

# THE FRANCES NEWSLETTER



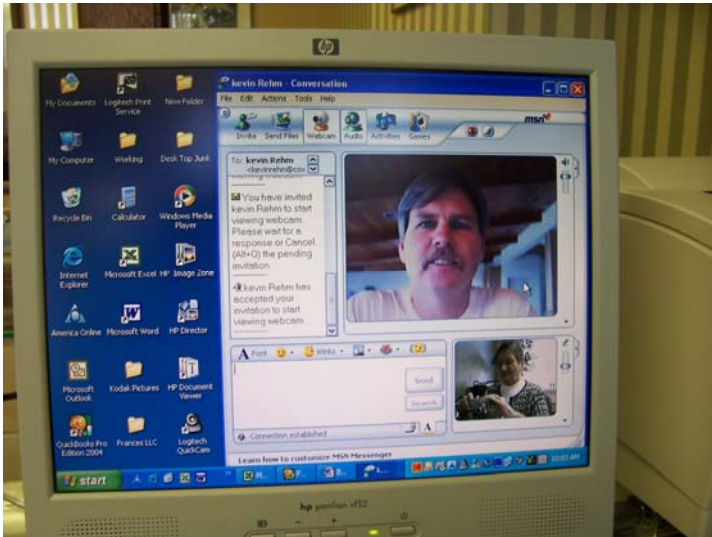
June 2005

Frances, L.L.C.

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## President's Message

Have you ever wondered about how a guy from California can run a building in Sioux City Iowa? I am actually in the office everyday. Pictured below you can see Janet taking a picture of me on her computer screen. Video conferencing has come a long way and I discuss business with Janet a minimum of twice daily and hold meetings Bob and Janet as needed. I have met many of you this way when you have stopped by the office during one of our conference calls. I check out office space and watch improvements being made though a digital camera that can take short video as well. I will be in town "physically" in July & August.



## Building Management

We have received estimates for the first phase of window replacements. It is expected that we will begin the replacing windows in the near future. If you are in an office that is having windows replaced we will schedule with you well in advance and work with you on scheduling so that we can minimize the disruption to your office.

**Thank you** all again for getting your rent checks in before the 10<sup>th</sup> of each month. We really appreciate it. For those of you that are still having a little problem with the 10<sup>th</sup> the owner has been contemplating contacting you. His intention is to work with you on a solution and answer any question you may have.

### Earn a Free Parking Space with Rent Referral

We have several spaces for storage available and the following **OFFICE SPACE** for lease: Suite 218 – 1600 sq ft, Suite 330-625, Suite 333– 800, Suite 341–272, Suite 400–1900, Suite 433– 1977, Suite 435–511, Suite 441–272 and Suite 601-375 sq. ft.

## Building Cleaning

It is very important to complete a cleaning survey each month to help us isolate the areas that need improvement. In February we distributed 28 Housekeeping Survey forms and twenty-one were returned. Again, in March and April we distributed 28 surveys and only twelve of you completed the forms and returned them to us. Remember if you don't tell us - we assume everything is being done correctly. Let us know.

Some of you had good reminders for B & G Cleaning Company to address. Barb, co-owner of the company visited some of your offices to make certain you understood they were anxious to continue their team-work with the Frances Building and get the job done. Thanks for taking the time to visit with her and for your patience while the improvements continue.

The 2<sup>nd</sup> floor men's bathroom was given a royal scrubbing and we have been told the daily follow-up for keeping it clean has continued.

The Warner Group has always been pleased with the cleaning on the 1<sup>st</sup> floor in fact "Good" and "Excellent" were indicated on all the items listed.

Dr. Bergen's office even called the Boss in California to let him know how pleased they are with the TLC their office receives.

Item #18 of the survey.... Do you feel you can trust the person cleaning your office? **B & G Cleaning received 96% excellent rating** - throughout the whole building. Our compliments go to Barb and Gary for their careful selection of trustworthy employees.

***If you still have improvements needed in your office please let us know. Remember we do need to hear the good comments too! Please take the time to complete the survey for May and return to the office with your rent payment.***

## Bob's Corner

The expansion of Alexander Esteves office has been completed and Bob is back at servicing air conditioners. Progress is being made on the second floor plumbing project. New carpet has been installed in the elevators. We have located a company to restore our elevator control panels. Some minor restoration to a vacant office will be done for a new tenant coming in August.