

# Grand Oak

**BUSINESS PARK**

*Where work comes to life*

Volume 11 – Fall 2012

## Introducing HarvardClean

As a proactive measure, Cassidy Turley systematically rebids service contracts at its managed properties in an effort to ensure that property owners and tenants are receiving the best quality and value. This exercise resulted in a recent change in janitorial contractors at Grand Oak. Effective October 1, 2012, HarvardClean, the janitorial division of Harvard Maintenance Company, is responsible for janitorial services at the property.

Harvard's goal is to provide cost-neutral green cleaning programs for all of its clients. This commitment contributes toward improving workplace health while being environmentally responsible. Harvard's green cleaning program begins with choosing chemicals, equipment, paper and other supplies that are effective and safe for facilities and people, with the least impact on the environment.

The Harvard green cleaning program has been adapted to the unique needs of Grand Oak. Harvard will provide the proper staffing, procedures, training and monitoring to meet the property's needs.

The firm's "healthy high performance cleaning" (HHPC) takes conventional cleaning beyond appearance, with procedures, chemicals, tools and equipment designed to foster a safe, clean and healthy indoor environment. More than just product choices, HHPC focuses on techniques and procedures used in cleaning, with a focus on protecting the health of the building occupants *and* Harvard cleaners. This is accomplished in several ways, including the identification and removal of harmful contaminants, such as particulates, mold spores, bacteria and viruses.

Cleaning is approached with a goal to remove contaminants, not redistribute them as is the case when dusting with feather dusters, vacuuming without HEPA filters, minimizing particulates entering the building, etc.

Harvard has a proven reputation for providing high-quality janitorial services and takes pride in the quality and professionalism put forth by its employees. Cassidy Turley expects that you will be extremely pleased with this new janitorial service, however, please contact the management office at 651-289-3506 should you have concerns or wish to review the cleaning specifications for your suite.

### TAKE NOTE OF THE UPCOMING DATES:

#### **Food Drive**

Monday, October 29 -  
Friday, November 9

#### **Thanksgiving**

Thursday, November 22  
(Building Closed)

#### **Christmas Day**

Tuesday, December 25  
(Building Closed)

#### **New Year's Day**

Tuesday, January 1  
(Building Closed)

# Year-End Planning Pays Off

The 2012 calendar year is quickly coming to a close, but there's still time to investigate various opportunities available to reduce your taxes. Following are several year-end strategies that could make a difference in what you owe:

- **Itemize deductions.** If your expenses fall just below the amount needed to make itemizing beneficial, some planning to bundle deductions into 2012 may be advantageous. An early or extra mortgage payment, planned donations or strategically paid medical bills could equate to noticeable tax savings.
- **Flexible spending.** Be sure to spend the full amount set aside in your employer's flexible spending account by year-end or you'll lose it. Consider scheduling medical appointments yet this year, buying new prescription glasses and/or contact lenses and buying prescription medicines you know you'll need next year.

- **Retirement planning.** Another way to reduce your taxable income for 2012 is by contributing to a qualified retirement plan, such as a 401k, deductible IRA, SEP, etc.
- **Charitable donations.** If you itemize deductions, consider donating cash, clothing and household goods to nonprofit organizations prior to year-end. Not only is this a good deed, but the amount is deductible on your 2012 tax return. Be sure to get a receipt from the organizations you're donating to.
- **Get organized.** Start gathering receipts and cancelled checks from charitable donations, get medical receipts in order and check brokerage statements for year-to-date gains or losses. Having all of these documents in order will make next April 15th easier.

Because financial circumstances are different, these strategies may not be suitable for all taxpayers. Be sure to consult with a CPA or tax preparer regarding your personal situation.

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## Holiday Networking Strategies

Striking up conversation with strangers doesn't come naturally to everyone. With the holiday party season right around the corner, here are some tips to help you network like a pro:

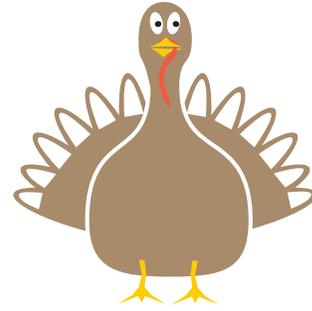
- Focus on the event you are attending. During your conversation, don't scan the room for new people to meet. Put your cellphone on silent; emailing and texting while at an event tells others that you are not available or interested in hearing their ideas or opinions.
- Remember to listen more and talk less. Ask simple open-ended questions like "What brings you to this event?" Asking questions instead of monopolizing the conversation talking about yourself will make you a better conversationalist and people will find you more interesting.

- Be a connector and give unconditionally; think about how you can help the other person instead of what you might gain from the other person. Networking should be about establishing relationships, not selling.
- Be honest and genuine. People will choose to do business with people they trust, like and respect.
- If you shared a great conversation with someone, follow up promptly when you're back in the office. If you wait too long, it will be more difficult to keep the momentum going.

