

Tenant Newsletter

Fourth Quarter, 2008

In This Issue

- Holiday Giving Opportunities
- Winter & Holiday Safety Tips
- Energy Conservation
- Lake Maintenance at Stony Point Lakes
- Clock Tower at Stony Point Lakes
- Welcome
- Thanks for staying
- Property Management Update
- Building Holiday Schedule
- Stony Point Executive Offices

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

Holiday Giving Opportunities

2008 seems to have flown by and the holidays are here. This year Simons & Woodard will be sponsoring several holiday giving opportunities. We are pleased to extend the opportunity to participate to our tenants.

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

The REFB partners with 133 charitable agencies in Sonoma County to provide meals to 60,000 impoverished adults & children each month. Simons & Woodard will participate by hosting food collection barrels at the following locations from November 10 – December 24:

- 100, 110, & 120 Stony Point Road, lobbies
- 131 Stony Circle, Suite 500
- 2235 Mercury Way, lobby

Monetary donations are also welcome. Each dollar donated equals four dollars of food distributed! Donation envelopes are available at our office.

Thanks to your contributions in the past, we've donated 163 pounds of food during the Summer Food Drive and 334 pounds during the 2007 Holiday Food Drive. The Food Bank's total goal this year is **185,000** pounds of food and \$160,000. Thanks to the efforts of our tenants at 2235 Mercury Way, especially Pacific Coast E&S Insurance, we've already had a full barrel at this location. Way to go! For additional food drive information visit www.refb.org.

Sonoma County Secret Santa Program

For nearly 20 years, The Volunteer Center of Sonoma County and KZST radio station have separately sponsored the Giving Tree and the Secret Santa programs, respectively. This year, these two organizations have partnered together, along with Friedman Home Improvement, to provide holiday gifts and much-needed relief to over 17,000 deserving children, adults and seniors in Sonoma County.

Simons & Woodard will be participating by sponsoring a Secret Santa basket. The basket, which will be delivered to our office after Thanksgiving, will be filled with heart-shaped tags. Each tag states the Christmas wish of an individual in need. We invite all tenants to stop by our office and select a tag. Then return the wrapped gift, with the tag on it, to our office by December 19th. Each person contributing will receive a raffle ticket for one of several prizes! More details to follow soon via email.

For more information, please visit www.kzst.com or www.volunteernow.org and click the links for Secret Santa 2008.

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

Chuck Bates
Maintenance Supervisor
cbates@simonsandwoodard.com

David Binkley
Maintenance Technician
dbinkley@simonsandwoodard.com

Leasing

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

Website

www.simonsandwoodard.com

Salvation Army Bell Ringers Needed!

The Salvation Army needs volunteer Bell Ringers for its Santa Rosa locations. Individuals may sign up, or sign up your office to man the kettle for a day! Employees then take shifts to ring the bell. There will also be a collection kettle at our office on Stony Point Road after December 1st.

Another alternative is to host an online "Red Kettle" by going to www.onlineredkettle.com. After signing up, collect donations by emailing your friends and family. It's as simple as that! For more information, contact Ms. Sidne Goodwin of the Salvation Army at (707) 535-4262.

Holiday Safety Tips

Below are a few tips to keep you safe this holiday season:

Personal Safety:

- Shop with friends or family; there really is safety in numbers.
- Avoid carrying too many packages at once; this may hamper your ability to react to a threat.
- Be aware of your surroundings at all times.

Vehicle Safety:

- Park in well-lit areas whenever possible.
- Check that all windows are rolled up and lock your vehicle.
- Conceal your valuables, preferably in the trunk.

Fire Safety:

- Keep your Christmas tree watered. A dry tree can become fully engulfed in flames in 4-5 seconds. If you chose an artificial tree, make sure it is fire resistant.
- Inspect holiday lights before putting them up. Check for frayed wires, broken or cracked sockets, excessive kinking or wear, etc. Only use lighting listed by an approved testing laboratory.
- Do not link more than three light strands unless the directions indicate it is safe. Do not leave lights on when unattended.
- A friendly reminder: your lease agreement prohibits the use of space heaters on or about the Premises. They may blow a circuit and are a fire hazard. If the temperature in your suite is not comfortable, please contact our office.

