

Facility & Tenant Committee

Meeting Agenda

Quorum = 3 (33%) (Total Committee Members = 5)

Monday, July 21, 2025

11:30 am – 12:30 pm

Hybrid Meeting

Please sign in via the CHAT room for ZOOM attendance

Be the Driving Force . . .

- I. Determination of Quorum & Call to Order – Joe Deaton, Chair**
- II. Approval of Minutes – June 9, 2025***
- III. Lease Approvals and Renewals***
 - A. Applicants-
 - 1. Serenity Therapeutic Services- Darrin McNeill- Suite 412 (1022 sf)
 - B. Renewals- None
- IV. Space availability report ^Δ**
- V. Sustainability report ^Δ**
 - A. Meeting scheduled for August 12, 2025 at 11:00 am
- VI. Phase III Construction- Update ^Δ**
- VII. Information**
 - A. Next scheduled meeting: Monday, August 18, 2025, from 11:30 am – 12:30 pm
- VIII. Adjournment – Joe Deaton, Chair**
 - * Needs Action ^Δ Information Only [!] Possible Conflict of Interest (Recusals)
 - ^e Electronic Copy (Hard copies are available upon request)

[illegible]



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
June 9, 2025 (11:38 a.m. – 11:50 a.m.)
Be the Driving Force



IV. Rent Report ^Δ A. Unchanged	A. Unchanged <ul style="list-style-type: none">• Mike Yeager is expected to follow up with the potential tenant interested in Suite 2330 (the "glass room") for a complete application for July's meeting.• The offices in Suite 130 remain unoccupied and are currently on hold due to ongoing Phase III window renovations.• The offices in Suite 165 remain unoccupied and are currently on hold pending the completion of construction and necessary soundproofing before the suite made available for lease.• Mr. Yeager reports a 90% occupancy rate, with 10% of the space currently unoccupied. Of the occupied space, 56.6% is utilized by nonprofit organizations and 33.4% by for-profit organization.	None	None
V. Construction Update ^Δ	<ul style="list-style-type: none">• Three contractors attended the pre-bid meeting for our Phase III Window Project: H2 Contracting, LLC, Tropic Breeze A & W Builders, and WX Tite, LLC.• An Intent to Award notice sent to Tropic Breeze A & W Builders. Contractor has since applied and been approved for the appropriate permits in order to begin when the times comes.• We will be contracting with the Stogner Architecture, PA to conduct a review of the Davis-Bacon requirements for the Phase III construction project.• Approximately \$200,000 in CDBG grant funding will be applied toward the construction costs, which carries an interest rate of 2.7% through December 2025.• We will be applying for another grant from The Cannon Foundation.	None	None
VI. Information A. Next scheduled meeting on Monday, July 21, 2025 from 11:30 a.m. - 12:30 p.m.	A. Next scheduled meeting on Monday, July 21, 2025 from 11:30 a.m. - 12:30 p.m.	None	None
VII. Adjournment- John Bantsolas- Acting Committee Chair	As there was no further business to discuss, Joe Deaton made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 11:50 a.m.	Motion Carried	None

Submittal: The minutes of the above stated meeting are submitted for approval.

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

Family Resource Center
Space Availability Report

August 2023

Room #	Suite	Square feet	Notes:	
2408, 2411, 2413, 2414	411	1533	2406, 2407, 2409, 2410 and 2412 are leased. sf 1686 -913 sf leased. 773 sf available.	Suite=
1129, 1131, 1132, 1133, 1134, 1135	165	867	sound proof two doors pricing under way	
1162, 1163, 1164, 1165, 1166, 1/2 of common	130	964.5	hold off until Phase 3 windows	
2330	326	374	became available after CCR&R gave it up	Interest by potential tenant- NP- still waiting

RENT RATES	eff 1/1/2021	11/1/2023	Non Profit incl PFC :50.2%
Non Profit LM	\$18.50	\$20.35	For Profit: 34.6%
For Profit Over 300 SF	\$19.50	\$21.45	Leaseable Space of 27, 727 sf = Occupancy Rate: 84.8%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 15.2%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	