



**EXHIBIT E**

**FORM OF RENEWAL & REPLACEMENT FUND REQUEST**

(204969006)

**RENEWAL & REPLACEMENT FUND  
REQUEST NO. 0401246**

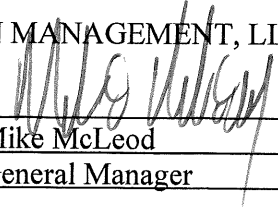
This request is being delivered to U.S. Bank National Association, as trustee (the "Trustee") under the Amended and Restated Trust Indenture, dated as of June 1, 2013 and effective June 27, 2013, amending and restating the Trust Indenture, dated as of December 1, 2003 (collectively, the "Indenture"), between the Downtown Redevelopment Authority (the "Authority") and the Trustee pursuant to Section [6(b)] of the Amended and Restated Cash Management and Lockbox Agreement (the "Cash Management Agreement") among the Depository Bank, the Trustee, the Authority and Hilton Management, L (the "Manager"). The Trustee is hereby directed to take the action described herein. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the Indenture or the Cash Management Agreement.

Pursuant to Section [6(b)] of the Cash Management Agreement and Section 5.11 of the Indenture, you are hereby authorized and directed to disburse from the Renewal and Replacement Fund the amounts set forth in Appendix I attached hereto to the persons named therein in payment of Hotel expenditures permitted to be paid from the Renewal and Replacement Fund under Section [6(b)] of the Cash Management Agreement and Section 5.11 of the Indenture. The total amount to be disbursed pursuant to this Request from the Renewal and Replacement Fund is **\$4,273.09**.


The Manager hereby certifies that (1) the statements made herein are accurate, (2) each such amount constitutes a proper charge against the Renewal and Replacement Fund, (3) no part of any such amounts shall be applied to any item which has been previously paid from the Renewal and Replacement Fund or any other Fund or Account, (4) all conditions precedent to such disbursements have been complied with and satisfied and (5) all consents, if any, required in connection with the submission hereof have been obtained and are attached hereto. The Manager further certifies that no Event of Default (as defined in the Management Agreement) by the Manager has occurred and is continuing nor has the Management Agreement been terminated.

Dated: 05/01/2024

HILTON MANAGEMENT, LLC, as Manager

By:   
Name: Mike McLeod  
Title: General Manager

DOWNTOWN REDEVELOPMENT AUTHORITY

By:   
Name: Natasha Ramras  
Title: Auditing Officer

HILTON VANCOUVER WASHINGTON  
 2024 CAPITAL PROJECTS  
 PREPARED BY: Krista Liles DATE: 5/1/2024

Contractor/Vendor	Description of work/items	Project	Amount	Invoice Date	Invoice Number	Request #	CHM Approval #	Project type
Edward Don & Company	Banquet Items #1	Capital	\$ 4,273.09	2/13/2024	31479964	401246	2024-0202	Capital - Budgeted
<b>Total</b>			\$ 4,273.09					

Vendor	Invoice #	Amount
Edward Don	31479964	\$2,125.97
Edward Don	31770280	\$2,147.12
	Total	\$4,273.09



HOTEL ASSET MANAGERS • BUSINESS ADVISORS

# Memo

**To:** Natasha Ramras  
**From:** Robert Hayward  
**Date:** February 2, 2024  
**Tel:** (602) 561-4417  
**Subject:** Hilton Vancouver Washington – Capital Project Approvals

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Hilton has requested approval to move forward with the following capital projects.

## **Banquet Items (Part #1) - \$4,016.63**

Hilton is requesting approval to purchase one (1) round table transport caddy and two (2) ice caddies (see the attached memo), which are part of the Banquet Items project in the capital budget intended to bring upgrades and help the Hotel compete with new products in the market. The items included in the project will need to be procured from different vendors, which is why this is labeled "Part #1".

The estimated cost of the project is \$4,016.63. The approved 2024 capital plan includes \$47,180 for the Banquet Items project, so this purchase will leave a balance of \$43,163.37 for the other items included in the project. CHMWarnick recommends that the DRA Board approve this project.

