



HIGHWOODS PLAZA

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HIGHWOODS PLAZA

Highwoods Plaza Overview

Highwoods Plaza represents a blend of cutting-edge technology, modern architecture, and flexible, functional workspaces that reflect how people work in today's marketplace.

This 60,000 square foot office space features spiral staircases, open ceilings, adjustable lighting, and numerous small details that all add up to make Highwoods Plaza one of Highwoods' signature office properties.

Numerous open areas allow people to come together for formal and informal gatherings and contribute towards the friendly, comfortable feeling of the building. Highwoods Plaza is completely wired so everyone is connected no matter where in the building their workday takes them.

Meeting space is important and Highwoods Plaza has a variety of conference rooms to accommodate groups of varying sizes. Likewise, there is a kitchen on each floor to make it convenient for residents to enjoy breaks without leaving the premise. And, when the weather is pleasant, employees can enjoy their breaks outside on the attached patio, or one of the two balconies.



Landmark Theatre Richmond, VA

Richmond: Easy to Love

The Richmond area was ranked high as a place to live and operate a business. In fact, the Greater Richmond area was recently ranked in the "Top 20 Best Places to Live and Work in America" by *Employment Review Magazine*.



Richmond Skyline



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Here are a few of the other recent accolades bestowed upon the region:

- Number 11 among American's Hottest Cities for business relocation and expansion, *Expansion Magazine*
- For the fifth year in a row, *Site Selection Magazine* named the Greater Richmond Partnership as one of the world's Top 10 economic development groups
- *Inc. Magazine* (December 2000) ranked Greater Richmond as number 27 among the "50 Best Large Metro Areas to Start and Grow a Company"
- Greater Richmond is one of "America's 50 Most Wired Cities," according to Yahoo! *Internet Life* (April 2001).
- Number two city for working singles as recently reported by Yahoo! *Internet Life* (April 2001).

Source: Greater Richmond Partnership, Inc. 2000-2001 Annual Report



Highwoods Plaza Building



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Highwoods Plaza Building



Highwoods Plaza Building

Building Profile

Landlord

Highwoods Realty Limited Partnership is an operating partnership of which Highwoods Properties, Inc. is the sole general partner. Highwoods Properties is a self-administered and self-managed real estate investment trust specializing in the development, acquisition, management and leasing of quality suburban office and industrial properties. Highwoods Properties, Inc. is traded on the New York Stock Exchange under the symbol "HIW."

Site

The Building is situated on approximately 6 acres out of the approximately 150 acres in Innsbrook Corporate Center. Contiguous buildings include Virginia Mutual and Waterfront Plaza, providing another 96,000 square feet of office space.

Building

60,000 rentable square feet (RSF) on three floors, constructed in 2000.

Rental Rate

Full service or triple net leases are available depending on the size and nature of the business use.



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Highwoods Plaza

Minimum Lease Term

Five (5) years.

Escalations

Four percent (4%) per annum.

Operating Expenses

Tenant will be responsible for its pro-rata share of any overages in the cost of operation.

Plumbing

Sewer Service

The building is served by a 6" sewer main draining to the rear of the property which ties into a 18" public sewer line. The manhole invert elevation allows for sewer availability throughout the building. Wet stacks are centrally located at column lines C4, F2 and F5.

There is a full service kitchen and bar on the first floor with additional centralized break rooms on each floor.

The building is fully sprinklered to comply with Chapter 9 of BOCA and NFPA 13. The second floor computer room includes a preaction fire sprinkler service.

Water Service

There is an 8" water line servicing the building connected to the county main public lines. Three fire hydrants are located around the building to facilitate hose coverage by the fire department. The 8" water line also feeds 2" domestic water service and irrigation service. The interior piping is copper.



Highwoods Plaza Cafe Area



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Toilets

Men and women's toilets are located in core areas of the building at each floor level with four gang toilets on all floors. All toilets meet current ADA accessibility standards. Accessible men's and women's locker rooms with showers are located on the first floor.

