

ALLIANCE FOR DADE, INC.

Minutes of Meeting

MEETING DATE	MEETING TYPE	MEETING LOCATION	QUORUM?
May 21, 2020	Regular	Zoom videoconference	Yes

PERSONS IN ATTENDANCE				
Due to Zoom limitations, the meeting was halted after 40 minutes, then re-started. Some attendees were unable to participate in the second part of the meeting.				
INTERIM BOARD MEMBERS & OFFICERS	NAME	OFFICER TITLE(S)	PART ONE OF MEETING	PART TWO OF MEETING
	Kathleen Reed	President	✓	✓
	George Williams	Vice President	✓	
	Harry Abell	Treasurer	✓	✓
	Jane Dixon	Secretary	✓	✓
	Marcy Williams	Recording Secretary	✓	
	Dena Abell		✓	✓
	Nelson Eash		✓	
	Sue Gridley		✓	✓
	Josh Ingle		✓	✓
Bob Woods		✓	✓	
NON-MEMBERS, COMMITTEE MEMBERS, and VISITORS WHOSE NAMES ARE KNOWN TO THE BOARD	NAME	CAPACITY OR ORGANIZATION	PART ONE OF MEETING	PART TWO OF MEETING
	William Back	Attorney	✓	✓
	John Rollins		✓	
	Kat Fox	Welcome Center	✓	✓
	Christina Thoreson	Chattanooga Vacation Rentals	✓	
	Christian Thoreson	Chattanooga Vacation Rentals	✓	

CALL TO ORDER and ROUTINE MOTIONS	
Call to Order	By Kathleen Reed at 6:05 pm
Motion to dispense with the reading of and Approve the May 7 th Meeting Minutes	Moved by George Williams Seconded by Harry Abell Approved unanimously
Motion to Approve the Financial Reports	n/a

Discussions and Other Motions – Part One

Recording and Distribution of Minutes. Jane Dixon asked if Marcy Williams would be willing to act as Recording Secretary and take minutes of this and future meetings. Marcy agreed. Discussion about to whom Minutes should be distributed. Agreed that Minutes will be emailed to all board members, to William Back, and to all who attended the meeting. Minutes will also be posted on the dadechamber.com website.

Mission Statement. Marcy Williams shared the results of the voting for the new Alliance for Dade Mission Statement (Attachment A). The statement with the most votes is: “To promote business and tourism, enhance

economic and community development, and serve as a catalyst for improving the overall quality of life in Dade County.” Motion to approve this as the Mission Statement:

Moved by Kathleen Reed
Seconded by Nelson Eash
Approved unanimously

Lease Agreement. The Lease Agreement for the Welcome Center (Attachment B) was sent to all board members for review prior to the meeting. Motion to accept the Lease Agreement:

Moved by George Williams
Seconded by Harry Abell
Approved unanimously

Town Hall Meeting. Jane Dixon, chair of the Publicity Committee, will attend the Town Hall Meeting on Tuesday, May 26 and present an update on the Alliance for Dade – officers named, committees formed, and Welcome Center status. The informal event will be televised. George Williams asked if perhaps all officers should attend, but, due to social distancing, limited seating is available.

Banking Resolution. Treasurer Harry Abell sent a Resolution (Attachment C) to all board members for consideration prior to the meeting. Motion to approve the Resolution:

Moved by George Williams
Seconded by Sue Gridley
Approved unanimously

Jane Dixon, Secretary, will prepare a letter confirming the resolution for Citizen’s Bank. Officers will meet at the bank on Friday, May 22, 2020 to sign new documents.

Finance Committee. Discussion about the establishment of a Finance Committee. Motion to establish a Finance Committee and appoint Harry Abell as chair:

Moved by Kathleen Reed
Seconded by George Williams
Approved unanimously

Kathleen Reed, George Williams, and Jane Dixon were named as members of the Finance Committee.

Domain Names. Kathleen asked the Website Committee to email a recommendation for domain name(s) to all board members for consideration at the next scheduled meeting.

Discussions and Other Motions – Part Two

Logo. Discussion about who should spearhead logo development; consensus that the Signage Committee should do so. Kathleen will contact chair Nelson Eash and ask him to develop logo concepts for consideration.

Welcome Center. Kathleen asked that the Welcome Center Committee provide a recommendation for Welcome Center hours of operation to all board members for consideration at the next scheduled meeting.

To maintain RVIC (Regional Visitor Information Center) status, we are required to attend various meetings throughout the year, including Sister Meetings (held 4 times per year), the annual Regional meeting held in Ringgold, and the annual conference. Kat Fox, the Welcome Center employee, has been attending the required meetings.

Kat mentioned that we need a Dade County brochure, which must meet certain compliance rules. Kat will send those rules to all board members.

Kat also expressed a need for a Dade County map, which the Welcome Center Committee will work to develop.

State and Federal Documents. Harry Abell asked if a 2019 tax return has been filed. Kat said it was filed by the accountant, Nancy. She will get copies of all state and federal documents filed in the past two years from the accountant and turn them over to Harry.

Job Descriptions. Discussion about whether we should develop Roles & Responsibilities descriptions for officers and committee chairs. Consensus was that we are too early in the process, and the matter will be tabled for a later date.

Membership Prices. Kathleen asked the Membership Committee to email a recommendation for membership pricing to all board members for consideration at the next scheduled meeting.

ACTION ITEMS ASSIGNED		
	Person responsible	due
Prepare Letter of Resolution for Citizen’s Bank	Jane Dixon	5/22/2020
Send Compliance Rules to all board members	Kat Fox	5/29/2020
Sign Welcome Center Lease Agreement	Kathleen Reed	06/01/2020
Post past and future minutes to Alliance for Dade website	Harry Abell	6/4/2020
Recommend domain names for board approval	Harry Abell	6/4/2020
Develop logo concepts for board approval	Nelson Eash	6/4/2020
Recommend Welcome Center hours for board approval	Kathleen Reed	6/4/2020
Obtain copies of 2019 federal and state documents for Treasurer	Kat Fox	6/4/2020
Recommend Membership Pricing	George Williams	6/4/2020

ADJOURNMENT and NEXT MEETING	
Motion to Adjourn at 7:22 PM	Moved by Kathleen Reed Seconded by George Williams Approved unanimously
Next Meeting	June 4, 2020 6:00 PM Eastern Zoom videoconference

ADMINISTRATIVE	
ATTACHMENTS	The following documents are incorporated within these Minutes: A. Tally of votes for Mission Statement B. Welcome Center Lease Agreement C. Resolution regarding Banking Matters D. Website Committee Pre-Meeting Report E. Treasurer Pre-Meeting Report
RESPECTFULLY SUBMITTED BY:	Marcy Williams, Recording Secretary

ALLIANCE FOR DADE MISSION STATEMENT SELECTION

Each director voted for First Choice (2 points) and Second Choice (1 point)

- A** To promote business and tourism, enhance economic and community development, and serve as a catalyst for improving the overall quality of life in Dade County.
- B** To develop, promote, and sustain an economically viable community while preserving the character and quality of life for all Dade County citizens.
- C** To promote the economic well-being of Dade County’s citizens, improve the quality of life for the entire community, and represent the business community on major issues of public policy.

