



CORNERSTONE  
REALTY ADVISORS



# PROFESSIONAL CAPABILITIES

CORNERSTONE REALTY ADVISORS

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## 1. COMPANY MISSION AND VISION

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CORNERSTONE REALTY ADVISORS consists of a team of highly motivated individuals dedicated to the marketing, management, and development of diverse investment quality commercial real estate characterized by a commitment to professionalism, quality, excellence, integrity and economic viability. We are committed to our clients, our people, our industry, and our community.

WE are committed to providing our clients with responsive property management and marketing representation service. We strive to the highest levels of competence utilizing the state of the art in technological tools. We are fair, honest, courteous, and professional. We are sensitive to our clients' needs and dedicated to their satisfaction.

WE are committed to the development of the best individuals in our industry. We strive to provide our individuals with the best opportunities at professional and personal growth and achievement in the industry. We recognize the importance of each individual and his or her active role in the success of the entire company. We expect that our people will be known for their character, commitment, and competence.

WE are committed to standing out within the real estate management and marketing services industries by our integrity, innovation, client satisfaction, and honesty. We recognize the need to participate in and contribute to the industries in which we operate through those vehicles created to promote and enhance those industries.

WE are committed to the enhancement of our communities through the economic vitality and aesthetic value of the properties we service, providing solid leadership, and actively participating in community affairs.



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## 2. COMPANY OVERVIEW AND PERSONNEL PROFILE

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Cornerstone Realty Advisors is strategically located in the rapid growth area of Santa Clarita Valley. Cornerstone Realty Advisors grew out of an association with one of the Valley's oldest and most experienced firms – Crissman Commercial Services. Starting in 1999, the principals of Cornerstone joined with Crissman Commercial to add property management services to this existing commercial brokerage company. In 2004, the company which is now known as Cornerstone Realty Advisors was incorporated, and continued to work in association with Crissman Commercial under the Crissman brand name. The company quickly grew and in 2003 expanded with the establishment of an office in downtown Los Angeles for the management of Pacific Center. Again, in 2003, an office was opened in Agoura Hills for the management of a portfolio of suburban office buildings and business parks in San Fernando Valley and Ventura County. Although those additional offices have since been closed with the sale of the associated assets by its owners, Cornerstone Realty Advisors continues to grow and expand its portfolio of managed properties from our Valencia headquarters. In 2010, Cornerstone Realty Advisors disassociated from Crissman Commercial and is now operated separately from Crissman Commercial.

Cornerstone Realty Advisors provides service to commercial properties in the Los Angeles, Ventura, Kern and Tulare counties and in particular, the areas of the Santa Clarita, Simi, San Fernando, Antelope, and Conejo valleys. With expertise in such areas as property sales and leasing, full-service property management, development, and investment opportunities, Cornerstone Realty Advisors has established a sterling record of client satisfaction.

Cornerstone Realty Advisors' history of client satisfaction has been instrumental in the firm's ability to compete with and grow market share from the major regional and national brokerages. Throughout its substantial growth, Cornerstone Realty Advisors has maintained a "client first" perspective. This perspective places the client's needs as the paramount concern of Cornerstone Realty Advisors, and ensures the client of faithful and diligent representation of their interests. Our strength and success is based upon our commitment



to; our core values of mutual respect and honesty, our clients, our investors, our people, our industry, and our community.

The Cornerstone Realty Advisors is an accredited firm with the American Industrial Real Estate Association (AIR), is a member of the Valencia Industrial Association, the International Council of Shopping Centers (ICSC), and the local Multiple Listing Service (MLS). Additionally, the Cornerstone Realty Advisors is affiliated with the California and National Associations of Realtors, the Institute of Real Estate Management (IREM) and the Building Owners Association (BOMA).

Any successful enterprise is only as good as the people that comprise it. Cornerstone Realty Advisors has been truly blessed with quality, experienced individuals who have an absolute commitment to professionalism, excellence, and integrity.



**Bruce Powell, President of Cornerstone Realty Advisors, Inc.**

One of the regions's most experienced experts, Mr. Powell has over thirty years of experience in commercial real estate, including management of over 125 properties in excess of over 12 million square feet. Mr. Powell has worked with a variety of institutional and entrepreneurial owners and investors with responsibilities for portfolio management, property management, marketing and leasing, construction and project management, personnel management, financial and systems management, and business development. Prior to his career with Cornerstone, Mr. Powell was the Director of Property Management for Insignia/ESG (previously, Paragon Group). Additionally, Mr. Powell served as Director of Property Management and Leasing for Westwood Financial Corporation, managing a portfolio of predominantly retail properties throughout the United States. He holds a Bachelor of Arts degree from UCLA, and a Masters of Business Administration (MBA) from Cal State Northridge. Mr. Powell holds a California Real Estate Broker's license, is a Certified



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Property Manager (CPM), with the Institute of Real Estate Management (IREM), a Real Property Administrator (RPA) with the Building Owner's and Manager's Institute (BOMI), and is active in those organizations and the International Council of Shopping Centers (ICSC).



