.

Let me know if you have any questions.

Thanks,
Janice
Hi Janice,

I am following up on our financing approvals and permits for OWP Phase 1. For the residential portion the lender would like for us to start off with our initial 60 unit apartment project located on the west side of Miner miner and California. There is a commercial component as well which I mention below.

As we look to clear Title for our lender/investor what do we need to provide you to remove the City's lien? Based on the agreement we either need to do 1 of the following: a) loan approval or b) have a permit. In this case we can do either but what are the next steps?

Please advise as we have not only this project going on but we have a large agency that we are working with that is looking at bringing in a really cool commercial component to the downtown. The NDNA is not signed yet so I can not divulge exactly who they are yet, but we are hopeful that we can get that signed next week as we finalize terms.

Let me know.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com
GM, can you please draft a Demand notice for my review? Don’t include the $20k option fee.

Thanks.

Janice Miller  
Assistant Economic Development Director  
City of Stockton

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Hi Janice,

As you know we will be closing on the parking lot (27 N. California st) through this transaction. Can you please forward me the demand so that I can send to escrow. Please advise when you will be able to send that over so I can inform escrow.

Thanks.
Zac

Zac Cort  
President & CEO  
209-986-2831  
www.tenspacedev.com

On Oct 2, 2020, at 2:51 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, the current purchase price for 27 N. California is $194,297. This doesn’t include the option fee credit. That will be applied once the $20,000 has cleared the bank.

Have a good weekend,  
Janice
Ok understood. We will drop off a check today so you have but please just hang on to it until this time next week. I already assumed with my lender I was paying full price so it’s already built into our loan. As I mentioned if they take longer to close than you can just deposit the check and I’ll get the credit when we close.

Tnks.
Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com
Of course I will absolutely get you ample time to come. This initial piece will be for the interiors demo of all those old hotels.. pretty big undertaking as they are pretty nasty on the Inside as you know.

As for the credit it’s not really necessary is what I’m saying. I’d just like to use the lenders loan since those funds are already dedicated instead of consuming more of my own cash seeing as we are closing next week. You can keep the check and if for some reason it gets tripped up then just deposit the check and I’ll get credit when it closes.

Thanks.
Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 30, 2020, at 12:33 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, excited to hear that you’re close to finalizing the financing for OPW Phase 2. Can you let me know when the ground breaking is scheduled? I would love to participate.

Also, the City will need to make sure the $20,000 check clears before it can provide credit towards the purchase of 27 N California. I’ll get you an updated purchase price later this week.

Thanks,
Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>; sharlene@tenspacedev.com; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Fwd: Option Fees Past Due

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.
I'm resending this as you had Sharlene email address as the Cort group still and it looks to have been kicked back..

Shar please see below,
Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com

---------- Forwarded message ----------
From: Zac Cort <zcort@tenspacedev.com>
Date: Wed, Sep 30, 2020 at 12:20 PM
Subject: Re: Option Fees Past Due
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>, sharlene@thecortgroup.com

Hi Janice,
We will drop off a check to your office today but please hold onto that until the end of next week. We are wrapping up our funding for OWP phase 2 (also breaking ground) which will include the purchase of the 27 N. California st parking lot and the associated "Option fee". Since we have planned for this we would like to have this come out at closing next week along with the money for the purchase of that lot.

Which also brings me to the point that we will need a payoff demand from the City for that lot. You can send directly to escrow but they have asked for this so please gather and send over as soon as possible.

Please advise.

Thanks.
Zac
Zac Cort
Hi Zac, following up again on the Option Fees due to the City. Please remit payment in the amount of $20,000 to the City of Stockton **no later than next Wednesday, September 30.**

Thanks,
Janice

---

From: Zac Cort <zcort@tenspacedev.com>  
Sent: Wednesday, September 16, 2020 11:43 AM  
To: Janice Miller <Janice.Miller@stocktonca.gov>  
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>  
Subject: Re: Option Fees Past Due

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Got it, sorry for some reason we thought if we purchased it would be credited (Nat waived) and that years payment did not have to be made. Can you send me the document you are looking at?

Either way we will get this handled I just want to make sure Sharlene has this.

Zac Cort  
President & CEO  
209-986-2831  
www.tenspacedev.com
On Sep 16, 2020, at 11:41 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

No fees are waived, the $10k will be credited towards the purchase price. Fees are still due by February 23rd of each year.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 16, 2020 11:38 AM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Option Fees Past Due

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Hi Janice,

Sorry for the confusion on this. Although I believe that if we purchased a property in that year the 10k annual option fee was waived. Could you please confirm that?

Thanks.

Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 16, 2020, at 11:30 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:
Hi Zac, in reviewing the Option Agreement between the City and OWP it has come to my attention that the City has not received the $10,000 annual option fee for 2019 nor 2020. Per the agreement, the annual option fee is due by February 23 of each year. Can you please remit payment as soon as possible for $20,000 to the City? Please send it to my attention.

Thanks,
Janice

Janice Miller, Assistant Director
City of Stockton, Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
janice.miller@stocktonca.gov
| 209.937.8862
www.advantagethstockton.com
Good morning, can you please let title know that the City is no longer selling the remaining property included in the Option Agreement to Zac Cort? The agreement has been terminated by the City. Thanks.