## **Vacuums for Housekeeping & Banquets - \$8,609.56**

Hilton is requesting approval to purchase 12 upright vacuums for use in the housekeeping and banquet departments (see the attached memo). It should be noted that the capital budget provided for purchase of 10 vacuums, however, as no shipping fees will be assessed, there was room in the budget for this project to increase the quantity to the 12 vacuums requested herein which will build up the Hotel's vacuum inventory.

The estimated cost of the project is \$8,609.56. The 2024 capital plan includes \$8,718 for this project, so it is \$10844 under budget. CHMWarnick recommends that the DRA Board approve this project.



**Date:** January 25, 2024  
**To:** Bob Hayward  
CHMWarnick  
**From:** Mike McLeod  
Hilton Vancouver Washington  
**Subject:** **2024 Capital Request**  
Banquet Operational Items – PART #1  
**Amount of this Request: \$4,016.63**

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The 2024 Hotel Capital Budget includes \$47,180 for new banquet equipment. The purchase will be broken down into 2-3 separate purchases since the equipment is coming from multiple vendors. This first purchase is for a large table cart and large rolling ice bins.

This purchase leaves us with \$43,163 for the remaining banquet equipment purchases.

(1) SICO Round Table Transport Caddy	\$1,285.38
(2) Cambro Ice Caddy	\$1,765.80
8.7% Sales Tax	\$265.45
Shipping	\$700.00
<b>Total</b>	<b>\$4,016.63</b>

Please let me know if you have any questions.



**Date:** January 19, 2024  
**To:** Bob Hayward  
CHMWarnick  
**From:** Mike McLeod  
Hilton Vancouver Washington  
**Subject:** **2024 Capital Request**  
Vacuum Capital Request – Housekeeping & Banquets  
**Amount of this Request: \$8,609.56**

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The 2024 hotel capital budget included \$8,718 for new vacuum cleaners for the housekeeping and banquet departments. The attached quote for 12 vacuums will be split up between the two departments allowing us to rotate out older units and build up our vacuum inventory.

This quote is [REDACTED] under budget. Shipping is included since these are not special-order products and we have met the total spend threshold.

(12) Karcher Windsor Sensor XP12 12-inch upright vacuum	\$7,920.48
8.7% Sales Tax	\$689.08
<b>Total</b>	<b>\$8,609.56</b>

Please let me know if you have any questions.



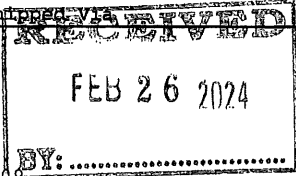
**Edward Don & Company**  
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 Customer Care 1-866-562-3310  
 www.don.com  
 Remit To: 2562 PAYSPHERE CIRCLE  
 CHICAGO IL 60674

**INVOICE**  
  
**31479964**

Order No.	Customer Purchase Order	Sales Person	Terms	Invoice Date	Invoice No	Page
118411334	PDXVAC3103	CHAD PETERS 10976	Net due in 30	02/13/2024	31479964	1
Route No.	Shipper	Stop #	FD #			
	SHIPPER	000	7004950833			

000286

Bill To: 1056186  
 HILTON HOTELS  
 301 W 6TH ST  
 VANCOUVER WA 98660-3109



Ship To: 1056186  
 HILTON HOTELS  
 301 W 6TH ST  
 VANCOUVER WA 98660-3109

Count	Qty Ord	Qty Not Shipped	Qty Shp	UOM	Catalog Number	Ref Code	Description	Unit Price	Extension
	1	1			1105401	B	CADDY TABLE RND F/ (12) 60" 66" 72" TABL Specs: FLT Table Transport Caddy, low-profile, holds up to (12) 60", 66" or 72" round FLT tables, spring-loaded integrated ramp to roll round tables on and off, 14 ga. tubular steel frame, (4) 5" roller bearing caster (2) fixed (2) swivel, black powder coat finish		
	2		2	EA	3E508		CADDY ICE MOBIL 175 LB TALL STLBL Specs: SlidingLid Tall Ice Caddy, mobile, 37-1/2"H, 175 lb. capacity, lid slides back & under, polyethylene body with foam insulation, molded in handles, recessed front drain faucet, no assembly required, (2) 5" swivel casters (1 with brake) & (2) 10" Easy Wheels, slate blue, NSF	882.90	1,765.80
	1		1	EA	SH01		SHIPPING	0.00	190.01

Project Code: PO#\_PDXV  
 Project Name: PO# PDXVAC3103 - Hilton Vancouver

Sub Total : 1,955.81  
 Sales Tax : 170.16  
 Total Due : 2,125.97

Due to product shipping from different locations, a separate invoice will be created for each shipment.

