



via email

September 23, 2016

SUZANNE R. LUDLOW
CITY MANAGER
CITY OF TAKOMA PARK, MARYLAND
7500 MAPLE AVENUE
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RE: WEEKLY UPDATE ON LETTER OF INTENT NEGOTIATIONS BETWEEN NDC AND THE TPSS CO-OP

DEAR MS. LUDLOW,

By this letter, Neighborhood Development Company (NDC) is providing an update on negotiations of a Letter of Intent (LOI) between Neighborhood Development Company and the Takoma Park Silver Spring Co-op (TPSS) for lease of approximately 6,000 square feet of gross floor area at Takoma Junction.

TPSS's architect has designed a draft site plan. TPSS's expansion team met earlier this week to review and discuss the plan. TPSS and NDC has scheduled a meeting on October 11 at 9:00am to review the plan with NDC, our architect (streetsense) and traffic engineer (TTG), with a goal of finding congruence on a plan that works for TPSS and NDC.

Please feel free to follow up with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'ADRIAN WASHINGTON', is written over a light blue circular stamp.

ADRIAN WASHINGTON
CEO & FOUNDER
NEIGHBORHOOD DEVELOPMENT COMPANY