Janice Miller  
Assistant Economic Development Director  
City of Stockton
Hi Janice (Nicole and Amanda as well),

We had picked up OWP phase 1 a few months back and just late last week learned our financing was approved by loan committee. We are now going to move towards closing. I am currently gathering loan payoffs and getting title all squared away.

With that said we have the City’s lien still attached to the miner ave properties. Those sites will initially be used for commercial and parking for the building portion which will be located at 242 n. Sutter St. parking lot.

Per our agreement with the City the lien can be removed with either permits or loan approval. In this case we will have loan approval first as they will be funding the remainder of the building sets and then ultimately permits as well.

What is the next step to get this handled?

Please advise.

Thanks.
Zac

Zac Cort
President & CEO
209-469-2678
www.tenspacedev.com
Following up on the below. Please advise when we can discuss asap.

Hi Janice (Nicole and Amanda as well),

We had picked up OWP phase 1 a few months back and just late last week learned our financing was approved by loan committee.  
We are now going to move towards closing.  
I am currently gathering loan payoffs and getting title all squared away.

With that said we have the City’s lien still attached to the miner ave properties. Those sites will initially be used for commercial and parking for the building portion which will be located at 242 n. Sutter St. parking lot.

Per our agreement with the City the lien can be removed with either permits or loan approval.  
In this case we will have loan approval first as they will be funding the remainder of the building sets and then ultimately permits as well.

What is the next step to get this handled?

Please advise.

Thanks.
Zac

Zac Cort  
President & CEO  
209-469-2678  
www.tenspacedev.com
CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Dear Amanda:

I just left you a voice mail regarding the above. My client would like to purchase the above. 11 N Grant Street shows ownership under Open Window Project LLC, however I heard they had an option and never exercised that option and the property reverted back to City of Stockton. I would like to hear back from you on the status of the above properties and if they would be available for sale? When? and Purchase Price? Thank you.

Cordially,

Frank Orello
RE/MAX Grupe Gold
3255 W March Lane 4th Floor
Stockton, CA 95219
(209) 609-0466 cellular
(209) 955-5500 office main
(209) 955-5595 office direct
(209) 323-6795 eFax
BRE #00354276
Hi Janice,

I’ve got a call from 11-11:30 a.m but can do 10:30 or 11:45.
Let me know what works.

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Dec 15, 2020, at 4:14 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, are you available around 11am tomorrow for a call?

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, December 14, 2020 1:28 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: Meeting to discuss letter

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Janice,

I just received the letter you mailed out re cancellation of the remaining option agreements. I’d like to discuss this immediately as we are in escrow to close 2 of those lots and in addition there is someone who is interested in buying that lot on main from the City.
The County project in which we have been working very hard on is also intertwined with these parking lots.

Let me know if we can discuss Wednesday.

Zac

Zac Cort
President & CEO
I think this looks great, thank you for pulling this together. I will send to Janice first to see if there’s anything that should be scrubbed, but I don’t think anything else needs to be added.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>APN</th>
<th>2017 FMV Purchase Price</th>
<th>Lot size - acres</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>216 N California</td>
<td>139-250-26</td>
<td>$88,500</td>
<td>.23</td>
<td>Sold to Open Window Project 11/2017</td>
</tr>
<tr>
<td>39 N California – St Leo Hotel</td>
<td>149-170-12</td>
<td>$20,000</td>
<td>.11</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>27 N California</td>
<td>149-170-25</td>
<td>$179,500</td>
<td>.46</td>
<td>City owned Parking lot</td>
</tr>
<tr>
<td>431 E Main – Commercial Hotel</td>
<td>149-170-08</td>
<td>$20,000</td>
<td>.17</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>445 E Main – Main Hotel</td>
<td>149-170-09</td>
<td>$20,000</td>
<td>.17</td>
<td>Sold to Open Window Project 9/2018</td>
</tr>
<tr>
<td>24 N American</td>
<td>149-180-05</td>
<td>$193,200</td>
<td>.69</td>
<td>City owned Parking lot</td>
</tr>
<tr>
<td>725 E Main</td>
<td>149-180-21</td>
<td>$60,000</td>
<td>.34</td>
<td>Council approve sale of parcel 1/11/22</td>
</tr>
<tr>
<td>25 N Grant</td>
<td>149-180-17</td>
<td>$60,000</td>
<td>.11</td>
<td>Council approve sale of parcel 1/11/22</td>
</tr>
</tbody>
</table>

What other info do you think needs to be included?

Looping in Jordan as he was there last night. As mentioned, some were sold and some optioned out. We will get you the list.
Hi Carrie,

Please provide a list of addresses of the eight properties “returned” from the Open Widows project? Additional information from Vice Mayor Fugazi is below.

Thanks,
Florence

OK

Harry Black
City Manager
City of Stockton
425 N. El Dorado Street, Stockton, CA 95202
(209) 937-8294
harry.black@stocktonca.gov
Hi Harry,

EDD would have this information. Okay, to send to them?

Florence

---

Hi Florence,

Due to the dissolving of the Open Windows Project, the City has now been "returned" eight properties. I would like information on those properties such as address, square footage, market price, etc. If all you have is address, I'll take it.

Thanks,
Christina

---

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](https://www.outlook.com/android)
Do you have something in writing showing when it was terminated???

