



# Metropoint

*The Center for Business*

4th Quarter 2015

## TAKE NOTE OF THE UPCOMING DATES:

### Veterans Day

Wednesday, November 11

### Headshot Day

Wednesday, November 18

### Thanksgiving

Thursday, November 26  
(Mgmt. Office Closed)

### Christmas

Friday, December 25  
(Mgmt. Office Closed)

### New Year's Day

Friday, January 1  
(Mgmt. Office Closed)

## 2015 Twin Cities Kidney Walk

Equus Capital Partners and Cushman & Wakefield | NorthMarq extend special thanks to all of the Metropoint tenants and vendors that supported Team Equus - Twin Cities in the National Kidney Foundation's Twin Cities Kidney Walk in October. Thanks to your generous donations, Team Equus - Twin Cities was the top team raising \$11,350, which exceeded our 2015 goal of \$10,000.

Your donations will fund lifesaving programs that educate and support patients, their families and those at risk of kidney disease. In fact, more than 80 cents of every dollar donated directly supports programs and services.



## 2015 Toys for Tots Drive

Join in the Metropoint Toys for Tots Drive this holiday season by donating a gift(s) for less fortunate children throughout the community. Please bring your unwrapped gifts to the Management Office (Suite 200 in the 600 Building) no later than noon on Thursday, December 17th, to allow adequate time for the Marine Corps to distribute the gifts.

Thank you for your generosity!



# NEW YEAR'S EVE

## The Facts

New Year's Eve is one of the most popular holidays in North America.

**70%** OF PEOPLE SAY THEY CELEBRATE ON NEW YEAR'S EVE

**360 MILLION** GLASSES OF SPARKLING WINE ARE CONSUMED DURING NEW YEAR'S IN THE U.S.

### Types of New Year's Resolutions Most Often Made



**47%**

**SELF IMPROVEMENT OR EDUCATION RELATED**



**38%**

**WEIGHT RELATED**



**34%**

**MONEY RELATED**



**31%**

**RELATIONSHIP RELATED**



### EVERYONE SING

The song "Auld Lang Syne" means "times gone by."



### MAKE SOME NOISE

Noisemaking on New Year's Eve originated in ancient times when noise was thought to dispel evil spirits and bring good luck.

# Keep or Recycle?

Do you ever wonder if you really need to keep those pay check stubs from 2005 or that old auto insurance policy? Following are some guidelines as to what should be kept and for how long:

**Personal Documents:** While it's possible to get replacement documents, it can be more of a hassle than storing them in a safe place. Documents that record life-changing events, such as birth, death, and marriage certificates, adoption papers, divorce decrees, health records, life insurance policies, wills, and social security cards, should be kept forever.

**7-Year Rule:** Most tax-related documents should be kept for a minimum of three years, but it's recommended that they be kept for seven years.

**Bank Statements:** If you've gone paperless, then your bank will generally store your statements for seven years, but verify your bank's policy.

**Monthly Bills:** As long as monthly bills aren't needed to claim tax deductions, they can be discarded monthly after verifying accuracy. When cancelling a service, it is smart to save the final statement for a few years as proof that the account was paid in full.

**Receipts:** Retain receipts for expensive items in case you need to make an insurance claim and hold on to receipts for items that came with a warranty to document proof of purchase.

**Employment Records:** Keep W-2 forms from your employer for seven years. It's also a good idea to save offer letters and performance evaluations for the duration of your employment with a company.

**Pay Check Stubs:** Dispose of pay stubs following receipt and verification of your annual W-2 form.

**Real Estate Documents:** Keep all documents pertaining to the purchase of a home, including sales contracts, deeds, mortgage paperwork, appraisals, etc., for as long as you keep the home. For tax purposes, keep all transaction records and receipts for any major home improvements.

**Insurance:** Discard expired policies and claims information, but hold on to any papers connected to insurance payouts for at least seven years. Always hold on to current policy coverage documentation.

**Investments and Retirement Accounts:** Maintain transaction records for taxable accounts and keep your annual 1099's for at least seven years. There's no need to keep track of individual transactions in your retirement accounts because they don't involve tax implications, but hang on to any papers related to nondeductible contributions.