	A	B	C
Kathleen Reed	2	1	
Bob Woods	2		1
Dena Abell	2		1
Harry Abell	2	1	
Josh Ingle	1	2	
Nelson Eash	2		1
Jane Dixon	2		1
Sue Gridley		2	1
George Williams	2	1	
Marcy Williams	2	1	
TOTAL	17	8	5

William Back did not have a vote, but indicated that he preferred A.

COMMERCIAL LEASE AGREEMENT

(Single-Tenant Facilities)



2020 Printing

In consideration of the mutual covenants set forth herein, this Lease (hereafter the term "Lease" and "Agreement" are used interchangeably) is entered into this date of 05/20/2020 between Trenton Properties LLC, (hereinafter "Landlord") and Alliance for Dade, Inc. (hereinafter "Tenant") Landlord leases to Tenant, and Tenant leases from Landlord, the Property with the following address: 12362 South Main Street, Trenton, Georgia 30752 TAXPIN/ID# T12 31 004 0 and as more particularly described in the Legal Description Paragraph below:

Legal Description. The full legal description of the Property is:

[Select A, B or C below. The sections not marked shall not be a part of this Agreement.]

- A.** attached as an exhibit hereto;
- B.** identical to the legal description for the property contained in the deed recorded in Deed Book _____, Page _____, et. seq., _____ County, Georgia records;
- C.** described below:
 Land Lot(s) _____ of the _____ District, _____ Section/ GMD,
 Lot _____, Block _____, Unit _____ Phase/Section _____ of
 _____ Subdivision/Development,
 Dade County _____ County, Georgia according to the plat recorded in
 Plat Book _____, Page _____, et. seq., _____ County, Georgia records.

1. Term. The initial term of this Lease shall be for 12 months beginning on the earlier of the completion of the work described in any attached Work letter or the date 06/01/2020 ("Commencement Date"), through and including the date of 05/31/2021.

2. Possession. If Landlord is unable to deliver possession of Property on the Commencement Date, rent shall be abated on a daily basis until possession is granted. If possession is not granted within fourteen (14) days from the Commencement Date, Tenant may terminate this Lease in which event Landlord shall promptly refund all payments and deposits to Tenant. Landlord shall not be liable for delays in the delivery of possession to Tenant.

3. Rent. Tenant shall pay base rent to Landlord without demand, deduction, or setoff in advance in the sum of \$500.00, five hundred _____ Dollars per month on the first day of each month during the term of the Lease or any renewals thereof, at the following address: Bellora Realtors LLC, 12364 South Main Street, Trenton, GA 30752 (or at such other address as may be designated from time to time by Landlord in writing). If the Commencement Date begins on the second day through the last day of any month, the rent shall be prorated for that portion of the month and shall be paid at the time of leasing Property. Tenant shall also pay additional rent as may be provided elsewhere in this Lease. Such additional rent shall be paid in the same manner as the base rent.

4. Late Payment; Service Charge for Returned Checks. Rent not paid in full by the fifth day of the month shall be late. Landlord shall have no obligation to accept any rent not received by the fifth of the month. If late payment is made and Landlord accepts the same, the payment must be in the form of cash, cashier's check or money order and must include an additional rent amount of \$25.00 and, if applicable, a service charge for any returned check of \$35.00. Landlord reserves the right to refuse to accept personal checks from Tenant after one or more of Tenant's personal checks have been returned by the bank unpaid.

5. Security Deposit.

A. Security Deposit to be Held by Landlord or Broker: *[Check one. The section not marked shall not be a part of this Agreement.]*

- Landlord Holding Security Deposit:
- (1) Tenant has paid to Landlord as security for Tenant's fulfillment of the conditions of this Lease a security deposit of \$250.00, two hundred fifty _____ Dollars in cash, money order and/or check ("Security Deposit").
- (2) Landlord shall deposit the Security Deposit in Landlord's general account with Landlord retaining the interest if the account is interest bearing. Tenant acknowledges and agrees that Landlord shall have the right to use such funds for whatever purpose Landlord sees fit, and such funds will not be segregated or set apart in any manner.
- (3) Tenant recognizes and accepts the risk of depositing the Security Deposit with Landlord. Tenant acknowledges that Tenant has not relied upon the advise of any Broker in deciding to pay such Security Deposit to Landlord. Landlord and Tenant acknowledge and agree that:
- (a) Broker has no responsibility for, or control over, any Security Deposit deposited with Landlord;
- (b) Broker has no ability or obligation to insure that the Security Deposit is properly applied or deposited;

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- (c) The disposition of the Security Deposit is the sole responsibility of Landlord and Tenant as herein provided; and
- (d) Landlord and Tenant agree to indemnify and hold harmless Broker and Broker's affiliated licensees against all claims, damages, losses, expenses or liability arising from the handling of the Security Deposit by Landlord.

(4) Landlord shall return Security Deposit to Tenant, after deducting any sum which Tenant owes Landlord hereunder, or any sum which Landlord may expend to repair arising out of or related to Tenant's occupancy hereunder, abandonment of Property or default in this Lease (provided Landlord attempts to mitigate such actual damages), including but not limited to any repair, replacement, cleaning or painting of Property reasonably necessary due to the negligence, carelessness, accident, or abuse of Tenant or Tenant's employees, agents, invitees, guests, or licensees. In the event Landlord elects to retain any part of the Security Deposit, Landlord shall promptly provide Tenant with a written statement setting forth the reasons for the retention of any portion of the Security Deposit, including the damages for which any portion of the Security Deposit is retained. The use and application of the Security Deposit by Landlord shall be at the discretion of the Landlord. Appropriation by Landlord of all or part of the Security Deposit shall not be an exclusive remedy for Landlord, but shall be cumulative, and in addition to all remedies of Landlord at law or under this Lease. The Tenant may not apply the Security Deposit to any rent payment.