Mechanical System

Primary HVAC

The building is served by multiple package electric rooftop units with variable air volume terminal units, zone dampers and state of the art DDC controls. The Allerton Energy Management System allows for remote monitoring and control of all units, zone dampers and VAV terminals. All units are equipped with economizers and variable speed drives to reduce energy consumption when outside conditions are favorable.



Highwoods Plaza Common Fitness Room

Approximately 30 tons of air conditioning with 10,000 CFM's of air capacity were added to the central HVAC system to support first floor meeting rooms.

Supplemental Systems

Second floor computer room utilizes a nominal 15 ton supplemental downflow cooling unit.



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Electrical Service

The Building has a 2000 amp 277/480 volt main electric service. The second floor computer room includes a 50 KVA uninterrupted power supply system.

Generator

Empty conduits have been installed from main electric room to future generator pad location.

Telecommunications

The Building is served by Verizon.

Lighting

The building standard lights are 2 foot x 4 foot three (3) tube fluorescents with parabolic lenses. There are numerous specialty lights provided throughout the Building.

Fire Alarm

Addressable fire alarm system with smoke detectors, duct detectors, pull stations, strobes and horn strobes. A full service Fire and EMS station is located within nine (9) minutes of the building.

Security System

The building has a card access security system installed on all exterior doors.

Elevators

The building is serviced by two 3,500 lb. hydraulic passenger elevators. The elevators are located in the core areas and include 9' high cabs with custom interiors.

Structural System

The building's structural system is Steel Frame and Steel Bar Joist construction.

Building Exterior

Walls/Glass System

The building skin is comprised of brick veneer, aluminum curtainwall, punched windows and precast concrete accents.



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Highwoods Plaza Typical Workstation

Roof System

The roof is a 60 mil. mechanically fastened EPDM system.

Landscaping

The building is fully irrigated and beautifully landscaped with mature shrubbery and perennials.

Parking

Two hundred forty (240) parking spaces are available to the building, at no additional charge, of which seven (7) are reserved for handicapped. This equates to a parking ratio of 4/1,000 gross square feet.

Tenant Improvements

The Landlord provides a tenant allowance to make modifications to the interior.

Interior Finishes

Walls

The interior walls are constructed of 3 ½" metal studs and 5/8" type x gypsum board throughout. The walls are painted with 2 coats of interior flat latex.

Ceiling

The building has both 2 x 2 white grid with 2 x 2 tegular tile and special open ceilings throughout. Ceiling height is typically 9'-0" with higher ceilings in open areas.

Doors

Three (3) foot x eight (8) foot solid core white maple veneer doors with a clear finish.

Floor Coverings

The Building has high-grade roll carpet throughout.

Window Blinds

All vertical windows have horizontal aluminum mini blinds.

Area Amenities

Location

With direct access onto Interstate 295 and less than three (3) miles to Interstate 95 and Interstate 64, Innsbrook Corporate Center is strategically located on the west end with easy access to Charlottesville, Virginia Beach and Washington, D.C.



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Highwoods Plaza

Travel Distances	Miles
Glen Forest Office Park	10
Hampton Roads Area	110
Interstate 295	Direct Access
Interstate 95	3
Richmond Central Business District	16
Richmond International Airport	22
Washington, D.C.	95
West Creek Office Park	10
Williamsburg	50

Day Care Facility

Day Care centers are located within a two (2) mile radius of Innsbrook Corporate Center and include Tuckaway Day Care.



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Hotel/Motel Rooms

The following fine major hotels/motels are located in the Innsbrook Corporate Center area:

AmeriSuites

126 rooms and meeting space

Comfort Inn

125 rooms and meeting space

Hampton Inn

136 rooms

Hilton Garden Inn

155 rooms and meeting space

Homewood Suites

123 rooms and meeting space

Marriott West

242 rooms and meeting space

Other hotels represented include the Residence Inn Courtyard by Marriott and Holiday Inn Express among numerous others.

Banking Facilities

Numerous banks are represented within two (2) miles of the site, including First Union, Truliant Credit Union, Virginia Credit Union and Wachovia.

Restaurants

There are numerous restaurants within a two (2) mile radius of the building that offer a full range of dining. Fine dining is available at the major hotel restaurants. Many mid-scale establishments of a multi-ethnic nature are available, and most of the major fast food restaurants are represented.

