

Grand Oak

BUSINESS PARK

Where work comes to life

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New Tenant Portal

BPG Properties and Cassidy Turley are excited to announce that Grand Oak Business Park will be launching a new tenant portal and work order system in an effort to make life easier for tenants, management and the engineering staff. With the new system, tenants will be able to submit work orders via a user-friendly web based portal. Messages will be immediately delivered to management and engineering staff via mobile devices to ensure timely responses and status updates. Following is a partial list of the features the new system offers:

- Secure On-Line Service Request Form
- Finite Request Management and Tracking
- On-Line and E-mail Status Reports
- Management/Tenant Communication
- Real-Time Reporting

In essence, the new system will provide dedicated 24/7 customer service in a highly secure environment and will facilitate meaningful operational efficiencies at Grand Oak.

Powered by Electronic Tenant® Solutions, the new system will be rolled out to tenants in February 2013. Additional information will be forthcoming regarding the training process and schedule.

In the meantime, please note that the prior work order system is no longer operational and tenants will need to contact the management office for service requests during the transition to the new system. Tenants may call the management office at (651) 289-3506 or e-mail service requests to Jean.Olson@cassidyturley.com and Rebekah.Buck@cassidyturley.com.

TAKE NOTE OF THE UPCOMING DATES:

Valentine's Day

Thursday, February 14

Presidents' Day

Monday, February 18

**Daylight Saving Time
Begins**

Sunday, March 10

St. Patrick's Day

Sunday, March 17

First Day of Spring

Wednesday, March 20

Earth Hour

Saturday, March 23



Don't Forget...

Daylight Saving Time begins at 2:00 a.m. on Sunday, March 10th. Be sure to set your clocks forward one hour.

February Is...

American Heart Month

Cardiovascular disease is the leading cause of death in the United States. In fact, one of every three deaths (2,200 deaths per day) is from heart disease and stroke. The month of February highlights the Million Hearts™ initiative launched by the Department of Health and Human Services. Million Hearts™ is aimed at preventing one million heart attacks and strokes in the U.S. by 2017. To learn more, visit <http://millionhearts.hhs.gov>.

National Cancer Prevention Month

Promoted by the American Institute for Cancer Research (AICR), the month of February focuses on practical tools to help prevent cancer. While improvements in medical care over the last ten years have resulted in earlier diagnoses and more effective treatment, AICR's research has demonstrated that everyday choices about diet, weight and physical activity protect against cancer. Visit www.aicr.org for more information on the prevention of cancer.

The general guidelines for prevention of cardiovascular disease and cancer are similar:

- Be physically active in any way for at least 30 minutes most days of the week if not every day.
- Eat a healthy diet high in fresh fruits and vegetables and low in sodium and trans fat. Limit red meat and avoid processed meats.
- Aim to maintain a healthy weight throughout life.
- Take control of your heart health by following your doctor's prescription instructions and be sure to schedule the appropriate cancer screenings based on your age and family health history.

So this month especially, keep these guidelines in mind and remember: It's never too early and never too late to start making choices that improve your chances for good health.

Presidents' Day: Monday, February 18th

Originally established in 1885 in recognition of President George Washington, Presidents' Day is now viewed as a day to celebrate all U.S. presidents, past and present. Following are some lesser-known facts about past leaders of our nation:

- John Quincy Adams was a skinny dipper. The sixth president took advantage of the White House's proximity to the Potomac River by wading through the river nude almost daily at 5:00 a.m.
- James Buchanan is the only president from Pennsylvania, the only president who remained a lifelong bachelor and the last president born in the 18th century.
- Though she was only about two years older than him, Millard Fillmore's first wife, Abigail, was actually his teacher while he was a student at the New Hope Academy at the age of 19.
- In the 1940's, Gerald Ford did some modeling work and even posed on the cover of *Cosmopolitan*.
- Benjamin Harrison was president when electricity was installed in the White House. Scared of being electrocuted, he refused to touch the light switches.
- Warren Harding liked to gamble, but he wasn't always lucky. In one poker game, he bet the White House china collection and lost it all in one hand.
- James Garfield was ambidextrous and could write Latin with one hand and Greek with the other hand simultaneously.
- When Grover Cleveland's law partner, Oscar Folsom died, Cleveland became legal guardian of Frances Folsom, an 11 year old daughter. The first sitting president to marry in the White House, Cleveland married Frances Folsom ten years later.

