

MEMORANDUM

DATE: October 15, 2016
TO: Bob McChesney, Executive Director
FROM: Jan Conner
Northwest Country Management
RE: Summary of 3rd Quarter 2016 Reports

Harbor Square Property Management

Accounting:

- July - September revenue enclosed
- Late Fee: 1 late fees assessed in the amount of \$49.62

Leasing:

Showed Space:

1-man office - University Professor – just looking
1-man office - Storage to Own representative
1-man office – just looking
Suite 202, Bldg. 3 - Construction Company, showed again, still no decision
Suite 202, Bldg. 3 to current tenant considering increasing space

Responded to general inquiry:

Broker called back about space for Hyperbaric Chambers, needs in-suite restroom
Massage Therapy 300/400 sf – no small, suitable space available
1-man office, wanted exterior windows to natural light
Office space – Suite 202, Bldg. 3, beyond their budget
Counsellor Office – no small, suitable space available

Lease extensions:

Bldg. 2 – 3 month (\$1,631.94)
Bldg. 2 - 1 year (\$8,437.80)
Bldg. 3 - 1 year (\$13,538.52)
Bldg. 2 – 1 year (\$7,648.08)
Bldg. 2 – 3 years (\$456,706.80)
Bldg. 1 – 1 year (\$23,201.04)
Bldg. 5 – 1 year (\$10,634.52)

New Lease:

Storage Closet Bldg. \$41.31 MTM

Tenant Improvements:

None this quarter.

Conference Revenue/additional revenue:

- 11 rentals (Suite 202 and Boardroom – no set up required) resulting in \$1,065.00 net revenue received.

EOL:

Andrew Somers – September 30, 2016

Projects:

None to report

Incidents:

None to report.

Harbor Square Occupancy 2016

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
BEE, 206	0	0	0	0	0	1714	1714	1714	1714	1714	1714	1714
Integrity Works, 204	864	864	864	864	864	864	864	864	864	864	864	864
Occupied	18332	18332	18332	22364	22364	24078	24078	24078	24078	24078	24078	24078
% occupied	74.37%	74.37%	74.37%	90.73%	90.73%	97.68%	97.68%	97.68%	97.68%	97.68%	97.68%	97.68%
Vacant/available	6318	6318	6318	2286	2286	572	572	572	572	572	572	572
% available	39.56%	39.56%	39.56%	14.31%	14.31%	3.58%	3.58%	3.58%	3.58%	3.58%	3.58%	3.58%
Total % leased	74.37%	74.37%	74.37%	90.73%	90.73%	97.68%	97.68%	97.68%	97.68%	97.68%	97.68%	97.68%
Total all buildings (no Maint.)	77.10%	77.89%	77.89%	81.82%	84.45%	86.12%	87.39%	87.39%	87.39%	87.21%	90.47%	90.47%
Total all buildings (incl. Maint.)	78.45%	79.23%	79.23%	83.17%	85.80%	87.47%	88.74%	88.74%	88.74%	88.55%	91.81%	91.81%
Maintenance NOT included in stats												
Total warehouse available	4032	4032	4032	0	0	0	0	0	0	0	0	0
Combined Total	23461	22656	22656	18624	15934	14220	12920	12920	12920	13108	9768	9768

Harbor Square Occupancy 2015

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Channel Marker, D-1	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353
WIBU, D-4	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215
Golf & Corp Solution, D-9	965	965	965	965	965	965	965	965	965	965	965	965
Dream Investment, C-3	534	534	534	534	534	534	534	534	534	534	534	534
Maintenance, C-3B	0	0	0	0	0	0	0	0	0	0	0	0
Abarim Business Comp, B-5	465	465	465	465	465	465	465	465	465	465	465	465
Channel Marker, D-3	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321
Occupied	24499	24499	24499	24499	24499	25209	25209	25137	25137	24427	24687	24687
% occupied	84.31%	84.31%	84.31%	84.31%	84.31%	86.75%	86.75%	86.51%	86.51%	84.06%	84.96%	84.96%
Vacant/available	4559	4559	4559	4559	4559	3849	3849	3921	3921	4631	4371	4371
% available	15.69%	15.69%	15.69%	15.69%	15.69%	13.25%	13.25%	13.49%	13.49%	15.94%	15.04%	15.04%
Total % leased	84.31%	84.31%	84.31%	84.31%	84.31%	86.75%	86.75%	86.51%	86.51%	84.06%	84.96%	84.96%
Maintenance/no rent	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381
Tenant	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Bldg 3, 110	15553											
Compass Courses, 101	3173	3173	3173	3173	3173	3173	3173	3173	3173	3173	3173	3173
Compass Courses, 103	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925	1925
Hustler 103	738	738	738	738	738	738	738	738	738	738	738	738
Dynamic Solutions	720	720	720	720	720	720	720	720	720	720	720	720
Austin Harp Art, 104	0	0	0	0	0	0	0	860	860	860	860	860
R.D.EWP Coffee, 201	2437	2437	2437	2437	2437	2437	2437	2437	2437	2437	2437	2437
WP Coffee	878	878	878	878	878	878	878	878	878	878	878	878
Vacant, 202	0	0	0	0	0	0	0	0	0	0	0	0
Compass Courses, 203	0	0	0	407	407	407	407	407	407	407	407	407
{												
Hjelle, 204	637	637	637	0	0	0	0	0	0	0	0	0
{												
Cove Tech, 204	0	0	0	0	0	230	230	230	230	230	230	230
BNB Intl	2421	2421	2421	2421	2421	2421	2421	2421	2421	2421	2421	2421
Occupied	12929	12929	12929	12699	12699	12929	12929	13789	13789	13789	13789	13789
% occupied	83.13%	83.13%	83.13%	81.65%	81.65%	83.13%	83.13%	88.66%	88.66%	88.66%	88.66%	88.66%
Vacant/available	2624	2624	2624	2854	2854	2624	2624	1764	1764	1764	1764	1764
% available	16.43%	16.43%	16.43%	17.87%	17.87%	16.43%	16.43%	11.05%	11.05%	11.05%	11.05%	11.05%
Total % leased	83.13%	83.13%	83.13%	81.65%	81.65%	83.13%	83.13%	88.66%	88.66%	88.66%	88.66%	88.66%

