

## MEMORANDUM

DATE: January 31, 2017

TO: Robert E. McChesney, Executive Director

FROM: Jan Conner  
Northwest Country Management

RE: Summary of 4th Quarter 2016

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### 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, 1<sup>st</sup> 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<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