**Judy Rome, Property Manager.**

Ms. Rome has over thirty years experience in the commercial real estate management industry. Beginning in the banking industry with long stints at Pacific Federal Bank and then Home Savings and Loan, Judy started in the real estate management field within the facilities side of the banks. Subsequently, Judy has worked for a variety of fee managers, owners, and developers in the management of a large career portfolio of office, industrial, and retail properties with such companies as Wilkins.Randles.Associates, The Voit Companies, Sears Savings Bank, and Legacy Partners, working for a number of prominent institutional owners.



**Georgina Baker, Assistant Property Manager.**

Georgina Baker is responsible for the coordination of property maintenance issues, responding to tenant requests and general property management duties over a significant portion of the managed portfolio. Her conscientious attention to detail, excellent interpersonal skills and pro-active efficiency have rendered Ms. Baker an invaluable member of the Cornerstone Realty Advisors management team. With a background in residential real estate sales, site selection & management for the filming industry, and a small business owner, Ms. Baker discharges an array of priority responsibilities with effectiveness and a warm personal touch. Ms. Baker is licensed with the California Department of Real Estate, and enjoys the opportunity to excel in the day-to-day, people business of real estate, including tenant, vendor and client relations.



**Gina Frye, Property Accounting Manager.** Ms. Frye is a degreed, highly competent accounting manager with over 15 years experience in accounting, including accounting manager for several reputable commercial real estate companies in the western United States with full responsibility for the financial reporting of a vast array of real property types. Familiar with the most widely used property management accounting systems and platforms, Gina has full responsibility for the financial reporting for Cornerstone Realty Advisors clients including cash, accrual, and fixed asset reporting.



**Christy Underwood, Office Manager and Executive Assistant.**

Ms. Underwood is an essential component to ensuring Cornerstone Realty Advisors' sterling reputation for client satisfaction. Combining 15 years experience in administration, management and customer service oriented positions, Ms. Underwood provides Cornerstone's clients with unsurpassed customer service, continuously offering a positive, supportive and friendly demeanor. Prior to her career with Cornerstone, Ms. Underwood spent 8 years as a Senior Account Executive for a large staffing agency in the Santa Clarita Valley. As a Senior Account Executive, Ms. Underwood was responsible for providing staffing solutions for numerous corporations. Ms. Underwood began her professional career as a General Manager in the restaurant industry where, for 5 years she developed her excellent communication skills, professionalism and passion for people. Ms. Underwood and her husband have been raising their two beautiful girls in the Santa Clarita Valley since 1999.



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### 3. LEASING PERFORMANCE HISTORY AND CLIENT LISTS

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Cornerstone Realty Advisors has an extensive background and experience in retail, industrial and office marketing and leasing. With a far reaching sphere of influence, Cornerstone Realty Advisors has been active in leasing and marketing activities throughout the Southern California and beyond. Cornerstone Realty Advisors personnel have been Involved in leasing transactions for millions of square feet of retail, office and industrial properties over the past 30 plus years. The following list represents some of the more notable developer/landlord relationships that Cornerstone Realty Advisors has enjoyed:

- o Newhall Land
- o Aspen Management Company
- o Holualoa Arizona, Inc.
- o ATC Partners, LLC
- o Bouquet General Partnership
- o Valencia Associates
- o GSL Realty Partners, LTD.
- o Vallarta Properties
- o Westwood Financial
- o Northwestern Mutual Life
- o John Hancock Life Insurance
- o GE Capital
- o Metropolitan Pacific
- o Sulphur Springs School District
- o Great Western Bank
- o Washington Mutual
- o Tokai Bank
- o Westwood Financial Corp.
- o Lennar
- o Meredian
- o Told Properties
- o McMorgan





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- o Archon
  - o Saehan Bank
  - o Cinema Park, LLC

### **Client Lists.**

Additionally, Cornerstone Realty Advisors is currently, or has been, involved on a consulting/representational basis with a number of office, industrial and retail users in the Santa Clarita marketplace.

In addition to Exclusive Tenant Representation clients, Cornerstone Realty Advisors has been involved in negotiating lease or sale transactions and consulting for a number of nationally or regionally recognized users, including the following.

- o Bertelsmann Industry Services
- o Camelot Movers
- o All American Marketing
- o Stay Green
- o Bayless Engineering
- o The Debt Solution
- o Aviation Industry Repair
- o Escape Theatre
- o KHTS
- o Valley Industrial Association



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## 4. MARKETING AND LEASING

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Cornerstone Realty Advisors has considerable experience and expertise in representing various owners and tenants in commercial real estate transactions, as indicated in the previous section.

With the appointment to a new assignment for marketing and leasing, a leasing and marketing plan can be prepared by Cornerstone Realty Advisors outlining a course of action from the initial analysis of the market place to the final implementation of the strategies and payment of commissions. This plan will develop a strategy along with the necessary steps to implement the plan. In cases where Cornerstone Realty Advisors represents the property for leasing and management services, the Cornerstone Realty Advisors Property Manager will monitor and report to the owner all facets of the leasing activity.

The major areas of the marketing and leasing plan are as follows:

### **Market Analysis**

An important first step is to perform a market study to determine the market lease rates, tenant improvement allowances, landlord concessions (i.e., free rent, lease assumptions, moving expenses, expense stops, over-standard T.I.'s, etc.) and which specific properties are direct competition based on product type, square footage available, location, age and the above mentioned rates, concessions and terms.

