

Airport Gardens

AIRPORT GARDENS INVESTORS, LLC & SKY WEST REAL ESTATE SERVICES, LLC

SKY WEST REAL ESTATE SERVICES PROUDLY PRESENTS

“LOVE HEALS ALL WOUNDS” + “LOVE IS ALL YOU NEED” (Beatles)

“Always bear in mind that your own resolution to succeed is more important than any other.”

- Abraham Lincoln



VOLUME 2, ISSUE 2

- ◆ Building Maintenance & Improvements
- ◆ Social Media

FEBRUARY 2012

NEW LEASES/LEASE RENEWALS:

- * *Spencer Investigations*
- * *Valic*
- * *VPSI, Inc.*

Upgrades & Changes

- **NEW DAY OFFICE** Many tenants have partners who come into town for a day or two and need to work. WE are pleased to announce that we have a day office for use with all services including computer, fax, phone, scanning, mail, use of Conference room & kitchenette, etc. See Mary for details. Pricing is: \$35.00/hour or \$110.00/day
- **Ashtrays have been placed in the parking lot.** We will clean and make sure they are emptied, but if you are a smoker please let us know if they get too full and need to be cleaned. Additionally, please do not throw your butts on the ground.
- **GYM Release** We are going to limit access to the GYM until a release is signed off. Please know that neither landlord nor management are responsible for the risks associated with working out. We have and continue to provide a clean and efficient environment for working out, but we need a release signed by each tenant that uses the Gym. Working out has its risks and it is the responsibility of the tenants to know them. Please see Mary for signing of release paperwork prior to use in the Gym.
- **Boiler Room Clean Up** We have been announcing, for a few months that any personal items in storage need to be claimed and/or labeled as soon as possible. As we are clearing and organizing everything. Please inform Mary to schedule a time.
- **Venture Telecom** - Airport Gardens is pleased to announce that we are installing new phones. The CAT 6 wiring is complete and we are moving on PHASE II of our plan to offer phone answering, as well as other services. Look for the Venture Telecom flyer being passed out in the coming days.
- **SKY WEST MKTG** —Three TV Spots have been produced as well as the new www.AirportGardens.com website. The TV spots are to start running in March. Look for them to air early mornings from 5:30 am to 7:30 am as well as 4:00 PM to 9 PM. We hope to generate more interest in the building.
- **Social Media** If you are looking for someone to do your social marketing, please visit Jeffrey in Suite 200. He has ideas to help you grow your business at little, to no cost.
- **Wood Trim Fascia & Renovation** As you may have noticed, there are a lot of kick marks and ‘dings’ in the wood trim surrounding our ponds and garden on the first floor. Beginning in March, expect to see improvements. We apologize for the mess, but it will look great once completed. We expect a 30 to 45 day update!

Airport Gardens



Marystella González
Executive Administrator

1325 Airmotive Way, Ste 175
Reno, N.V. 89502

Tel: 775.786.1755

Cell: 775.848.2989

Fax: 775.786.4451

Email:

mary@airportgardens.com



Jeffrey Lowden
President

1325 Airmotive Way, Ste 200
Reno, N.V. 89502

Tel: 775.827.6700

Cell: 775.315.4314

Fax: 775.827.6702

Email:

jeff@skywestservices.com

UPGRADES & CHANGES, CONT.

- Do you know about "THE COMMONS" on the 2nd floor?
- **Zen Garden** Look for it on our main floor in March! We are having the planter at the main entry fixed up.
- **FedEx and UPS** Drop offs are located on our Main Floor, behind our Elevators. Pick up times are on the boxes.
- **Which newspaper would you like to see on our property?** We are working to get a newsstand.
- **Catering Services** If you are busy and cannot get out of your office we have a list of Restaurants that can deliver and have attached them for your convenience.
- **One Month Free Rent** Refer a friend or company to Airport Gardens and get a month free rent. Please call or see Jeffrey for this promotion.
- **Maintenance** If you see something that needs to be fixed or cleaned, and it is not getting done please email or call Mary in Suite 175. We will put a work order together and make sure it gets done. We know you have guests and clients visit the property and we want the place to shine.

There is a Conference Room on the 2nd Floor.

'The Commons'

We have two incubator areas in our building for small and/or new companies getting up and going:

- ◆ The first area you probably already know of, the *Executive Suites*.
- ◆ The second area, has been worked on for the past several months. 'The Commons' area is a communal, with kitchenette and a complementary conference room. There are approximately 10 suites and are priced less than the *Executive Suites* as there are no services associated with them. Come check it out, we think you will be impressed and surprised!

'The Commons' conference space is available to **all** tenants but you must reserve the space. A monthly calendar and reservation board has been put in place. Please see Jeffrey in Suite 200 for details.

Upcoming Dates/Events

1. **Northern Nevada CCIM Broker Open House** Sky West is pleased to announce that we are on calendar to hold a Broker Open house April . We expect as many as 30 to 50 commercial real estate brokers to attend. **Date:** *Thursday, April 19, 2012* **Time:** *TBA*
2. **BNI Monthly** Meetings Are located on the Third floor of our building and take place every Tuesday morning from 7:00a - 9:00a. Please feel free to come, if you need additional information, please contact Jeffrey Lowden.

Please visit the following website for upcoming Family Friendly Community Events (2012 Calendar):

<http://reno.gov/index.aspx?page=608>

Owner Hawley MacLean—Talking about Sky West and Airport Gardens

<http://www.youtube.com/watch?v=OYv-WjFw2JA>