Miscellaneous Services

Numerous services are located within a two (2) mile radius of the building: grocery stores such as Ukrops and Food Lion, pharmacies such as CVS/Pharmacy, barber shops, dry cleaners, insurance, oil change, and other services.



Highwoods Plaza



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Innsbrook Corporate Center

Location, Location, Location

The Innsbrook Corporate Center is Richmond's largest and most successful office park. It is located west of the City of Richmond, Virginia in an area known locally as "the West End." Development in and around Innsbrook over the past decade has been tremendous, and this area has become a prime location to work and to live.

Innsbrook is easily accessible via Interstates 64 and 295 (effectively the Richmond beltway) with exchanges on and off both highways near the major entrances to the Corporate Park. The front entrance to Innsbrook is on Route 250 (near the I-64 exchange), a major east to west road that travels through the City of Richmond and west to Charlottesville. Locally Route 250 is known as Broad Street Road. Broad Street is one of the major thoroughfares in metro Richmond and is bustling with retail and commercial activity.

The rear entrance to the Corporate Park is from Nuckols Road, a secondary road that traverses through residential neighborhoods and is served by



Highwoods Plaza



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Innsbrook Post Office

an exchange from I-295. Both major entrances to the Innsbrook Corporate Park have streetlights for easy access in and out of the Park.

The City of Richmond is about 15 minutes east of the Park by way of I-64 or Broad Street, and Richmond International Airport is about 40 minutes away, conveniently located off I-64 just east of the City.

Innsbrook contains roughly 4.8 million square feet of leasable office space in 52 single- or multi-tenant buildings, and an additional 1.65 million square feet of owner-occupied space in 14 buildings. Full-service rental rates range from \$16.50 to \$18.00 per square foot for existing space, to over \$20.00 per square foot for new space. Current occupancy is 98-99% (*Integra Realty Resources, Richmond Area Office Market Study*).

The Market

The Innsbrook Corporate Center accounts for 4,470,000 square feet, or 43.8% of the existing inventory of office space in the area. Most of Innsbrook is Class A or corporate headquarters space. The Park has historically enjoyed the highest occupancy rate of any of the Richmond area's suburban office parks (*Integra Realty Resources Richmond, Area Office Market Study*). Innsbrook and the surrounding areas are well served by all important business amenities, including restaurants, retail, and lodging.

According to *The Innsbrook Report* for the second quarter of 2001 (*prepared by CB Richard Ellis*), the vacancy rate for the Innsbrook Corporate Center decreased, although the vacancy rate for the total Innsbrook Office market increased slightly during the same period. Similarly, net absorption for the Center was positive, while net absorption for the Innsbrook Office Market was a negative 13,563 square feet.

The Innsbrook Report also states that the most significant trend for this market area is the increased availability of sublease space, which, the report states, is a result of the slowing global economy. Historically, the Innsbrook Office Market has outperformed all other suburban submarkets in the Richmond area and should continue to do so.

Innsbrook is located in Richmond's "West End," which has dominated demand and construction over the past ten years. Between 1996 and 2000, nearly .8 million square feet of space was added to this 8.2-million-square-foot submarket, and an additional 1.5 million square feet is expected through 2005 (*Reis Observer, Richmond Office Market, June 2001*).



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Who's in Innsbrook?

Innsbrook is primarily a corporate office park, but is home to a wide range of retail, hospitality, and residential residents as well.

Corporate

Richmond's largest employer, Capital One, is located in Innsbrook. Capital One, formerly a division of Signet Bank (which is now First Union) is a major credit card application center, and employs over 7,000. Capital One continues to expand in the Richmond market.

Capital One is joined by several other major corporations and employers. Dominion Resources (formerly Virginia Power), Circuit City Corporate and its CarMax Division, First Union Bank (which is currently expanding next to its existing operations center), and Markel Corporation all have a significant presence in Innsbrook.



