

# 2012 NEWSLETTER

## Happy New Year to all GENE BIGGI PROPERTIES tenants

The long awaited newsletter is finally here, for those who wanted and waited thank you for your patience.

I am very excited about the upcoming changes to BG Plaza. I am confident with the new developments we will have better success at efficiency.

With that I would like to send out a huge THANKYOU to Kinetic Media Inc. in suite 280 for bringing an idea to reality.

----- We will have a complete new online booking system starting March 1, 2012. Times and availability will be different. For all complimentary room rentals we have put a cap of 5 hours per company, per week. This hopefully will keep availabilities fair to all tenants. This pertains to rooms 155 and 200H. New rental rates have been posted for room 124.

-----All maintenance requests will now be done online with an 'Open Ticket System'.

-----All Janitorial requests have been incorporated into the 'Open Ticket System' as well.

With regard to the NEW system, we have set up 2 times for training for all tenants, we request a representative be present at one in order to further book online.

FEBRUARY 24, 2012 @ 5:30 pm in room 124

FEBRUARY 28, 2012 @ 9:15 am in room 124

Please contact Dana in the main office with any questions..... (503) 626-5726

-----Emergency Maintenance request should be directed immediately to Maureen at (503) 819-9637.

Maureen's hours are: Monday – Friday 7am to 4pm.

Email.... [Maureen@bgproperties.com](mailto:Maureen@bgproperties.com)

-----Dana's office hours are....

Monday & Friday – 9am to 4pm

Tuesday & Wednesday – 9am to 3pm

Thursday – 1pm to 6:30pm

Any afterhours call please contact Dana @ (503) 380-9007, or email [dana@bgproperties.com](mailto:dana@bgproperties.com). I am available to assist you all with any tenant / office needs you have, so please email or leave a message and I will respond as quickly as possible.

## OTHER NEWS.....

Our recycling center is located in the tenant lunchroom, if you have larger items or are unsure what is recyclable please contact Dana or Maureen

We have been asked for the need for tenant storage, we have space available at BG Station, and they are large locker style rooms and are a month to month rental at the rate of \$ 150.00. Please see Dana for more info.

We are calling on all of you to grow our community, we will be offering a bonus to the tenants that bring us new referrals and become new tenants.

I look forward to seeing you all at the training.....Thank you,

Dana Biggi