April R Smith
Revenue Assistant II
Administration Services
City of Stockton
209 937-8318
april.smith@stocktonca.gov

The agreement with Open Window was terminated last year.

Amanda

Good morning; I've been trying to find out who is handling the OPEN WINDOW PROJECT LLC that Jorge Barrera was handling before he left. We have not received a payment on this account since 04/05/2017 and is wondering if they are still under contract with us and if not when did they terminate the contract. Could you please give me an update as to what is going on with this account. Thanks

April R Smith
Revenue Assistant II
Administration Services
City of Stockton
209 937-8318
april.smith@stocktonca.gov
I think we should leave Open Windows Project alone for now, do not write off.

Good morning,

For clarification, you would like the customer account 88799 for Open Window Project LLC included in the Write Off? Or just the current eligible accounts?

Thank you
Subject: RE: Fiscal year end write off

Hi Monique,

We are good on writing off this account.

Thank you.
Jacque

From: Monique Harris <Monique.Harris@stocktonca.gov>
Sent: Tuesday, April 19, 2022 9:42 AM
To: Jacque Crisostomo <Jacque.Crisostomo@stocktonca.gov>
Cc: Raquel Chavarria <Raquel.Chavarria@stocktonca.gov>
Subject: Re: Fiscal year end write off

I apologize, I forgot the attachment.

Monique Harris
Revenue Collector
City of Stockton
Administrative Services
Ph: 209.937.7179 | Fax: 209.937.8051
Monique.harris@stocktonca.gov

From: Jacque Crisostomo <Jacque.Crisostomo@stocktonca.gov>
Sent: Tuesday, April 19, 2022 9:36 AM
To: Monique Harris <Monique.Harris@stocktonca.gov>
Cc: Raquel Chavarria <Raquel.Chavarria@stocktonca.gov>
Subject: RE: Fiscal year end write off

Hi Monique,

Can you provide any details for this amount?

Jacque
Hello,

Finance will perform the annual write off of your accounts receivable. As of today your estimated write off total is $2,090.00. If you have any questions or concerns please let me know by April 29th, 2022.

If you have a separate billing system or a third party processor, please send me the receivables aging report and amount of planned write off.

Thank you,

Monique Harris
Revenue Collector
City of Stockton
Administrative Services
Ph: 209.937.7179 | Fax: 209.937.8051
Monique.harris@stocktonca.gov
I would be willing to go $30,000 per lot.

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
www.druhuntlaw.com

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Amanda

From: dru hunt <dru@druhuntlaw.com>
Sent: Wednesday, September 15, 2021 4:32 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Follow-Up

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Amanda,

Just following up seeing where we are at with the Grant and Main Street properties.

Thank you.

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
www.druhuntlaw.com

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Amanda,

Law Office of Dru Vincent Hunt, A Professional Law Corporation
27 N. Grant Street
Stockton, CA 95202

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
www.druhuntlaw.com

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From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Wednesday, November 17, 2021 5:43 PM
To: dru hunt <dru@druhuntlaw.com>
Subject: RE: Follow-Up

Dru,

What name will you be using to take title to the property? Also what address should I use for the Purchase and Sale Agreement?
From: Amanda Thomas  
Sent: Thursday, October 21, 2021 11:58 AM  
To: dru hunt <dru@druhuntlaw.com>  
Subject: RE: Follow-Up

Thank you. I will let you know if I have more questions.

Amanda

From: dru hunt <dru@druhuntlaw.com>  
Sent: Tuesday, October 19, 2021 12:00 PM  
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>  
Subject: RE: Follow-Up

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Amanda,

I have prepared a power point to assist in presenting my offer.

Please see attached.

Thank you.

Respectfully,

Dru Vincent Hunt  
Attorney at Law

Law Office of Dru Vincent Hunt  
2001 Pacific Avenue  
Stockton, CA 95204  
Ph.: (209) 948-3177  
Fax: (209) 249-5342

dru@druhuntlaw.com  
www.druhuntlaw.com

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transmitted information is strictly prohibited. If you have received the e-mail, or any of its
attachments, in error, please immediately notify us and destroy the e-mail and all attachments.

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Friday, October 15, 2021 9:17 AM
To: dru hunt <dru@druhuntlaw.com>
Subject: RE: Follow-Up

Dru,

I think we can make this work. I will prepare an agenda item for City Council, it would be pending
approval from the City Manager and City Council. I may need some more information from you
about your project to include in the staff report or any additional conceptual drawings you may
have. Thank you for your patience.

Amanda

From: dru hunt <dru@druhuntlaw.com>
Sent: Thursday, September 16, 2021 3:25 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: RE: Follow-Up

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is unsolicited email.

I would be willing to go $30,000 per lot.

Respectfully,

Dru Vincent Hunt
*Attorney at Law*

**Law Office of Dru Vincent Hunt**
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
www.druhuntlaw.com

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named above. If you are not the intended recipient, you are hereby notified that any disclosure,
From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Thursday, September 16, 2021 2:59 PM
To: dru hunt <dru@druhuntlaw.com>
Subject: RE: Follow-Up

I think we are good with the $30,000 offer for 725 E. Main. The option agreement we had with Open Window Project had 725 E. Main at $30,000 and 25 N. Grant at $60,000. If we can get closer to the $60,000 number for 25 N. Grant I think we can make a deal. We will take into account the work that 25 N. Grant requires and can make the justification of your project. We would really like to make something work and EDD is excited for your project, I just know the price needs to come up to make the City folks happy. I will be out of the office starting this afternoon returning October 4. I will check my e-mail the week of 9/27. Let me know your thoughts on pricing. Sorry for the delay, we have had several people out of the office.