Broker Holding Security Deposit:

- (1) Tenant has paid to Broker as security for Tenant's fulfillment of the conditions of this Lease ("Security Deposit") \$ _____ Dollars in cash, money order and/or check.
- (2) The Broker shall deposit the Security Deposit in Broker's escrow/trust account (with Broker retaining the interest if the account is interest bearing) within five (5) banking days from the Binding Agreement Date.
- (3) Broker shall disburse the Security Deposit only as follows: (a) upon the failure of the parties to enter into a binding lease; (b) upon a subsequent written agreement signed by all parties having an interest in the funds; (c) upon order of a court or arbitrator having jurisdiction over any dispute involving the security deposit; (d) upon a reasonable interpretation of this Agreement by Broker; (e) as provided in the General Provisions section below of this Paragraph; or (f) upon the termination of the agency relationship between Landlord and Broker, in which event Broker shall only disburse the Security Deposit, to another licensed Georgia Real Estate Broker selected by Landlord unless otherwise agreed to in writing by Landlord and Tenant after notice to Broker and Tenant. Prior to disbursing the Security Deposit pursuant to a reasonable interpretation of this Agreement, Broker shall give all parties fifteen (15) days notice, stating to whom the disbursement will be made. Any party may object in writing to the disbursement, provided the objection is received by Broker prior to the end of the fifteen (15) day notice period. All objections not raised in a timely manner, shall be waived. In the event a timely objection is made, Broker shall consider the objection and shall do any or a combination of the following: (a) hold the Security Deposit for a reasonable period of time to give the parties an opportunity to resolve the dispute; (b) disburse the Security Deposit and so notify all parties; and/or (c) interplead the Security Deposit into a court of competent jurisdiction. Broker shall be reimbursed for and may deduct from any funds interpleaded its costs and expenses, including reasonable attorney's fees. The prevailing party in the interpleader action shall be entitled to collect from the other party the costs and expenses reimbursed to Broker. No party shall seek damages from Broker (nor shall Broker be liable for the same) for any matter arising out of or related to the performance of Broker's duties under this Security Deposit paragraph.

B. General Provisions Regarding Security Deposit:

- (1) In the event any Security Deposit check is not honored, for any reason, by the bank upon which it is drawn, the holder thereof shall promptly notify the other parties and Broker(s) to this Lease. Tenant shall have three (3) banking days after notice to deliver good funds to the holder. In the event Tenant does not timely deliver good funds to the holder, the Landlord shall have the right to terminate this Agreement upon written notice to the Tenant.
- (2) The entire Security Deposit, if held by Landlord, will be returned to Tenant within thirty (30) days after Property is vacated if: (a) The term of the Lease has expired or the Lease has been terminated in writing by the mutual consent of both parties; (b) All monies due under this Lease by Tenant have been paid; (c) Property is not damaged and is left in its original condition, normal wear and tear excepted; (d) All keys have been returned; and (e) Tenant is not in default under any of the terms of this Lease.

6. Repairs and Maintenance. Tenant acknowledges that Tenant has inspected Property and that it is fit for its stated use. Tenant agrees that no representations regarding Property or the condition thereof and no promises to alter, decorate, improve, or repairs have been made by Landlord, Broker, or their agents unless specified in this Lease. The following shall be kept in good working order and repair, normal wear and tear expected, by either the Landlord or Tenant as follows:

[Check all that apply. The sections not marked shall not be a part of this Agreement.]

	<u>TENANT</u>	<u>LANDLORD</u>		<u>TENANT</u>	<u>LANDLORD</u>
Heating system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Elevators	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Air conditioning system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parking area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical system/fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driveway	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exterior walkways	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Exteriors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interior hallways	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smoke detector	<input type="checkbox"/>	<input type="checkbox"/>	Lobby	<input type="checkbox"/>	<input type="checkbox"/>
Terrace/patio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Loading Area	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trash Facilities	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>
Exterior windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Security Alarm	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Any item not mentioned herein but existing on Property (other than furniture, fixtures and equipment of Tenant shall be maintained by: [Check one. The box not marked shall not be a part of this Agreement.] Landlord **OR** Tenant

Upon receipt of written notice from Tenant, Landlord shall, within a reasonable time period thereafter, repair all defects in those facilities and systems that are the responsibility of Landlord to maintain in good working order and repair. If Tenant does not promptly perform its maintenance and repair obligations as set forth herein, Landlord may make such repairs and/or replacements and Tenant shall promptly pay the costs of the same. Landlord shall not be liable to Tenant for any damage caused by any of the above referenced systems or facilities or by water coming through or around the roof or any door, flashing, skylight, vent, window, or the like in or about Property, except if such damage is due to the gross negligence or willful misconduct of Landlord. Tenant shall be responsible for the reasonable costs of repairs made necessary by the negligence or willful misconduct of Tenant (including Tenant's employees, agents, invitees, guests, or licensees).

7. **Services.** Landlord shall provide, at Landlord's expense the following services: [Check all that apply. The sections not marked shall not be a part of this Agreement.]

- General cleaning and janitorial service of the interior of Property _____ times per week
- Concierge service as follows: _____
- Parking attendant as follows: _____
- Property monitor as follows: _____
- Trash collection service _____ times per week
- Soap, paper towels, and toilet tissue for rest rooms _____ times per week
- Replacement of all light bulbs and repair and maintenance of all light fixtures located in the interior of Property.
- Other _____

Landlord shall not be liable for the nonperformance or inadequate performance of such services by third parties. Tenant shall be responsible for the costs and provision of any services that Landlord has not expressly agreed to pay for in this Lease. Tenant agrees to provide services not provided by Landlord that are necessary to keep Property in good order, condition, and repair, normal wear and tear excepted. If Tenant does not provide such services, Landlord may then provide such services and Tenant shall promptly pay Landlord the costs for such services.

8. **Utilities.** The services and/or utilities set forth below serving Property shall be paid by either the Landlord or Tenant as follows: [Check all that apply. The sections not marked shall not be a part of this Agreement.]