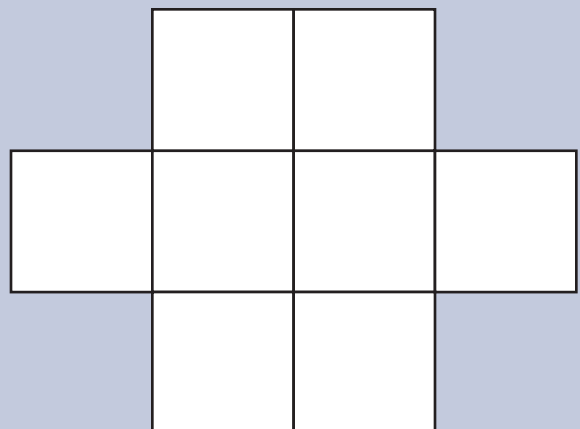
**Warranties:** There's no need to hold on to something that's no longer in effect so discard warranties as soon as they expire.

**Automotive:** Keep documents pertaining to your vehicle (registrations, repair receipts, warranties, and user manuals) as long as you own the vehicle.

When discarding any documents containing personal information, be sure to shred the documents to avoid potential identity theft.

## Brain Teaser

Write the numbers from 1 to 8 into the squares below, so that the squares with consecutive numbers do not touch (neither edges nor corners).



Source: [brainden.com](http://brainden.com)

Answer on Back Page

# Time to Update Your Headshot?

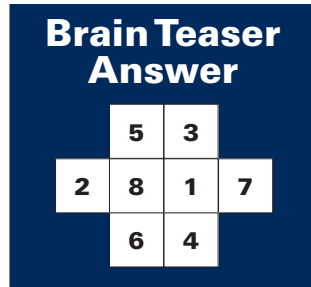
On Wednesday, November 18th, Metropoint is hosting a "Headshot Day" in the 600 Building's 2nd floor Conference Room #2. Mark Ehlen, a professional photographer, will set up a temporary studio for anyone that wants a new headshot photo – whether for social media sites, a bio, or other networking purposes. The first appointment will start at 10:00 a.m. and each session will take 15 minutes or less. The cost is \$60.00+tax per person, payable via credit card at the time of shoot, and includes retouching and sizing to specifications (default is 4"x5" at 300 dpi). Mark offers a white or grey background and shoots directly into his computer so your photo selection can be made immediately. After retouching, your photo will be emailed to you. To schedule your headshot appointment, contact Mark directly at 612-201-0652 or via email at ehlencreative@gmail.com.

For tenants wanting to get new headshots for multiple staff members, contact Mark to reserve a block of time and he will bill your company directly.



## Ice Cream Social

Rhonda Van Vark of Co-Bank and Brandon Beseke of Prudential Insurance were the lucky winners of the Ice Cream Social Twins ticket prize drawing.



## Congratulations

Congratulations to Charles White on his promotion to Building Engineer at Metropoint. Charles has been with the property for 15 years.

# About Equus Capital Partners

Equus Capital Partners, Ltd. ("Equus"), is one of the nation's leading private equity real estate fund managers. Equus' portfolio consists of over 24 million square feet of office, retail, and industrial properties and nearly 13,000 apartment units in over 50 multi-family communities located throughout the United States. The firm is headquartered in the Philadelphia area, with a principal office in Yardley, PA, and with offices in Philadelphia, Los Angeles, Chicago, Washington D.C., Boston, Atlanta, and Raleigh-Durham. For additional information, please visit the company's website at [www.equuspartners.com](http://www.equuspartners.com).



## IMPORTANT PHONE NUMBERS:



### Property Management

Office: 952-546-8700

Fax: 952-593-2484

### After Hours Emergencies

952-546-8700

### Metropoint Security Desk

952-525-3507

### Metropoint Retailers:

#### Metropoint 300 & 600 Cafes

952-545-2883

Metro Stop

952-546-7100

#### Perry Cohn Jewelers

952-544-5136

Spa Blu

952-546-5331