### **Target Market**

It is important to understand what type of tenant would be attracted to the property. A typical Tenant profile is compiled based on the following criteria: where are the Tenants likely to relocate from? Will it be an improvement in image that will



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motivate them or will it be a cost reduction? What business or industry are they likely to be in? These questions must be answered for the pro-active marketing program.

### **Lease Rates**

A determination must be made as to the current market lease rates including the differential in the floor pricing depending on the desirability as well as which areas will be multi-tenant and how small an area will be divided.

### **Lease Up Schedule**

A lease up schedule is developed based on an analysis of vacancy, absorption in the market area and planned development. The Cornerstone Realty Advisors leasing representative will meet with the owner on a regular basis to update the schedule.

### **Marketing and Leasing Tools**

There are several areas in this category that are integral for a successful marketing effort.

#### **1. Broker Relations**

Nothing is more critical to the success of the marketing plan than maintaining our excellent rapport with the brokerage community. We must have the full support of the area brokers to meet the property objectives. Keeping brokers interested in the property is the most expeditious way of increasing foot traffic.

In a highly competitive marketplace, issuing commission checks promptly constitutes a distinct advantage. After the lease is consummated, brokers tend to forget the details of the transaction, but they never forget how and when they were paid their commission.



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Cornerstone Realty Advisors often promotes broker participation through such items as lunches and sporting and social events. The purpose of the lunches is twofold. One, it provides invaluable information about our competition; and secondly, it provides immediate feedback to our marketing efforts. Taking selective brokers to sporting and social events is a relatively inexpensive way to show gratitude for deals done in the project and court those brokers who are active in the marketplace.

## 2. **Space Planning**

The immediate goal of a marketing plan is to increase the number of prospective tenants that tour the property. After weeding out the "suspects" from the prospects, we then proceed to Space Planning in cases where it is appropriate (predominantly with office properties). Prior to initiating any space planning efforts, the prospect is qualified to determine whether or not it represents a viable tenant.

In the appropriate situation, a good space planner is one of the most important marketing tools and should be considered an integral part of the marketing team. In a market where many tenants really don't know what they want, an experienced and talented space planner can be an invaluable part of an effective marketing team.

Cornerstone Realty Advisors works with several well-qualified space planners from throughout California. Cornerstone Realty Advisors Property Managers routinely coordinate these activities.

## 3. **Advertising**

We must continue to keep the property at the forefront of the brokers' thoughts. Advertising enables us to do this on a continual basis. We will concentrate our advertising in two areas: The brokerage community and the public. A significant portion of all advertising dollars will be spent on the brokerage community. The correlation between advertising and signed deals is hard to analyze. Whereas it is



difficult to point to any specific deals done in the project as a direct result of advertising, there is nevertheless a need to employ various forms of advertising to lease available space. With the significant amount of competitive space available, we must continue to distinguish the property from our competition. Advertising is a vehicle that enables us to do this.

Advertising directed to the brokerage community will include letters, faxes, emails, or web-based exposure itemizing the status of available space. Brokerage packages will typically include reduced floor plans identifying the location of available space, flyers announcing promotions and ongoing promotion updates, and tombstone announcements thanking brokers for leases consummated at the property. Space available announcements to brokers are typically disseminated on a quarterly or monthly basis.

Rapidly becoming an essential medium for effective marketing and leasing efforts in recent years is the exposure of property availabilities through web-based services and email blasts. Cornerstone Realty Advisors employs the services of all of the most widely used methods of providing information to both brokers and the general public. CoStar Group is the tool used by Cornerstone Realty Advisors to provide the link from our website, [www.cornerstonera.com](http://www.cornerstonera.com) to expose all of our listing to anyone with internet access. As the market information is continually updated by CoStar's staff, we are ensured that our listings are constantly up to date. Aside from our website, our CoStar data is available only to brokers who subscribe to the CoStar service. Accordingly, we also utilize other methods to expose our listings to a wider audience including users, tenants and developers, such as Loopnet, which can be accessed by everyone. For the industrial properties in the Los Angeles area, the American Industrial Real Estate Association (AIR), is the most widely utilized listing service by active brokers. Therefore, Cornerstone Realty Advisors uses this service for all relevant property listings.



In addition to these methods of exposing and advertising listings, Cornerstone Realty Advisors is active in civic and developmental community affairs to draw attention to our properties through booths or advertising to the brokerage community and the general public.

While the array of methodologies for disseminating information about real estate availabilities is expanding and changing with the advent of the web, some of the “tried and true” methods remain important components of an effective marketing and leasing program. An effective campaign will always include the core activities of tenant prospecting, networking, broker relations, signage and cold calling. All of the forms of advertising discussed above will be used in conjunction with these core activities, and only as a part of the overall marketing and leasing plan, including advertising strategies and budget, as recommended by Cornerstone Realty Advisors and approved by ownership.

#### **4. Promotions**

Building promotions are intended to supplement all advertising. Like all other advertising, the actual results or benefits of such are not easily ascertained. Simply put, promotions are an additional way of spotlighting the property.

A typical Marketing Plan might incorporate promotions such as the following:

- a. Promoting a specific commission structure.
- b. A promotional event announcing the lease up or completion of a project.

