

M E M O R A N D U M

TO: All Bishop Square Tenants
FROM: Bishop Square Management
DATE: January 7, 2009
SUBJECT: Email Notification Program

Bishop Square prides itself in being one of the few Class "A" Buildings that have been awarded the Energy Star award four years in a row (2005-2008). The Management Team continually looks for ways to reduce costs and waste to benefit not only the Tenants, but the environment as well. As such, the Email Notification Program was implemented in August of 2008. The response to this program has been very positive.

To continue our efforts, effective February 1, 2009, all tenant notifications will only be delivered via email and posted on our website at www.bishopsquare.com under the Tenant News Section. We will no longer be hand-delivering the tenant notifications.

Due to the amount of email addresses that are on our list, many programs have been blocking our emails and deleting them as spam. Please make sure that any address ending in bishopsquare.com, especially info@bishopsquare.com is not being deleted by any of your programs.

Attached is a sign-up sheet for those still interested in joining the email notification program.

You may contact Kathy K. Shiratori, Leasing Assistant at (808) 545-7500 if you have any questions. Thank you.