

Anthony Trzaska

PARTNER

216.282.5311 | anthony@trflegal.com

January 19, 2024

VIA HAND DELIVERY TO PREMISES

Building Bridges Murals, Inc.
ATTN: Katherine Chilcote
2843 Washington Boulevard
Cleveland Heights, OH 44118

TRZASKA
ROSEN
FALLER

TRFLEGAL.COM

VIA EMAIL

Katherine Chilcote
<katherinechilcote@gmail.com>

**Re: NOTICE OF OPEX INCREASE
Coventry School Building Lease Agreement
2843 Washington Boulevard, Cleveland Heights, Ohio 44118**

Dear Katherine -

On behalf of The Board of Trustees of the Cleveland Heights-University Heights Public Library ("Landlord"), please let this letter serve as formal written notice of Landlord's intent to increase the additional rent for Operating Expenses, in accordance with the Lease Agreement (the "Lease") by and between Landlord and Building Bridges ("Tenant"), at the above-referenced property (the "Building").

Pursuant to Section 6(b) of the Lease, Landlord is permitted, in its sole discretion, to increase the fixed annual rate charges to Tenant for additional rent for Operating Expenses during the Option Term by three percent (3%) to account for actual or anticipated increases in Landlord's Operating Expenses. Please be advised that Landlord will be increasing the additional rent for Operating Expenses from \$4.13/SF to \$4.25/SF, beginning effective July 1, 2024, if Tenant timely exercises its right to extend the Lease for the Option Term.

If you have any questions or concerns, please do not hesitate to contact me at the number or email address listed above.

Sincerely,



Anthony Trzaska

CC VIA EMAIL ONLY:

Nancy Levin, Director
<nlevin@heightslibrary.org>

Emily Dennis, Property Manager
<emily.dennis@playhousesquare.org>