Innsbrook Corporate Center



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Homewood Suites Hotel

The rest of the Innsbrook corporate community is diverse. Some of the larger organizations include:

Manufacturing

- Owens & Minor
- Hamilton Beach/Proctor-Silex

Insurance

- Hilb, Rogal & Hamilton
- Cigna Healthcare
- Progressive Insurance Company
- United Healthcare of Virginia

Finance

- Bank of America
- Irwin Mortgage
- Franklin Federal Savings & Loan

Non-Profit Organizations

- American Cancer Society
- American Heart Association
- Virginia Society of Certified Public Accountants
- Virginia Hospital & Healthcare Association

Other

- Covington International Travel
- Long & Foster Real Estate
- Keiter, Stephens, Hurst, Gary & Shreaves
- Trilogy (formerly Broughton Systems)
- Highwoods Properties
- Target Stores Regional Office
- Shady Grove YMCA
- American Family Fitness
- Virginia Blood Services Innsbrook donation center

There are nine hotels and two more under construction in or near Innsbrook, for a total of 1,345 guest rooms.

Innsbrook is also home to numerous smaller companies in a wide range of industries including medical, computer and technology, hospitality, advertising, publishing, staffing, and consulting.



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Innsbrook Library

The Corporate Park is practically a self-contained community. Residents can live, work, exercise, bank, shop, go to the post office, get gas, pick up a gallon of milk, and visit the County Library, all without ever leaving the Park.

Residential

Within the Corporate Park, there are over 560 dwellings in three individual developments: The Cedars at Innsbrook, The Four Seasons Condominiums, and The Village of Innsbrook. There are no apartment communities within the Park, but there are numerous modern apartment complexes nearby.

There are several large residential neighborhoods located close to the Corporate Park. Wyndham is a 1,300-acre planned community with a mixture of residential and office development and the Curtis Strange golf course. Wellesley contains a mixture of apartments and single-family residences. These neighborhoods have established the area as a preferred residential location, and residential building continues. One of the major recent development projects is Twin Hickory. Developed by H.H. Hunt, Twin Hickory will include a 69-acre commercial office park, 287 single-family homes and 62 condominiums. Twin Hickory homes will all be fully wired.

Median household income in the census tracts that include Innsbrook are considerably higher than the averages for the county and the Richmond metropolitan area.

Retail

There are several small specialty shopping centers within the Innsbrook Corporate Park and in the immediate surrounding area. The Shoppes at Innsbrook, Parkside Marketplace, Colonnades, and the Autoport are home to a variety of restaurants and small retail stores. Larger “big box” retailers, auto dealerships, convenience stores, and freestanding retail buildings supplement the smaller centers. The Short Pump area, just west of Innsbrook, is the West End’s largest concentration of retail space (*Integra*



The Shoppes at Innsbrook



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Innsbrook Happenings

The Innsbrook Corporate Park's tagline says it all: A Great Place to Live, Work, and Play

The people who live and work in Innsbrook have many opportunities to social. Here is just a sampling of what Innsbrook has to offer:

- Innsbrook Today Magazine—Keep up every month with corporate, social, civic, and county government happenings in and around Innsbrook
- Innsbrook After Hours concert series—After a hard week at work, kick back and enjoy music from bands that were popular in the 80s and 90s
- Sports teams and events—Get in shape and have fun by playing on one of Innsbrook's sports teams, which include volleyball, rugby, flag football, or softball; compete as a company in the annual Innsbrook Corporate Games; or run/walk in one of many fundraising events
- Health—Visit the annual Innsbrook Health and Wellness Fair, or learn more about staying well from the American Heart Association, American Cancer Society, or any of the other Innsbrook-based health organizations
- Business—Every month, network with 75 or more of your business associates at the Innsbrook Breakfast Club meeting and enjoy breakfast and speaker; or join the Innsbrook Toastmasters Club to polish your presentation skills
- Civic—Get involved in the community: Join the Rotary or Jaycees or any of the many other organizations making a difference in the Innsbrook and Richmond community



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Virginia State Capital, Richmond Virginia

Market Overview

Historic Richmond Region: Easy to Love

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Source: Greater Richmond Partnership, Inc. 2000-2001 Annual Report

Richmond Advantages

Richmond, Virginia is conveniently situated in the middle of the eastern seaboard in the fast-growing mid-Atlantic section of the United States. Its location, infrastructure, and regional commitment to business growth and prosperity make it an increasingly desirable corporate location for both national and international firms. A number of German, Japanese, British, and other foreign companies have a presence in Henrico County where the Innsbrook Corporate Park is located. According to the Greater Richmond Partnership, 50% of the nation’s consumers and manufacturing establishments are within 750 miles of Greater Richmond.

