



## Parking Lot Towing Enforcement

Dear Tenants:

We want to address our crowded parking lot. The ease of parking is a big consideration factor for all customers. We need your help to improve the current situation.

It has also come to our attention that many customers of neighboring shopping centers / school have been using our parking lot as free day-time parking.

Kindly be reminded that:

1. All employees should park at the back parking lot. The front parking lot is reserved for customers.
2. We will tow, without notice or warning, vehicles belonging to patrons of neighboring shopping centers/school who occupy our parking spaces to effectively prevent such future abuse.
3. Our parking lot has a 1 to 2 hour time parking limit. We will tow away vehicles that excessively exceeded the time limit (for example, over half a day).

Should you see anyone from neighboring center illegally parking on premise, please send me a picture of the vehicle and its license plate. We will immediately have the vehicle towed to prevent future similar abuse.

Thank you for helping us create a friendly and frustration-free experience for all customers.

Last but not least, for enhanced premise security, we will be changing our Bellaire-side back parking lot gate to an automatic exit (automatically opens when exiting). Once installed, delivery and customers will have to access the parking lot from the Ranchester side. Employees can still access the Bellaire side with a security pin code.

Should you have any questions, please do not hesitate to contact me.

Sincerely Yours,  
Diho Square Management  
Feb 6, 2018.