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**Date:** September 11, 2019

**From:** Steve Morris

**RE:** 1146 Payne (the "Site")

To whom it may concern;

Northern Tier Retail LLC, the lessee of the above-referenced Site, has developed a work plan as set forth herein to address the items identified in the inspection reports. The plan does not account for delays in exterior work due to weather or unexpected delays in equipment delivery, future inspections or delays in permitting.

The work, assuming all required permits are obtained, is scheduled to begin October 28<sup>th</sup>, and will take 3 work weeks to complete, with an estimated completion date of November 17<sup>th</sup>, 2019. The 3 trades (electrical, plumbing and HVAC) are planned to work simultaneously to complete the work in a short amount of time and to minimize Site disruption. See the attached Gantt chart for details on the trades and timing.

If you have any questions, please don't hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Steve Morris'.

Steve Morris  
Region Manager