

# Tenant Newsletter

First Quarter 2009

## In This Issue

- Holiday Giving Recap
- Building Security
- Thanks For Staying
- Welcome
- Property Management Update
- Electronics Recycling Event
- Winter Health Tips
- Kitchen Sponges - Friend or Foe?
- LEED Certification
- Building Holiday Schedule

## Holiday Giving Recap

We wish to express a sincere "Thank you" to all of our tenants who participated in the various holiday charitable events held this past holiday season. Here are the results of each event:

### **The Redwood Empire Food Bank "Winter Food & Funds Drive"**

Thanks to everyone's generous contributions, we collectively donated 686 pounds of food during the 2008 Winter Food & Funds Drive! We would like to extend special recognition to Pacific Coast E&S Insurance at 2235 Mercury Way, whose significant contribution raised 617 pounds of food and \$230.00!

These donations enabled the Food Bank to provide 536 meals to hungry citizens of our community. Many thanks to everyone for your outstanding generosity!

### **Sonoma County Secret Santa Program**

The response to this program was inspiring! We collectively provided gifts for approximately 40 people, plus a few monetary donations. Gifts ranged from items as small as a sack of marbles to as large as a microwave oven and a Radio Flyer wagon! Thanks to everyone's enthusiastic participation, we will continue to participate in this program in December 2009.

The names of those who contributed were entered into three drawings for \$50 gift certificates to Monti's Restaurant. The winners were:

- ◆ Christina Saldivar, Flowmaster, 100 Stony Point Road, Ste 125
- ◆ Brian Barta, Law Offices of Brian Barta, 131 Stony Circle, Ste 500
- ◆ Brenda Teverbaugh, Placement Options, 131 Stony Circle, Ste 500

Congratulations to our winners, and thank you to all who contributed to this wonderful program. If you have any suggestions for making participation easier, please email [asnow@simonsandwoodard.com](mailto:asnow@simonsandwoodard.com).

### **Salvation Army Red Kettle**

The Salvation Army had a great response to their request for volunteer bell ringers: over 200 volunteers! Their net donations received were \$106,635, \$13,000 more than 2007!

We also recognize the many other tenants who held their own fundraisers, such as toy and coat drives. Thanks again to all who participated in these and other holiday charitable events!

## Simons & Woodard Inc.

100 Stony Point Road, Suite 180  
 Santa Rosa, CA 95401  
 Phone: (707) 524-6300  
 Fax: (707) 524-6311

24 Hour Emergency Pager:  
 (707) 251-6836

Office Hours:  
 Monday - Friday  
 8:00 am - 5:00 pm

## Property Management Team

Vickey Edmonds  
Property Manager  
(707) 524-6300  
vedmonds@simonsandwoodard.com

Carol Knight  
Tenant Services Coordinator  
(707) 524-6300  
cknight@simonsandwoodard.com

Alicia Snow  
Administrative Assistant  
(707) 524-6300  
asnow@simonsandwoodard.com

David Binkley  
Maintenance Technician  
(707) 524-6300  
dbinkley@simonsandwoodard.com

## Leasing

Jennifer Turner  
Leasing Manager  
(707) 524-6300  
jturner@simonsandwoodard.com

## Website

[www.simonsandwoodard.com](http://www.simonsandwoodard.com)



Chuck at the  
2001 Tenant Event

---

## Building Security

Due to the recent burglaries in Santa Rosa, we would like to remind all tenants of the following building security procedures.

- ◆ Do not admit strangers into the building after hours. If someone claims to have an after-hours appointment, ask them to call the person they are meeting for building access.
- ◆ Keep your suite doors locked when in your office alone after hours or on weekends.
- ◆ Do not prop doors open. After hours this presents a security risk and may trigger building security alarms. During business hours this can affect the HVAC distribution and overall building temperature, as well as cause excessive energy consumption.
- ◆ Please report suspicious activity immediately! During business hours, call our office at 524-6300. After hours, call D.N. Security at 293-3328 or our emergency pager at 251-6836.
- ◆ Call the D.N. Security night guard at 293-3328 if you would like an escort to your car after hours. It may take up to 20 minutes for the guard to arrive, so it's best to call in advance.
- ◆ In the event of an emergency, please call 9-1-1 or the Santa Rosa Police Department at 543-3600 (emergency) or 528-5222 (urgent, non-emergency).

Following these simple steps will help protect our personal safety, possessions and buildings.

---

## Thanks for staying!

We'd like to express our appreciation to the following tenants who have renewed their leases:

- ◆ Adobe Systems, 2235 Mercury Way, Suite 105
- ◆ Skyworks Solutions, 120 Stony Point Road, Suite 105
- ◆ Tarkington, O'Neill, Barrack & Chong, 100 Stony Point Rd, Suite 270
- ◆ Translogic Corp, dba Swisslog, 131 Stony Circle, Suite 475

---

## Welcome!

We would like to extend a warm welcome to our newest tenant:

- ◆ Estetica Yolis Salon, 925 Corporate Center Parkway, Suite C
- ◆ Western States Realty, 120 Stony Point Road, Suite 100

---

## Property Management Update

As you know, our Maintenance Supervisor, Chuck Bates, has been on medical leave since October 2008. It will be quite some time before he recovers fully and he likely will not be returning to work. Chuck has been part of the Simons & Woodard team for nearly nine years. We miss him and continue to hope for his good health and complete recovery!