Transportation

It’s easy to get in, out, and around Richmond. Interstate 95 runs the entire east coast from Maine to Florida, and travels right through the City of Richmond. Interstate 64 runs east from Virginia Beach, through Richmond, to Charlottesville and all points west. Atlanta-bound travelers can pick up Interstate 85 just south of Richmond from I-95. Interstate 295 and State Route 288 (partially still under construction) circles the perimeter of the city and make it easy to get around the region.



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Richmond International Airport serves passenger travel as well as cargo transportation. Several major airlines have daily flights to and from Richmond, including American, Continental, Delta, United, and US Airways. Southwest Airlines recently declared its intentions to begin serving the Richmond market as well.



The Port of Richmond is the westernmost inland port and provides direct access to the Atlantic Ocean. It is served on land directly by CSX and by Norfolk Southern via switch. The Port provides container service and extensive warehouse and open storage facilities.

CSX and Norfolk Southern provide freight services to Richmond and Amtrak provides passenger service. Historic Main Street Station, currently under renovation in downtown Richmond, will become a major multi-modal transportation hub upon completion.

Utilities

Dominion Power provides electricity service at an average cost per kilowatt-hour of 3.80 cents (www.henricobusiness.com). The City of Richmond Department of Public Utilities provides natural gas service, and Henrico County provides water service. The county offers all modern telecommunications options including high speed Internet access and all major national and international long-distance carriers.

Major Industry Sectors and Resources

Richmond's economy is somewhat sheltered from the vagaries of an uncertain economy. Although there are several major employers in the region, the general composition of business is split among several sectors. According to the Greater Richmond Partnership, 1999 Employment by Industry was allocated as follows:

- Government—19%
- Construction and mining—6%
- Services—27%
- Manufacturing—11%
- Transportation and utilities—5%
- Wholesale trade—6%
- Retail trade—17%
- Finance, insurance, real estate—9%



Lee Monument along Monument Avenue



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Key Employers

- Capital One Financial
- Philip Morris USA
- Circuit City Stores, Inc.
- Columbia/HCA Healthcare Corp
- SunTrust Bank
- Dominion Resources Inc.
- Ukrop's Supermarkets
- Verizon Virginia Inc.
- Bon Secours-Richmond Health System
- Wal-Mart Stores, Inc.
- Dupont
- Trigon Healthcare
- Honeywell International, Inc.
- First Union Corp
- Alcoa, Inc.
- Food Lion, Inc.
- Infineon Technologies Richmond
- Federal Reserve Bank of Richmond

Top five of the Greater Richmond's Fortune 1000

Company	Industry	Ranking
Circuit City Group	Retail	155
Dominion	Utility	203
CSX	Railroad	225
Pittston	Freight Delivery	397
Owens & Minor	Hospital supplies wholesaler	467
Universal	Tobacco wholesaler	478

Others who made the list include: Trigon Healthcare, Performance Food Group, LandAmerica, and Southern States Cooperative.

Business Development

Greater Richmond Chamber of Commerce

The Greater Richmond Chamber of Commerce supports a myriad of programs, initiatives, and issues and is helping to bring economic success and an enhanced quality of life to the Greater Richmond region. Each county has also its own business council that meets monthly for networking and educational opportunities. Management Roundtables enable non-competing business owners and executives to share ideas in a confidential environment. For more information, visit the Chamber online at www.grcc.com.



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Virginia Historical Society

Virginia Economic Development Partnership

The Virginia Economic Development Partnership (VEDP) is a state authority created in 1995 to serve those seeking a prime business location and increased trade opportunities, and to foster increased expansion of the Commonwealth's economy. The VEDP facilitates company expands in the region by providing site assistance and a wide variety of business and economic resources. Visit the VEDP online at www.yesvirginia.org.