Harbor Square Occupancy 2015

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mike Green, 104C-D	2377	2377	2377	2377	2377	2377	2377	2377	2377	2377	2377	2377
BEE, 201	4106	4106	4106	4106	4106	4106	4106	4106	4106	4106	4106	4106
vacant, 206	0	0	0	0	0	0	0	0	0	0	0	0
Integrity Works, 204	864	864	864	864	864	864	864	864	864	864	864	864
Occupied	22064	22064	22064	22064	18032	18425	18425	18425	18425	18425	18425	18425
% occupied	89.51%	89.51%	89.51%	89.51%	73.15%	74.75%	74.75%	74.75%	74.75%	74.75%	74.75%	74.75%
Vacant/available	2586	2586	2586	2586	6618	6225	6225	6225	6225	6225	6225	6225
% available	16.19%	16.19%	16.19%	16.19%	41.44%	38.98%	38.98%	38.98%	38.98%	38.98%	38.98%	38.98%
Total % leased	89.51%	89.51%	89.51%	89.51%	73.15%	74.75%	74.75%	74.75%	74.75%	74.75%	74.75%	74.75%
Total all buildings (no Maint.)	81.65%	81.65%	81.65%	81.43%	77.49%	78.79%	78.79%	79.56%	79.56%	78.87%	79.12%	79.12%
Total all buildings (incl. Maint.)	83.00%	83.00%	83.00%	82.78%	78.84%	80.14%	80.14%	80.91%	80.91%	80.22%	80.47%	80.47%
Maintenance NOT included in stats												
2014	73.35%	74.29%	74.29%	75.15%	74.31%	74.31%	72.43%	72.14%	77.24%	79.41%	77.31%	76.41%
Total warehouse available	0	0	0	0	4032	4032	4032	4032	4032	4032	4032	4032
Combined Total	38275	38275	38275	38505	34473	33926	33926	33138	33138	33848	33588	33588

2015		Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Bldg. 5	Hotel	HSAC	TOTAL
Month									
July	\$ 22,269.68	\$ 31,509.05	\$ 15,816.96	\$ 16,127.73	\$ 20,658.33	\$ 5,614.74	\$ 26,088.33	\$ 122,175.60	
August	\$ 22,420.60	\$ 31,921.06	\$ 15,816.96	\$ 12,752.56	\$ 20,312.32	\$ 5,614.74	\$ 29,238.24	\$ 138,076.48	
September	\$ 22,480.93	\$ 31,822.33	\$ 15,848.86	\$ 14,157.77	\$ 20,312.32	\$ 5,614.74	\$ 28,188.33	\$ 138,425.28	
	\$ 67,171.21	\$ 95,252.44	\$ 47,482.78	\$ 43,038.06	\$ 61,282.97	\$ 16,844.22	\$ 83,514.90		
				2015 Occupancy 1-5	79.56%	no maint		\$	398,677.36
				2014 Occupancy 1-5	80.91%	with maint.			
					77.24%	no maint			
					78.59%	with maint.			
					1.83%				
Rent Abatement per Lease:									
None									
Late Fee:									
Hughes	July		\$47.50						
MAK & Assoc	July		\$101.88						
Seattle Visiting Nurse	July		\$160.31						
Gifford	August		\$150.92						
MAK & Assoc	August		\$101.88						
Gifford	Sept		\$211.25						
			\$773.74						
Security Deposits Received:									
Geralaine Bright	July		\$ 800.00						
McBreen Design	August		\$ 475.00						
Austin Harp	August		\$1,389.89						
Channel Marker	September		\$5,407.82						
EO/Security Deposits Refunded:									
MAK & Assoc	September		\$0				applied to rent		
Heritage Panel Graphics	30-Jun		\$ 500.00						
Advance Rent Paid:									
None									
Write-off									
Solution Engineering	July		\$ 15,909.22						