The holidays are a great time to introduce yourself and engage in a friendly conversation. Making an impact on someone important can be a real career booster; it could open the door for new job opportunities and/or new business opportunities.

# Turkey and Pigskin: A Thanksgiving Tradition

A national holiday, Thanksgiving evokes a number of rich family traditions – most notably, the Thanksgiving feast complete with turkey, stuffing, mashed potatoes, cranberry sauce and pumpkin pie. The holiday also calls to mind warm images of parades, football and shopping. Read on to learn about the turkey and its connection to the national pastime of football.



- Minnesota is the top turkey-producing state in the United States, followed by North Carolina, Arkansas, Missouri, Virginia, and Indiana. These six states produce two of every three U.S.-raised birds, according to data from the U.S. Census Bureau.
- Benjamin Franklin, one of America’s most influential Founding Fathers, thought the turkey was so American it should have been selected as our national symbol rather than the eagle.
- Thanksgiving’s post-meal fatigue may be real, but the condition is giving turkeys a bad name. The amount of L-tryptophan in turkey isn't responsible for drowsiness. Instead, attribute your “food coma” to the sheer caloric size of your carbohydrate-rich Thanksgiving feast.
- Turducken, a turkey stuffed with a duck stuffed with a chicken, is becoming more popular at Thanksgiving. Originating in Louisiana, the turducken is a de-boned turkey stuffed with a de-boned duck, which is stuffed with a small de-boned chicken.
- The age of a turkey is a determining factor in its taste. Old, large males are preferable to young toms (males) as tom meat is stringy. The opposite is true for females; old hens make for tougher meat.
- Some 7 million wild turkeys are thriving across the U.S. and many of them have adapted easily to the suburbs – their speed presumably an asset on ever encroaching roads. In fact, wild turkeys can run 10 to 20 miles per hour and fly in bursts at 55 miles per hour. Domesticated turkeys can't fly at all.

The tradition of football and Thanksgiving goes back a surprisingly long way.

- In 1934, the Detroit Lions hosted the NFL's first national Thanksgiving Day football game. The Lions lost, 18-16, to the Bears, but the game was a sellout and attracted a large national radio audience. The Lions have played a home game on Thanksgiving Day every year since, with the exception of 1939 to 1944.
- The NFL's Thanksgiving Classic currently consists of three football games. The first two games are hosted by the Detroit Lions and the Dallas Cowboys, with one team from each conference playing either team on a rotating basis. The third game, which has no fixed opponents, has been played annually since 2006.
- The Detroit Lions have the most wins on Thanksgiving (33), as well as the most losses (36).
- The Miami Dolphins and Minnesota Vikings have the highest winning percentage of any NFL team on Thanksgiving. They are both 5-1.
- The San Diego Chargers haven’t played on Thanksgiving Day since 1969.
- This year's matchups start with the Texans in Detroit, followed by the Redskins in Dallas and conclude with the Patriots at the Jets.

Thanksgiving is not just about a huge meal, watching football and napping. Remember to take a moment to gather with loved ones and give thanks for everything you have in life.

# Recognizing Grand Oak Tenants

BPG Properties and Cassidy Turley extend special thanks to the following tenants for renewing their commitment to Grand Oak Business Park during 3rd Quarter:

Enclos – 2770 Blue Water Road  
Healthcare Billing Resources – 2854 Highway 55  
Healthcare Management Resources – 2854 Highway 55  
Home Federal Savings Bank – 2805 Dodd Road

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## You Can Help

In the spirit of Thanksgiving, Grand Oak will host a food drive Monday, October 29, through Friday, November 9. Please support Second Harvest Heartland by donating items from the following list of most needed food and household items:

- **Meats, Fish and Protein:** Canned tuna, ham or chicken, beef stew, chili, peanut butter, canned/dried beans
- **Fruits and Vegetables:** 100% fruit juice, canned fruits and vegetables, instant potatoes, fruit preserves
- **Complete Meals:** Pasta & sauce, boxed meals, hearty soups
- **Grains:** Cereal, rice
- **Hygiene Products:** Shampoo, deodorant, soap, diapers, toilet paper, feminine hygiene, toothpaste
- **Cleaning Supplies:** Laundry detergent, paper towels, kitchen/bathroom cleaners

Management will provide details on drop-off locations prior to October 26, 2012.

	<h3>Thank You!</h3> <p>Thanks to the generous Grand Oak tenants that participated in the Twin Cities Kidney Walk. Team Twin Cities - BPG raised <b>\$5,750</b> to support the National Kidney Foundation.</p>
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## 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](http://www.bpgltd.com).

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**MANAGED &  
LEASED BY:**

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

**IMPORTANT  
PHONE NUMBERS:**

**Property Management**  
Management Office  
651-289-3506

After Hours Emergencies  
651-289-3506

**Leasing**  
Mark Stevens  
612-347-9365