Greater Richmond Partnership, Inc.

The Greater Richmond Partnership Inc. (GRP) is a public-private, not-profit organization. It is an economic development team that represents the counties of Chesterfield, Hanover, Henrico and the City of Richmond, and approximately 300 area businesses. The GRP provides site assistance to domestic and foreign companies planning expansions in the region. In 2000-2001, thirty companies, assisted by the GRP, created more than 11,000 new jobs and invested nearly \$2 billion in new offices, plants, and research facilities. Visit the GRP online at www.grpva.com.

The Greater Richmond Technology Council

The Greater Richmond Technology Council is a member-driven association of businesses and organizations working together to ensure the continued growth of Central Virginia's dynamic technology-based economy. The Council includes both technology and associate members dedicated to the development of an infrastructure that supports the growth of existing technology industries, and promotes the Greater Richmond region as a location of choice for new and emerging technology companies (www.richtech.com).

Virginia's Center for Innovative Technology

Virginia's Center for Innovative Technology (CIT) is a state chartered, nonprofit corporation dedicated to the growth of technology and business in Virginia. CIT's mission is to enhance Virginia's competitiveness through technology innovation.

Virginia Bio-Technology Research Park

The Virginia Bio-Technology Research Park, adjacent to the medical sciences campus of the Medical College of Virginia, is a joint venture of the Commonwealth of Virginia, Virginia Commonwealth University, and the City of Richmond. The Park is home to 34 biotechnology and bioscience companies, agencies, and research institutions (www.vabiotech.com).

AdvanTech: Maggie L. Walker Business & Technology Center

AdvanTech is a nonprofit, small business incubator, designed to foster technology companies that are in the second stage of business development (www.advantechva.org).



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WorkForce One

WorkForce One is an initiative of the Greater Richmond Chamber of Commerce that brings business and industry together with educators to facilitate communication among other organizations and initiatives that make workforce readiness a priority (www.wf1.org).

Living in Richmond

Richmond, Virginia residents enjoy a high quality of life, a moderate cost of living, and lifestyle amenities to rival any large city. The Richmond area was recently ranked as the second most affordable housing market in the United States by E&Y Kenneth Leventhal Real Estate Group based on the cost of “mid-management” quality single-family homes and apartments, relative to local market family income. The cost of living has always been at or below the national average and substantially below costs in the northeast and some west coast locations. (www.henricobusiness.com/factsCOL.html).

The metro Richmond region includes the City of Richmond, and the Counties of Henrico, Hanover, and Chesterfield. The rural counties west of the City—Goochland and Powhatan—are experiencing significant growth and development and a discussion of the area would not be complete without including them. In fact, the northern corridor of Route 288, which is under construction, runs through both of these counties, spurring residential and commercial activity, and will make it significantly easier to work in one part of the region and live in another.

Richmond is located just ninety miles south of Washington, DC, which makes it an easy jaunt up I-95 to enjoy the bounty of our nation’s capital, including the Smithsonian museums, professional sports teams, the Kennedy Center for Performing Arts, and of course, all the monuments and other government and historic treasures of the United States.

Education

Three quarters of the Richmond area population has graduated from high school, and almost one quarter (23.8%) are college graduates. Richmond has two major universities, University of Richmond, and Virginia Commonwealth University (VCU). Both schools offer undergraduate and graduate degree programs in a wide range of disciplines. The VCU Medical School of Virginia is a major teaching hospital and world renown for some of its medical specialties.

Richmond also has several smaller liberal arts colleges, two-year junior college, specialty adult education programs, and numerous satellite campuses of non-local institutions of higher education.



Virginia Commonwealth University



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Recreation

The James River meanders through the City of Richmond and surrounding counties, providing a scenic focal point for numerous parks, outdoor activities, and community events. In fact, the restored Canal Walks along the James in downtown Richmond are bringing people into the City and spurring additional retail, commercial, and residential development.

Richmond is also steeped in American history, and abounds with museums, battlefields, early American plantations, and other historical points of interests. The Virginia Museum is one of the country's premier art museums, and is just one of many museums and cultural spots in Richmond.

