

## COMMISSION MEETING

### INFORMATION

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**Date:** October 26, 2020

**To:** Port Commission

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

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**SUBJECT: Harbor Square 3rd Quarter 2020 Report**

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Harbor Square Property Management:

**Accounting:**

July '20 – September '20 revenue enclosed

**New Leases:**

Bldg. 2 Tenant extended 24 months (\$38,880.00), non-commissionable  
Bldg. 4 Tenant extended 62 months (\$219,125.40), non-commissionable

**Lease Extensions & Expansions:**

Bldg. 2 Tenant extended MTM (\$758.80), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$13,828.92), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$32,645.88), non-commissionable

**End of Lease:**

Building 2 Tenant  
Building 3 Tenant  
Building 4 Tenant

**Projects:**

- Building 3 Landscaping
- Building 3 Interior Blind Cleaning & Installations
- Parking Lot Striping

**Incidents:**

N/A