Amanda

From: dru hunt <dru@druhuntlaw.com>
Sent: Wednesday, September 15, 2021 4:32 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Follow-Up

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Amanda,

Just following up seeing where we are at with the Grant and Main Street properties.

Thank you.

Respectfully,

Dru Vincent Hunt
Attorney at Law

Law Office of Dru Vincent Hunt
2001 Pacific Avenue
Stockton, CA 95204
Ph.: (209) 948-3177
Fax: (209) 249-5342

dru@druhuntlaw.com
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Yes...thanks!

**From:** Susan Will <Susan.Will@stocktonca.gov>
**Sent:** Wednesday, June 2, 2021 3:08 PM
**To:** Janice Miller <Janice.Miller@stocktonca.gov>
**Cc:** Matt Diaz <Matt.Diaz@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
**Subject:** RE: MDP-OWP Progress report info

Will do. Will this be a Teams meeting?

**From:** Janice Miller <Janice.Miller@stocktonca.gov>
**Sent:** Wednesday, June 2, 2021 3:07 PM
**To:** Susan Will <Susan.Will@stocktonca.gov>
**Cc:** Matt Diaz <Matt.Diaz@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
**Subject:** FW: MDP-OWP Progress report info

Hi Susan, can you please schedule a meeting with Zac, Matt Diaz, Amanda and me for some time next week? Let’s try to keep it to a half an hour. Thanks!

**From:** Matt Diaz <Matt.Diaz@stocktonca.gov>
**Sent:** Wednesday, June 2, 2021 2:39 PM
**To:** Janice Miller <Janice.Miller@stocktonca.gov>
**Subject:** FW: MDP-OWP Progress report info

Hey Janice,

I thought Amanda was going to send something but if you need me to set something up I can.

**Matt Diaz, AICP**
ADVANCED PLANNING MANAGER
Office: 209.937.8561  Direct: 209.937.8598

**For the City of Stockton Updates on COVID-19, please visit:**
Twitter @stocktonUpdates
Facebook @CityofStockton
City Website [http://www.stocktonca.gov](http://www.stocktonca.gov)
Hi Matt,

I wanted to check in to see where things are at in regards to the ED team scheduling a meeting with Zac?

Please advise.
Thank you,

Sharlene McLemore
Ten|Space
Property Manager

On Wed, May 19, 2021 at 12:06 PM Matt Diaz <Matt.Diaz@stocktonca.gov> wrote:

Hello Sharlene,

So there are two points I would like to touch on for your email.

The first is if you are asking staff to analyze the pros/cons of having an OWP master development plan (MDP) and DA? I have only reviewed the hearing reports, the plan and supportive documents, and the agreement, but I have not compared that our current review practices, fees, and downtown standards. If you are questioning how the benefit of the approved MDP/DA differs from our current review process for you or other owners, I would have to explore that issue separately from the annual review I have completed.

Second, the DA is a legal agreement between OWP LLC and the City for development rights and processes. The MDP and DA documents rely on one another, so removing sites from the MDP because the new owner does not want to be a part of the OWP master plan affects the DA. The agreement outlines steps that must be taken on both sides of the agreement. By not providing the information prior to or at the time of sale is a noncompliance item that I would have to report to the approving officials. I do not want to find you in noncompliance with the agreement, which is
why I am working to correct any issues or determine the appropriate steps should you wish to change the MDP or DA. This topic was listed on the attached 2020 compliance letter. The 2021 annual review will start this summer and include the summary of this discussion and other milestones like the purchase of city owned property.

I believe our ED team is working to set up a meeting to discuss, but let me know if you have any more question on this. Again, I am merely trying to keep this project in compliance, so if this or other topics need to be explored please let me know.

For the City of Stockton Updates on COVID-19, please visit:
Twitter @stocktonUpdates
Facebook @CityofStockton
City Website http://www.stocktonca.gov

From: Sharlene McLemore <sharlene@tenspacedev.com>
Sent: Wednesday, May 19, 2021 11:36 AM
To: Matt Diaz <Matt.Diaz@stocktonca.gov>
Cc: Zac Cort <zcort@tenspacedev.com>
Subject: MDP-OWP Progress report info

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Good morning Matt,

We have discussed and updated the property list. Please see attached for your review.

In regards to approaching the new owners of the sold properties, we are still unclear as to what benefit the new owners may have by being a part of the development agreement and signing the Assumption Agreement. How are we to explain this in layman's terms to these individuals so that they understand it? Downtown already has flexibility when it comes to zoning. Are there any incentives for them? Such as any fee waivers, etc.?

Any insight would be greatly appreciated.
Please advise.
Thank you,

Sharlene McLemore
Ten|Space
Property Manager
Status??

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Tuesday, December 15, 2020 8:25 AM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: RE: Meeting to discuss letter

Not yet. I will give her a little bit then call her.

