MORLIN
Asset Management. LP

# MEMORANDUM

Note!

**DATE:** April 17, 2008

**TO:** LAUSD Administrative Headquarters Executive Staff

**FROM:** Morlin Asset Management – Central Facilities Services

**RE:** **NEW Visitor Parking Location at Visconti Apartments**
LAUSD Administrative Headquarters

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Please note that effective **MAY 1, 2008**, all visitors to LAUSD Administrative Headquarters are to be directed to park in the Visconti garage. Visitors will no longer have parking access to either the 4th Street visitor lots OR LAUSD Administrative Headquarters.

The garage is located at 1221 West Third Street immediately northwest of the Headquarters building. Visitors will enter through the eastern-most entrance on Miramar just west of Boylston. Please see the attached parking map showing the Visconti Apartment garage entrance.

The same validations currently issued for the 4th Street lots will be honored at Visconti. Any unused Headquarters garage validations can be turned in after May 1 for credit. On the occasion that the Visconti garage is full, visitors will be directed to nearby lots.

This transition will result in substantial savings to the District and will provide covered parking for all visitors. It will also help minimize the occasional lack of spaces available to those who are assigned to park within LAUSD Administrative Headquarters.

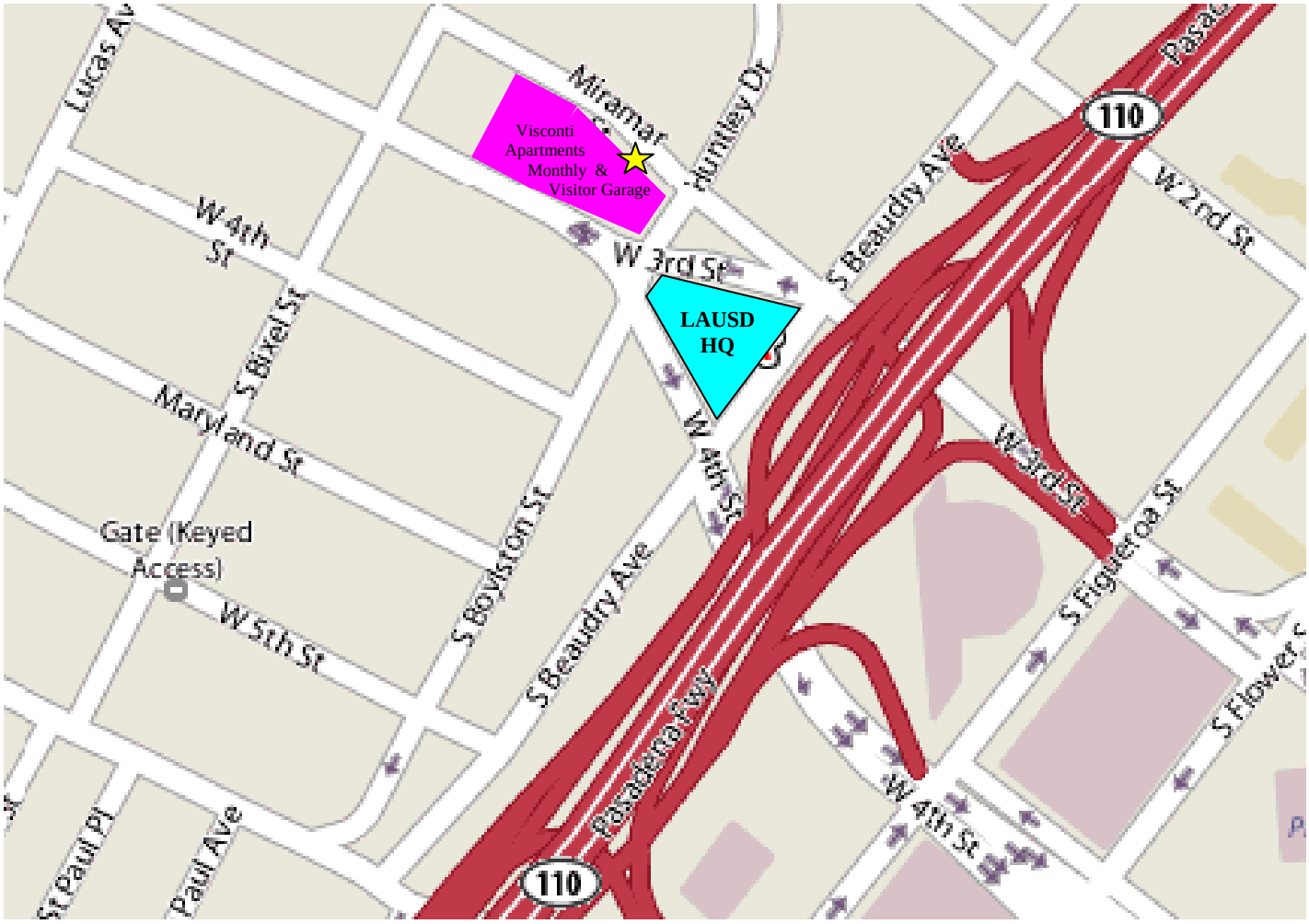
NOTE: Be sure to distribute this memo and map to the local district and school contacts who may be visiting Headquarters.

Please contact Morlin Asset Management at (213) 241-1320 with any questions or concerns. Thank you.

333 S. Beaudry Avenue, 2nd Floor, Los Angeles, CA 90017
Phone (213) 241-1320 Fax (213) 241-8921

# Visitor Parking for LAUSD Beaudry Headquarters

**Effective May 1, 2008**




☆ = Visconti Apartment garage entrance on Miramar.

NOTE: The main visitor parking location is the Visconti garage at the northwest corner of Miramar and Boylston. If the garage is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

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