



COMMISSION MEETING

INFORMATION

Date: February 26, 2018

To: Port Commission

From: Brittany Williams, Manager of Properties and Marketing

SUBJECT: Harbor Square 4th Quarter 2017 Report

Harbor Square Property Management:

Accounting:

October - December revenue enclosed

Leasing:

10.03.2017	Call
10.10.2017	Walk-in (Started lease)
10.12.2017	Call
10.19.2017	Office Space Email
10.25.2017	Website Email
11.6.2017	Office Space Email
11.7.2017	Call
11.21.2017	Walk-in
12.8.2017	Website Email
12.13.2017	Call
12.29.2017	Office Space Email

New Lease:

Bldg. 2 MTM (\$465.26) non-commissionable

Lease Extensions & Expansions:

Bldg. 1 Tenant extended 12 months (\$19,561.56) non-commissionable

Bldg. 2 Tenant extended 12 months (\$6,333.48) non-commissionable

Bldg. 5 Tenant extended 12 months (\$10,842) non-commissionable

Bldg. 5 Short Term Storage – continues MTM \$464.24 p/m, non-commissionable

EOL:

N/A

Projects:

- New foyer tile in 190 W. Dayton
- New foyer tile in 180 W. Dayton
- Extinguisher Inspections
- Fire Alarm Confidence Testing
- Exterior cleaning of all bldg. entrances
- New bathroom signage in B-6
- Painted bathrooms in B-6

Tenant Improvements:

- Painting and cleaning of B-6 #4 and B-6 #5

Incidents:

- Roof Leak bldg. 1

Conference Room Rental:

- Three this quarter (12/5, 12/10, 12/11)
Revenue = \$112.50