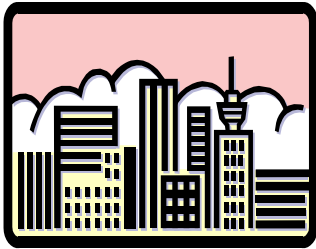


IN-REL FOCUS

The somewhat annual newsletter for the tenants and staff of In-Rel Management, Inc.



Special points of interest:

- New Lake Worth Office Staff
- Future Expansion Plans
- Emergency Procedure List
- Pictures of Office Staff!
- New Phone System

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Welcome New Employees

It's been a very exciting year at In-Rel Management, Inc. New properties, new faces, and most importantly, new opportunities. After all, growth is one of the cornerstones of success in the real estate business. Thus, it is our extreme pleasure to introduce to you a new and improved staff of highly talented individuals whom we hope will succeed in delivering to you the highest quality customer service and professionalism. Please feel free to contact all our staff members either by phone or e-mail. Again, a warm welcome to our new Lake Worth Office Staff:

- CAREN COHEN—
Vice President of Finance
ccohen@in-rel.com

- PAM STEINBERG—
Senior Property Accountant
psteinberg@in-rel.com
- DONNA HEATH—
Property Accountant
dheath@in-rel.com
- JAMES HURLOCK, JR.—
Director of Property Management
jhurlock@in-rel.com
- TANIA DANIELIAN—
Assistant Property Mgr.
tdanielian@in-rel.com
- GEORGE LEONE—
Leasing Associate
gleone@in-rel.com
- KERRY KALTNECKAR—
Administrative Assistant
Kerry@in-rel.com



Tania Danielian

Other helpful e-mail addresses:

- MIGUEL ESPINOZA, JR.—
Property Manager
mespinozajr@aol.com
- CAROLYN MEAGHER—
Director of Leasing
leasing@in-rel.com
- ERIN DOLAN—
Tenant Coordinator
edolan@in-rel.com

Glades Plaza by George Leone, Leasing Associate

One of our most exciting projects this year has been the Glades Plaza renovation. Glades Plaza, located in Belle Glade, has received a refurbished roof, new paint, pressure cleaning, landscaping, and a repaved parking lot. The center is an excellent opportunity for national

retailers as well as small businesses. Its low cost basis will help increase profit margins for new and existing tenants. In-Rel Management, Inc. is thrilled about the renovation, especially the leasing team. The leasing team is eager to expand upon its anchor ten-

ants which include Family Dollar, Cititrends, and Rent-A-Center. Who will be next to prosper in this newly spruced up property? If you have any ideas, please contact, Carolyn Meagher or George Leone, at (561) 533-0344 or e-mail at: leasing@in-rel.com.

EMERGENCY PROCEDURE LIST by Jim R. Hurlock, Jr.— Director of Property Management

Here are a couple of recommended procedures for the most common emergency situations. We suggest that you always have your own emergency procedure list, along with emergency phone numbers, available and accessible for your staff and personnel. Here are a few good tips that we thought might be useful:

In case of a fire:

- Pull the fire alarm box (red handle) and use the fire extinguisher and aim to the base of the flames, always remaining between the fire and the way out to safety.
- Notify others in the area, check restrooms and assist the disabled.
- Exit by the nearest emergency stairwell, located on the east and west corridor of each floor. **DO NOT USE THE ELEVATORS.**

In case of a power outage:

- Keep flashlights with extra batteries in your office
- Turn off equipment to prevent power surge
- Check lighting in elevator lobby and hallways for partial lighting.

Concerning Terrorism awareness & response:

- Be alert to strangers in or around your office or common areas. If anything seems suspicious, call the Management Office at 561-533-0344.
- Be aware of unattended packages or cases.
- Do not attempt to investigate the situation yourself, rather contact the police dept.

In case of a building evacuation:

- Close the door of your office as you leave, but don't lock, in case of a fire.

- **DO NOT USE THE ELEVATORS!**
- Exit building by stairwell in a quick and orderly manner without panic.
- Do not return for any reason into the building until police, fire dept. or management has given an "ALL CLEAR".

In case of a hurricane/ tornado:

- Get away from the perimeter of the building and exterior glass
- Leave your office & doors closed and go to the innermost section of your office.
- Sit down and protect yourself by kneeling and covering your hands over your head.

Always remember in any and all situations, **STAY CALM** and **USE COMMON SENSE** to avoid any further adversity.



James R. Hurlock, Jr., R.P.A.
Director of Property Management

"Be alert to strangers in or around your office or common areas."

SOME FAVORITE QUOTES

"If you are not failing now and again, it's a sign you're playing it too safe!"
Submitted by Charles Stein

"There are many ways of going forward, but only one way of standing still."
Franklin D. Roosevelt, submitted by Dennis Udwin

"Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing/ it's when you've had everything to do, and you've done it." Margaret Thatcher

"The gem cannot be polished without friction, nor man perfected without trials."
Chinese Proverb

"Work as though you would live forever, and live as though you would die today."
Og Mandino



"Goals determine what you are going to be"

Julius Erving

2328 Tenth Ave North, Suite 401
Lake Worth, FL 33461

Phone: 561-533-0344 or 888-523-0344
Fax: 561-533-0146
Email: leasing@in-rel.com

WE'RE ON THE WEB
WWW.IN-REL.COM

Our New Phone System

A few of you may have noticed that when calling our offices our phone system is a little different. Here are a few pointers on how to best use the new system:

There are three ways to use the new system:

1. Call an employee's direct line.
2. Call the main number (561-533-0344) and listen for the company directory with all employee's extensions.
3. Dial an employee's extension as soon as the automated system picks up.

Useful direct line numbers:

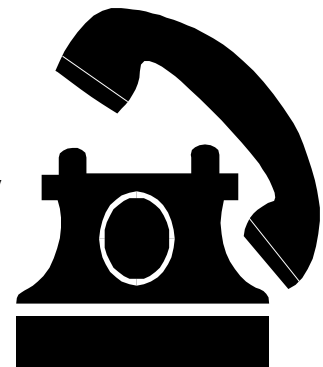
Carolyn Meagher—New leases and renewals 561-383-2411

Tania Danielian—All maintenance issues/emergencies 561-383-2422

Erin Dolan—Rent, insurance, signage 561-383-2415

If the person you are trying to reach is not in, please leave a voice message and your phone call will be returned. If it is an emergency and Tania is not available, dial "0" for the operator. After hours emergencies, dial "11", leave a message and the on call staff member will return your call.

Thank you for your attention regarding the above matter. We sure hope you find our new system user friendly!



Helpful hints for using our new phone system
