

# MEMORANDUM

**To:** 500 Mamaroneck Avenue Tenants

**From:** Patrick Philbin, RPA Property Manager

**Date:** June 18, 2007

**Subject:** **MAMARONECK TRAIN STATION SHUTTLE** **CHANGE**

As part of Malkin Properties commitment to serve you better, we would like to inform you, that at your request, *effective Monday, June 18, 2007, we will extend one shuttle run in the evenings and an additional shuttle van will be available mornings and evenings to accommodate extra passengers.* All other shuttle runs will remain the same Monday through Friday. Below is the amended shuttle schedule. The highlighted hours represent the new change.

## MORNING SHUTTLE SERVICE

### Arrive at Mamaroneck Train Station

7:40 a.m.  
8:10 a.m.  
8:40 a.m.

### Leave Mamaroneck Train Station

7:50 a.m.  
8:20 a.m.  
8:50 a.m.

## EVENING SHUTTLE SERVICE

### Leave 500 Mamaroneck Avenue

4:35 p.m.  
5:05 p.m.  
5:35 p.m.  
**6:05 p.m.**

### Arrive at Mamaroneck Train Station

4:45 p.m.  
5:20 p.m.  
5:50 p.m.  
6:15 p.m.

- *Please note that these times may fluctuate, (give or take a few minutes) depending on traffic, weather, etc.*

There will be no other shuttle runs permitted, other than the ones indicated above. We may adjust our shuttle run times in the morning, or afternoon, depending on the flow of tenants using the service during those hours. You will be notified prior to any schedule changes.

Both shuttle vans are white 15 passenger extended van with the W&M Properties logo on the two front doors. The pick up and drop off zone at 500 Mamaroneck Avenue will be just outside the second floor lobby, under the overpass, at the times indicated above. The pick up zone at the Mamaroneck train station will remain at the north bound side platform. The drop off zone will remain just outside the south bound upper level platform of the train station. All pickup and drop off times are as indicated above.

The use of this vehicle is limited to 500 Mamaroneck Avenue tenants only. Everyone using this shuttle service, must be seated, (no standing will be permitted) and seat belts must be worn. Accommodations will be on a first come first served basis.

If you have any questions or concerns, please call our management office at 914-698-5848 or/203-353-4028.