

## COMMISSION MEETING

### INFORMATION

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**Date:** August 9, 2021

**To:** Port Commission

**From:** Brittany Williams, Manager of Properties and Marketing

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**SUBJECT: Harbor Square 2nd Quarter 2021 Report**

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Harbor Square Property Management:

**Accounting:**

April - June '21 revenue enclosed

**EOL:**

Building 1 Tenant

Building 2 Tenant

**New Lease:**

Bldg. 1 17 months (\$49,385.00) non-commissionable

Bldg. 2 6 months (\$4,560.00) non-commissionable

Bldg. 3 12+ months (\$13,320.00) non-commissionable

**Lease Extensions & Expansions:**

Bldg. 2 Tenant extended MTM (\$782.64), non-commissionable

Bldg. 2 Tenant extended 36 months (\$34,207.20), non-commissionable

Bldg. 4 Tenant extended 60 months (\$240,139.20) non-commissionable

**Projects:**

- Irrigation repairs
- Parking lot maintenance (potholes and cracks)
- Building One restroom repair

**Incidents:**

None to report.

## Harbor Square Business Park: 2nd Quarter Report - Gross

2021		GPI basis							
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
April	\$ 17,078.45	\$ 42,044.74	\$ 20,885.48	\$ 15,408.13	\$ 29,902.51	\$ 7,236.58	\$ 29,475.00	\$ 1,320.08	\$ 162,030.89
May	\$ 17,053.45	\$ 42,881.22	\$ 20,851.08	\$ 18,663.31	\$ 29,916.00	\$ 7,272.52	\$ 29,650.00	\$ 935.62	\$ 166,287.58
June	\$ 17,057.57	\$ 42,936.59	\$ 20,851.08	\$ 18,663.31	\$ 29,916.00	\$ 7,305.43	\$ 29,650.00	\$ 2,672.46	\$ 166,379.98
				2021	Occupancy at end of quarter		90.33%	2021	\$494,698.45
				2020	Occupancy at end of quarter		91.64%	2020	\$513,999.43
								Variance	\$ (19,300.98)
						% Change	-1.31%	% Change	-3.76%

### Rent Abatement:

Salish Sea Brewing Bldg.4 April Paid LET & CAM

### EOL:

Hamilton Printing Bldg 2  
GSG Bldg 1

### Security Deposit Refunded:

Hamilton Printing Bldg 2 \$704.97  
GSG Bldg 1 \$5,750.00

### Security Deposit Received:

ReNew Medical Bldg 1 \$2,905.00  
James DeMore Bldg 2 \$1,520.00  
Edmonds Educational Nature Center Bldg 3 \$1,000.00

## 2020

Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
April	\$ 16,821.19	\$ 43,478.40	\$ 22,851.61	\$ 25,061.06	\$ 29,354.07	\$ 7,163.95	\$ 29,475.00	\$ 355.17	\$ 174,205.28
May	\$ 16,871.70	\$ 43,514.60	\$ 22,881.61	\$ 22,417.78	\$ 29,354.07	\$ 7,163.95	\$ 29,475.00	\$ 816.25	\$ 171,678.71
June	\$ 16,913.39	\$ 43,559.84	\$ 22,881.61	\$ 18,757.63	\$ 29,354.07	\$ 7,173.90	\$ 29,475.00	\$ 52.50	\$ 168,115.44
				2020	Occupancy at end of quarter		91.64%	2020	\$ 513,999.43
				2019	Occupancy at end of quarter		98.37%	2019	\$ 526,598.36
								Variance	\$ (12,598.93)
						% Change	-6.73%	% Change	-2.39%