

Angela Gaubert

Subject: RE: Clerk of Court Temp Office-Lease

From: Darrin Duhe <dduhe@stcharlesgov.net>
Sent: Tuesday, October 1, 2024 1:47 PM
To: Dawn Higdon <dhigdon@stcharlesgov.net>
Cc: Corey Oubre <cmoubre@stcharlesgov.net>; Madeline Fisher <mfisher@stcharlesgov.net>; Michelle Impastato <mimpastato@stcharlesgov.net>; Robert Raymond <rraymond@stcharlesgov.net>
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Perfect! Thank you. So the new expiration date will be January 31st. I will send a cancellation letter to them On December 2nd notifying them that we will cancel the lease January 31st. Unless for some reason we would want to continue it for another 3 months.

Darrin J Duhe
Chief Operating Officer
St. Charles Parish
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985-783-5000

From: Dawn Higdon <dhigdon@stcharlesgov.net>
Sent: Tuesday, October 1, 2024 1:36 PM
To: Darrin Duhe <dduhe@stcharlesgov.net>
Cc: Corey Oubre <cmoubre@stcharlesgov.net>; Madeline Fisher <mfisher@stcharlesgov.net>; Michelle Impastato <mimpastato@stcharlesgov.net>; Robert Raymond <rraymond@stcharlesgov.net>
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Darrin,

Please ignore below. It has come to our attention that the original lease has a Renewal Option in Section XXXIII. Be aware that to cancel the Lease in accordance with the terms, St. Charles Parish needs to provide the Lessor (Jackie Bee) its desire with 45 day written/email notice. Let me know if you have any questions. D

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From: Dawn Higdon
Sent: Tuesday, October 1, 2024 9:57 AM
To: Darrin Duhe <dduhe@stcharlesgov.net>
Cc: Corey Oubre <cmoubre@stcharlesgov.net>; Madeline Fisher <mfisher@stcharlesgov.net>
Subject: Clerk of Court Temp Office-Lease

Darrin,

Attached is the new Lease and Ordinance which we have prepared. If it meets with your approval, please forward to the Council for Introduction.

Be aware that in accordance with the Lease, prior to the expiration of the Lease term and/or holdover, Lessee (SCP) shall provide Lessor forty-five (45) days' written notice of its intent to vacate the Leased Premises.

This needs to be done timely and should be put on your calendar.

Let me know if you have any questions.

Dawn H. Higdon
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