From Maymont, a 100-acre park in the city, to the thrills of some of the best roller coaster rides at Paramount King's Dominion, to food and arts festivals throughout the year, Richmond has something for everyone to enjoy.

Sports

Richmond is home to several sports teams, including the Richmond Braves baseball team, a Class AAA affiliate of the Atlanta Braves, the Richmond Kickers, an A League development team for DC United and the Tampa Bay Mutiny, and Richmond Renegades hockey team. The Richmond International Raceway hosts numerous NASCAR events each year, and the Virginia State Golf Association is turning Richmond into a statewide center for golf.





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Highwoods Properties Greater than the sum of its parts

Highwoods Properties, Inc. is one of the largest full-service commercial real estate companies in America. We provide fully integrated development, leasing and asset management services on a scale few can match. Our market dominance and multiple-market presence are the result of a quarter century of growth made possible by a singular focus on meeting ever higher standards of customer satisfaction. Our strong financial position, broad portfolio of outstanding properties and great depth of development experience position us to offer our customers value-added services through strategic alliances with our suppliers.



The saying, “Real estate is a local business,” is true; local market relationships and an intimate knowledge of a region’s properties and trends are invaluable. By teaming seasoned local professionals in each of our offices with the extensive resources of the entire Highwoods corporate network, we are able to offer every customer in every market the full benefit of a comprehensive package of services at a scale beyond those available in a single region or market. These services are thoroughly supported by a deep bench of talented and highly experienced specialists. Highwoods has the resources and the people to do the job right and provide your company with a superior product.

The many facets of our Company, brought together under the direction of a forward-looking management team, form a single dynamic force that is greater than the sum of its parts. Built on a strong foundation of diversity, integrity and experience, Highwoods provides commercial real estate products and services of exceptional value. That’s why the cornerstone of our Company has always been, and will always be, customer satisfaction.

Superior Services, One-Stop Shopping

We listen to you. Understanding your company and its needs is the key to our service. Whether locating in an existing property or developing a new one for you, the Highwoods team of skilled professionals works with you to determine the best solution for the space you require. Under our



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Corporate Host program, we offer one point of contact, an individual who can serve as a single-source connection to the entire Highwoods network of services.

Highwoods Properties is truly a one-stop shopping place for commercial real estate. We offer the experience, expertise, resources, financial strength and flexibility to effectively develop, lease and manage the quality commercial space that best supports your business.

Experience A Record of Success

With the knowledge and expertise accumulated over decades of phenomenal success, Highwoods Properties is highly qualified to provide services regarding the development, leasing and management of your commercial real estate needs. We have great respect for the value of long-term relationships, and we recognize that our customers are our most important assets. Service performance and customer satisfaction are the true measures of any company. At Highwoods Properties, we are proud to have a well-established record of excelling at both.



HIGHWOODS PLAZA

Richmond Division Profile

Highwoods Properties currently holds 28% of the northwest quadrant office market and 4.5% of the southwest quadrant office market. One of 11 divisions at Highwoods, the Richmond Division is staffed by 30 dedicated employees, which provide their clients with a full range of services, including: construction, development, interior design, leasing, property management, and maintenance.

Currently, 42 Highwoods-owned buildings are located in Richmond totaling more than 3.1 million RSF.

The Richmond Division is continually building on its experience, strengths and market understanding to provide all of its tenants with “best in class” services.

Highwoods Properties Richmond Team of Professionals

Highwoods Properties is a full-service commercial real estate company that leases, manages, develops, and acquires quality suburban office and industrial properties in park settings throughout the mid-Atlantic and southern states.

Highwoods Properties employs a team approach to working with clients. From identifying or constructing the right property for your company, to quickly fixing a small mechanical problem, we meet your needs seamlessly and with a full complement of in-house expertise and resources.

Your first introduction to Highwoods Properties will be with our Leasing and Marketing Team. This group of professionals will work with you to develop a flexible plan for your specific real estate needs.

Our Leasing and Marketing Team will introduce you to Highwoods’ vast inventory of properties, all of which may be viewed at your convenience on our website at www.highwoods.com. These listings are updated regularly and always represent our most current available properties.