#### **Conclusion**

With the amount of square footage available in most marketplaces, an intensive leasing and management program will assist with the property objective. In any



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marketplace there are properties both less desirable than the subject with lower rents and more desirable with higher rents. Therefore, it is important to stand out and differentiate the property from the others in the marketplace. Cornerstone Realty Advisors believes that a well thought-out and executed marketing plan such as previously explained is integral to bringing the property to a fully leased position within the shortest possible time frame.

Cornerstone Realty Advisors is particularly experienced and effective at the marketing of all types of commercial real estate projects. Marketing and leasing of commercial real estate projects is the primary area of concentration of the firm. With many project successes over the years, it is the hallmark of Cornerstone Realty Advisors' reputation and expertise in the local and regional commercial real estate community.



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## 5. PROPERTY MANAGEMENT

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The purpose of this section is to give a complete description of the property management service provided by Cornerstone Realty Advisors, Inc. While we can tailor our approach to each property to provide the level and array of services best suited to the owner's objectives, the following is a description of the comprehensive total property management array of services.

### **Introduction**

The primary goals of Cornerstone Realty Advisors are to maximize tenant benefits at the lowest possible cost and to simultaneously strive to achieve the highest value of the asset. Cornerstone Realty Advisors accomplishes this through the following:

- o Always give top priority to the interests of our customers - the Building Owners and Tenants;
- o Operate the properties with a clear understanding of the objectives of the Owner;
- o Take a proactive role in managing the property with an eye toward circumventing future problems.

### **Property Management Responsibilities**

The first line administration of the property will be performed by the Property Manager. The Manager will be responsible for all standard property management functions as well as special request or direction by the client. Some of these standard functions include:





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- o Annual Budget Preparation
  - o Expense Reconciliation
  - o Lease Administration
  - o Tenant Relations
  - o Maintenance and Repair
  - o Contract Administration
  - o Rental Collections
  - o Banking of Property Funds
  - o Checking and Approving of Accounts Payable
  - o Monitoring and Collection of Accounts Receivable
  - o Financial Performance/Budget Compliance
  - o Budget Variance Reports
  - o Monthly Management Reports
  - o Preventative Maintenance Programs
  - o Property Inspections
  - o Risk Management
  - o Monitoring Utility Usage
  - o Vendor Contracts
  - o Vendor Payments
  - o Supervision of on-site building staff functions
  - o Tenant renewal and expansion negotiation

The Cornerstone Realty Advisors executive staff will provide administrative, second-line support for all personnel. The executive staff will give this support on all day-to-day matters as needed as well as the following:



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- o Monitor and provide guidance for the management staff;
  - o Meet with owners as needed for reporting on special projects requested by the owner;
  - o Monitor reports for accuracy and control;
  - o Supervise preparation of annual budgets;
  - o Monitor budget performance;
  - o Assist with contractor or vendor selection when necessary;
  - o Monitor physical condition of properties through personal inspection;
  - o Meet in regularly scheduled administrative and operation review sessions with Property Managers;
  - o Supervise the correction of any situation which is not being performed to standards of Cornerstone Realty Advisors or the owners;
  - o Recommend outside consultants when necessary.

The following pages will detail some of the primary management functions provided by Cornerstone Realty Advisors within the scope of overall management of the property.

### **Tenant Relations Program**

The Tenant Relations Program is designed to maximize opportunities for communication between Cornerstone Realty Advisors' staff members and our tenants. The program addresses four phases of tenancy. Its objectives are to promote good will and to generate lease renewals. Communication is achieved



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through regularly scheduled visits from Cornerstone Realty Advisors' staff members, tenant recognition of notable events or successes, such as move-ins, grand openings or tenant anniversaries, and seasonal gifts or acknowledgements. The four phases of tenancy addressed in the program are as follows:

- |     |                 |      |                 |
|-----|-----------------|------|-----------------|
| I.  | Lease Execution | III. | Term of Tenancy |
| II. | Move-In         | IV.  | Lease Renewal   |

The Property Manager and other Cornerstone Realty Advisors staff will attend the move-in and other significant events of the tenancy. Token gifts befitting certain occasions are often distributed depending on the project and owner's guidelines. However, the most important component of the Tenant Relations Program is the timely, courteous and responsive attention to the tenants' needs on a day-to-day basis. In this effort, there is simply no substitute for conscientious and competent service, not unlike quality hospitality service. This effort is essential to developing a positive rapport and engendering the sense of satisfaction necessary for a successful lease renewal upon expiration of the lease. Not coincidentally, the rate of successful renewing of the rolling leases is a true measure of the quality of service afforded by the management company, and the property manager, in particular.

### **Tenant Services**

While the array of services to be provided in a competent and responsive manner by the management company may involve several levels of staffing within the management company, the Property Manager has a particularly important role to provide the primary interaction with the tenant throughout the lease term. This interaction takes many forms. The Tenant Relations Program is one such form as discussed above. Other forms of interaction include communications regarding rent collection, move-in processing, and operating expenses, building operations, lease administration, and others. These various aspects of Tenant Services becomes the



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primary responsibility of the Property Manager and offers the tenant a single point of contact for these various issue and serves to define accountability to the Property Manager and Owner.

Specific duties included in Tenant Services are as follows.