Sales Tax includes state and local taxes where applicable. Title and immediate right to possession to all of the aforesaid goods remain with Edward Don & Company until fully paid for U.S. dollars in cash or by check drawn on a U.S. bank.

**SERVICE CHARGE**

Customer agrees to pay a service charge of the lesser of 18 percent per annum (payable monthly) or the maximum rate allowed under applicable state law on unpaid, past due balances.

**DISCLAIMER OF WARRANTY BY EDWARD DON & COMPANY**

EDWARD DON & COMPANY MAKES NO WARRANTIES OR REPRESENTATIONS EXPRESS OR IMPLIED OF ANY KIND WITH RESPECT TO ANY GOODS SOLD BY IT, WHETHER AS TO WORKMANSHIP, PERFORMANCE, QUALITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. THE ONLY WARRANTIES APPLYING TO THE GOODS SOLD HEREUNDER ARE THOSE (IF ANY) SPECIFICALLY PROVIDED IN WRITING BY THE MANUFACTURER.

REF. CODES	N	Non-Taxable Item
	B	Not Complete - Item has been Back Ordered
	R	Not Complete - Please Re-Order Item





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**INVOICE**  
  
**31479964**

Order No.	Customer Purchase Order	Sales Person	Terms	Invoice Date	Invoice No	Page
118411334	PDXVAC3103	CHAD PETERS 10976	Net due in 30	02/13/2024	31479964	2
Route No.	Shipped Via		Stop # 000	FD # 7004950833		

**Bill To: 1056186**  
 HILTON HOTELS  
 301 W 6TH ST  
 VANCOUVER WA 98660-3109

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Count	Qty Ord	Qty Not Shipped	Qty Shp	UOM	Catalog Number	Ref Code	Description	Unit Price	Extension
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**EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Edward Don & Company ("Company") to be an equal opportunity employer and comply with the provisions of Executive Order 11246. In keeping with this policy, the Company recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, age, national origin, disability or veteran status. All employment decisions are based on job related standards and comply with the principles of equal employment opportunity. Similarly, all other personnel matters such as compensation, benefits, transfers, layoffs, Company sponsored training, tuition assistance and social and recreational programs are administered according to this policy.



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**INVOICE**  
  
**31770280**

Order No.	Customer Purchase Order	Sales Person	Terms	Invoice Date	Invoice No	Page
118411334	PDXVAC3103	CHAD PETERS 10976	Net due in 30	04/15/2024	31770280	1
<b>Route No.</b>		<b>Shipped Via</b>	<b>Stop # 000</b>	<b>FD # 7004950935</b>		

**Bill To: 1056186**  
 HILTON HOTELS  
 301 W 6TH ST  
 VANCOUVER WA 98660-3109

**Ship To: 1056186**  
 HILTON HOTELS  
 301 W 6TH ST  
 VANCOUVER WA 98660-3109

Count	Qty Ord	Qty Not Shipped	Qty Shp	UOM	Catalog Number	Ref Code	Description	Unit Price	Extension
	1		1	EA	1105401		CADDY TABLE RND F/ (12) 60" 66" 72" TABL  Specs: FLT Table Transport Caddy, low-profile, holds up to (12) 60", 66" or 72" round FLT tables, spring-loaded integrated ramp to roll round tables on and off, 14 ga. tubular steel frame, (4) 5" roller bearing caster (2) fixed (2) swivel, black powder coat finish	1,353.09	1,353.09
	1		1	EA	SH01		SHIPPING	0.00	622.18
Project Code: PO#_PDXV								<b>Sub Total :</b>	1,975.27
Project Name: PO# PDXVAC3103 - Hilton Vancouver								<b>Sales Tax :</b>	171.85
								<b>Total Due :</b>	2,147.12

Due to product shipping from different locations, a separate invoice will be created for each shipment.

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