

Winter 2006

Online Work Order System

Special points of interest:

- Work Orders/ Maintenance Requests
- 2005 Year End Reconciliation
- NSF Policy
- New Tenants
- Leasing Information
- Contact Information
- Trash/Recycling

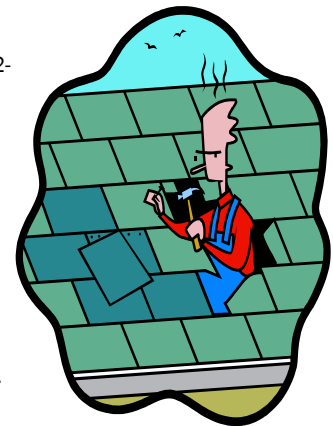
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After many months of reviewing different work order systems, Shodeen Management has chosen to go with Corrigo, Inc. Our new system will allow you, as tenants, to enter work orders directly onto a website. This program will notify us immediately and the work will be scheduled accordingly. In a few weeks every tenant will receive a unique user name and password to log onto our system. You will receive a follow-up email telling you we have received and read your request. You will then receive an e-mail when the work has been completed. During the process you will be able to track the status of your request. Finally, after your work order has been completed, you will receive a follow-up survey to tell us how we've done. We are hoping this system will provide all of you up to the minute information about your work orders/ maintenance requests. It will also allow us to follow up with you to make sure

you are happy with the work we are doing.

For those of you who don't have internet access or email, please call DonnaMarie directly at (630) 232-7883, X8292 during business hours 8 am-5 pm. Our maintenance staff works Monday-Friday from 7:30 am-3:30 pm. Maintenance requests will be handled during those hours. We can't guarantee non-emergency requests made after 1 pm will be handled the same day, though we will try our best.



With Spring rains, please call us if you are experiencing any roof leaks!!!

For after hours emergency service, the procedure will remain the same. Please call (630) 232-7883 and press 6. Keep in mind this number should only be used in emergency situations after hours and on weekends.

Finally, all maintenance requests are reviewed by DonnaMarie and our maintenance supervisor, Mark Lundgren. All work orders are prioritized based upon its urgency. For example, broken heaters in winter will always come before ceiling tile replacements.

2005 Year End Reconciliation Charges

2005 has finally come to an end and we are closing our accounting books for the year.

In Late March-Early April, you will be receiving your 2005 year end statements indicating any additional

charges or credits to your 2005 CAM, Tax and Insurance.

Year end charges will be due after you receive the statement with the following month's rent.

As always, we strive to keep operating costs to a minimum while trying to keep all of our properties in top condition and repair.

If after reviewing your statement you have questions, please contact DonnaMarie.

NSF Policy

In recent months several rental checks have been returned for insufficient funds. We have found it necessary to initiate a policy for returned checks. To date, we have not passed any bank service charges on to Tenants.

However, beginning March 1, 2006, there will be a \$30 charge for all returned checks. All checks returned will be deposited one additional time. If the check is returned for the 2nd time, we will issue an



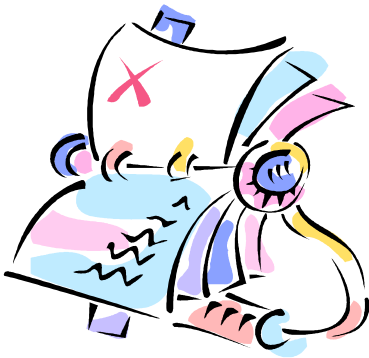
additional \$30 charge to your account. For all accounts which have a history of two or more months with returned checks, we will issue a written notice requiring all future payments to be issued by certified funds. Once a positive payment history has been re-established over the course of

twelve (12) months, we will accept regular bank checks from your business operating account.

If you have any questions on this policy, please contact DonnaMarie.

As a reminder rent is due on the 1st of each month and late by the 5th.

Updated Contact Information



To make sure we have the most current information on file for your location, please remember to update us with your contact information whenever it changes.

With our new work order system going online soon, we will need to have the point of contact for each location for all work orders.

Additionally, we would like to know of any management changes in your organization as they come up.

Please provide us with the

following information:

Store/Office Name
 Store/Office Address
 Store/Office Phone
 Store/Office Fax
 Store/Office Email
 Store/Office Web Address
 Store/Office Manager/Owner
 After Hours Phone or Cell
 Maintenance Contact
 Maintenance Phone
 Rent Payment Contact
 Billing Address if Different
 Billing Phone if Different

This information can be emailed to: Donnmarie_beach@shodeen.com.

You can also fax the information to our office 630-232-7895.