<u>UTILITY</u>	<u>TENANT</u>	<u>LANDLORD</u>	<u>UTILITY</u>	<u>TENANT</u>	<u>LANDLORD</u>
Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>
Garbage	<input type="checkbox"/>	<input type="checkbox"/>	Cable Television	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Digital Subscriber Line	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Tenant shall be responsible for the costs of any utilities that Landlord has not expressly agreed to pay for in this Lease. Tenant must provide proof of payment of final bills for all utilities or service termination (cutoff) slips. Landlord may, at Landlord's option, pay utilities and be reimbursed by Tenant along with the next month's rent. Landlord shall not be liable for any interruptions or delays in the provision of utility services unless such interruptions or delays shall be caused by Landlord's gross negligence or willful misconduct.

9. **Renewal Term.** Either party may terminate this Lease at the end of the term by giving the other party sixty (60) days written notice prior to the end of the term. If neither party gives notice of termination, the Lease will automatically be extended on a month-to-month basis with all terms remaining the same except that Landlord reserves the right to increase the amount of rent upon delivery of written notice to Tenant sixty (60) days prior to the effective date of any increase. Thereafter, Tenant may terminate this Lease upon sixty (60) days written notice to Landlord and Landlord may terminate this Lease upon sixty (60) days written notice to Tenant.

10. **Sublet and Assignment.** Tenant may not sublet Property in whole or in part or assign this Lease without the prior written consent of Landlord. This Lease shall create the relationship of Landlord and Tenant between the parties hereto; no estate shall pass out of Landlord and this Lease shall create a usufruct only. In the event Landlord shall assign this Lease, the assignee thereof shall be responsible to timely pay Brokers all commissions and other sums owed to them hereunder.

11. **Right of Access, Signage.**

A. Landlord and Landlord's agents shall have the right of access to Property for inspection, repairs and maintenance during reasonable hours. In the case of emergency, Landlord may enter Property at any time to protect life and prevent damage to Property. Landlord and/or Landlord's agents may place a "for rent" or "for sale" sign on the interior or exterior of Property, and may show Property to prospective tenants or purchasers during reasonable hours. Tenant agrees to cooperate with Landlord, Landlord's agent and Brokers who may show Property to prospective Tenants. Tenant shall secure valuables and agrees to hold Landlord and/or Landlord's Agent harmless for any loss thereof. For each occasion where the access rights described above are denied, Tenant shall pay Landlord the sum of \$NA as liquidated damages; it being acknowledged that Landlord shall be damaged by the denial of access, that Landlord's actual damages are hard to estimate, and that the above amount represents a reasonable pre-estimate of Landlord's damages rather than a penalty.

B. Without Landlord's prior written permission, Tenant shall not place any sign, advertising matter, or any other things of any kind on any part of the outside walls or roof of Property or on any part of the interior of Property that is visible from the exterior of Property. Tenant shall maintain all such permitted signs, advertising matter, or any other things of any kind in good condition and repair. Tenant agrees to remove at its cost all such permitted signs, advertising matter, or any other things of any kind at the end of this Lease.

12. **Use.** Property shall only be used for the purposes set out as follows: Alliance for Dade

Property shall be used so as to comply with all federal, state, county, and municipal laws and ordinances and any applicable rules and regulations. Tenant shall not use or permit Property to be used for any disorderly or unlawful purpose; nor shall Tenant engage in any activity on Property which would endanger the health and safety of other Tenants or which otherwise creates a nuisance.

13. **Agency and Brokerage.**

A. **Agency Disclosure:** In this Agreement, the term "Broker" shall mean a licensed Georgia real estate broker or brokerage firm and, where the context would indicate, the broker's affiliated licensees. No Broker in this transaction shall owe any duty to Landlord or Tenant greater than what is set forth in their brokerage engagements and the Brokerage Relationships in Real Estate Transactions Act, O.C.G.A. § 10-6A-1 et. seq.;

1. **No Agency Relationship:** Landlord and Tenant acknowledge that, if they are not represented by a Broker, they are each solely responsible for protecting their own interests, and that Broker's role is limited to performing ministerial acts for that party.
2. **Listing Broker.** Broker working with the Landlord is identified on the signature page as the "Listing Broker"; and said Broker is OR is not representing Landlord;
3. **Leasing Broker:** Broker working with Tenant (including in transactions where Broker is representing Landlord) is identified on the signature page as "Leasing Broker;" and said Broker is OR is not representing Tenant; and
4. **Dual Agency or Designated Agency:** If Landlord and Tenant are both being represented by the same Broker, a relationship of either designated agency OR dual agency shall exist.

a. **Dual Agency Disclosure:** *[Applicable only if dual agency has been selected above.]*

Tenant and Landlord are aware that Broker is acting as a dual agent in this transaction and consent to the same. Tenant and Landlord have been advised that:

- (1) In serving as a dual agent, Broker is representing two clients whose interests are or at times could be different or even adverse;
- (2) Broker will disclose all adverse, material facts relevant to the transaction and actually known to the dual agent to all parties in the transaction except for information made confidential by request or instructions from each client which is not otherwise required to be disclosed by law;
- (3) Tenant and Landlord do not have to consent to dual agency and, the consent of Tenant and Landlord to dual agency has been given voluntarily and the parties have read and understand their brokerage engagement agreements.
- (4) Notwithstanding any provision to the contrary contained herein, Tenant and Landlord each hereby direct Broker, while acting as a dual agent, to keep confidential and not reveal to the other party any information which could materially and adversely affect their negotiating position.

b. **Designated Agency Assignment:** *[Applicable only if the designated agency has been selected above.]*

Broker has assigned Lora Poore to work exclusively with Tenant as Tenant's designated agent and Lora Poore to work exclusively with Owner/Landlord as Owner/Landlord's designated agent. Each designated agent shall exclusively represent the party to whom each has been assigned as a client and shall not represent in this transaction the client assigned to the other designated agent.

B. **Material Relationship Disclosure:** The Broker and/or affiliated licensees have no material relationship with either client except as follows: Broker manages building for Landlord

(A material relationship means one actually known of a personal, familial or business nature between the Broker and/or affiliated licensees and a client which would impair their ability to exercise fair judgment relative to another client.)

