

I-95 Business Parks Management's GCC Quarterly Update

I-95 Business Parks Management - 703/690-7234

Special Interest Articles:

- Spring Cleaning
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- Tax Tips

Questions?

703-690-7234

www.i95businessparks.com

Spring Cleaning

With all the snow, ice and high winds of this winter season, I am sure everyone is ready for Spring. And with Spring, comes Spring Cleaning!

Once the likelihood of having another snow storm is over, we will schedule our yearly Spring Cleaning.

The parking lots will be swept to get rid of all the sand and ice/snow melt. This will most likely be scheduled for late March or

early April. We may pressure wash the sidewalks and entry ways, where needed.

Once the parking lots are swept and pressure washing is complete, we will have the exterior windows of each building cleaned. If you would like to have the interiors of your office windows cleaned, please let us know. It would be a billable service, but we

can probably get a better rate by having everything done at the same time, by the same contractor. We would need to know at least three weeks in advance if you would like your interior office windows cleaned.

As the work is scheduled, we will email you a notice of when your building will be serviced.

Tenant Spotlight: CrossFit Woodbridge

CrossFit is the principal strength and conditioning program for many police academies and tactical operations teams, military special operations units, champion martial artists, and hundreds of other elite and professional athletes worldwide.

Our program delivers a fitness that is, by design, broad, general, and inclusive. Our specialty is not specializing. Combat, survival, many sports, and life reward this kind of fitness and, on average, punish the specialist.

The CrossFit program is designed for universal scalability making it the perfect application for any committed individual regardless of experience.

We've used our same routines for elderly individuals with heart disease and cage fighters one month out from televised bouts. We scale load and intensity; we don't change programs.

The needs of Olympic athletes and our grandparents differ by degree, not kind. Our terrorist hunters, skiers,

mountain bike riders and housewives have found their best fitness from the same regimen.

CrossFit Woodbridge offers 1800 square feet of perfect CrossFitting space off of the Prince William parkway conveniently 1 mile from Potomac Mills mall. We have two bathrooms, a shower and all the tools necessary to forge elite fitness.

Visit:

www.crossfitwoodbridge.com or come participate in a free workout every Saturday at noon.

Parking Lot Safety

A few thoughts and concerns about our business park parking lots:

Now that all of the snow has finally melted, we ask you to watch out for broken curbs and parking stops that had been knocked out of place during snow removal. We have re-aligned most of the parking stops and pulled the exposed rods now that the weather has warmed – but if you notice some that we have missed, please be sure to let us know as soon as possible. Broken curbs will also be repaired or replaced a little later in the Spring.

Another area of concern, is speeding in the parking

lot. Please lower your speed as you come through the parking lots, and around the buildings – you can't always see if someone else is coming around the other side.

Also, as the weather begins to warm, many people like to get out for some fresh air & exercise. Walkers – please be mindful - that you are in a parking lot, stay close to the building or to the outer curbs. Drivers – please be mindful of the pedestrians in the area.

One last concern in the area of parking lot safety is...well...parking. Please be aware that parking one vehicle in 2 or more parking spaces is considered illegal parking.

Towing can be enforced if you park in more than one space. Also, should your vehicle incur damages while you are illegally parked, your insurance company may not cover the damages. Most of our buildings are at full capacity and all parking spaces are needed – if not for the Tenants, for the clients of the Tenants. Please be courteous to others and only occupy one space. If we notice a vehicle that is parking in more than one space we will give you a reminder notice, but if it continues, we may be forced to contact a tow company.

If we had no Winter, the Spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome.
~ Anne Bradstreet

The world is moving so fast these days that the man who says it can't be done is generally interrupted by someone doing it.
~Elbert Hubbard

GMU/Mason Enterprise Center at PWC

MDA Technologies Group recently entered into an agreement with George Mason University and Parkway East to offer business incubation services.

The George Mason University, Mason Enterprise Center Prince William – East will be operated out of MDA Technologies Group's offices at Prince William Commons, 14059 Crown Court, Woodbridge, VA 22193.

Businesses can arrange for space on a month-to-month or longer engagement.

As a compliment to the GMU MEC located at the campus in Manassas, the MEC PW-East offers an inviting environment for start-up and small businesses.

The full-service, professional office environment includes business counseling and coaching from the vast resources of GMU in areas such as: business strategy

and plan development, business finance planning, and market development.

The MEC PW-East will conduct regular seminars on a wide variety of topics important to business. Most recently, a seminar was provided on the use of Social Networking Media in Business.

For additional information on the GMU MEC, visit www.mecpw.com

Like Extra Cash? We offer Referral Fees!

*Spring is when you feel
like whistling even with a
shoe full of slush.
~Doug Larson*

Do you have a friend or colleague who has a small business? Do they need a small office in a professional environment? If so, we will pay you a referral fee for sending them our way.

We have two office concepts at Prince William Commons:

[The Mason Enterprise Center](#) is for small businesses or businesses that are just starting up—as described in the article above. These spaces range from 100 to 225 sq. ft.