Improve Your Time Management Skills

Time management in the workplace is an important skill. It can impact your success on the job as well as your work-life balance. Utilize the following tips to help improve your efficiency at work:

- **Prioritize:** Avoid getting caught up in mundane busy work that distracts you from more important projects. Always ask yourself, "Is this the best use of my time right now?" If not, stop what you're doing and direct your efforts toward a higher priority.
- **Avoid Procrastination:** When a project is too overwhelming, break it down into little parts. Then focus on one part at a time.
- **Control Your Environment:** If interruptions are preventing you from getting your work done, don't be shy about shutting your door or finding a conference room or other quiet area to work. This is especially effective when you really need to concentrate for just an hour or two.
- **Find Your Prime Time:** Each person has a time of day they are at their best. Are you a morning person, a night owl or a late afternoon person? Try to schedule your most demanding work for the time of day you are most productive.
- **Clear the Clutter:** If you have a hard time staying focused because piles of paperwork distract you from the immediate task, clear the clutter off of your desk and only focus on paperwork you are currently working on.

- **Jot it Down:** If you can't seem to focus on the project at hand because you keep thinking about all the other things you need to get done, write down each of these to-do's as they occur to you. This will help you stay focused on the immediate task without fear of forgetting something important.
- **Organize:** Rather than piling all of your paperwork into a single in-box, set up a series of folders with one for each type of to-do, like "file," and "read," and "contact" or whatever makes sense for your job. Then take a second to sort incoming paperwork into the appropriate folder.
- **Schedule To-Do Items:** If you have a hard time getting around to your to-do list, try scheduling each item on your calendar. Commit a block of time to tackling your to-do list and you will be amazed at how quickly you get it all done. But if something can be completed right away, go ahead and do it so you have one less thing to deal with later.
- **Consolidate Routine Tasks:** Switching from one activity to another is inefficient. Instead, try to complete all of one type of task before moving on to the next. Make all of your calls, do all of your filing and then send all of your e-mails. This will help you get more done in a shorter amount of time.

Keep striving to improve your time management skills throughout your career. You'll be amazed at the effect on your motivation, satisfaction, productivity, energy and happiness.

Wisdom of the Ages Brain Teaser

(Source: NIEHS Office of Communications and Public Liaison)

Follow the instructions carefully, one line at a time. Be sure to do exactly what it says before moving to the next instruction. Sharpen your pencil – some of this math probably cannot be done in your head.

1. Write down the number of the month you were born
2. Multiply it by 4
3. Add 13
4. Multiply the result by 25
5. Subtract 200
6. Add the day of the month on which you were born
7. Multiply by 2
8. Subtract 40
9. Multiply the result by 50
10. Add the last two digits of the year of your birth
11. Finally, subtract 10,500

See back cover for answer.

Recognizing Grand Oak Tenants

BPG Properties and Cassidy Turley extend special thanks to the following tenants for their commitment to Grand Oak Business Park during 4th Quarter 2012:

Great Lakes & Affiliates
930 Blue Gentian Road

IHC Specialty Benefits
860 Blue Gentian Road

Integra Lifesciences
2805 Dodd Road

PennyMac
860 Blue Gentian Road

Mayo Clinic Global Business Solutions
860 Blue Gentian Road

Successful Food Drive

Tenant participation in Grand Oak's November 2012 Food Drive was remarkable. Because of you, the Food Drive was a huge success. Your efforts helped collect approximately 880 pounds of toiletries and food, which will serve approximately 660 meals for the hungry children, working families and seniors in our surrounding community.

Thank you for your generosity!



Brain Teaser Answer:

Your birth month, day, and the last two digits of your birth year.

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.
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MANAGED & LEASED BY:

**Cassidy/
Turley** Commercial
Real Estate Services

IMPORTANT PHONE NUMBERS:

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After Hours Emergencies
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Leasing
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