C. **Brokerage:** The Brokers listed below have performed a valuable service in this transaction and are made parties hereunder to enforce their commission rights. Payment of commission to a Broker shall not create an agency or subagency relationship between Leasing Broker and either Landlord or Landlord's Broker. Landlord agrees to pay the Broker listed below and representing Landlord to lease and/or manage Property ("Listing Broker") a commission (which commission has already been negotiated in a separate agreement) of *[Check one. The section not marked shall not be a part of this Agreement]:*

- \$ _____ or _____ percent (%) of the total base rent to be paid under the Lease, which shall be due and payable upon occupancy.
- \$ _____ or _____ percent (%) of base rents paid, which shall be due and payable upon Tenant's monthly payment of rent in the manner provided in the Rent Paragraph above.

In the event the Lease is made in cooperation with another Broker listed below as the Leasing Broker, the Listing Broker shall receive _____ percent (%) of the total real estate commission paid hereunder and the Leasing Broker shall receive _____ percent (%) of the total real estate commission paid hereunder. In the event Tenant and/or Landlord fail or refuse to perform any of their obligations herein, the non-performing party shall immediately pay the Listing Broker and the Leasing Broker their full commissions. The Listing Broker and Leasing Broker may jointly or independently pursue the non-performing party for that portion of the commission, which they would have otherwise received under the Lease.

14. Default. If Tenant defaults under this Lease, Landlord shall have the right to pursue any or all of its remedies under Georgia Law. A default shall include, but not be limited to, the failure of Tenant to pay Landlord rent or reimburse Landlord for damages, repairs or costs when due, the abandonment of the Property by Tenant (which shall include the discontinuance of the use of the Property by Tenant) and the failure of Tenant to comply with any of the terms of the Lease including any rules and regulations. Landlord shall give Tenant a ten (10) day notice of and opportunity to cure any non-monetary breach of this Lease. All remedies hereunder shall be cumulative and not concurrent. Tenant shall remain liable for rents from and after any action by Landlord under a proceeding against Tenant for holding over or distress warrant, whether or not Tenant retains the right to possession of Property.

15. Rules and Regulations.

- A. Tenant is prohibited from adding, changing or in any way altering locks installed on the doors of Property without prior written permission of Landlord. If all keys to Property are not returned when Tenant vacates Property, Landlord may charge a re-key charge in the amount of \$150 _____.
- B. Motor vehicles with expired or missing license plates, non-operative vehicles, boats, trailers, RVs and campers are not permitted on Property. Any such vehicle may be removed by Landlord at the expense of Tenant, for storage or for public or private sale, at Landlord's option, and Tenant shall have no right or recourse against Landlord thereafter.
- C. No goods or materials of any kind or description, which are combustible or would increase fire risk shall be kept in or placed on Property (except for goods and materials typically found in a general office use provided that the same are limited in quantity to that normally found in such use).
- D. No nails, screws or adhesive hangers except standard picture hooks, shade brackets and curtain rod brackets may be placed in walls, woodwork or any part of Property.
- E. Tenant shall not place any objects or personal property on Property in a manner that is inconsistent with the load limits of Property. Tenant shall consult Landlord before placing any heavy furniture, file cabinets, or other equipment in Property.
- F. Landlord shall provide heating and air conditioning to Property between ___ a.m. and ___ p.m., Monday to Friday (excluding public holidays); between ___ a.m. and ___ p.m., Saturday; and between ___ a.m. and ___ p. m., Sunday. Tenant shall notify Landlord by 4 p.m. of the preceding day of any requests for overtime heating and air conditioning. Landlord may charge Tenant its reasonable costs of providing such overtime heating and air conditioning.
- G. Tenant shall not, without Landlord's prior written consent, use any equipment which uses electric current in excess of 110 volts, which will increase the amount of electricity ordinarily furnished for use of Property as general office space, or which require clean circuits or other distribution circuits.
- H. Landlord may establish additional reasonable Rules and Regulations concerning the maintenance, use, and operation of Property. Amendments and additions to the Rules and Regulations shall be effective upon delivery of a copy thereof to Tenant.

16. Abandonment. If Tenant removes or attempts to remove personal property from Property other than in the usual course of continuing occupancy, without having first paid Landlord all monies due, Property may be considered abandoned, and Landlord shall have the right, without notice, to store or dispose of any personal property left on Property by Tenant. Landlord shall also have the right to store or dispose of any of Tenant's personal property remaining on Property after the termination of this Lease. Any such personal property shall become Landlord's personal property.

17. Estoppel Certificate. Tenant shall, from time to time, upon Landlord's request execute, acknowledge, and deliver to Landlord, within ten days of such request, a certificate certifying: (a) that this Lease is unmodified and in full force and effect (or if there has been modification thereof, that the same is in full force and effect as modified and stating the nature thereof); (b) that to the best of its knowledge there are no uncured defects on the part of the Landlord (or if any such defaults exist, a specific description thereof); (c) the date to which any rents or other charges have been paid in advance; and (d) any other reasonable matters requested by Landlord. Landlord and any prospective purchaser or transferee of Landlord's interest hereunder or any then existing or prospective mortgagee or grantee of any deed to secure debt may rely on such certificates.

18. Property Loss. Storage of personal property by Tenant shall be at Tenant's risk and Landlord shall not be responsible for any loss or damage. Tenant shall be responsible to insure Tenant's personal property against loss or damage. Landlord shall not be responsible or any damage to Tenant's property, unless such damage is caused by Landlord's gross negligence or willful misconduct.

19. Destruction of Property.

- A. If earthquake, fire, storm, or other casualty shall totally destroy (or so substantially damage as to be untenable) Property, rent shall abate from the date of such destruction. Landlord shall have sixty (60) days to commence the restoration of Property to a tenable condition. If in Landlord's sole discretion restoration cannot be completed within 180 days following such destruction, Landlord may, by written notice furnished to Tenant within thirty (30) days of such destruction, terminate this Lease, whereupon rent and all other obligations hereunder shall be adjusted between the parties as of date of such destruction. In the event the Landlord elects to complete such restoration, but fails to do so within 180 days following such destruction, this Lease may be terminated as of the date of such destruction upon written notice from either party to the other given not more than ten (10) days following expiration of said 180 day period. If such notice is not given, then this Lease shall remain in force and rent shall commence upon delivery of Property to Tenant in a tenable condition.
- B. If Property is damaged but not rendered wholly untenable by earthquake, fire, storm, or other casualty, rent shall abate in such proportion as Property have been damaged and Landlord shall restore Property as reasonably quickly as practicable whereupon full rent shall commence.
- C. Rent shall not abate nor shall Tenant be entitled to terminate this Lease if the damage or destruction of Property, whether total or partial, is the result of the negligence of Tenants, its contractors, employees, agents, invitees, guests, or licensees.

