

## **EXHIBIT B**

### **LANDLORD WORK LETTER**

#### **1. Tenant Improvements:**

Landlord, at Landlord's sole cost, shall provide Tenant with turnkey tenant improvements based upon the attached agreed upon space plan. All architectural fees, contractor fees and permitting shall be at Landlord's expense. Any cost associated with ADA, title 24 or any other zoning related requirement shall also be at the sole cost of Landlord. Tenant shall have the option to select from three or more building standard finishes where reasonable. Furthermore, Tenant shall have no obligation to restore the Premises upon expiration or termination of the Lease.

Below are additional clarifications on the Tenant Improvements the Tenant requires that aren't reflected in the agreed upon space plan:

- (a) Landlord shall add a full height glass sidelight to the intake rooms, Office 1 and Office 3.
- (b) Landlord shall provide blinds for all the windows in the five (5) offices, the break room and the waiting/reception area.
- (c) Landlord shall provide a custom ADA counter in the reception area with two (2) custom glass windows for Tenant to intake Tenant's recipients.
- (d) Landlord shall add one side of full height glass on the corridor side of Office 4, Office 5, the Break Area Room and the Board Room.
- (e) Tenant shall purchase and install a key fob system for Tenant's Premises at Tenant's sole cost and expense. The system needs to be compatible with the system already serving the building.
- (f) Landlord shall provide and install a keypad door entry lock on the All-Gender restroom adjacent to the Center Street lobby and will provide entry code to Tenant.
- (g) Landlord shall provide sufficient outlets for Tenant's A/V system in the conference room.
- (h) Tenant, at Tenant's sole cost and expense, shall provide custom roller tracks for Tenant's files in the file room.
- (i) All gender-neutral bathrooms to be refreshed with new countertops, sinks,

toilets, walls, flooring and paint (colors to be selected by Tenant). The Tenant only gender neutral bathroom will have one toilet labeled Male, one toilet labeled Female, and one toilet labeled All Gender.

- (j) Landlord's Work include electrical boxes and outlets throughout the entire suite and also for twelve (12) workstations. Workstations and any power whips or adaptors needed will be purchased, delivered and assembled at the expense of Tenant. Landlord will provide sufficient power supply for typical and customary office equipment and general office use at Landlord's sole cost and expense. Tenant shall have the right to provide input as to the placement and location of power boxes and outlets in the final space plan without any additional costs to Lessee and without such Tenant input being considered a tenant delay or a change to the space plan. For each of the twelve (12) workstations depicted on the space plan, the Landlord should assume that there is a computer and typical office equipment in such workstations for space planning related to placement of power and electrical outlets. Power to workstations may be through walls or power poles.
- (k) Landlord to "ring and string" the suite at Landlord's expense. The workstation power and Data Cable will be fed from a wall or ceiling by a power pole. Tenant's IT person will distribute within the Premises, add data boxes, data ports, data cabling and all of Tenant's data/IT needs at Tenant's expense.
- (l) Landlord shall provide LED lights throughout the Premises and replace any damaged ceiling tiles.
- (m) Landlord shall add a 4'X3' whiteboard to the wall in Office 2.
- (n) Landlord shall provide Tenant will new building standard paint and building standard carpet throughout the Premises (colors to be selected by Tenant and approved by Landlord)

**2. Code Compliance: See Lease Article 11(b)(5).**

**3. All other work needed on premises shall be performed by and at the expense of Tenant.**