

## MEMORANDUM

DATE: July 7, 2016

TO: Bob McChesney, Executive Director

FROM: Jan Conner  
Northwest Country Management

RE: Summary of 2nd Quarter 2016 Reports

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### Harbor Square Property Management

#### Accounting:

- April - June revenue enclosed
- Late Fee: 5 late fees assessed in the amount of \$1,524.59
- Common Area Maintenance ("CAM") reconciliation took place in April.

#### Leasing:

##### **Showed Space:**

Showed space for physical therapy space three times, resulted in 5 year lease.  
Showed space for general office, resulted in 3 year lease (originally started showing this tenant in January 2015).

##### **Phone/Email - Responded to general inquiry:**

- Light Industrial – no space
- E-Commerce for Aug/Sept – just looking
- Warehouse – no space
- 1-man office
- Counselling office
- Architect, was prior tenant, space too large cannot divide
- Virtual/internet company – currently working out of a Woodway home; will continue follow up
- Construction Management Company, possibly relocating out of Railroad Ave building; will continue follow up
- 502 business – not allowed
- Financial Services – no small space
- CPA – no small space
- Property Mgmt. Co. – will continue follow up
- Inspection company – size just too large

**New Lease:**

Bldg. 1 5 years and five months (\$251,202) commissionable  
Bldg. 4 3 years (\$50,773) non-commissionable

**Lease extensions:**

Bldg. 2 3 months (\$1,631.94) non-commissionable  
Bldg. 3 1 year (\$12,801) non-commissionable  
Bldg. 5 3 years (\$213,551.00) non-commissionable  
Bldg. 5 Short Term Storage – continues on MTM \$464.24 p/m, non-commissionable

**Tenant Improvements:**

Bldg. 5, Suite 201 Paint, carpet shampoo  
Bldg. 4 Suite 103 Paint, carpet shampoo, replace carpet 1 office, wall damage repair and HVAC

**Conference Room Rental:**

- 5 this period resulting in \$1,100.00 in revenue (all no set up required)

**EOL:**

- None this period

**Projects:**

- Repair to Suite 103 as stated above.

**Incidents:**

- None this period