

SKYLINE

TENANT NEWSLETTER

December 2017

December in Nashville

- Holiday Lights - through December 31st cheekwood.org
- Nashville's Nutcracker – through December 23rd patron.tpac.org
- Music City Winterfest – 12/9/17 musiccitywinterfest.com
- Dickens of a Christmas – 12/9/17 historicfranklin.com
- Acme's New Year's Eve Party – 12/31/17 theacmenashville.com
- Intimate Champagne Dinner – 12/31/17 citywinery.com

Holiday Office Closures:

Friday, December 22nd – Observance of Christmas Eve

Monday, December 25th – Christmas Day

Monday, January 1st - New Year's Day

Skyline News

New Common Area Signage Update: Have you noticed the new signs throughout the building? All the suite signage has been replaced, as well as directional signage. There are, however a few directional signs on the 1st and 2nd floor that were not the correct size, and new ones are being made to replace them. In the coming weeks, the floor directories in the elevator lobbies will also be replaced. Please let us know if you see any errors with your signage, and we will promptly remedy.

Property Management is in the process of an audit of the mailboxes. We may be reaching out to you to make copies of keys or replacing locks. This will allow us to assist you with obtaining new keys and other maintenance items without you having to go through the Post Office.

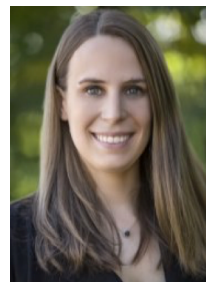


Employee Spotlight:

Elizabeth Jordan, Assistant Property Manager
Team Member since July 2017

Elizabeth recently joined Holladay Properties as an Assistant Property Manager in July 2017. Previously she worked as a Real Estate Services Coordinator for CBRE, Inc. in Columbia, South Carolina. She received her BS in Anthropology

from the University of Tennessee at Chattanooga. She has greatly enjoyed getting to know the buildings and especially the tenants. Her favorite part of working for Holladay Properties is her team members. She enjoys playing with her two cats, Jack and Maggie, tasting all the good foods Nashville has to offer, working out at the Y, and spending time with her friends and family. Her goals for 2018 include obtaining her real estate license, train for a sprint triathlon, and organize her desk!





Holladay Properties CALL CENTER



When you have Maintenance, Janitorial, or Security issues, please notify

Holladay Properties Call Center
1-888-774-2446

They will dispatch the request to the appropriate department. The **Call Center** is available 24 hours a day. Please notify the **Call Center** if you see anything in your office suite or the common areas that requires attention.



Property Management Team at Ellis MOB A

Julie Bandy

Senior Property Manager
jbandy@holladayprop.com
615-612-2868

Elizabeth Jordan

Assistant Property Manager
ejordan@holladayprop.com
615-612-2868

Cory Denton & Paul Carr
Engineers
1-888-774-2446



Cheese Fondue – Perfect for Holiday get-togethers and cold winter nights!

Ingredients:

- ½ lb Swiss cheese, shredded
- ½ lb Gruyere cheese, shredded
- 2 tbsp Cornstarch
- 1 Garlic clove, peeled
- 1 cup Dry white wine
- 1 tbsp Lemon juice
- 1 tbsp Cherry brandy, such as kirsch
- ½ tsp Dry mustard
- Pinch nutmeg
- Assorted dippers

Preparation:

In a small bowl, coat the cheeses with cornstarch and set aside. Rub the inside of the ceramic fondue pot with the garlic, and then discard.

Over medium heat, add the wine and lemon juice and bring to a gentle simmer. Gradually stir the cheese into the simmering liquid. Melting the cheese gradually encourages a smooth fondue. Once smooth, stir in cherry brandy, mustard and nutmeg.

Arrange an assortment of bite-sized dipping foods on a lazy Susan around fondue pot. Serve with chunks of French and pumpernickel breads. Some other suggestions are Granny Smith apples and blanched vegetables such as broccoli, cauliflower, carrots and asparagus. Spear with fondue forks or wooden skewers, dip, swirl and enjoy!

DON'T FORGET ABOUT THE WEBSITE

It is your tenant handbook at your fingertips. It contains a directory of doctors/practices, tenant forms, a link to the online