

THE FRANCES NEWSLETTER

May 2005

Frances, L.L.C.

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President's Message

I would like to thank those of you that have made the effort to get the rent checks in a little sooner. Even though rents are due on the first of the month some are still very late. When I say late I am only referring to rents received after the 10th of the month. One suggestion we received will be implemented. That suggestion is to get the invoices to you by the 25th of each month. Please know that we will work with any tenant that has special needs. To date we have not charged any late fees regardless of rent being late. It is not our intent to charge late fees but to have the rents paid prior to the 10th of each month. This will help free up more time for addressing concerns and administration of the building. Again, I thank you for your help and understanding.

Building Security

Building security has been doing a great job keeping the building and the Skyway safe. Let's remember to thank them for their efforts. A handshake, a smile and a thank you never hurt anyone.



Building Management

The Rules have changed

The EPA (Environmental Protection Agency) is cracking down on how obsolete electronic equipment may be disposed of. Items such as PCs, monitors and printers can contain harmful materials such as lead, arsenic and mercury. It is unsafe to send any of these items directly to a landfill. You may want to contact schools, churches or other organizations that may still get some use out of them. Even if you believe your equipment is unusable, many parts from electronic machines can be extracted and recycled. Please visit <http://www.epa.gov> to learn about government regulations if you have any questions. [New Technology in 2, Inc.](#) advertised recently they will pick up Computers, Printers, Laptops, TV's & Cell phones for a small fee. They can be reached at [712 224-4370](tel:7122244370).

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 427–825, Suite 433– 1977, Suite 435–511, Suite 441–272 and Suite 601-375 sq. ft.

Building Improvements

Stairs are in the process of being cleaned and repaired. Bob had the bad treads replaced and B&G cleaning has hired some extra help to work weekends on the cleaning of the stairs and walls in the stairwell.



While the weather is good Frances LLC will be replacing more of the old windows in the Building. A five year schedule to replace all of the remaining old windows will begin soon. The order in which windows get replaced has been pre determined and is not subject to change. We will get them all eventually and with a bit of luck we will be able to shorten the schedule and have them done sooner.

New plumbing on the second floor for better hot water will begin this month.

All of the air conditioners are in the process of being serviced.

New carpet will be installed in the elevators.

Tenant Improvements



Alexander Esteves expands his office. Harry Hart is preparing the walls - ready for a new look!

The Corporate office of the Warner Group moved to Suite 615 in April. Dan Robert, Chief Compliance Officer and Larayne Olson are shown enjoying their new office.



Bob's Corner

We still need a few of you to verify the security card information we have on file for your office. Please take a moment and verify the card name and number on the form enclosed with your statement last month and return it to the office. Any cards not accounted for will be purged from the system. Thank You!