David Binkley, our maintenance technician, will respond to most calls. You may also see Chip Jenco doing work around the buildings. Chip is a Servico employee with several years experience as a maintenance worker. He will be assisting David with maintenance services each afternoon. With their very capable abilities, and the services of our vendors, our buildings will remain in excellent care.



---

## Electronics Recycling Event

Due to the success of last year's FREE electronics recycling events, we will be holding them again this year. Universal Waste Management will be at the following locations on **Wednesday, May 6th**:

**120 Stony Point Road, Santa Rosa**  
**10:00 am – 12:00 pm**

*All tenants of Stony Point Lakes, Stony Circle,  
and Mendocino Avenue are welcome to attend.*

**2235 Mercury Way, Santa Rosa**  
**1:00 pm – 2:00 pm**

*All tenants of Northpoint Corporate Center are welcome to attend.*

Flyers will be sent via email with additional details about acceptable materials. Tenants are encouraged to bring items from home. Let's keep these toxic materials out of our landfills!

Universal Waste Management also offers recycling services for office furniture, florescent lighting, household batteries, and demolition materials for a fee. For more information on these services, visit their website at [www.unwaste.com](http://www.unwaste.com), email to [info@unwaste.com](mailto:info@unwaste.com), or call (888) 832-9839 to receive an estimate.

Can't wait until May? SonoMax Materials Exchange will be hosting a free e-waste event at the Wells Fargo Center for the Arts on Saturday & Sunday, March 28 & 29 from 8:30 am – 4:30 pm. They will be accepting electronics as well as kitchen and household appliances. For more information, please contact ASL Recycling at (408) 468-0230 or visit [www.sonomax.org](http://www.sonomax.org).

As a reminder, we accept household batteries for recycling any time. Just drop them by our offices at 100 Stony Point Road, Ste 180 or 131 Stony Circle, Suite 500.

---

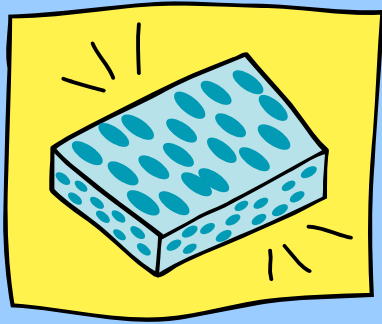
## Winter Health Tips

With the winter weather comes the dreaded cold & flu season. The average American adult catches two to four colds a year. Below are some tips to avoid the common cold & flu:



- 1) Wash your hands often. Cold viruses can be transmitted by handshakes and by touching contaminated objects such as doorknobs. Using hand sanitizer is also helpful.
- 2) Keep your hands away from your eyes, nose and mouth.
- 3) When possible, avoid direct exposure to people showing cold & flu symptoms.
- 4) Sanitize shared surfaces, such as phones, counters and keyboards.
- 5) Get plenty of rest to help strengthen your immune system.
- 6) Maintain a healthy diet.
- 7) Exercise regularly.
- 8) Drink plenty of fluids.
- 9) Consider taking one 500mg tablet of vitamin C twice a day. Some scientists believe this can help boost your immune system.
- 10) Get a flu shot.

Taking these simple steps can help keep you and your loved ones healthy and happy this winter. (excerpted from [www.commoncoldprevention.org](http://www.commoncoldprevention.org))



---

## Kitchen Sponges - friend or foe?

Almost every kitchen has been home to a kitchen sponge at one time or another. They're so convenient and versatile! Yet these handy little kitchen tools are often contaminated with millions of foodborne pathogens, specifically *E. coli*, salmonella, campylobacter, plus yeasts and molds.

The solution: microwaving sponges can kill 99.99999 percent of bacteria present on them, while dishwashing with heat cycle can kill 99.9998 percent of bacteria. As for yeasts and molds, sponges treated in a microwave oven or dishwasher were found to harbor less than 1 percent (0.00001 percent).

So toss that stinky, germ infested kitchen sponge and start with a new one. There are even germ resistant sponges available! Then microwave the sponge daily. Make sure it's damp before you microwave or it could catch fire. Keep a few spare sponges on hand; they should be replaced every few weeks.

Excerpted from <http://www.sciencedaily.com> article titled "Microwave Your Kitchen Sponges" April 25, 2007

---

## LEED Certification

We are pleased to announce that Wayne Bossier, an architect at Simons & Woodard, has become a "LEED Accredited Professional." LEED (Leadership in Energy and Environmental Design) Professional Accreditation distinguishes building professionals with the knowledge and skills to successfully steward the LEED Certification process. LEED Accredited Professionals have demonstrated a thorough understanding of green building practices and principles and the LEED Green Building Rating System.

Congratulations, Wayne!

---

## 2009 Building Holiday Schedule

The following dates are Building Holidays; our office will be closed and no HVAC or janitorial services will be provided on these dates.

- Memorial Day, Monday, May 25
- Independence Day (observed), Friday, July 3
- Labor Day, Monday, September 7
- Thanksgiving Day & day after, Thursday & Friday, November 26-27
- Christmas Day, Friday, December 25

If you require HVAC or janitorial services on any of the above holidays, please contact our office as soon as possible. After-hours HVAC service charges will apply.

In addition, Simons & Woodard will be closed on the following date:

- Christmas Eve, Thursday, December 24

In the event of an after-hours or holiday emergency, please contact our emergency pager at (707) 251-6836.