From: Janice Miller <Janice.Miller@stocktonca.gov>
Sent: Tuesday, December 15, 2020 8:24 AM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: RE: Meeting to discuss letter
Importance: High

Any updates? I need to get back to Zac....thanks

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Monday, December 14, 2020 1:50 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: RE: Meeting to discuss letter

Ok.

From: Janice Miller <Janice.Miller@stocktonca.gov>
Sent: Monday, December 14, 2020 1:31 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Cc: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: FW: Meeting to discuss letter

Please contact with Title asap to confirm what Zac indicates below...has an escrow account been opened and if so, when and have any funds been deposited? Our demand letter indicated that escrow was to close the end of November on 27 N California; that did not occur. I needs as much detail as possible from Title so I can coordinate with the CA Office. Thanks.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Monday, December 14, 2020 1:28 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Subject: Meeting to discuss letter

CAUTION: This email originated from outside the City of Stockton. Do not click any links or open attachments if this is unsolicited email.

Janice,

I just received the letter you mailed out re cancellation of the remaining option agreements. I’d like to discuss this immediately as we are in escrow to close 2 of those lots and in addition there is someone who is interested in buying that lot on main from the City. The County project in which we have been working very hard on is also intertwined with these parking lots.

Let me know if we can discuss Wednesday.

Zac

Zac Cort
President & CEO
209-986-2831

www.tenspacedev.com
Good morning I was trying to get in contact with someone who is in charge of sending us an updated and/or renewed contract for the Open Window Project; LLC; we have not been billing them; it looks like we sent a bill out to them in February 2019. Do we still have a relationship with this company???

April R Smith
Revenue Assistant II
Administration Services
City of Stockton
209 937-8318
april.smith@stocktonca.gov

I heard you were looking for Jorge Barrera re Open Window Project. Jorge no longer works for the City. How can I help you?

Amanda Thomas, Real Property Agent
City of Stockton - Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
amanda.thomas@stocktonca.gov | 209.937.7540
Hi Janice,

As you know we will be closing on the parking lot (27 N. California st) through this transaction. Can you please forward me the demand so that I can send to escrow. Please advise when you will be able to send that over so I can inform escrow.

Thanks.

Zac
Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Oct 2, 2020, at 2:51 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, the current purchase price for 27 N. California is $194,297. This doesn’t include the option fee credit. That will be applied once the $20,000 has cleared the bank.

Have a good weekend,
Janice
On Sep 30, 2020, at 12:57 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Zac, unfortunately, the Option Agreement stipulates that Ten Space is to pay the City $10K each year by February 23. I need a check for $20,000 for the City to deposit to cover 2019 and 2020. If we don’t receive the funds, you won’t receive credit when you acquire the property.

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 30, 2020 12:43 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>; sharlene@tenspacedev.com
Subject: Re: Option Fees Past Due

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Hi Janice,

Of course I will absolutely get you ample time to come. This initial piece will be for the interiors demo of all those old hotels.. pretty big undertaking as they are pretty nasty on the Inside as you know.

As for the credit it’s not really necessary is what I’m saying. I’d just like to use the lenders loan since those funds are already dedicated instead of consuming more of my own cash seeing as we are closing next week. You can keep the check and if for some reason it gets tripped up then just deposit the check and I’ll get credit when it closes.

Thanks.
Zac

Zac Cort
President & CEO
On Sep 30, 2020, at 12:33 PM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, excited to hear that you’re close to finalizing the financing for OPW Phase 2. Can you let me know when the ground breaking is scheduled? I would love to participate.

Also, the City will need to make sure the $20,000 check clears before it can provide credit towards the purchase of 27 N California. I’ll get you an updated purchase price later this week.

Thanks,
Janice

From: Zac Cort <zcort@tenspacedev.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>; sharlene@tenspacedev.com; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Fwd: Option Fees Past Due

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I’m resending this as you had Sharlene email address as the Cort group still and it looks to have been kicked back..

Shar please see below,
Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
Hi Janice,

We will drop off a check to your office today but please hold onto that until the end of next week. We are wrapping up our funding for OWP phase 2 (also breaking ground) which will include the purchase of the 27 N. California st parking lot and the associated "Option fee". Since we have planned for this we would like to have this come out at closing next week along with the money for the purchase of that lot.

Which also brings me to the point that we will need a payoff demand from the City for that lot. You can send directly to escrow but they have asked for this so please gather and send over as soon as possible.

Please advise.

Thanks.

Zac

Zac Cort
President & CEO
209.986.2831
zcort@tenspacedev.com

110 N. San Joaquin St. 5th Floor
Stockton, CA 95202
office | 209.469.2678
www.tenspacedev.com
Hi Zac, following up again on the Option Fees due to the City. Please remit payment in the amount of $20,000 to the City of Stockton **no later than next Wednesday, September 30.**

Thanks,

Janice

---

**From:** Zac Cort <zcort@tenspacedev.com>
**Sent:** Wednesday, September 16, 2020 11:43 AM
**To:** Janice Miller <Janice.Miller@stocktonca.gov>
**Cc:** Amanda Thomas <Amanda.Thomas@stocktonca.gov>
**Subject:** Re: Option Fees Past Due

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Got it, sorry for some reason we thought if we purchased it would be credited (Nit waived) and that years payment did not have to be made.

Can you send me the document you are looking at?

Either way we will get this handled I just want to make sure sharlene has this.