As your business needs change—even if it’s before your lease expires—Highwood’s Leasing and Marketing Team will help you find a more functional property within our portfolio to accommodate your new business conditions. And, we will work with you to minimize disruptions to your operations during the transition.



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Quite simply, the Highwoods Properties Leasing and Marketing Team will make the leasing process as simple as possible. You can count on us to:

- Show you appropriate properties;
- Negotiate contract terms and conditions;
- Finalize the lease documents; and
- Introduce you to the Design and Planning Team once you've settled on a property.

If it is appropriate to renovate an existing building or build a property to suit your needs, then the Highwoods' Development Team will step in.

Developing Property to Meet Your Needs

Whether you are developing a small office building or a large industrial project, many critical elements must come together before the building is complete. Highwoods Properties has extensive experience in speculative and build-to-suit developments and will oversee the entire development process. From site selection to financing, from design to engineering, from construction to inspection to final delivery of your building, our project managers will be relentless in looking out for your interests.

The Highwoods Properties Development Team will:

- Manage the entire team including the architect, civil engineer, general contractor and geotechnical engineer;
- Complete your project on time and within budget; and
- Maintain cost records on the project and account for all invoices, change orders, and contracts.

At Highwoods, we don't just manage your project. We are a licensed general contractor and can perform development and construction services for a wide range of new building and renovation projects, including office buildings, laboratories, warehouses, computer rooms, and parking lots. The Highwoods Construction Team also serves as a single point of contact, coordinating all contract issues between tenants and contractors.

Our Construction Team has standard operating procedures to ensure timely completion of projects. We conduct weekly project meetings, coordinate testing and inspections, and manage construction budgets and quality control. This is all done under the strictest safety standards.



HIGHWOODS PLAZA

Planning the Space to Fit YOUR Needs:

You've found or built just the right property. Now it's time to customize your space to suit your business and your employees. Highwoods Properties' Planning and Design Team captures your planning and construction criteria from our Leasing and Marketing Team so we can efficiently and proactively complete the interior requirements of your space.

Our Planning and Design Team is staffed with professional interior designers who have experience in corporate office environments. They will:

- Collect critical programming data;
- Develop a space plan;
- Obtain electrical data;
- Select interior finishes with you from our wide array of building standards;
- Develop construction documents and obtain approval; and
- Liaison with the Construction Team until your space is completed.

The Planning and Design Team is also available to you at any time during your lease. Our ongoing services include detailed strategic facilities plan, programming reports, computer image design, millwork design, furniture inventory, furniture plans, and relocation management.

Ongoing Support

Once you have settled into your Highwoods Properties "home," our Property Management and Maintenance Teams will continue to serve your needs for as long as you are a tenant. Our Property Managers are each responsible for specific properties and regularly tour buildings and tenant space to make sure all is well. We also have 11 Maintenance Technicians that are licensed in specific areas such as electricity, plumbing, and HVAC. Highwoods' technicians participate in continuing education and on-going training regarding applicable laws and OSHA requirements.

All of Highwoods' Property Managers, Maintenance Technicians, and Dispatchers are equipped with the latest communications technology so they can keep in touch with clients, with each other, and with vendors as needed.



HIGHWOODS PLAZA

Here are just a few of the additional services Highwoods Properties offers tenants:

Security:

Highwoods Properties has its own key system and locksmith. We maintain tight control on building access, while keeping access convenient for tenants. Highwoods can provide more sophisticated entry systems upon request.

After Hours Service:

We provide round the clock coverage, which allows quick resolution to tenant concerns and unexpected problems—any time, any day. Knowledgeable Dispatchers: Our dispatchers are often the first point of contact for many tenants and they possess a thorough knowledge of our buildings and systems. They can quickly assess problems and clearly communicate it to the Maintenance Technicians and Property Managers. Our tracking system ensures that problems get resolved in a timely manner.

Automated After-Hours HVAC Service:

Better known as our EMS (Energy Management System), this service allows a Maintenance Technician to dial a number and punch in a code to activate the HVAC for a tenant's after-hours usage.