

Addendum # 1

Informal Solicitation for
Accounting-Only Services for Commercial Condos
(Solicitation # 5399)

Date of Addendum # 1: July 21, 2020

The Informal Solicitation for the above-named project is amended as noted in this Addendum. This Addendum consists of two pages.

The following is a list of questions received prior to the deadline for questions, and SHA's responses to those questions.

Question 1. How many units are in each of the three Condominiums?

Response: *SEE BELOW*

NewHolly Neighborhood Campus consists of three buildings as follows:

- *Family Building – three units, all of which are owned by SHA*
- *Learners Building – three units, two are owned by SHA and one is owned by Seattle Colleges*
- *Office or Youth Building – One unit which is owned by SHA.*

The Othello Building consists of two buildings as follows:

- *One is the Othello Building which contains:
 - *Commercial Unit owned by SHA*
 - *Residential Unit owned by SHA*
 - *Clinic Unit owned by International Health Care Services**
- *Second Building is Lee House which services as a community facility, owned and managed by SHA*

- *Tamarack Place which consists of one building as follows:
 - *The ground floor consists of eight commercial units, seven of which are owned by SHA and one which is owned by Arvue Eye Clinic*
 - *There is one residential unit owned by SHA through the Tamarack Place LLLP.**

Question 2. How many buildings are in each of the three Condominiums?

Response: *See Response to Question 1 above.*

Question 3. What is the frequency of the Assessment charges (monthly, quarterly, annual)?

Response: *Assessments are due monthly for all three condos.*

Question 4. Do any of the Condominiums have any residential units or only commercial units?

Response: *Residential units are in The Othello Building and Tamarack Place.*

All residential units are managed by SHA through the Commercial Leasing. The assessments are paid by Commercial Leasing. The proposer will not have interaction with the commercial tenants and no responsibility for the collections of rents, etc. from the commercial tenants.

SHA's representative will be the Senior Association Manager and is currently Lisa Dressler. The proposer's interaction will be with Lisa. Lisa is responsible for managing these condominiums.

The proposer will be dealing with Lisa on the payment of all bills/invoices and preparation of financial reports and other matters as set forth in the scope.

As a reminder, the Due Date for proposals is Tuesday, August 4, 2020 by 2:00 p.m.

END OF INFORMAL SOLICITATION ADDENDUM # 1