20. Alteration and Improvements. Tenant shall not make or allow to be made any alterations, physical additions, or improvements in or to Property without first obtaining Landlord's prior written consent. Landlord may grant or withhold such consent within its reasonable discretion and may impose reasonable conditions upon its consent. All costs of any such alteration, addition, or improvement shall be borne by Tenant, unless otherwise agreed in writing. The provisions of the Work Letter, attached hereto as an Exhibit and a part of this Lease, shall govern any alterations or improvements to be performed prior to the Commencement Date of this Lease.

21. Insurance. Tenant agrees that during the term of the Lease, Tenant will carry and maintain, at its sole cost, the following types of insurance, in the amounts specified and in the form hereinafter provided for:

[Check all that apply. The sections not marked shall not be a part of this Agreement.]

A. General Commercial Liability Insurance (or reasonable equivalent thereto): Such insurance shall cover Property and Tenant's use thereof against claims for personal injury, bodily injury or death, property damage and products liability occurring upon, in, or about Property. The limits of such policy shall be in such amounts as Landlord may from time to time reasonably require, but in any event not less than five hundred thousand Dollars (\$ 500,000.00) for each occurrence. Such insurance shall be endorsed to cover independent contractors and contractual liability. Such insurance shall extend to any liability of Tenant arising out of the indemnities provided for in this Lease.

B. Fire and Extended Coverage Insurance (or reasonable equivalent thereto): Such insurance shall cover Tenant's interest in its improvements to Property, and all furniture, equipment, supplies, and other property owned, leased, held or possessed by it and contained therein. Such insurance shall coverage shall be in an amount equal to not less than _____ percent (%) of full replacement cost as updated from time to time during the term of the Lease. Tenant shall promptly provide Landlord written notice in the event of any damages to persons or property occurring on Property from fire, accident, or any other casualty.

C. Workers' Compensation Insurance (or reasonable equivalent thereto): Such insurance shall include coverage as required by applicable law.

D. Contractors Insurance (or reasonable equivalent thereto): If Tenant engages any contractor or subcontractor to construct improvements or perform any other work on Property, Tenant shall require that such contractor or subcontractor have in force commercial general liability insurance, including personal injury coverage, contractual liability coverage, completed operations coverage, property damage endorsement, and, for any work which is subcontracted, contractors' protective liability coverage, insuring against any and all liability for injury to or death of a person or persons and for damage to property occasioned by or arising out of such work. The limits of such policy for both damage to property and bodily injury to be in such amounts as Landlord may from time to time reasonably require, but in any event not less than _____ Dollars (\$ _____) for each occurrence. Any such contractor or subcontractor shall also be required to maintain workers' compensation insurance as required by applicable law. All insurance policies procured and maintained herein (other than workers' compensation insurance) shall name Landlord, Landlord's property manager(s), Landlord's broker(s) and Landlord's lender as additional insureds, shall be carried with insurance companies licensed to do business in the State of Georgia and having a current financial strength rating in Best's Ratings of not less than B+. Such policies shall be non-cancellable and may not be materially altered except after thirty (30) days notice to Landlord. Such insurance policies or, at Landlord's election, duly executed certificates of such policies, accompanied by proof of the premium for such insurance, shall be delivered to Landlord before the earlier of (a) the initial entry by Landlord upon Property for the installation of its equipment or improvements; or (b) the Commencement Date of the Lease. Certificates of renewal of such insurance or copies of any replacement insurance policies, accompanied by proof of payment of the premiums for such insurance, shall be delivered to Landlord at least ten (10) days before the expiration of each respective policy term. Tenant shall comply with all rules and regulations applicable to Property issued by the Board of Fire Underwriters or by any body hereinafter constituted exercising similar functions. Tenant shall not intentionally do anything, or permit anything to be done, on or about Property that might adversely affect, contravene, or impair any policies of insurance that are in force for Property or any part thereof. Tenant shall pay all costs, damages, expenses, claims, fines, or penalties incurred by Landlord or Tenant because of Tenant's failure to comply with this Paragraph. Tenant indemnifies Landlord from all liability with reference thereto.

22. Taxes. Tenant shall pay any and all taxes (including assessments and license fees) assessed or imposed upon Tenant's fixtures, furniture, appliances, and personal property located in Property: *[Check one. The section not marked shall not be a part of Agreement.]*

A. Landlord Pays All Property Taxes: Landlord shall pay all property taxes levied against Property. Tenant shall not pay any property taxes levied against Property.

B. Tenant Pays Increases in Property Taxes: In addition to other rent payments specified in this Lease, Tenant shall pay as additional rent the amount by which all property taxes on Property for each tax year exceed taxes on Property for the tax year _____. On or before the first day of the term of this Lease, Landlord will provide Tenant written notice of Landlord's estimate of the additional rent payable under this subparagraph. During December of each calendar year or as soon as practicable, Landlord will give Tenant written notice of its estimate of the payments to be made for the ensuing calendar year. On the first day of each month during the term of the Lease, Tenant will pay one-twelfth of the estimated amount in the manner provided in the Rent Paragraph. If notice is not given in December, Tenant will continue to pay on the basis of the prior year's estimate until the month after the notice is given. Within 90 (ninety) days after the close of each calendar year or as soon as practicable thereafter, Landlord will deliver to Tenant: (1) a statement of property taxes for the calendar year certified by certified public accountants designated by Landlord; and (2) a statement of the payments made or to be made for the calendar year that has been prepared on the basis of the certified statement. If on the basis of those statements, Tenant owes an amount that is less than the estimated payments for the calendar year previously made by the Tenant, Landlord will pay Tenant the amount of the overpayment within thirty (30) days after delivery of those statements. If on the basis of those statements Tenant owes an amount that is more than the estimated payments for such calendar year previously made by Tenant, Tenant will pay the deficiency to Landlord within thirty (30) days after delivery of those statements. If the Lease commences on a day other than the first day of the calendar year or ends on a day other than the last day of a calendar year, the amounts payable under this subparagraph shall be prorated.