- o Prepare and implement the tenant relations program in coordination with Marketing;
- o Prepare and transmit all Tenant Welcome Packages;
- o Conduct the annual operating expense pass-through analysis and rent escalation analysis;
- o Perform rent collection and prepare all reports associated with this duty;
- o Direct the move-in and move-out processing of all tenants;
- o Coordinate and monitor all litigation matters relating to tenants; and,
- o Coordinate and process all buy out activity relating to tenants moving into or vacating respective project.

### **Financial and Administrative**

Cornerstone Realty Advisors immediately assumes full fiduciary responsibility for the collections of all of the following:

- o Base Rental
- o Operating Expense Escalation Charges (Cost Recapture)
- o Net Charges Billings



- o Parking Rental
- o Storage Rental
- o Tenant Improvement Amortization

### **Reporting Capabilities**

Cornerstone Realty Advisors currently uses an industry standard property management software platform, which allows us to create all the customary financial and management reports typical within the industry, for both institutional and entrepreneurial type ownership. Additionally, we can furnish virtually any type of reporting format that might be required of a specific owner. We can prepare reports on a cash basis, accrual basis, or modified basis.

### **Income and Expenses**

Invoices are typically sent to each tenant ten days prior to the first of each month, and all reasonable efforts are made to collect all rental income by the fifth of each month. All monthly income is posted to the general ledger through our normal accounting process on a tenant-by-tenant basis. Individualized tenant account histories are fastidiously maintained over the term of each lease with comprehensive detail of each charge and payment. Rents are regularly deposited in a financial institution for maximum interest accrual in a manner as mutually agreed and/or as designated by the owner.

The Property Manager is also responsible for all purchases needed for the normal operations of the building. Such purchases include building maintenance supplies, and various contract vendors. In addition, the Property Manager supervises the processing and payment of invoices through the regular Accounts Payable procedure. This procedure includes invoice verification and cross checking, proper chart of accounts coding, payment authorization and check remittance.



Cornerstone Realty Advisors utilizes third party service contract vendors for various building operating functions. Typical examples include janitorial services, elevator and escalator maintenance, porter services, security and guard services, HVAC preventative maintenance, some types of equipment maintenance, and landscape maintenance, etc. These contracts are all executed on Cornerstone Realty Advisors' standard vendor contract forms and are all cancelable without cause on a thirty day or shorter notice period. Each year, all vendor contracts are typically bid out to at least three vendors on a competitive basis. Detailed specifications have been prepared to ensure that services are in compliance with Cornerstone Realty Advisors' standards. Once vendors have been chosen, their performance is continually monitored.

### **Monthly Reporting**

Every month the Property Manager completes a project analysis of current month's operations. A typical report will generally include the following items.

### **Executive Summary**

#### **Marketing, Leasing, Tenant Improvement Construction**

- o Project Marketing Status
- o Project Leasing Status
- o Rental Rates, Strategy, and Deal Structure
- o Space Planning
- o Tenant Finish Construction

#### **Operational**

- o Maintenance and Repair Work
- o Hazardous Waste Issues



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- o Litigation

#### **Tenant & Vendor Information**

- o Commercial Rent Roll Report
- o Income Detail Report
- o Aged Delinquency Report
- o Deposit Liability Report
- o Lease Expiration Report
- o Tenant Insurance Log
- o Tenant Contact List
- o Vendor Insurance List
- o Vendor Contact List

#### **Accounting**

- o Financial Status Report
- o Distribution of Funds Report
- o Project Cash Flow
- o Monthly General Ledger
- o Balance Sheet
- o Monthly Cash Receipts Report
- o Monthly Cash Disbursements Report
- o Bank Reconciliation & Bank Statement(s)

The monthly reports will be compiled in the manner most suitable to the project, the owner, and the owner's informational needs. The intent is to provide as



comprehensive and understandable a reporting mechanism as needed. Cornerstone Realty Advisors strives to provide all the reports, and only those reports, the owner considers useful and necessary; the goal is to avoid overwhelming the audience with unnecessary paperwork.

### **Payroll, Personnel, Labor Relations, Insurance**

All Cornerstone Realty Advisors employees are paid through Cornerstone Realty Advisors Accounting and Payroll Department. In addition to responsibility for all State, Federal and local taxes as they apply to each property location, the Payroll Department is charged with payroll audits, reconciliations, maintenance of personal leave records, health and benefits administration, and all labor relations. Any dedicated on-site personnel at a subject property will be serviced by the personnel and payroll departments of Cornerstone Realty Advisors and billed back to the property as set forth in the management agreement governing the assignment.

### **Property Operations**

The Property Management department will be responsible for all property operational and maintenance programs and assignments. These programs and operational functions may be discharged through on-site personnel, Cornerstone Realty Advisors employees with cost allocation to the project, or through contracted vendors. The following, although not an exhaustive list, is representational of the typical services and functions supervised by Property Management.

- o Mechanical Systems
- o Elevator Systems
- o Janitorial Service
- o Security





- o Energy Management Program
- o Landscape Maintenance
- o Emergency Preparedness

### Historical Portfolio of Managed Properties

The following is a partial list of the properties managed by Cornerstone Realty Advisors Property Management personnel over the course of their combined careers, demonstrating the wealth of experience with respect to all types of commercial investment property.

