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Management Team

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FEATURED PROPERTIES



840 1st Street, NE

Building Facts

- 12 story Class A office building
- Built in 2003
- Conveniently located adjacent to Union Station, a hub for MARC, VRE and Metro

440 1st Street, NW

Building Facts

- This spectacular property is currently under development. For more details please visit our website!
www.first-potomac.com



GREETINGS FROM YOUR MANAGEMENT TEAM

From all of us at First Potomac DC Management, we wish you a Happy and Safe Holiday. Thank you for your continued partnership and we look forward to more opportunities to serve you better.

ENGINEER'S CORNER

Dear First Potomac Tenants:

Hello, my name is Richard Deckelbaum and I am the Manager of Engineering. I oversee the engineering department for First Potomac's Washington DC portfolio. It has been my pleasure to serve you this past year and I look forward to doing so in the next year.

As the seasons change, we encourage you to take the time to use our Tenant Service software (Maintenance Connection) to place any temperature concerns you may have in your space. As the days grow colder, we want to make sure you are as comfortable in your working environment. Also, take the time at your home to have your heating system inspected before winter is upon us!

If you have any questions or concerns about your comfort, Please contact us at 202-465-8500.

Sincere Regards,

Richard Deckelbaum

TENANT INCENTIVE PROGRAM

**When was the last time you got carded for referring a new tenant?
Get a \$1500 Visa Card with a new tenant referral.**

As a tenant of First Potomac we would like to offer you an incentive for referring a new tenant to any First Potomac property. When a new lease is signed we'll reward your company with \$1500. It's that easy! Don't miss out. This promotion is only available through December 31, 2012. For complete details, please contact your property manager today!

Important Green Tips:

With growing energy costs and awareness of the need for a responsible carbon footprint, below are helpful tips to get your office running more "green" and turn a new leaf:

1. **Buy Green:** When purchasing office equipment, look for items bearing the "Energy Star" label. These products use less energy than standard models.
2. **Power Down:** Turn off your computer and other office equipment when you leave the office. You can also set equipment on "sleep" mode when you leave your desk for more than a few minutes. On just one computer, you can prevent about 300 lbs of carbon dioxide emissions each year (according to Energy Star Program).
3. **Green your business travel:** Take advantage of telecommuting tools. When looking for lodging, consider eco-friendly hotels through the Green Hotel Association.
4. **Green your daily office travel:** Encourage employees to leave their cars at home by offering public transportation stipends.
5. **Buy recycled:** Purchase office supplies such as, copy paper, envelopes and stationery that is made from 100% post-consumer recycled content, you might find no cost difference in comparison to non-recycled materials.

Tenant Events:

We look forward to having you attend our Holiday Luncheon Event. For more details, log onto the Electronic Tenant Handbook!

Area Events:

ICE at Gaylord National Featuring Dreamworks "Shrek" themed colorful ice sculpture display

Location: Gaylord Hotel, National Harbor

Date: November, 16 2012 through January 6, 2013

Tickets available at www.gaylordhotels.com

Zoolights the National Zoo-

Location: National Zoo

Date: December 14, 2012 through January 1, 2013

Admission is free!

Botanical Garden Holiday Display-

Location: Botanical Gardens

Date: November 22, 2012 through January 1, 2013

Admission is free!



Recipe from Food Network: Paula Dean:

Crème De Menthe Brownies

Ingredients:

- 1 cup butter, softened
 - 2 cups sugar
 - 4 large eggs
 - 1 tsp vanilla extract
 - 1 ¼ cup all purpose flour
 - ¾ cup unsweetened cocoa
 - ½ tsp baking powder
 - 1 10 ounce package Crème De Menthe baking chips
 - Shaved Crème De Menthe thins
 - Chocolate frosting
- #### Frosting:
- ½ cup butter, melted
 - 1/3 cup cocoa
 - 2 cups milk

Directions:

Preheat oven 350 degrees F, grease a 13x9x2 inch pan. Using electric mixer, combine butter and sugar, beat at medium speed until creamy. Add eggs, add vanilla, mix well. In separate bowl, combine flour, cocoa and baking powder into butter mixture. Fold in mint chips. Spoon onto greased pan, bake for 35 minutes. While brownies are baking, prepare frosting. Combine butter, cocoa, confectioner's sugar, vanilla and milk in a mixing bowl. Beat at medium speed then at high speed until spreading consistency. Remove pan from the oven, allow brownies to cool. Spread chocolate frosting. Top with shaved mints and Enjoy!