- 23. Sale of Property to Tenant.** Landlord shall pay Leasing Broker a commission in the amount of _____ percent (%) and Listing Broker a commission in the amount of _____ percent (%) of the gross sales price at closing if Tenant acquires from Landlord title to Property or any part thereof or any property as an addition, expansion, or substitution for Property during the term of this Lease, any renewals thereof, or within one year after the expiration of this Lease. Such commission shall be payable in lieu of any further commission which otherwise Broker would have been due under this Lease. Notwithstanding the above, Owner shall immediately give notice to Broker if and when: (a) Owner enters into a contract to sell Property; or (b) Owner closes on the sale of Property to another.
- 24. Condemnation.** If all or any part of Property are taken or appropriated by any public or quasi-public authority under the power of eminent domain, and if the remaining portion of Property is thereby rendered untenable or unusable for the purposes herein stated, this Lease shall terminate when the condemning authority takes possession, and any rent paid for any period beyond possession by the condemning authority shall be repaid to Tenant. Landlord shall receive the entire condemnation award without deduction there from for any interest of Tenant in Property, but Tenant shall have the right to make a separate claim with the condemning authority for, and to receive therefore, (a) any moving expenses incurred by Tenant as a result of such condemnation; (b) any costs incurred or paid by Tenant in connection with any alteration or improvement made by Tenant to Property; (c) the value of Tenant's personal property taken; (d) Tenant's loss of business income; and (e) any other separate claim which Tenant may be permitted to make under applicable law, provided that such other separate claims shall not reduce or adversely affect the amount of Landlord's award.
- 25. Disclaimer.** Tenant and Landlord acknowledge that they have not relied upon any advice, representations or statements of Brokers and waive and shall not assert any claims against Brokers involving the same. Tenant and Landlord agree that Brokers shall not be responsible to advise Tenant on any matter including but not limited to the following: any matter which could have been revealed through a survey, title search or inspection of Property; the condition of Property, any portion thereof, or any item therein; building products and construction techniques; the necessity or cost of any repairs to Property; mold; hazardous or toxic materials or substances; termites and other wood destroying organisms; the tax or legal consequences of this transaction; the availability and cost of utilities or community amenities; the appraised or future value of Property; any condition(s) existing off Property which may affect Property; the terms, conditions and availability of financing; and the uses and zoning of Property whether permitted or proposed. Tenant acknowledges that Broker is not an expert with respect to the above matters and that, if any of these matters or any other matters are of concern, Tenant should seek independent expert advice relative thereto. Tenant acknowledges that Broker shall not be responsible to monitor or supervise any portion of any construction or repairs to Property and that such tasks clearly fall outside the scope of real estate brokerage services.
- 26. Other Provisions.**
- A. Time of Essence:** Time is of the essence of this Lease.
 - B. No Waiver:** Any failure of Landlord to insist upon the strict and prompt performance of any covenants or conditions of this Lease or any of the rules and regulations set forth herein shall not operate as a waiver of any such violation or of Landlord's right to insist on prompt compliance in the future of such covenant or condition, and shall not prevent a subsequent action by Landlord for any such violation. No provision, covenant or condition of this Lease may be waived by Landlord unless such waiver is in writing and signed by Landlord.
 - C. Definitions:** "Landlord" as used in this Lease shall include its representatives, heirs, agents, assigns, and successors in title to Property. Broker shall be considered the authorized agent of Landlord except to the extent specifically provided for herein. The terms "Landlord" and "Tenant" shall include singular and plural, and corporations, partnerships, companies or individuals, as may fit the particular circumstances. The term "Binding Agreement Date" shall mean the date that this Lease has been signed by the Tenant and Landlord and a fully signed and executed copy thereof has been returned to the party making the offer to lease. "Property taxes" means any form of real or personal property taxes, assessments, special assessments, fees, charges, levies, penalties, service payments in lieu of taxes, excises, assessments, and charges for transit, housing, or any other purposes, impositions or taxes of every kind and nature whatsoever, assessed or levied by any authority having the power to tax against Property or any legal or equitable interest of Landlord in Property, whether imposed now or in the future, excepting only taxes measured by the net income of Landlord from all sources.
 - D. Entire Agreement:** This Lease and any attached addenda constitute the entire Agreement between the parties and no oral statement or amendment not reduced to writing and signed by both parties shall be binding.
 - E. Attorney's Fees and Costs of Collection:** Whenever any sums due hereunder are collected by law, or by attorney at law to prosecute such an action, then both parties agree that the prevailing party will be entitled to reasonable attorney's fees, plus all costs of collection.
 - F. Indemnification:** Tenant agrees to indemnify and hold harmless Landlord and Broker against any and all injuries, damages, losses, suits and claims against Landlord and/or Broker arising out of or related to: (1) Tenant's failure to fulfill any condition of this Lease; (2) any damage or injury happening in or to Property or to any improvements thereon as a result of the acts or omissions of Tenant or Tenant's family members, invitees or licensees; (3) Tenant's failure to comply with any requirements imposed by any governmental authority; (4) any judgment, lien or other encumbrance filed against Property as a result of Tenant's actions and any damage or injury happening in or about Property to Tenant or Tenant's family members, invitees or licensees (except if such damage or injury is caused by the intentional wrongful acts of Landlord or Broker) and Tenant covenants not to sue Landlord or Broker with respect to any of these matters. For the purpose of this paragraph, the term "Broker" shall include Broker and Broker's affiliated licensees and employees.
 - G. No Partnership:** Tenant by execution of this Lease is not a partner of Landlord in the conduct of its business or otherwise, or joint venturer, or a member of any joint enterprise with Landlord.
 - H. No Recordation:** Tenant shall not record this Lease nor any short form memorandum thereof without Landlord's prior written consent.

