



# THE HUB PROFESSIONAL COWORKING SUITES

126 E BURKE STREET, MARTINSBURG, WV  
**OFFERING MEMORANDUM**  
INVEST PROXIMA LLC

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# Executive Summary

The HUB at 126 E Burke Street is a stabilized, income-producing office asset in downtown Martinsburg. It targets cash on cash returns above 8 percent, with demand driven by in person professional users like therapists and real estate attorneys, not remote work trends. The building offers a modern, flexible mix of private offices, meeting space, and shared amenities, and sets the bar for design and finish in Martinsburg, with few peers in West Virginia.

- **Private offices plus coworking and meeting space**
- **16,500 sqft**
- **23 private offices, 6 conference rooms, coworking area**
- **Fully leased to small professional tenants, including therapists, attorneys, and similar service providers**

This asset fits an investor seeking stabilized cash flow in a downtown infill location, or an owner-operator who wants a turnkey office platform with built-in demand from small professional tenants.

# Key Performance Indicators and Metrics



Total Square Footage

Net Operating Income  
2025

Average Rent  
Dec. 2025

Sales Price



Cap Rate

Gross Income  
2025

Average SQFT Rent  
Per Month



# The HUB Summary & Highlights

The HUB is a design-forward, service-driven workspace built to attract and retain professional tenants who need privacy, credibility, and a “ready-to-impress” client experience. A polished reception arrival, curated interiors, and highly functional (themed) conference rooms make the space feel premium and turnkey, so businesses can move in fast and operate like a larger firm.

From a cash-flow standpoint, the model maximizes revenue per square foot by stacking recurring private-office leases with coworking memberships (and meeting space usage) on the same footprint. Furnished offices, included services, and scarce downtown parking reduce tenant friction, increase stickiness, and support strong, diversified recurring income.



# How The HUB Operates

The HUB is operated with a customer-first experience and strict cost discipline. Over the past two years, operations shifted from a full-time receptionist to a part-time office manager. Service quality stayed high through redesigned workflows and automated routine tasks. Tenants and guests use automated check-in. Tenants also use property management software to pay rent, submit requests, and communicate in one place. AI supports the office manager by drafting faster tenant responses and routing requests to the right place, which cuts response times and keeps overhead low. This protects margins while maintaining a polished, professional experience.





# Location Overview and Why Invest in Martinsburg?

As a growing hub in the Eastern Panhandle of West Virginia, Martinsburg offers a compelling opportunity for investors in commercial real estate, particularly in office space. With its strategic location, competitive costs, and ongoing revitalization, Martinsburg is poised to attract businesses seeking affordability, accessibility, and a vibrant community.

**1.5 hours to Washington, D.C.**

**MARC Train & Amtrak Access**

**Walkable Downtown**

**B&O Tax Incentives**

**Community Engagement**

# Top Employers in and near Martinsburg, WV



## **Berkeley Co Board of Education**

Through collaborative leadership and community engagement, the Berkeley County Board of Education aims to foster educational excellence and prepare students for future success.



## **WVU Medicine**

Operating under the West Virginia University Health System, it encompasses 25 hospitals and numerous clinics across West Virginia and neighboring states, delivering advanced care.



## **Procter & Gamble**

P&G's diverse portfolio includes well-known brands such as Tide, Pampers, Gillette, Crest, and Olay, spanning categories like beauty, grooming, health care, fabric and home care, and baby, feminine, and family care.

# Population of Downtown Martinsburg and Berkeley County?

- City of Martinsburg: 18,262
- Berkeley County: 113,525





**1.5 hour driving radius**

**Martinsburg, WV Fast Facts**

- Right off of U.S. Interstate 81.
- 1.5 hour drive to Harrisburg, PA, Baltimore, MD, and Washington, D.C.
- There is an Amtrak Station in Downtown Martinsburg, WV.

# Net Operating Income Summary

## The HUB – NOI Report (2023–2025)

Figures reflect 50% allocation of HUB Martin LLC financials to The HUB (internal reporting convention).  
Rebuilt to correct 2025 revenue component roll-up (Total Revenue unchanged).

### Summary (NOI only)

Metric	2023	2024	2025
Total Revenue	212,488.98	193,787.76	224,876.06
Total Operating Expenses	83,751.55	87,331.65	91,326.86
Net Operating Income (NOI)	128,737.43	106,456.11	133,549.20
NOI Margin	60.6%	54.9%	59.4%

### Quick Trends

YoY Change	2024 vs 2023	2025 vs 2024
Revenue	-8.8%	+16.0%
Operating Expenses	+4.3%	+4.6%
NOI	-17.3%	+25.5%
NOI Margin (pp)	-5.7 pp	+4.5 pp

# Net Operating Income, Cont.

Line Item	2023	2024	2025
<b>Revenue</b>			
Buildium Income	63,075.00	98,175.78	145,334.94
Cashback Rewards	1,213.08	488.06	0.00
Refund	(337.50)	0.00	0.00
Rental Income	128,832.06	0.00	71,556.46
Rental Income - Other	0.00	90,225.32	0.00
Square Income	19,706.35	4,898.61	7,984.66
<b>Gross Profit</b>	<b>212,488.98</b>	<b>193,787.76</b>	<b>224,876.06</b>
<b>Operating Expenses</b>			
Advertising and Promotion	(1,536.91)	(1,628.44)	(943.88)
Amortization Expense	0.00	(75.48)	(75.48)
Bank Service Charges	(1,193.09)	(181.50)	(178.05)
Business Licenses and Permits	(70.00)	(151.00)	(20.00)
Computer and Internet Expenses	(2,501.18)	(1,114.38)	(1,697.92)
Dues and Subscriptions	(86.13)	(572.50)	(758.66)
Office Supplies	(7,751.24)	(8,882.96)	(4,202.61)
Parking Expense	(6,404.80)	(3,471.82)	(2,722.40)
Payroll Expenses	(17,198.13)	(25,655.00)	(15,254.35)
Payroll Taxes	(11,978.82)	(2,261.22)	(3,344.48)
Postage and Delivery	(98.37)	(281.17)	(164.82)
Property Management	(2,164.21)	(2,405.90)	(2,961.83)
Repairs and Maintenance	(5,473.27)	(4,176.00)	(3,832.72)
Shipping and delivery expense	0.00	0.00	(45.90)
Taxes and Insurance	(9,575.55)	(11,723.05)	(21,639.71)
Telephone Expense	(153.64)	(626.64)	(922.67)
Utilities	(17,240.69)	(24,124.55)	(26,588.72)
Other Operating Expenses (not itemized)	(325.52)	(0.04)	(5,972.66)
<b>Total Operating Expenses</b>	<b>(83,751.55)</b>	<b>(87,331.65)</b>	<b>(91,326.86)</b>
<b>Net Operating Income (NOI)</b>	<b>128,737.43</b>	<b>106,456.11</b>	<b>133,549.20</b>

# Get to Know Us

## About Our Company



We acquire, repurpose and revitalize real estate with the purpose of creating the best use for each property that aligns with the economic development of the market. We strive to create spaces that attract locals and visitors looking for an unforgettable experience. We measure our success by new businesses opened in our spaces, new tenants in our offices and residential units and new customers at our Airbnbs.



# Investment Contacts



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