

Tenant Network Spring 2018



GETTING READY FOR SPRING

It is the perfect time to check your heating, ventilation and air conditioning system. After working hard to keep warm this past winter, servicing your HVAC system will prevent expensive repairs due to neglect and help keep comfortable during the upcoming warmer seasons. Make sure the air conditioning unit is in good working order, clean or replace filters, and remove build up on fans and forced airways.



MAJOR ROAD REHABILITATION

Northfield Commons Shopping Center
SOUTH BOULEVARD, ADAMS TO COOLIDGE
This is a multi-agency project between the RCOC and the cities of Rochester Hills and Troy. This project will rehabilitate the final two mile section of South Boulevard, from Adams to Crooks. The project will remove and replace the pavement between Adams and Coolidge and mill (grind off) the pavement between Coolidge and Crooks and overlay it with asphalt pavement. Detours are anticipated for through traffic between Adams and Coolidge. Work is anticipated to start in the spring of 2018 and be complete by Labor Day.

[Click Here](#) to view all of Troy's Quarterly Construction Projects
(February 2018 - May 2018)

VENDORS/CONTRACTOR APPROVAL

Reminder! All vendors or contractors hired to perform services in the building must be approved by the Management Office. The approval process includes procurement of an accurate and complete Certificate of Insurance on file with the Management Office for each contractor. Insurance certificates will be kept in the Management Office until they expire. If a tenant wishes to utilize their own vendors or contractors, it is the tenant's responsibility to ensure that certificates are up to date.



MONTHLY SALE REPORTS

You can now download & submit your sales report on our website! Per some of your lease agreement, you are required to submit your quarterly sale reports. All January, February & March 2018 monthly sale reports are due! If you have not submitted your sale reports yet, please fax or email them to our office as soon as possible.



[Click Here](#) to download the PDF form.



NO COST, LOW COST TIPS

DTE Energy makes it easy to power up your efficiency with a toolbox of no cost and low-cost energy ideas.

[Click Here](#) for the No Cost, Low Cost Tips.



Please mark your calendars and remember that your rent is due at the beginning of each month. Tenant's rent becomes late after the 10th of the month. If your rent is late, we will have to issue you a \$250.00 late fee!



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Visit Our Website at
www.nelsoncos.com

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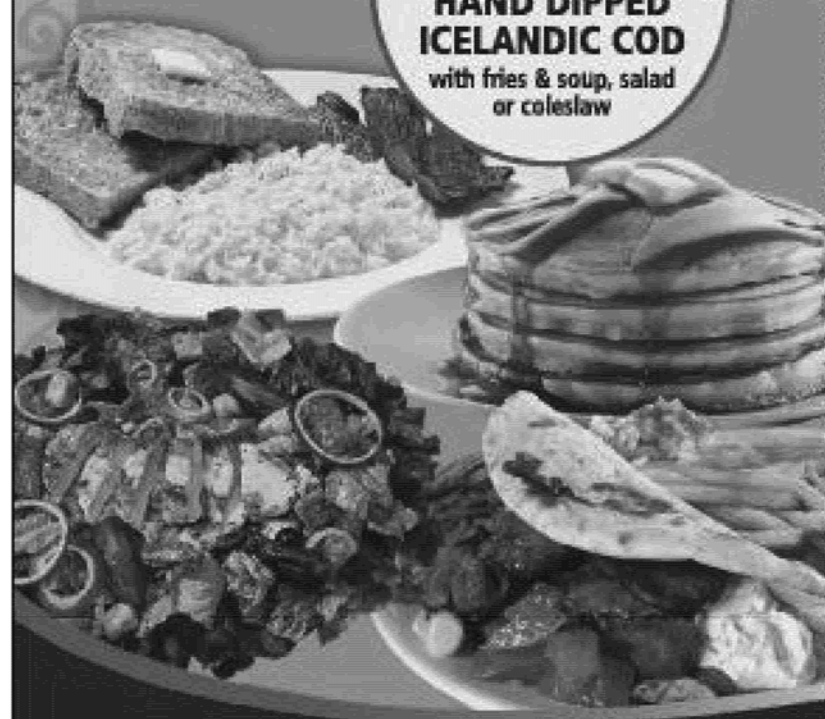
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Emergency Situations

*ALWAYS CALL 911 FOR ANY LIFE-THREATENING EMERGENCY.

Natural Gas Emergency

Natural gas leaks are dangerous. It's important that you know how to recognize and report a gas emergency. Natural gas is odorless and colorless. A harmless substance is added to it so that it smells like rotten eggs, thereby making it easier to detect a natural gas leak.

What you should do if you smell or suspect a natural gas leak;

1. Leave the area at once. If inside, open doors and windows on the way out.
2. Go to an outside location where you can no longer smell natural gas.
3. Call the DTE natural gas leak hotline at: (800) 947-5000 to report the situation.



**Natural Gas
Emergency or Leak**
800.947.5000

Electrical Emergency

Extreme weather like high winds, heavy ice and severe storms can damage power lines or bring them down entirely.

If you suspect wire-damage or see a downed wire...
Call DTE immediately at (800) 477-4747 in all cases.



**DTE Energy
Customer Service**
800.477.4747

After Hours Emergency

Please call Jim Cartier at... (248) 762-0318
or Susie Wojtowicz at... (248) 660-6443



Please visit our website at www.nelsoncos.com to:

- Find available lease space at our other properties.
- Download another copy of this Tenant Network newsletter.
 - Download Tenant Contact Information Form.
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- Learn more about Nelson Properties Inc.



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