COMMISSION MEETING

INFORMATION

Date:  August 14, 2017

To:  Port Commission

From: Brittany Williams, Manager of Properties and Marketing

SUBJECT: Harbor Square 2nd Quarter 2017 Report

Harbor Square Property Management:

Accounting:
- April - June revenue enclosed
- Common Area Maintenance (“CAM”) reconciliation took place in April.

Leasing:
Showed Space:
- Showed space for one-person office, sole practitioner
- Showed space for one-person office, Attorney
- Showed space for one-person office, property management
- Showed space for two-person office, computer consulting

Phone/Email - Responded to general inquiry:
- Finance company- no suitable space available at this time
- Real Estate Company, one-man office
- Small office for sole practitioner, submitted info, no response
- Through broker, for financial planner, no suitable space at this time

New Lease:
Bldg. 3  13 months ($14,462.97) non-commissionable
Bldg. 2  1 year ($17,209.56) non-commissionable
Bldg. 2  MTM ($443.26) non-commissionable
Bldg. 2  38 months ($54,617.04) non-commissionable
**Lease Extensions & Expansions:**
Bldg. 3 Tenant moved to larger space, 16 months ($27,177.12) non-commissionable
Bldg. 2 Tenant added space, 27 months ($12,801.00) non-commissionable
Bldg. 5 Short Term Storage – continues on MTM $464.24 p/m, non-commissionable

**Tenant Improvements:**
Bldg. 2 Suite D-5  General clean, tenant provided new carpet for two months base rent abatement
Bldg. 2 Suite D-9  General clean

**Conference Room Rental:**
- None this period

**EOL:**
Bldg. 2 C-4 Tenant retired
Bldg. 2 B-6 Tenant retired
Bldg. 2 B-6 Started new lease, in a new space as “tenants in common”
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**Projects:**
- Main building directory update, installation of three building directories (Bldg. 3, 4, 5).
- Installation of new HVAC in bldg. 5
- Commenced re-painting ADA parking spots

**Incidents:**
- 2nd floor Men's restroom- Toilet and seat broken intentionally,
- HVAC 5 102A- Unit replaced 05/11/17
- Slip and fall Building 1 202- Patient going to Concept Therapy slipped outside elevator. Raining.
- Resin smell in building 5 Suite 106A- Tenant complained of "toxic" odor. Source was a non-slip product applied to the boat in the warehouse. Issue resolved.
- Landscaping Damage- Tire marks in the grass and damaged shrubs in the parking lot.
- Homeless Person Removed from Property- Security responded
<table>
<thead>
<tr>
<th>Month</th>
<th>Bldg.1 ($)</th>
<th>Bldg.2 ($)</th>
<th>Bldg.3 ($)</th>
<th>Bldg.4 ($)</th>
<th>Bldg.5 ($)</th>
<th>Hotel ($)</th>
<th>HSAC ($)</th>
<th>Other ($)</th>
<th>TOTAL ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>24,145.47</td>
<td>35,962.25</td>
<td>17,750.63</td>
<td>13,237.37</td>
<td>6,204.37</td>
<td>28,591.67</td>
<td>3,798.81</td>
<td>152,073.98</td>
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<tr>
<td>May</td>
<td>24,170.47</td>
<td>36,493.98</td>
<td>18,320.99</td>
<td>17,184.43</td>
<td>6,204.37</td>
<td>28,591.67</td>
<td>3,182.22</td>
<td>157,184.84</td>
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<tr>
<td>June</td>
<td>24,170.47</td>
<td>36,959.22</td>
<td>19,450.91</td>
<td>17,184.43</td>
<td>6,204.37</td>
<td>28,591.67</td>
<td>935.61</td>
<td>158,780.00</td>
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**Occupancy**

<table>
<thead>
<tr>
<th></th>
<th>2017 Occupancy at end of quarter</th>
<th>2017</th>
<th>468,038.82</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2016 Occupancy at end of quarter</td>
<td>2016</td>
<td>428,315.45</td>
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<tr>
<td></td>
<td>variance</td>
<td></td>
<td>39,723.37</td>
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<tr>
<td>% change</td>
<td></td>
<td></td>
<td>9.27%</td>
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**CAM adjustment took place in the month of April**

**Rent Abatement per Lease:**

- **Blue Collar Dog House**
  - Bldg.4
  - April
  - Paying LHT & CAM only

**EOL:**

- Croman
  - Bldg. 2
  - May
  - Retired

- EIS
  - Bldg. 2
  - June
  - Retired

**Security Deposit Received:**

- Olympic Cascades Drive-In $6,847.76
- Charbonneau & Conley $1,618.27
- Illumagear $1,275.00
- Northwest Cascades Bank $1,000.00
- $10,741.03

**Security Deposit applied to rent:**

- None

**Security Deposit refunded:**

- EIS $1,332.00
- Croman $592.00