Project	Location	GLA
<b>Office</b>		
6N	27875 Smyth Drive, Santa Clarita, CA	5,800
1095 E. Shaw	1095 E. Shaw, Fresno, CA	9,384
11440 San Vicente Boulevard	11440 San Vicente Boulevard, LA, CA	40,000
15260 Ventura (McNeill Plaza)	15260 Ventura Blvd., Sherman Oaks, CA	375,000
1984 Westwood Boulevard	1984 Westwood Boulevard, Westwood, CA	120,000
330 North Brand	330 Brand Boulevard, Glendale, CA	323,315
4221 Wilshire	4221 Wilshire Boulevard, Los Angeles, CA	138,000
7th & Hill	Los Angeles, CA	69,745
Agoura Hills Bus Center II	29800 Agoura Road, Agoura Hills, CA	33,562
Aviation El Segundo Building	2401 E. El Segundo Blvd., El Segundo, CA	100,074
Bank Of America Building	9440 Santa Monica Blvd, Beverly Hills, CA	85,000
Bay Park Plaza (Phase I)	San Francisco, CA	139,000
Belmont Shores Office Center	Belmont, CA	137,000
Beverly Hills Medical Building	Canon Avenue, Beverly Hills, CA	30,000
Blackhawk Office Building	15545 Devonshire Street, Mission Hills, CA	34,256
Cal-Twin Centre	Bakersfield, CA	155,189
Center Promenade Office Park	6401 Telephone Road, Ventura, CA	175,424
Centinela I	575 E. Hardy, Inglewood, CA	41,157
Centinela II	501 E. Hardy, Inglewood, CA	63,103
Chalk Hill Court	20355 Ventura Boulevard, Woodland Hills, CA	57,657
Cinema Park	23300 Cinema Drive, Newhall, CA	32,000
Country Club Building	Bakersfield, CA	10,122
Develcore Center	16030 Venture Boulevard, Encino, CA	150,000
Encino Medical Building	16500 Ventura Boulevard, Encino, CA	60,000



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Exchange Place	Fresno, CA	43,868
Greenway Office Building	Dallas, TX	118,000
Hannish, LLC	27871 Smyth Drive, Santa Clarita, CA	6,384
Helm Building	Fresno, CA	58,000
Heritage Plaza	30851 Agoura Road, Agoura Hills	59,910
Hunt Plaza	Downey, CA	21,701
Jacobs Engineering Building	251 So. Lake Ave., Pasadena, CA	189,000
Los Altos Plaza	Los Altos, CA	76,000
Los Encinos Office Building	17609 Ventura Blvd., Encino, CA	43,659
Lyons Plaza	Lyons Avenue, Newhall, CA	150,000
Manufacturers Bank Building	16255 Ventura Boulevard, Encino, CA	151,000
Nash Street	615 Nash St, El Segundo, CA	46,273
Noble Office Building	Noble Avenue, Sherman Oaks, CA	47,100
Oak Creek Office Center	San Jose, CA	78,000
Ortega Business Park	Ortega Highway, San Juan Capistrano, CA	80,000
Pacific Center	523 W. 6th Street, Los Angeles, CA	413,018
Pacific Federal Building	1717 Highland Avenue, Hollywood, CA	110,000
Pacifica Plaza	200 N. Westlake Blvd., Westlake, CA	48,000
Pacmont Office Building	San Francisco, CA	17,000
Plaza Diamond Bar	1900 S. Brea Canyon Rd, Diamond Bar, CA	65,000
Public Market Building	Sacramento, CA	20,000
Santa Monica Medical Plaza	15th Street, Santa Monica, CA	66,000
Search Plaza	Dallas, TX	150,000
Sears Savings Bank Building	701 BRAND BOULEVARD, GLENDALE, CA	150,000
Shamrock Plaza	28720 Roadside Road, Agoura Hills, CA	61,164
Smyth Medical Plaza	27867-79 Smyth Drive, Valencia, CA	30,096
Sunset Plaza	The Old Road, Newhall, CA	60,000
Terrado Plaza	750 Terrado, Covina, CA	58,548
Warner Center Plaza V	21800 Oxnard Street, Woodland Hills, CA	210,000
Warner Center Plaza VI	21700 Oxnard Street, Woodland Hills, CA	450,000
Warner Center Plaza I	21600 Oxnard Street, Woodland Hills, CA	343,000
Warner Center Plaza II	21550 Oxnard Street, Woodland Hills, CA	210,000
Warner Center Plaza III	21650 Oxnard Street, Woodland Hills, CA	590,000
Warner Center Plaza IV	21500 Oxnard Street, Woodland Hills, CA	14,000
Wilshire Brentwood Plaza	12400 Wilshire Boulevard, West LA, CA	234,000
Woodcourt Office Project	20301 Ventura Blvd, Woodland Hills, CA	66,331
Woodland Hills Financial Center	21401 Ventura Boulevard, Woodland Hills, CA	200,000
Woodside Plaza	Ventura Boulevard, Sherman Oaks, CA	24,611
<b>Total Office</b>		<b>62 7,144,451 SF</b>
<b>Retail</b>		
Albion	Albion, NY	74,273
Alicia Trabuco Plaza	Mission Viejo, CA	12,000



