

Grand Oak

BUSINESS PARK

Where work comes to life

Volume 3 – Fall 2010

Outdoor Highlights

BPG Properties, Ltd., the property owner, and Cassidy Turley introduced a new amenity at Grand Oak Business Park this past summer: permanent charcoal grills. Strategically located at picnic areas along the property's walking path, the three new grills were quite popular based on their usage during the warm weather months.

As an added convenience, permanent trash cans are being installed adjacent to the grills yet this fall. Routine asphalt repairs have also been scheduled to ensure proper maintenance of the walking path.

TAKE NOTE OF THE UPCOMING DATES:

Daylight Saving Time Ends

Sunday, November 7

Veterans Day

Thursday, November 11

Thanksgiving

Thursday, November 25
(Building Holiday)

Christmas

Saturday, December 25
(Building Holiday)

New Year's Day

Saturday, January 1
(Building Holiday)



Grand Oak Recycling Event

Cassidy Turley has made arrangements with Brothers Office Furniture to hold a "large item" recycling event at Grand Oak the week of November 29 through December 3. Items eligible for recycling will include furniture, electronics, equipment, supplies, etc. Most items will be taken at no charge, however, there will be a nominal charge for non-working electronics.

To participate in the recycling event, please RSVP to the Cassidy Turley management office at 651-289-3506 no later than Friday, November 19. You will then be assigned a pickup time slot during the week of November 29 based on the items/volume you wish to recycle.

Thanks for doing your part to be environmentally responsible.

Enjoy a Safe Holiday Season

With the onset of the holiday season, there is typically an increase in shopping, holiday cheer, and theft. Listed below are some helpful tips to keep you and your belongings safe this holiday season:

- When parking your vehicle, always lock your doors and make sure any purchases are locked in the trunk and not left visible on the seat.
- Avoid walking too close to parked vehicles. Stay clear and walk "out in the open."
- If you carry a purse with the straps on your shoulder, always keep your purse to the front of your body.
- Be aware of all persons entering the elevator with you. In many cases, unauthorized persons gain access to floors by "piggybacking" or following authorized people.
- Avoid leaving purses, wallets, or loose change unattended while at the office.

- Ensure that when your office is open someone is always stationed at the receptionist desk to greet people. A simple "Hello, can I help you?" may be enough to deter an intruder.
- At the end of the business day, make sure all entrances and exits to your office are locked. Enforce a company policy stating that the last person to leave for the day locks all doors.
- Request identification from repairmen and vendors. If threatened, call 911. Be sure to give the dispatcher your exact location, including building, company name, and suite number.

If you notice any suspicious persons or activity while at work, please contact the property management office to report your observations. The appropriate staff will investigate to ensure a safe business environment for all.

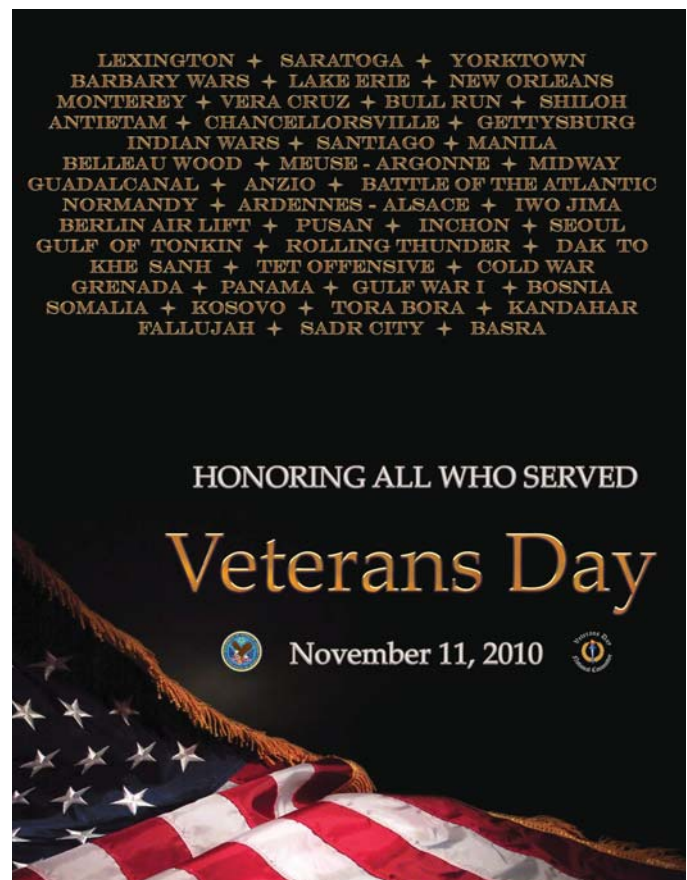
Have a safe and healthy holiday!

Honoring Military Veterans

Armistice Day was established to mark the anniversary of the cease fire of World War I, which occurred on November 11, 1918. Renamed Veterans Day in 1954, the national holiday is a celebration honoring all of America's veterans for their patriotism, love of country, and willingness to serve.

