

PIN OAK PRESS

THE OFFICES AT PIN OAK PARK

Volume 3, Issue 1 – September 2009

a Navisys Group publication



IMPAK CHALLENGE WIN PRIZES FOR PARTICIPATING!

Navisys Group has implemented a web-based tenant service request system that is helping us to provide better, faster and more accurate property management services to you.

Anyone signing up and using the Impak system from September 1st through September 30th will be entered to win a drawing for gift certificates. There will be two (2) gift certificates in the amount of \$50.00 dollars and four (4) gift certificates in the amount of \$25.00 dollars.

On the inserted form, please provide the names, email addresses, user name and pass codes of those on your staff who will need access to the IMPAK system. This list should be limited to those on your staff who are responsible for communicating service requests to us. You will also find attached "User Instructions" which will familiarize you with this new system.

Within a few days of the receipt of this form, each of the staff member listed will receive an

email confirming they have been set up in our system, and they may begin using it immediately.

Upon registration, you can log onto www.impaksolutions.com/navisys to submit your service requests, review the progress and history of your previous service requests, and view memos and notices from the Navisys Group Management Office.

We hope you will find this new technology helpful; however you are still always welcome to contact us directly by phone at 713-668-1776.

Jennifer Teel
Property Secretary
jteel@navisysgroup.com



It is my privilege to announce that Patricia Taylor has been promoted to Assistant Property Manager of The Offices at Pin Oak Park. Tricia started with Navisys Group in July 2005 as Property Administrator.

While performing the requirements of property administrator she has

continued to demonstrate strengths above and beyond her immediate position. By assisting and learning numerous other tasks associated with the management office and all requirements of the property, she has made herself an integral part of the team.

Congratulations, Tricia! Thank you for your hard work and dedication.

Darrel Holub, CPM
Vice President of Property Management

Rosen, Havins, Jensen, 6750/800
Attorneys

KAYA Enterprises, 6750/400
Internet Service Company

Innovative Title Co., 6750/400
Title Company

Audrey Boutros, DDS, 6750/150
Orthodontist

Solari Hospice, 6800/250
Hospice Care Agency

The Offices at Pin Oak Park Welcome its New Customers

Hattie Sewell-Showell – 6750/687
Attorney

High Point Energy, 6800/120
Midstream Acquisition and Development Co.

Office of Joseph Stang, 6750/685
Attorney



Don't forget that Hurricane Season lasts through November. The Navisys Group Management Team would like to pass along some helpful information.

In the event of an emergency, please refer to the Management Emergency Contact Phone Numbers listed below:

Security -713-539-0649

Answering Service -713-668-1776

24 Hour Toll Free Hotline

800-619-6322

Please note that our 24 hour toll free hot line will be updated as information is received and will give you the status of the operation of the buildings.

A few steps you can take to protect your office belongings are shown below:

- ✓ Raise all mini-blinds*
- ✓ Any computers, furniture or electrical equipment should be moved away from the windows and stored in an interior office room*

The Offices at Pin Oak Park Salute Their Renewing Customers

Richard Price, 4710/150
Homebuilder

Dr. Joyce Diggles-Savory, DDS, 6750/650
Dentist

AlphaWare Training Centers, 4710/305
Computer Training

Goree and Associates, 4710/130
Architects

Texas Children's Pediatrics Associates
4710/135
Pediatricians

Endeavor Medical Systems, 6750/950
Medical Billing Company

- ✓ Close/lock all interoffice doors
- ✓ Disconnect all electrical equipment
- ✓ Turn off all of the lights

In the event we are directly affected by a Hurricane, please use your best judgment in guiding yourself and your staff on the necessary evacuation measures.

IMPORTANT: Please email updated emergency contacts (primary and secondary) for your office to Jennifer Teel at jteel@navisysgroup.com when emailing this information please forward the names of any employees with special needs.

Please feel free to contact the Management Office if you would like to discuss this further.



Do you know someone looking for office space? If so, we want to help them. Please have your friends contact

T TRANSWESTERN[®]
The Performance Advantage in Real Estate at
713.669.9404.

**Property management information
Numbers You Need to Know**

Management Office.....713-668-1776
Management Fax.....713-666-3918
Security Cell.....713-539-0649
(24-hour Assistance)

Darrel Holub, CPM
Vice President, Property Management
dholub@navisysgroup.com

Tricia Taylor
Assistant Property Manager
ttaylor@navisysgroup.com

Rosalie Thurbon


Director of Customer Service
rthurbon@navisysgroup.com

Jennifer Teel
Property Secretary
jteel@navisysgroup.com

Engineers

Gary Hauck, Director of Engineering
David Wiggins, Assistant Chief
Ismael Salgado
6700 W. Loop South, 4710 Bellaire
Noe Gordillo,
6750 W. Loop South
Alfred DeLuna,
6800 W. Loop South, 4747 Bellaire

REMEMBER! In an emergency, you can get the latest update on your building's status by dialing the NAVISYS HOTLINE at 1-800-619-6322



RECYCLING SCHEDULE

Recycling pickup dates for each building are as follows:

Monday: 6750 West Loop South

Tuesday: 4747 Bellaire

Wednesday: 4710 Bellaire

Thursday: 6800 West
Loop South

Friday: 6700 West Loop
South

If you need additional
pickup service, please put it
in a work order in the
IMPAK System or email
jteel@navisysgroup.com



Talk about convenience!

Reggie's Car Wash

Drop off car on 3rd Floor of Garage
Pin Oak I Garage at 6750 West Loop
South

Each Thursday Cash/Checks only
Detailed car wash - \$20 Cars - \$25
SUVs

Wash & Wax - \$35 Cars - \$50 SUVs
713-755-8497



Energy Star is a program of the EPA and the
Department of Energy aiding businesses in saving
energy and protecting the environment through
energy-efficient products and practices. We
encourage you to consider Energy Star for your
own business. Visit www.energystar.gov or call
the Energy Star Hotline @1-999-STAR-YES for
information.



DELI'S

Lee's Cafe 713.661.1132
6750 West Loop South, Suite 130
Mon Fri, 7 am 3:30pm

Jenny's Deli 713.667.7376
4747 Bellaire, Suite 370
Mon Fri, 7am 4pm

Ride your bike to work!



Bicycle parking

Pin Oak I, First level in the NW corner
behind 6700 West Loop South.

Pin Oak II, basement against the north wall, between 6800 West Loop and 4747 Bellaire



The Houston Mayoral Election will take place on November 3, 2009.

DONT FORGET TO VOTE!



Check Out Our Website!

See our Customer Information page to find out about upcoming events at The Offices at Pin Oak Park, register for the new IMPAK customer service order system, check out the deli menu, find out about our Energy Star program and more.

*Publication for the customers of The Offices at Pin Oak Park located at 4710 and 4747 Bellaire Blvd and 6700, 6750 and 6800 West Loop South.
Pin Oak Press is a Navisys Group publication.*