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Antelope Valley Plaza	K Street, Lancaster, CA	123,000
Apple Lyons Plaza	Newhall, CA	8,171
Arrowhead Plaza	67th & Beardsley, Glendale, AZ	83,873
Bell Center	City of Bell, CA	69,149
Bouquet Seco Plaza	Saugus. CA	25,000
Brea & St College	Brea, CA	55,000
Brent Oaks Plaza	Pensacola, FL	100,121
Broadway Tazewell	Knoxville, TN	61,565
Cal-Fair Plaza	Pasadena, CA	32,314
Camarillo Ponderosa	Camarillo, CA	112,600
Century Square	Simi Valley, CA	45,822
Chihuahua Center I & II	Fresno, CA	10,337
Cinema Park	Valencia, CA	32,000
Del Norte Plaza	Escondido, CA	230,500
Del Taco Restaurants (24)	Various locations throughout US	56,700
Eastridge Plaza	303 - 379 East Olive Street, Porterville, CA	90,596
El Paseo Plaza	El Paseo Road, Palm Desert, CA	83,000
Fountain Valley Plaza	Fountain Valley, CA	37,200
Fry's Plaza	67th & Beardsley, Glendale, AZ	102,701
Gilbert & Southern	Mesa, AZ	12,434
Glendale Town Center	Peoria & 43rd, Glendale, AZ	16,800
Good Shepherd Plaza	19th & Northern, Phoenix, AZ	15,000
Grand Passage	Canon Avenue, Beverly Hills, CA	17,000
Highland Springs	Banning, CA	208,922
Holland Groves Plaza	Cochran & Stearns, Simi Valley, CA	35,090
Horizon Village	19th & Indian School, Phoenix, AZ	108,500
Lakewood Square	Lakewood Boulevard, Downey, CA	40,000
Marshalls Montclair Plaza	9015-9065 Central Ave., Montclair, CA	101,862
Mint Canyon Plaza	17866 Sierra Highway, Santa Clarita	9,500
Montclair Entertainment Plaza	9395 Monte Vista Avenue, Montclair, CA	100,000
Newhall Plaza	Newhall, CA	64,100
Nordhoff Woodley	Sepulveda, CA	67,664
Olive & 51st	Glendale, AZ	91,124
Orange Thorpe & Beach	Buena Park, CA	20,266
Ortega Business Park	Ortega Highway, San Juan Capistrano, CA	30,000
Pacific Plaza	Ontario, CA	42,664
Pecos & Tropicana	Las Vegas, NV	19,923
Pico Rivera Plaza	Whittier & Rosemead Blvds, Pico Rivera, CA	300,000
Pier Plaza	Redondo Beach, CA	68,634
Plaza Clarita	Valencia. CA	58,000
Plaza de Oro	Ventura Boulevard, Encino, CA	120,000
Plaza Vallarta	1801-1861 West Ave I, Lancaster, CA	83,714
Quail Pointe	Sacramento, CA	130,000



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Rainbow Shopping Center	Rainbow & Spring Mountain, Las Vegas, NV	19,875
Rancho Oaks Plaza	Thousand Oaks, CA	18,898
Rolling Hills Plaza	Silver Spur, Rancho Palos Verdes, CA	40,673
Roscoe White Oak	Northridge, CA	30,000
Seaport Village	Long Beach, CA	38,568
Smile Care Plaza	Downey, CA	19,247
Soledad Village	Canyon Country, CA	10,320
Stockdale Village Plaza	Stockdale & California, Bakersfield, CA	138,800
Tapcot Center	2488 Tapo Street, Simi Valley, CA	6,300
Tapo Plaza	Simi Valley, CA	146,980
Three Fountains	Mesa, AZ	40,158
Town & Country Shopping Center	Ventura Boulevard, Encino, CA	150,000
Valley Crossroads	Seventh & Bell, Phoenix, AZ	26,584
Various Strip Centers (67)	Various locations throughout US	701,000
Victorian Center	Newhall, CA	29,100
Victory Ventura Canyon Shopping Center	13600 Victory Blvd, Van Nuys, CA	38,102
Village Center	19th and Dunlap, Phoenix, AZ	45,225
Vineyard Plaza	Vineyard & 4th, Ontario, CA	88,500
Wonderworld Center	Las Vegas, NV	61,200
<b>Total Retail</b>	<b>64</b>	<b>4,750,253 SF</b>

#### **Industrial/R&D**

3850 Royal Ave.	3850 Royal Ave., Simi Valley, CA	96,850
4000 Via Pescador	4000 Via Pescador, Camarillo, CA	40,696
Amar Business Park	Amar Road, City of Industry, CA	150,200
Brea Canyon Business Park	Walnut, CA	79,875
Chatsworth Office Bldg	21625 Prairie St, Chatsworth, CA	40,000
De Soto Business Park	9330 -9350 De Soto, Chatsworth, CA	130,000
Delta Lithograph Building	28210 N. Ave Stanford, Valencia, CA	107,520
J.A.T.C. Carpenters Building	Fresno, CA	4,750
Newbury Business Park	Newbury Park, CA	37,600
Occidental Bus Center	9400-9430 Topanga Cyn, Chatsworth, CA	92,729
Orange Show	320 Orange Show Lane, San Bernardino, CA	39,350
Ortega Business Park	Ortega Highway, San Juan Capistrano, CA	130,000
Paragon Business Center	Valencia, CA	164,292
Red Hill Business Park	Irvine, CA	130,000
Rye Canyon Business Park-No. Campus	Santa Clarita, CA	430,000
Rye Canyon Business Park-So. Campus	Santa Clarita, CA	215,000
Santa Barbara Tech Center	Goleta, CA	130,000
Santa Fe Springs Bus Park	9700 Bell Ranch Road, Santa Fe Springs, CA	237,500
Santa Fe Springs Truck Terminal	9750 Norwalk Blvd, Santa Fe Springs, CA	238,500