Each year on November 11, a Veterans Day National Ceremony is held at Arlington National Cemetery to honor and thank all who served in the United States Armed Forces. The ceremony commences with a wreath laying at the Tomb of the Unknowns followed by a parade of colors by veterans' organizations and remarks from various dignitaries.

There are also a number of regional Veterans Day observances held throughout the country. Visit www1.va.gov/opa/vetsday/ to check for regional public ceremonies being held in your area and learn more about the history behind Veterans Day.




Get the Shot, Not the Flu!

National Influenza Vaccination Week (NIVW) is a national observance that was established to highlight the importance of continuing influenza vaccination. It also fosters greater use of the flu vaccine after the holiday season into January and beyond. The 2010-2011 flu season's NIVW is scheduled for December 5-11, 2010.

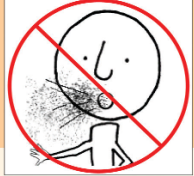
According to the Centers for Disease Control and Prevention (CDC), everyone six months of age and older should get vaccinated against the flu each year. Vaccination is especially important for high-risk persons and their caregivers to decrease the risk of severe flu illness.

The flu vaccine is the first and most important step in protecting against flu viruses. It also helps to minimize lost productivity in the form of missed work days. If you haven't already done so, it's not too late to get the seasonal flu shot. Simply go to www.flu.gov and enter your zip code or address to find vaccination clinics near you.






Help Protect Your Co-Workers From Influenza!

Do not come to work if you have a fever, cough, sore throat, or body aches.



All healthy employees must:

-  • Clean your hands often during the day.
-  • Always cover your cough/sneeze with a tissue or your sleeve. Discard used tissue in wastebasket.
-  • Clean your hands after coughing or sneezing.

4/10/2006 Infectious Disease Epidemiology, Prevention and Control 651-201-5414 - TDD/TTY 651-201-5797 - www.health.state.mn.us MDH

Lighting Up the Holidays



Decorating the workplace adds to the joy of the approaching holidays. Tenants are welcome to decorate their suites in celebration of the season, however, please observe the following guidelines regarding seasonal decorations:

- The building does not permit decorations attached to the outside of main suite entry doors or on any other entrance/exit door. Similarly, decorations are not allowed on the floor outside suite entrances. Also, no decorations should be attached to the inside of any sidelight glass visible from the corridor or any exterior glass visible from outside the building.
- No live trees or garland are permitted in the building. However, live plants such as poinsettias are welcome.
- Strings of lights are welcome but please do not hang them on any exterior windows which would be visible from outside the building. If lights are

used, please make certain they are UL rated and unplugged at the end of each business day.

- Please exercise caution when using seasonal lighting or other plug-in decorations to make certain installation of such items does not overload circuits.
- Use of extension cords is discouraged; but if they are used, make sure they are in good condition and do not create a trip hazard. Never tack or staple an extension cord to the wall or woodwork—it could damage the cord and present a fire hazard.
- Open flames and candles may not be used as decorations in the workplace.

Thank you for adhering to these safety precautions. If you have questions regarding the installation of any decorative item, please contact the property management office.

Grand Oak Recognizes Tenants

BPG Properties and Cassidy Turley extend special recognition to those tenants completing lease transactions at Grand Oak during 3rd Quarter 2010. Thank you.

SuperMedia
880 Blue Gentian Building

UTi Worldwide
860 Blue Gentian Building

Getting to Know Your Neighbor

Maximum Potential is a family owned business founded and located in Eagan since 1985. We specialize in providing the latest and most advanced assessments used in the selection and development of an organization's most important asset, its employees. A network of 150 distributors represent assessments in the U.S. and internationally.

We offer Internet based, validated and predictive applicant-screening assessments developed by licensed psychologists to help employers make more informed hiring decisions. Maximum Potential is certified to help clients create job competency models that identify and measure the competencies necessary to perform a job successfully.

Our assessments range from hourly workers, like production and distribution, retail sales and banking, to outside sales, supervisors, managers and executive positions. We also provide 360's, an online Performance Review System, oral drug testing, background checking and an online Applicant Tracking System.

We support client efforts to attain long-term well being through attracting, hiring, developing and retaining top performing employees. Clients include Verizon, Ecolab, Sentry Insurance, and Oracle along with hundreds of other successful organizations.

Please stop by our offices for a cup of coffee or tea! We invite you to test drive any of our assessments with our compliments. You can reach us at 651-452-8256 or via e-mail at joyce@maximumpotential.com. We look forward to meeting our neighbors at Grand Oak.

About BPG Properties, Ltd.

BPG Properties, Ltd. is one of the nation's leading private equity real estate fund managers. BPG's portfolio consists of over 20 million square feet of office, retail, student housing, and industrial properties and more than 24,000 apartment units in more than 100 communities located throughout the United States. The firm is headquartered in the Philadelphia area with regional offices in Los Angeles, Chicago, Washington DC, Boston, Atlanta and Raleigh-Durham. For additional information, please visit the company's website at www.bpgltd.com.

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Properties, Ltd.
www.bpgltd.com



**MANAGED &
LEASED BY:**

**Cassidy/
Turley/** Commercial
Real Estate Services

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