

## COMMISSION MEETING

### INFORMATION

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**Date:** October 28, 2019

**To:** Port Commission

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

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**SUBJECT: Harbor Square 3rd Quarter 2019 Report**

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Harbor Square Property Management:

**Accounting:**

July '19 – October '19 revenue enclosed

**New Lease:**

N/A

**EOL:**

N/A

**Lease Extensions & Expansions:**

Bldg. 1 Tenant extended 12 months (\$19,982.76), non-commissionable  
Bldg. 2 Tenant extended 24 months (\$154,016.28), non-commissionable  
Bldg. 2 Tenant extended 12 months (\$9,024.36), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$5,037.60), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$39,944.04), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$13,651.44), non-commissionable  
Bldg. 4 Tenant extended 36 months (\$56,683.44), non-commissionable

**Tenant Improvements:**

- Bldg 1 Suite 201: Constructed a wall and altered HVAC ducting and electrical to create two separate, rentable units.

**Projects:**

- Bldg 2 paint touch ups
- Re-sanded interior pavers at Bldg 2
- New floor tile in Bldg 5 entryway

- New Asphalt paving in lot outside of Bldg 2
- 12 new HVAC units installed at Bldg 2

**Incidents:**

N/A

Harbor Square Business Park: 3rd Quarter Report - Gross

Month	2019 GPI basis							Hotel	HSAC	Other	TOTAL
	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Bldg.4	Bldg.5				
July	\$ 25,209.71	\$ 41,400.75	\$ 21,024.82	\$ 22,617.41	\$ 29,495.76	\$ 29,495.76	\$ 6,947.04	\$ 29,306.67	\$ 1,323.69	\$ 176,002.16	
August	\$ 25,209.71	\$ 41,400.75	\$ 21,034.66	\$ 22,617.41	\$ 29,495.76	\$ 29,495.76	\$ 6,947.04	\$ 29,306.67	\$ 3,504.03	\$ 176,012.00	
September	\$ 25,234.71	\$ 41,552.91	\$ 22,309.50	\$ 22,617.41	\$ 28,295.76	\$ 28,295.76	\$ 6,947.04	\$ 29,306.67	\$ 680.02	\$ 176,264.00	
				2019	Occupancy at end of quarter	98.37%	2019	\$ 528,278.16			
				2018	Occupancy at end of quarter	98.52%	2018	\$ 510,971.55	Variance \$	17,306.61	
					% Change	-0.15%		% Change		3.39%	

Rent Abatement per Lease: \_\_\_\_\_  
N/A

EOL: \_\_\_\_\_  
N/A

Security Deposit Received: \_\_\_\_\_  
GSG Group Bldg 3 \$5,750.00 (Lease started 10/1/2019)

Security Deposit Refunded: \_\_\_\_\_  
N/A

Month	2018							Hotel	HSAC	Other	TOTAL
	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Bldg.4	Bldg.5				
July	\$ 24,779.58	\$ 41,357.91	\$ 20,728.40	\$ 19,084.14	\$ 27,442.72	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 5,633.20	\$ 169,415.61	
August	\$ 24,779.58	\$ 41,357.91	\$ 20,739.57	\$ 19,584.14	\$ 27,442.72	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 4,100.42	\$ 169,926.78	
September	\$ 24,779.58	\$ 41,378.63	\$ 20,788.83	\$ 21,216.54	\$ 27,442.72	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 1,811.68	\$ 171,629.16	
				2018	Occupancy at end of quarter	98.52%	2018	\$ 510,971.55			
				2017	Occupancy at end of quarter	93.20%	2017	\$ 482,263.15			