Our [Small Office Suite Program](#) is for small businesses that are looking for quality office space with a professional environment. Our small

suites program is at 14000 Crown Ct., soon to expand to a second building in June or July. These suites range from 750 – 2,000 sq. ft. Each suite is prewired for telephone, internet, and CATV, all from Comcast. There are conference rooms available on the corridor for shared use in common with other tenants and the rest rooms are on the corridor, not in the suite (Saves on the overall sq. ft. size of their office.) Utilities and janitorial are included in one, low monthly rate. Our concept is to take the “dain bramage” out of setting up and managing a small office, so the client can focus on business. Furthermore, we make it easy to grow into a larger

office should your business take off.

Here are the rules:

- Call our office and speak to Bill or Linda. We will call your friend on conference call with you to register them as your referral and set up an appointment.
- If we sign them up for a lease of 12 months or more we will pay you a referral fee by check the same week as follows:
 - For the Mason Enterprise Center client: \$500.00
 - For the Small Suite program client: \$500.00 if they are represented by a RE agent **Or** ½ month of rent if no RE agent is involved (could be \$800+)

*If opportunity doesn't
knock, build a door.
~Milton Berle*

Snow and Taxes

Our annual expenses for this year are a Good News/Bad News story.

On the good news side, our property tax bills for all but the building at 10430 Furnace Road (Building 6) will be down anywhere from 11% - 20% for the 2010 tax year.

For Building 6, the tax bill will rise about 2.5%, largely because the assessor picked up on the fact that we added a new tenant on the second floor. They probably missed that fact in the prior year.

The assessments overall were down anywhere from 4% to 25% because of the difficulties in the commercial markets in general along with the

slowdown in activity. This decline was offset by the decision of the Board of Supervisors to raise the tax rate by up to 8 cents to \$1.09 per \$100 of assessed value. Here is an article about tax rates for Fairfax County: [Fairfax Tax Rates](#)

Now for the bad news - As everyone knows, this was a horrendous year for snow removal. We ordinarily would expect to spend about 5 to 10 cents per square foot on snow removal in a normal year. This year with 3 blizzards, our totals came to approximately \$.35 per square foot. It was a challenging season to say the least, but it was made easier for our crews with

the co-operation of our clients and their employees. We thank you for your help.

By the way, and just for the record, when it comes to the pro rata share of the snow removal expenses, the Landlord pays its share for the vacant space in the building. Unlike some companies in our business, we do not burden our clients with CAM and tax expenses associated with vacancies.

Tax Tips

It's income tax time again, Americans: time to gather up those receipts, get out those tax forms, sharpen up that pencil, and stab yourself in the aorta.
~Dave Barry

Indoors or out, no one relaxes in March, that month of wind and taxes - the wind will presently disappear, the taxes last us all the year.
~Ogden Nash

Tax filing time is almost upon us. There are a few important deadlines that you may want to keep in mind:

For businesses:

March 16, 2010 – due date for all corporate tax returns (Form 1120, 1120A, 1120S) or to request a 6 month extension (Form 7004)

April 15, 2010 – due date for all partnership tax returns (form 1065) or to file a request for a 5 month extension (Form 7004). Due date for all sole proprietors return (Form 1040) or to request a 5 month extension (Form 7004)

April 15, 2010 – due date for all corporate and partnership returns required for the Commonwealth of Virginia.

For Individuals:

April 15, 2010 – due date for all individual tax returns (Form 1040, 1040A, 1040EZ) and all estate and trust tax returns (Form 1041) or to request a 5 month extension (Form 7004) Keep in mind that the request to extend does not exclude you from having to pay your taxes on the April 15th due date

April 15, 2010 – deadline to make a contribution to a traditional IRA, Roth IRA or SEP-IRA for the 2009 tax year.

May 3, 2010 – due date for all individual returns required for the Commonwealth of Virginia.

There are plenty of resources available to assist you in with the tax filing process chief among them is the IRS website. In addition there are several third party companies that will allow you to prepare a simple tax return for free or charge a fee for the more complex returns. All of these sites will help you e-file your return to the IRS.

If your business is using a CPA firm, discuss the possibility of e-filing your business return. Also, talk to your CPA firm about the ever changing tax laws to ensure that you are taking advantage of the tax breaks, credits, etc that you may be entitled to.

Listed below are a few links to some of the more popular sites available for both business and individual use:

www.irs.gov – forms and publications are available to download or print. Also a resource for answers to questions and help with form completion

www.freefile.irs.gov – you can use this site to e-file already prepared returns free of charge or use the site to prepare your return and file for free

www.cchgroup.com –has the 2010 Master Tax Guide

available for purchase. This guide has tax laws, forms and answers questions for both business and individual returns

www.tax.virginia.gov –has forms, publications and help with both business and individual returns. The site also allows individuals to prepare and e-file your Virginia return

www.turbotax.com – a third party software site that you can purchase to help prepare your return. The software has the ability to e-file your return

www.hrblock.com – a third party software that allows you to prepare a simple return on-line, free of charge or prepare a more complex return for a fee. The site also will answer questions and give you tax filing tips

www.efile.com –third party software similar to Turbo Tax and H&R Block

www.taxact.com – this third party software site includes tax preparation for both individuals and businesses