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

---

On Sep 16, 2020, at 11:41 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

No fees are waived, the $10k will be credited towards the purchase price. Fees are still due by February 23rd of each year.

---

**From:** Zac Cort <zcort@tenspacedev.com>
**Sent:** Wednesday, September 16, 2020 11:38 AM
**To:** Janice Miller <Janice.Miller@stocktonca.gov>
Hi Janice,

Sorry for the confusion on this. Although I believe that if we purchased a property in that year the 10k annual option fee was waived. Could you please confirm that?

Thanks.
Zac

Zac Cort
President & CEO
209-986-2831
www.tenspacedev.com

On Sep 16, 2020, at 11:30 AM, Janice Miller <Janice.Miller@stocktonca.gov> wrote:

Hi Zac, in reviewing the Option Agreement between the City and OWP it has come to my attention that the City has not received the $10,000 annual option fee for 2019 nor 2020. Per the agreement, the annual option fee is due by February 23 of each year. Can you please remit payment as soon as possible for $20,000 to the City? Please send it to my attention.

Thanks,
But we still need to complete a reconveyance for the lien forgiveness DOT, correct Amanda?

We are not releasing the $760k lien.

Do we need to do anything with this? Release the lien?
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: RE: Request for Reconveyance of Satisfied DOT - 615 & 617 Channel

Yes, we were paid, and our NOV was released

-Almarosa

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Thursday, August 26, 2021 2:19 PM
To: Almarosa Vargas <Almarosa.Vargas@stocktonca.gov>
Subject: FW: Request for Reconveyance of Satisfied DOT - 615 & 617 Channel

The attached Deed of Trust is for a Lien Forgiveness at 615 & 617 E Channel. The title co is saying it was paid in 2016 with the attached check copy. Can you confirm it was paid? Thanks!

Amanda

From: Ikegami, Jane <JIkegami@ortc.com>
Sent: Thursday, August 26, 2021 1:02 PM
To: Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Subject: Request for Reconveyance of Satisfied DOT

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Dear Nicole,

By way of introduction, I am an attorney with Old Republic National Title Insurance Company (ORNTIC). I am contacting you to request a reconveyance of the attached satisfied City of Stockton (“City”) Deed of Trust recorded on 1/14/2016 as doc. no. 2016-005398 in the Official Records (“DOT,” copy attached).

The DOT was fully satisfied in connection with a refinance of your borrower, Open Window Project, LLC which closed in January 2016. Specifically, the City was paid the payoff funds of $14,506.50 via the attached check dated 1/14/2016 payable to “City of Stockton Neighborhood Services Division” (“Payoff Check,” copy attached) for the full satisfaction of the DOT. However, we recently discovered that for one reason or another, a reconveyance of the DOT was never recorded as required by California Civil Code (CCP) §§ 2941, 2943 et. seq.

I trust after you review the enclosed documents and your records, you will confirm that a Reconveyance of the satisfied DOT needs to be recorded without further hesitation.

To that end, please cause to be recorded a Reconveyance as required by California law and send me evidence of the recording. Alternatively, you may prefer to send a recordable Reconveyance (notarized) to my attention and ORNTIC will absorb the cost and expense of recording said Reconveyance; or ORNTIC can prepare the Reconveyance for the City.
If you have any questions or need further information, please do not hesitate to contact me. Thank you in advance for your attention to this matter.

Regards,
Jane

Jane H. Ikegami  
Vice President/Counsel | Legal & Rate Department

T: 415.421.3500 | F: 415.398.5813 | Mitel: 47139
jikeyami@ortc.com
Old Republic Title | Old Republic Insurance Group
275 Battery Street, Suite 1500 | San Francisco, CA 94111
ortc.com

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Good morning Amanda,

I have reviewed the document and the language appears fine, but you have the owner as The Open Window Project. The Open Window Project no longer owns the property. The property is owned by Newberry 1, LLC. Are you able to make the correction and resend?

Please advise.

On Thu, Dec 16, 2021 at 9:53 AM Amanda Thomas <Amanda.Thomas@stocktonca.gov> wrote:

Sharlene,

Attached is the Right of Entry for 216 N. California. Let me know if you have any questions or need more information. Thank you.
From: Sharlene <sharlene7889@gmail.com>
Sent: Wednesday, December 15, 2021 2:50 PM
To: John Chang <John.Chang@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: Re: Right of Entry - Sharlene's Contact info

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Thank you Johnny

Thank you,

Sharlene McLemore
209-337-5135

On Dec 15, 2021, at 2:33 PM, John Chang <John.Chang@stocktonca.gov> wrote:

Hi Amanda

Sharlene’s email address is sharlene7889@gmail.com and her current number is 209-337-5135. She is currently working with Newberry and also overseeing the parcel. PG&E may start working next to the site on Monday. Thanks.
Subject: RE: The Open Window Project

From: Tristan Osborn
To: Janice Miller; Matt Diaz
Cc: Amanda Thomas; Susan Will
Date: Thursday, May 13, 2021 4:30:25 PM
Attachments: image001.png

It'll be like the good ole' days! Hope you guys are all doing well!!