For Personal or Vehicle Safety tips, go to <http://ci.santa-rosa.ca.us/departments/police>, and type "safety tips" in the search bar.

For more information on Fire Safety, go to <http://www.usfa.dhs.gov/citizens/index.shtm>.

Conserve Energy

There are many ways you can help conserve energy while at work:

- 1) Turn off all lights & equipment, including computers, monitors, printers, etc., when not in use and upon leaving the office at night.
- 2) Most office lights are equipped with dual switching. Simply turn off the switch marked "Save Energy" to reduce energy usage by a third. If you notice a light switch without a Save Energy sticker, please contact our office.
- 3) When purchasing computers & printers, look for Energy Star models. Also consider the fact that laptops and inkjet printers use 90% less energy than standard desktop computers and LaserJet printers!

Lowering electrical usage will ultimately result in lower overhead costs for your company. Let's all do our part to conserve energy and finances!

Lake Maintenance

One of the prominent features of the Stony Point Lakes Business Park is, of course, the lakes. The lakes contribute not only to the beauty of the environment, but also help keep the buildings cool during hot days. Whenever possible, we try to maintain the health of the lakes in a natural and environmentally friendly way with the use of beneficial plants and additives.

Recently, our lakes have become populated with goldfish and catfish. While this may seem an appropriate place for them, our lakes aren't designed to support fish life. Because fish multiply so quickly, the lakes are now overpopulated. Many fish are dying from lack of food or from being pulled into the pump pre-filter. They are also disturbing the health of the lakes in a number of ways: they stir up the sediment, which clouds the water; their waste contributes to the overproduction of algae and creates ammonia; they are eating the beneficial plants, which were planted as a natural way to control algae.

For these reasons, we must ask that all tenants and visitors refrain from feeding the fish or adding fish to the lakes. We appreciate everyone's help and cooperation in this delicate matter.

Clock Tower

May 2008 marked the completion of the renovations to the Clock Tower at Stony Point Lakes. We've added a new clock mechanism, new hands & face framework, and a carillon. The carillon plays the Westminster Bells and tolls the hour at 9:00 am, noon and 5:00 pm, with a peal of bells on Fridays at five. Beginning December first, it will begin playing holiday music at noon and 5:00 pm each weekday.

We would like to thank all of the vendors who had a part and worked so diligently to complete this project:

- Cal West Electric
- Neil Gertner of Gertner Inc.
- Precision Glass
- Rielee Construction
- Royal Window Care

We hope all are enjoying the renovated clock and new bells!

Thanks for staying!

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

- ◆ Advanced MedCorp, 100 Stony Point Road, Suite 240
- ◆ Clement, Fitzpatrick & Kenworthy, 3333 Mendocino, Suite 200
- ◆ Flowmaster, 100 Stony Point Road, Suite 125
- ◆ Fort Docs, 975 Corporate Center Parkway, Suite 130
- ◆ Matt Fannin, Ameriprise Financial, 110 Stony Point Road, Suite 260
- ◆ Martin Benck, Prudential Insurance, 110 Stony Point Road, Suite 220
- ◆ National Instruments, 131 Stony Circle, Suite 750
- ◆ TC Steele, 3700 Lakeville Highway, Suite 100
- ◆ West Yost & Associates, 131 Stony Circle, Suite 100





Kristine O'Sullivan



Chuck Bates



Wayne Bossier

Welcome!

