



## Newsletter

July 2008

Tri County Business Park  
13300 McCormick Drive  
Tampa, FL 33626  
Ph. 813-855-4486  
Fx. 813-855-3292

### Tenant Appreciation Day:

We will be having an ice cream social for Tenant Appreciation Day on Tuesday, August 5<sup>th</sup> between 1 - 3 pm.

There will be three ice cream stations set up throughout the park. Keep an eye out for a faxed invitation.

### Hurricane Tips:

- Review your property insurance with your insurance agent. Take photographs or make a video of your business establishment, both inside and outside.
- Determine and establish a written hurricane preparedness plan for your business and its contents. Coordinate this plan with local and state officials. Specify the conditions under which the plan will be implemented.
- Test your plan, reviewing it annually. Establish an employee-training program on your hurricane plan.
- Make plans for protection of your computer files, including a back-up system to secure data and safe storage of the data.
- Protect corporate records, keeping duplicates at an alternate location.
- Well in advance, acquire emergency protective equipment and supplies. Heavy plastic sheeting, duct tape, sandbags, emergency generator, chain saw and large pieces of plywood will help protect your property.
- Bring in display racks and other objects, such as trashcans and outdoor furniture that might cause damage if airborne.
- Move merchandise, equipment or furniture away from windows. Elevate boxes or equipment, if possible.
- Turn off electricity and disconnect all electrical appliances and equipment (except for refrigeration equipment), in case there is a power outage. An ensuing power surge could be damaging to equipment.
- Inform all employees on when and how you will notify them to report back to work.
- Develop an employee identification system, such as picture ID badges. This may help employees gain access to the area after a hurricane.
- If possible, make arrangements to pay employees in cash. It may be several days before banking institutions are operational.

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Visits us on the web at:

[www.TriCountyBusinessPark.com](http://www.TriCountyBusinessPark.com)

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## Maintenance Tips from John

**Water Conservation.** A running toilet is literally money down the drain. Please call the Management and Leasing office at the first sign of a toilet that is constantly running. Additionally, exterior hose bibs are located on the exterior of the buildings for tenants to use. Please remember that this use does not include washing of cars or trucks. Please make sure to turn all faucets off completely when done utilizing them.

**Trash Removal.** Tri County offers our tenants use of common area dumpsters located throughout the park. These dumpsters are for general office debris only. If your organization produces excessive debris and you would like to secure your own dumpster, Tri County can provide you with names and phone numbers of preferred vendors.

**Bulbs and Ballast.** Tri County stocks the most commonly used bulbs and ballasts for our tenants. We will provide labor to replace these items for our tenants.

**Air Conditioning.** As you are aware, you are responsible for the repair and preventative maintenance of your HVAC equipment. Tri County is willing to manage this responsibility for you. The annual cost for this work will be a reimbursed monthly payable along with your rent. If you are interested in this service, please contact the management office.

**Parking Lot Lights.** Please let Melissa know of any parking lot lights that you notice to be out. Our security guard makes a list and gives it to the management office on a monthly basis; however let us know if you notice any lights out.

**Heavy Rain and Wind.** With the heavy rain and wind you may notice rain getting in through your windows, a/c units, and/or roll up doors. Please let Melissa know if you notice water entering your space.

## HVAC

In the majority of the leases at Tri County it is the tenant's responsibility to maintain a maintenance agreement with a licensed and certified HVAC contractor.

Some of our newer leases state that we will take care of this service for you and charge you back for the service on a quarterly basis. This provides a one-stop call process to the management office to ensure a contractor will evaluate any HVAC problems you may have.

This service also will provide you with peace of mind, if a major component needs to be replaced. Rule of thumb, if you do not have an HVAC maintenance contract on your equipment then you pay for ALL repairs up to and including possible replacement, regardless of reason. If a system is not maintained then any repairs will be determined to be due to lack of maintenance.

Please remember a copy of your current annual HVAC contract must be on record at our office. Please forward a copy to our fax at 813-855-3292 or call Melissa at the management office at 813-855-4486 and she will assist you with securing a maintenance contract.

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### The Staff at Tri County

Property Manager

**Lydia Muar**

[l.muar@rubinrealestate.com](mailto:l.muar@rubinrealestate.com)

Property Management  
Assistant

**Melissa Tarasiak**

[m.tarasiak@rubinrealestate.com](mailto:m.tarasiak@rubinrealestate.com)

Leasing & Sales Associate

**Mary Foley**

[m.foley@rubinrealestate.com](mailto:m.foley@rubinrealestate.com)

Administrative Assistant

**Tina Beckett**

[t.beckett@rubinrealestate.com](mailto:t.beckett@rubinrealestate.com)

Maintenance Technician

**John Rivera**

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## From the Desk of Mary Foley



We would like to welcome the following new Tenants to Tri County Business Park for 2008:

**Jazzercise**  
**National Servicing Corp.**

We would like to thank the following tenants on their expansion into additional space within the park:

**One Source Industries**

If you or anyone you know is currently in the market to expand or relocate a business into Tri County Business Park we are featuring the following spaces at competitive market rates:

<b>1,000 SF</b>	~ office
<b>1,250 SF</b>	~ office / warehouse
<b>5,000 SF</b>	~ office / a/c warehouse
<b>5,000 SF</b>	~ warehouse
<b>8,000 SF</b>	~ office / a/c warehouse
<b>10,000 SF</b>	~ office / a/c warehouse
<b>22,500 SF</b>	~ office / a/c warehouse

**All available immediately**

Storage space is available to our existing tenants at a first come first serve basis.  
 Please call Mary Foley for details.

A rent credit is available to our existing tenants if you recommend a prospective tenant that signs a lease at Tri County Business Park.  
 Please call Mary Foley for details.

For more leasing information, please feel free to contact me at  
 Ph. 813-855-6979 / fx. 813-855-3292  
[m.foley@rubinrealestate.com](mailto:m.foley@rubinrealestate.com)

# jazzercise

Fitness that's fun

Jazzercise offers a fusion of jazz dance, resistance training, pilates, yoga and kickboxing movements. You will increase cardiovascular endurance, strength, and flexibility, as well as create a sense of total well-being.

We are now located in Tri County Business Park  
12714 Dupont Circle

\$35.00 per month, unlimited classes, no contracts

**Tri County Business Park employees - No joining fee \$50.00 value**

\* Not valid with any other promotional offer

Mon	Tues	Wed	Thurs	Fri	Sat
					8:00am
9:30am	9:30am	9:30am	9:30am	9:30am	9:30am
5:15pm		5:15pm		5:15pm	
6:30pm	6:30pm	6:30pm	6:30pm		

Personal Touch \$99.00 for 6 classes - 30 min. sessions  
Personal training sessions in a small group setting. Limit 5 students to 1 instructor.

To register for regular classes or Personal Touch call Lori at 813-748-3704  
Or email us at [westchasejazz@aol.com](mailto:westchasejazz@aol.com)

## DOMUSTYLE INTERNATIONAL, INC.

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Fax: 813-853-8264

Phone: 813-855-8903

Or 813-843-5208

Call us! When your dreams are bigger than your budget.