If you have any questions, please do not hesitate to call our office. As always this information is always kept confidential.

Trash/Recycling

Let's talk trash! Seriously. I have attached a flyer from Waste Management, our trash service provider, about recycling.

It appears we are filling a lot of our waste containers with items which are recyclable. I have attached a list from WM which defines recyclable items and non-recyclable items.

It is also important to place only trash in our trash bins and recyclable items in our recycling bins. If trash is placed in the recycling bin, it will be picked up as trash and charged accordingly.

Recycling is cheaper and if we all try to recycle more, it will help keep CAM costs down. Additionally, if you are placing cardboard boxes in the recycle containers,



Recycling helps keep costs down.

please remember to break your boxes down! Thank you.

WELCOME NEW SHODEEN TENANTS

We are pleased to announce the following businesses have chosen Shodeen Management for their next location:

OPENING SOON!

Geneva Properties

- Matsuri Japanese Restaurant—Dodson Place, 3rd St.
- The Denim Loft - Dodson Place, 3rd St.
- Wildwood Steakhouse - Dodson Place, 3rd St.
- AAA - One River Center, State St.
- House of Salons - Expansion at Geneva on the Dam, State St.
- KDM Financial - Geneva on the Dam, State St.
- Act One Hair Salon - Seventh Street
- Fox Valley Physical Medicine - Williamsburg , State St.
- Mill Creek Cleaners - Village Center, Mill Creek
- Mill Creek Pantry - Village Center, Mill Creek
- Mill Creek Liquors- Village Center, Mill Creek

St. Charles Properties

- Dr. Jason Hurst - Saddlebrook Medical, Lincoln Hwy.
- Dr. Acuna - Expansion , Saddlebrook Medical, Lincoln Hwy.
- St. Charles Cleaners - Expansion to Prairie Street, Prairie St.
- Dunkin Donuts - The Centre, Lincoln Hwy.
- Baskin Robbins - The Centre, Lincoln Hwy.

For additional opportunities within Shodeen Management:

Please contact

Doug Summers

630-232-7883 ext 8277

COMMERCIAL PORTFOLIO

GENEVA * SAINT CHARLES * AURORA * NORTH AURORA * ELGIN * NAPERVILLE



**SHODEEN
MANAGEMENT**
REAL ESTATE • LEASING • SALES • MANAGEMENT

89 North First Street
Geneva * Illinois 60134

630-232-7883
630-232-7895 Fax

Doug Summers
630-232-7883 ext 8277

doug_summers@shodeen.com
www.shodeenmanagement.com

Geneva

	Sq. Ft. Available
17 West State Street	Fully Occupied
Dodson Place, 400-500 South Historic Third Street	2,000 - 20,000
Geneva on the Dam, 1 West State Street	378 - 3,000
Geneva Plaza, 1144 - 1188 East State Street	2,660
Williamsburg Professional, 399 - 417 Williamsburg Drive	Fully Occupied
Bradbury Professional Office, 1795 State Street	Fully Occupied
Herrington Train Station, 320 Crescent Place	1,700
Third Street Terrace, 201 S. Third Street	760
One River Center, 10 West State Street	Fully Occupied
Seven West State, 7 West State Street	1,700 - 4,200
One Commerce Center, 100 Glengarry Drive	1,000 - 4,000
Mill Creek Village Center, 39W290 Herrington Blvd.	1,150 - 5,000

Saint Charles

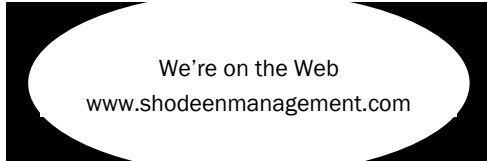
	Sq. Ft. Available
Enterprise Center, 255 E. 38th Avenue	1,200—46,000
Fox Island Square, 1 West Illinois Street	1,000 - 3,800
Saddlebrook Office/Medical, 1400—1700 Lincoln Hwy.	1,800
870 S. Randall Road	Fully Occupied
902 S. Randall Road	1,200
Prairie Street Convenience Center, 2075 Prairie Street	1,100 - 1,500
The Centre, Rt. 38 & Randall Road	1,500 - 50,000
Tri City Center, 2043 Lincoln Highway	1,100 - 13,054

Aurora, North Aurora, Naperville & Elgin Retail Opportunities Coming Soon!

Shodeen Management

89 North First Street
Geneva, IL 60134

Phone: (630) 232-7883
Fax: (630) 232-7895
email: donnamarie_beach@shodeen.com



SHODEEN
MANAGEMENT

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