We would like to extend a warm welcome to the following new tenants:

- ◆ Altig International, 120 Stony Point Road, Suite 215
 - ◆ Autonet Mobile, 2235 Mercury Way, Suite 145
 - ◆ Stephen Baker, Farmers Insurance, 131 Stony Circle, Suite 400
 - ◆ Consumer Credit Counseling Services, 70 Stony Point Road, Suite C
 - ◆ Harvest Christian School, 3700 Lakeville Highway, Suite 210
 - ◆ Taqueria La Cabaña, 925 Corporate Center Parkway, Suite E
 - ◆ Vantreo Insurance Brokerage, 100 Stony Point Road, Suite 160
 - ◆ Valencia Florist, 925 Corporate Center Parkway, Suite D
-

Property Management Update

As you may know, Kristine O'Sullivan, Property Manager, left Simons & Woodard in April of 2008. After nearly ten years with us, she and her family have moved to Georgia to be closer to their extended family. They are doing well in their new home, and we wish them the very best in the future.

We have also had a temporary reduction to our maintenance staff. Chuck Bates, our Maintenance Supervisor, has been on medical leave since October 13th. Fortunately, he is on the mend and his spirits are good. He's expected to be able to return to work at the beginning of 2009. We all hope for his good health and full recovery!

Thank you...

To Wayne Bossier, our architect, for 20 years of dedication and hard work! When Wayne started working at Simons & Woodard, formerly Simons & Brecht, in 1988:

- The property now called Stony Point Lakes was a big, grassy field, Corporate Center was only known for bike races, and 3536 Mendocino wouldn't be built for another 3 years.
- Song of the Year: "Don't Worry, Be Happy;" Best Picture: "Rain Man;" the 49ers won Superbowl XXIII; the LA Dodgers won the World Series.
- The cost of a new home was \$138,300; the median income was \$27,225; a gallon of gas was \$1.08.

Times certainly have changed! Congratulations, Wayne!

Building Holiday Schedule

The following dates are "Building Holidays" and, therefore, no HVAC or janitorial services will be provided on the following days:

- December 25, 2008 – Christmas Day
- January 1, 2009 – New Year's Day

If you require HVAC or janitorial services on any of the above holidays, please contact our office as soon as possible.

Stony Point Executive Offices

Many employees take vacation during the week of Christmas, and some businesses close during this period as well. If your business is in need of a little extra assistance during the holidays, please contact Sandra Gaschet at 578-2300. Sandy is the manager for Stony Point Executive Offices, which can provide professional answering services, secretarial services, mail delivery services, and much more! See below for their current rates.

WORD PROCESSING

Standard Service (24 hours)	\$25.00/hr
Express Service (4-8 hours)	\$35.00/hr
Premium Service (1-4 hours)	\$40.00/hr
Desktop Publishing	\$35.00/hr
Internet use on secretarial station (Billed in ½ hour increments)	\$25.00/hr

ADMINISTRATION

Non-keyboard Clerical Service	\$25.00/hr
Saving Document on Disk	\$2.50/each
Print Only from Disk	\$2.25 + .25¢ each
Administrative Assist	\$2.50 each (see list)

PHOTOCOPY SERVICES

Scan	\$0.05 each
Legal	\$0.10 each
Ledger	\$0.20 each
Letter	\$0.10 each

FAX SERVICE

Receive	\$1.00/pg
Send	\$2.50/pg

<u>Fax Club:</u>	\$20.00/month
Receive	free
Send	\$1.50/pg

TELEPHONE ANSWERING SERVICE PER MONTH

Answering Service	\$125.00 per business
Answering Service	\$50.00 per day
Voice Mail:	\$20.00 per box
Phone number:	\$25.00/month

SHIPPING SERVICE

Federal Express	cost + \$5.00
UPS (no ground service)	cost + \$5.00
Postage	cost + 30%

OTHER SERVICES

Conference Room Rental	\$30.00/hour
Coffee Club (unlimited use)	\$15.00/person
Digital Service line	\$45.00/month
Fax/modem line	\$17.00/month
Voice Mail	\$20.00/month
High Speed Internet	See Manager
Phone AMC	\$100.00/per line
Supplies	cost + 25%
Services Fee	\$100.00 all FT offices

*Happy Holidays from
Simons & Woodard!*