-Tristan

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Subject: RE: The Open Window Project

From: Janice Miller <Janice.Miller@stocktonca.gov>
Sent: Thursday, May 13, 2021 4:21 PM
To: Matt Diaz <Matt.Diaz@stocktonca.gov>
Cc: Tristan Osborn <Tristan.Osborn@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>; Susan Will <Susan.Will@stocktonca.gov>

I'll ask Susan Will to schedule for us...she's off until Monday.  I may have Amanda in my office sit in as well.  Thanks Matt.

---

Subject: FW: The Open Window Project

From: Matt Diaz <Matt.Diaz@stocktonca.gov>
Sent: Thursday, May 13, 2021 4:17 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>
Cc: Tristan Osborn <Tristan.Osborn@stocktonca.gov>

Can you or your team help me schedule this? Not sure who you want to invite, but I would keep it informal for now. From planning, it should be me and maybe Tristan Osborn since I have him working on the 2021 DA review.

Also, I sent this to Lori and will let you know if she gives us any direction.

---

Subject: RE: The Open Window Project

From: Zac Cort <zcort@tenspacedev.com>
Sent: Thursday, May 13, 2021 1:21 PM
To: Matt Diaz <Matt.Diaz@stocktonca.gov>
Cc: sharlene@tenspacedev.com; Janice Miller <Janice.Miller@stocktonca.gov>

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Matt,
I would set up a call with ED ASAP so we can discuss.

At the end of the day we will build what is financially feasible to build. We will also get with each owner and let them make the decision. Ultimately the zoning for downtown is flexible anyway, that's why I was really asking you since you are spearheading this review. Can you tell me what the benefit is for any owner to actually fall under the OWP DA? For most people the zoning is no issue because as I have mentioned downtown has a very flexible zoning guideline. Sometime a person can develop a project assuming one set of standards only to find they are the wrong set of standards. This is what I am trying to avoid.
On Wed, May 12, 2021 at 12:08 PM Matt Diaz <Matt.Diaz@stocktonca.gov> wrote:

There are complexities to the question, but if they are not subject to the DA, I do not believe they are subject to the OWP master development plan (MDP) plan, meaning they would have to submit a new request for a stand-alone project review. This includes entitlement review, allowable uses, and design standards. The DA and MDP would also need to be amended to reflect their removal of those properties. We are not sure what was told at the time of sale without having the AA agreements, so any new owner that does not wish to be included in the MDP/DA would be subject to the zoning code standards. AA agreements are legal documents that must be signed and recorded by the new owner, so I would agree to the terms of the DA. I am not an attorney or zoning code expert, so I would work with them on the details based on the examples I sent.

Considering the property owner list, I sent shows 47% of the entire 51 parcels being under OWP ownership subject to the DA, resulting in the 14 parcels you own having to carry the burden of the 266 units needed for the DA extension. That means that less than half of the approved MDP is subject to the DA terms. This seems like a growing problem for the DA/MDP if more parcels are removed from the DA/MDP boundary.

I will coordinate with ED and get back to you with some dates.

Zac Cort
President & CEO
209-986-2831

On May 12, 2021, at 8:42 AM, Matt Diaz <Matt.Diaz@stocktonca.gov> wrote:

Hello Sharlene/Dac,

Do you have any updates on the assignment/assumption (AA) agreements we talked about last time? Planning and economic development are getting interest/questions for some of the sites listed as transferred/sold.

Some of those questions involve what the DA and master plan allows, but without the AA agreements, I cannot confirm that the sites can be included in the OWP area and/or DA development terms. Specifically, the site below we have listed as sold without AA agreements.

There are complexities to the question, but if they are not subject to the DA, I do not believe they are subject to the OWP master development plan (MDP) plan, meaning they would have to submit a new request for a stand-alone project review. This includes entitlement review, allowable uses, and design standards. The DA and MDP would also need to be amended to reflect their removal of those properties. We are not sure what was told at the time of sale without having the AA agreements, so any new owner that does not wish to be included in the MDP/DA would be subject to the zoning code standards. AA agreements are legal documents that must be signed and recorded by the new owner, so I would agree to the terms of the DA. I am not an attorney or zoning code expert, so I would work with them on the details based on the examples I sent.

Considering the property owner list, I sent shows 47% of the entire 51 parcels being under OWP ownership subject to the DA, resulting in the 14 parcels you own having to carry the burden of the 266 units needed for the DA extension. That means that less than half of the approved MDP is subject to the DA terms. This seems like a growing problem for the DA/MDP if more parcels are removed from the DA/MDP boundary.

We are here to help, so let us know if you have any questions.
Other OWP owned properties not in Development Agreement

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Address</th>
<th>APN</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPRD LLC</td>
<td>430 E Weber</td>
<td>149-170-30</td>
<td>Kendall Bldg, Default notice recorded by lender 11/23/2020</td>
</tr>
<tr>
<td>WPRD LLC</td>
<td>420 E Weber</td>
<td>149-170-29</td>
<td>Empty lot adjacent to Kendall Bldg, Default notice recorded by lender 11/23/2020</td>
</tr>
<tr>
<td>WPRD LLC</td>
<td>436 E Weber</td>
<td>149-170-11</td>
<td>Building to the east of Kendall Bldg, planning rec’d demo permit on 5/20/20; Default notice recorded by lender 11/23/2020</td>
</tr>
<tr>
<td>235 N San Joaquin</td>
<td>235 N San Joaquin</td>
<td>139-130-05</td>
<td>Occupied by Realty Church</td>
</tr>
</tbody>
</table>

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Good morning Matt,

I was discussing the Development update with Zac and wanted to reach out to you for specifics in order for us to provide the City with a full update on all sites. A couple of questions came up and we would like clarification on.

