MEMORANDUM

DATE:

January 31, 2017

TO:

Robert E. McChesney, Executive Director

FROM:

Jan Conner

Northwest Country Management

RE:

Summary of 4th Quarter 2016

Harbor Square Property Management

Accounting:

- 8 late notices totaling \$1,928.31
- October December revenue enclosed

Phone/Email Inquiry:

1-man office for Consulting Company

Office space for electric company – just started looking, currently working from their home

1,000 sq. ft., ground floor, 1st quarter of 2017. Sent proposal for 120 W. Dayton.

Retail space, needs 1,000 – 2,000 sq. ft. – nothing suitable.

1-man office for sales rep.

Drone Company looking for office space 2,000 - 3,000 sq. ft. needed to be close to boat launch facility.

1-man office for Research Company.

Showed Space:

Bldg. 3 – showed three times to a mortgage company, will follow up after the holidays Bldg. 2, B-6 – 1-man office for gentleman living in Gig Harbor but looking to have an office in Edmonds, marine related industry.

Bldg. 4, Suite 201 and 202 – resulted in lease of Suite 202.

Leasing:

- Bldg. 4 39 months (\$133,272)
- Bldg. 5 6 months added to existing lease (\$20,261)
- Bldg. 2-3 month extension (\$1,632)
- Bldg. 5 1 year extension (\$20,873)
- Bldg. 4-5 year extension (\$275,306)
- Bldg. 3 2 year extension (\$152,453)

Memorandum to Bob McChesney

^{4&}lt;sup>th</sup> Quarter 2016 Report to Commissioners, dated January 31, 2017

- Bldg. 1-24 months added to existing lease, plus increased space (\$50,036), relocating from Bldg. 2
- Bldg.2 added space to existing lease (\$76,161)
- Bldg. 2 1 year extension (\$12,417)
 - Revenue shown is exclusive of Leasehold Tax

EOL:

Somers – 1 man office, B-6, 120 W.

Tenant Improvements/repairs:

Teknologic Eng. Service - Suite 202, 180 W.

Paint entire space; replace bathroom vanities, flooring, mirror and light fixtures

Conference Revenue:

• 4 rentals resulting in \$145.00 net revenue (no set up cost). 12 months net rental of \$2,465 versus 1,757.50 in 2015.

Projects:

Annual Sprinkler Confidence Testing Annual Fire Extinguisher Service Port staff pruned trees around the buildings

Incidents:

Fire Alarm at 120 W. Dayton. Fire Department responded and they thought the dry system had gone wet, although gages showed pressure. Vendor contacted to flush lines so system could be reset.

Vandalism – 120 W. Dayton, Suite B-4;

Graffiti - 170 W. Dayton, Whse. 102 B-D

Harbor Square Business Park	Busi	ness Par	7						HII Wuai le	411 Quarter Report - Reveriue	<u> </u>	
2016	GPI basis	asis										
Month		Bldg.1	_	Bldg.2	Bldg.3	Bldg.4		Bldg.5	Hotel	HSAC		TOTAL
October		18,463.57		38,009.34	\$ 18,161.40			24,990.81	- 1		↔	148,047.13
November	↔	18,470.79		38,183.56	\$17,735.69	\$ 16,570.96		25,133.27			↔	150,331.85
December	↔	20,780.42	⇔ ω	38,020.34	\$ 14,197.94		↔	25,475.78	\$ 5,856.75	\$ 28,380.83	↔	146,506.81
	↔	57,714.78		114,213.24	\$ 50,095.03			75,599.86				
				2016	\sim				90.47%		49	444,885.79
				2015	Occupancy a	Occupancy at end of quarter	_		78.52%		₩	413,737.13
										Variance	↔	31,148.66
			i							% Change		7.53%
Rent Abatement per Lease:	ease		€9						Bal.Due	12/31/2016		(\$10.284.10)
BNB			↔	3,754.03	Dec							
Late Fees			()									
Maplewood/Hustler			↔	138.55	Oct							
WP Coffee			S	498.05	Oct							
Hill Street			↔	156.00	Nov							
Austin Harp			↔	138.69	Nov							
Proliance			↔	255.73	Dec							
American Brewing			↔		Dec							
American Brewing			₩		Dec							
Mike Green			€9		Dec							
			€	1,928.31								
Security Deposits received:	eived	•										
Teknologic Eng. Service	й		€	4,270.00	Nov							
Security Deposits refunded:	unde	H-	()	1								
Somers				\$522.49								
EOL:												
Somers	B-6				Sept							
Services:												
Fire Ext.			₩	180.50								
Maint			↔	120.80								
			€	301 30								0.0

2015	2015 GPI basis								
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC		TOTAL
October	ì	- 1	\$15,848.86	\$12,836.77	\$ 20,312.32		\$ 28,188.33	↔	135,976.88
November	\$ 22,285.34	↔	\$ 17,156.24				28,188.33	↔	139,921.22
	\$ 22,269.68	↔	\$17,114.71	\$ 13,474.35	\$ 19,783.62	5,614.74	\$ 28,188.33	↔	137,839.03
		G	\$50,119.81	_		16,844.22			
			2015	=	end of quarter	0 .		₩	413,737.13
			2014	2014 Occupancy at end of quarter	end of quarter	76.41%		↔	9
Rent Abatement per Lease:	.ease:	₩	¢:			Bal.Due	12/31/2015		(\$12,989.72)
Late Fees		⇔							
Security Deposits received:	eived:								
Old Republic Surety		\$ 550.00							
Channel Marker		\$ 5,407.82							
Hill Street Investment		\$ 1,560.00							
Security Deposits refunded:	ınded:	69		E					
EOL:									