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South Bay Studio	Long Beach, CA	126,276	
Technicolor Bldg	3001 Mission Oaks Blvd, Camarillo, CA	310,736	
TOLD Corporation - Industrial Parks	Camarillo, Oxnard, Newbury Pk, Thous. Oaks, CA	745,000	
University Business Center	Santa Barbara, CA	300,000	
Valencia Business Center	Valencia, CA	58,240	
Valencia Industrial Building	Valencia, CA	107,520	
Valley View Bus Park	17709-19 Valley View, Cerritos, CA	71,500	
Victoria Industrial Park	331 Victoria street, Carson, CA	147,736	
<b>Total Industrial</b>		<b>27</b>	<b>4,361,870</b> SF
<b>Corporate Facilities</b>			
Sears Savings Bank Branch Locations (43)			
Pacific Federal Savings Various REO	Combined GLA for both SSB and Pac Fed	350,000	
<b>Total Corporate Facilities</b>		<b>350,000</b>	SF
<b>Total Commercial Space</b>		<b>16,562,390</b>	SF
<b>Other</b>			
Marriott Hotel (Ground Lease)	21850 Oxnard Street, Woodland Hills, CA		
Warner Center Restaurant Site	Owensmouth Street, Woodland Hills, CA		
4 Parking Structures	Woodland Hills, CA	6100 Stalls	
Smyth Professional Plaza Owners Association	27867-27879 Smyth Drive, Santa Clarita, CA		
<b>Residential</b>			
Apartment Buildings (15)	Los Angeles, CA	795	Units
<b>Self-Storage</b>			
Del Rey Storage	Redwood Avenue, Venice, CA	243	Units
Glendale U-Store It	San Fernando Road, Glendale, CA	427	Units
Total Self-Storage		670	Units



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## 6. CONSTRUCTION MANAGEMENT

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Over the past several years, Cornerstone Realty Advisors personnel have completed several million dollars of building renovation and tenant improvement work acting as the General Contractor and Construction Manager. Cornerstone Realty Advisors Tenant Construction Representatives coordinate every phase of construction, from initial preliminary design to the tenant's acceptance of the space, so that the process works smoothly.

Selection of the General Contractor and subcontractors is based on bidding and quality reviews. Each contractor must demonstrate financial stability, be able to commit a foreman to the project, and show a high level of technical competence. We check all references and visit past projects to check the quality of work.

During construction, changes in the work will often occur. We have the flexibility to respond to those changes and implement them in an expeditious manner. Utilizing a system of document control and update meetings ensures that all changes are handled with minimum disruption to the schedule.

Prior to project completion, the Cornerstone Realty Advisors Construction Representatives schedule a final walk-through of the project, which the relevant parties (e.g., Tenant, Property Manager, and Space Planner) also attend. Any incomplete punch items are identified at the walk-through. These items are required to be completed by Cornerstone Realty Advisors or the General Contractor within 30 days.

Lease Commencement Agreements are often based upon the occurrence of this walk-through and the Tenant acceptance of the premises. Therefore, Cornerstone



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Realty Advisors takes great care and diligence to expedite the schedule for the earliest completion date possible without jeopardizing the project's integrity.



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## 7. INVESTMENT SALES

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Cornerstone Realty Advisors has been successful assisting buyers as well as sellers in meeting their investment objectives with commercial real estate investment sales. This success is related in no small measure to the fact that Cornerstone Realty Advisors also offers the full range of real estate services to the investor. The understanding and knowledge that comes with the experience of handling the day-to-day tasks of marketing, leasing, and management of commercial property is invaluable to understanding the value of commercial income property. An investment sale is the ultimate realization of the process of adding value to the real estate through the effective stewardship of real property. Whether it involves a property that Cornerstone Realty Advisors has actively been servicing, or the evaluation of prospective acquisition targets, Cornerstone Realty Advisors had the expertise to successfully assist with the investor's objectives.





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## 8. DEVELOPMENT AND FEASIBILITY ANALYSIS

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Cornerstone Realty Advisors, throughout its history, has been active in advising and assisting investors and developers in the process of developing and/or redeveloping commercial real estate.

Cornerstone Realty Advisors has assisted several developer/investors with successful development projects.

Whether in the Santa Clarita Valley or surrounding areas, Cornerstone Realty Advisors has the experience of dealing with the governmental agencies and negotiating the process of acquiring entitlements for new projects. This experience is essential for the effective representation of commercial property from its formative stages of concept and design analysis, through the complete cycle of lease-up, management, and sales. This experience enhances the ability of Cornerstone Realty Advisors to service the needs of the commercial real estate investor. Additionally, Cornerstone Realty Advisors can deliver these services whether it is for the institutional or individual investor.



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## 9. LETTERS OF RECOMMENDATION

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