Is there a specific form or letter that the City may provide to us for the new owners of the properties that have been sold? If not, is there a certain language that must be used, provided we draft the letters ourselves?

We have 1 outstanding code violation that we are addressing at 206 N. Sutter St. The majority of the sidewalk(s) have been repaired, we need to finish the repair(s) and cap the sewer.

We would like to provide an accurate update on everything so that we are in “compliance”. Any assistance would be greatly appreciated.

Please advise asap.

Thank you,

Sharlene McLemore
TenSpace
Property Manager

From: Sharlene McLemore <sharlene@tenspacedev.com>
Sent: Tuesday, April 13, 2021 9:20 AM
To: Matt Diaz <Matt.Diaz@stocktonca.gov>
Subject: The Open Window Project

For the City of Stockton Updates on COVID-19, please visit:
- Twitter @stocktonUpdates
- Facebook @CityofStockton
- City Website http://www.stocktonca.gov

Sharlene McLemore
TenSpace
Property Manager
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Thank you!

Zac Cort
President & CEO
209-469-2678
www.tenspacedev.com

On Oct 26, 2021, at 4:31 PM, Amanda Thomas <Amanda.Thomas@stocktonca.gov> wrote:

Invite has been sent to Joe.

Amanda

From: Zac Cort <zcort@tenspacedev.com>
Sent: Tuesday, October 26, 2021 4:24 PM
To: Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Cc: Amanda Thomas <Amanda.Thomas@stocktonca.gov>; Joe Murphy <jmurphy@dillonandmurphy.com>
Subject: Tomorrow call. Joe Murphy (Dillion Murphy civil engineer)

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Hi Nicole,

Can you please send Joe Murphy an invite to our call tomorrow. I’d like for him to be involved in this call as he will be the civil engineer for this project.
I have cc him on this email. Please send him the call in information for tomorrow.

Thanks!

Zac

Zac Cort
President & CEO
209-469-2678
www.tenspacedev.com
Yes, I mentioned a couple to Carrie this morning. I think those 3 would be good.

Also, we should indicate that the Arena Garage Space is for lease (not sale).

Thanks.
From: Nicole Snyder
To: Janice Miller; Amanda Thomas
Subject: RE: Top 10 properties
Date: Tuesday, June 8, 2021 1:28:33 PM
Attachments: image001.png
image004.png
image005.png
image006.png
image007.png
image008.png

OK thanks. And to confirm, the Arena Garage would have to go out to RFP correct? Or could we just negotiate without?

From: Janice Miller <Janice.Miller@stocktonca.gov>
Sent: Tuesday, June 8, 2021 1:13 PM
To: Amanda Thomas <Amanda.Thomas@stocktonca.gov>; Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Subject: RE: Top 10 properties

Yes, I mentioned a couple to Carrie this morning. I think those 3 would be good.

Also, we should indicate that the Arena Garage Space is for lease (not sale).

Thanks.

From: Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Sent: Tuesday, June 8, 2021 1:04 PM
To: Nicole Snyder <Nicole.Snyder@stocktonca.gov>; Janice Miller <Janice.Miller@stocktonca.gov>
Subject: RE: Top 10 properties

25 N Grant, 723 E Main and the Lafayette properties might be good to include. Janice can determine.

From: Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Sent: Tuesday, June 8, 2021 12:57 PM
To: Janice Miller <Janice.Miller@stocktonca.gov>; Amanda Thomas <Amanda.Thomas@stocktonca.gov>
Subject: FW: Top 10 properties

Please see Carrie’s email below, can you provide the appropriate surplus lots to add to our list? Thanks.

From: Carrie Wright <Carrie.Wright@stocktonca.gov>
Sent: Tuesday, June 8, 2021 12:56 PM
To: Nicole Snyder <Nicole.Snyder@stocktonca.gov>; Janice Miller <Janice.Miller@stocktonca.gov>
Subject: Re: Top 10 properties

see notes below, want to include some of our surplus lots if appropriate. Also will need to check and see if the goodwill and record are in escrow.

From: Nicole Snyder <Nicole.Snyder@stocktonca.gov>
Sent: Tuesday, June 8, 2021 12:40 PM
To: Carrie Wright <Carrie.Wright@stocktonca.gov>; Janice Miller <Janice.Miller@stocktonca.gov>
Subject: Top 10 properties

Below is my preliminary list of the Top 10 downtown properties available for sale (okay it’s really 11). Let me know if you have any comments, adds, edits, etc., or help narrowing it down. I am waiting to hear back from Mahala to discuss as well.

Hotel Terry
Ruhl Building
Goodwill Building
Arena Garage Retail Space – are we able to negotiate on this or does it have to go out as an RFP?

The Record – is this a sale or property? The links says plans are under review with the city, I would not want to promote that one.

Inland Empire
401 S Main
163 N Main
The Historic California Building

Nicole R. Snyder, Economic Development Manager
City of Stockton, Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202
nicole.snyder@stocktonca.gov | 209.937.5359
www.advantagestockton.com

For a timely response, email is the best form of communication at this time.