I. Notices:

- (1) **Generally:** All notices given hereunder shall be in writing, legible and signed by the party giving the notice. In the event of a dispute regarding notice, the burden shall be on the party giving notice to prove delivery. The requirements of this notice paragraph shall apply even prior to this Agreement becoming binding. Notices shall only be delivered: (1) in person; (2) by courier, overnight delivery service or by certified or registered U.S. mail (hereinafter collectively "Delivery Service"); or (3) by e-mail or facsimile. The person delivering or sending the written notice signed by a party may be someone other than that party.
- (2) **Delivery of Notice:** A notice to a party shall be deemed to have been delivered and received upon the earliest of the following to occur: (1) the actual receipt of the written notice by a party; (2) in the case of delivery by a Delivery Service, when the written notice is delivered to an address of a party set forth herein (or subsequently provided by the party following the notice provisions herein), provided that a record of the delivery is created; (3) in the case of delivery electronically, on the date and time the written notice is electronically sent to an e-mail address or facsimile number of a party herein (or subsequently provided by the party following the notice provisions herein). Notice to a party shall not be effective unless the written notice is sent to an address, facsimile number or e-mail address of the party set forth herein (or subsequently provided by the party following the notice provisions herein).
- (3) **When Broker Authorized to Accept Notice for Client:** Except where the Broker is acting in a dual agency capacity, the Broker and any affiliated licensee of the Broker representing a party in a client relationship shall be authorized agents of the party and notice to any of them shall for all purposes herein be deemed to be notice to the party. Notice to an authorized agent shall not be effective unless the written notice is sent to an address, facsimile number or e-mail address of the authorized agent set forth herein (or subsequently provided by the authorized agent following the notice provisions herein). Except as provided for herein, the Broker's staff at a physical address set forth herein of the Broker or the Broker's affiliated licensees are authorized to receive notices delivered by a Delivery Service. The Broker, the Broker's staff and the affiliated licensees of the Broker shall not be authorized to receive notice on behalf of a party in any transaction in which a brokerage engagement has not been entered into with the party or in which the Broker is acting in a dual agency capacity. In the event the Broker is practicing designated agency, only the designated agent of a client shall be an authorized agent of the client for the purposes of receiving notice.

J. Governing Law: This Agreement may be signed in multiple counterparts and shall be governed by and interpreted pursuant to the laws of the State of Georgia.

- 27. Beware of Cyber Fraud:** Fraudulent e-mails attempting to get you to wire money to criminal computer hackers are increasingly common in real estate transactions. Under this scam, computer hackers fraudulently assume the online identity of the actual mortgage lender, closing attorney and/or real estate broker with whom you are working in the real estate transaction. Posing as a legitimate company, they then direct you to wire money to them. In many cases, the fraudulent e-mail is sent from what appears to be the authentic web page of the legitimate company responsible for sending the wiring instructions. You should use great caution in sending or receiving funds based solely on wiring instructions sent to you by e-mail. Independently verifying the wiring instructions with someone from the company sending them is the best way to prevent fraud. In particular, you should treat as highly suspect any follow up e-mails you receive from a mortgage lender, closing attorney and/or real estate broker directing you to wire funds to a revised account number. Never verify wiring instructions by calling a telephone number provided along with a second set of wiring instructions since you may end up receiving a fraudulent verification from the computer hackers trying to steal your money. Independently look up the telephone number of the company who is supposed to be sending you the wiring instructions to make sure you have the right one.
- 28. Exhibits.** All exhibits attached hereto, listed below or referenced herein are made a part of this Lease. If any such exhibit conflicts with any preceding paragraph, said exhibit shall control:

SPECIAL STIPULATIONS: The following Special Stipulations, if conflicting with any exhibits or preceding paragraph, shall control.

1. Provided Tenant remains in compliance with the provisions of this Lease, Landlord will accept monthly rental payments of \$250 as payment in full.
2. Following the conclusion of the initial term (as defined in section 1, and provided Tenant remains in compliance with the provisions hereof, this Lease shall automatically be extended for successive three-month terms upon such rental amounts as Landlord and Tenant may agree. If Tenant, following the expiration of the initial term, elects to terminate this Lease, Tenant shall give Landlord 90 days written notice; and such termination need not correspond to the end of a calendar month.

Additional Special Stipulations are attached.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal the day and year first written above.

[Signature Line]

1 Tenant's Signature

Print or Type Name

Date

Tenant's E-mail Address

[Signature Line]

2 Tenant's Signature

Print or Type Name

Date

Tenant's E-mail Address

Additional Signature Page (F931) is attached.

Leasing Broker/Affiliated Licensee Contact Information

BELLORA Realtors LLC
Leasing Broker

Lora Poore dotloop verified
05/20/20 5:43 PM EDT
UR7Y-C54S-T4SC-TCAW

Broker/Affiliated Licensee Signature

Lora Poore 332293
Print or Type Name GA Real Estate License #

256.605.0162 706.657.3000
Licensee's Phone Number Fax Number

lorapoore@gmail.com
Licensee's E-mail Address

GCAR
REALTOR® Membership

12364 South Main Street
Broker's Address

Trenton, GA 30752

706.657.3000 706.657.3003
Broker's Phone Number Fax Number

10761 H-66439
MLS Office Code Brokerage Firm License Number

Multiple Listing Number

[Signature Line]

1 Landlord's Signature

Trenton Properties LLC
Print or Type Name

Date

Landlord's E-mail Address

[Signature Line]

2 Landlord's Signature

Print or Type Name

Date

Landlord's E-mail Address

Additional Signature Page (F931) is attached.

Listing Broker/Affiliated Licensee Contact Information

BELLORA Realtors LLC
Listing Broker

Lora Poore dotloop verified
05/20/20 5:43 PM EDT
YQ88-ZI4G-JIRD-BACN

Broker/Affiliated Licensee Signature

Lora Poore 332293
Print or Type Name GA Real Estate License #

256.605.0162 706.657.3003
Licensee's Phone Number Fax Number

lorapoore@gmail.com
Licensee's Email Address

GCAR
REALTOR® Membership

12364 South Main Street
Broker's Address

Trenton, GA 30752

706.657.3000 706.657.3003
Broker's Phone Number Fax Number

10761 H-66439
MLS Office Code Brokerage Firm License Number

Exhibit A – Legal Description of Property

PTLL 288 10/4 12362 South Main Street

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Tenant's Initials

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Landlord's Initials

ALLIANCE for DADE, INC.

RESOLUTION

Treasurer Harry Abell proposed the following Resolution for consideration by the Board at the May 21, 2020 regular meeting:

- Citizens Bank & Trust will establish the **Alliance for Dade** account requiring only one signature for transactions (signature authority - Treasurer, Secretary, Vice President and President). The Treasurer will be primary on the account.
- The Treasurer is authorized to initiate transactions to pay bills or make deposits. The Treasurer must provide the Secretary, Vice President and President an account so they can log into Quickbooks to view transactions.
- The Welcome Center office manager (currently Katie Fox) may initiate transaction as instructed by the Treasurer.
- The Treasurer is responsible for all transactions
- If a new account is required to purchase material or services, it will require the approval of at least one other authorized person on the account via email or text (not verbally)
- A credit / debit card may be issued for the Alliance for Dade banking account
- A monthly financial report will be provided to the Board by the Treasurer.

Alliance for Dade Website Committee

Pre-Meeting Report

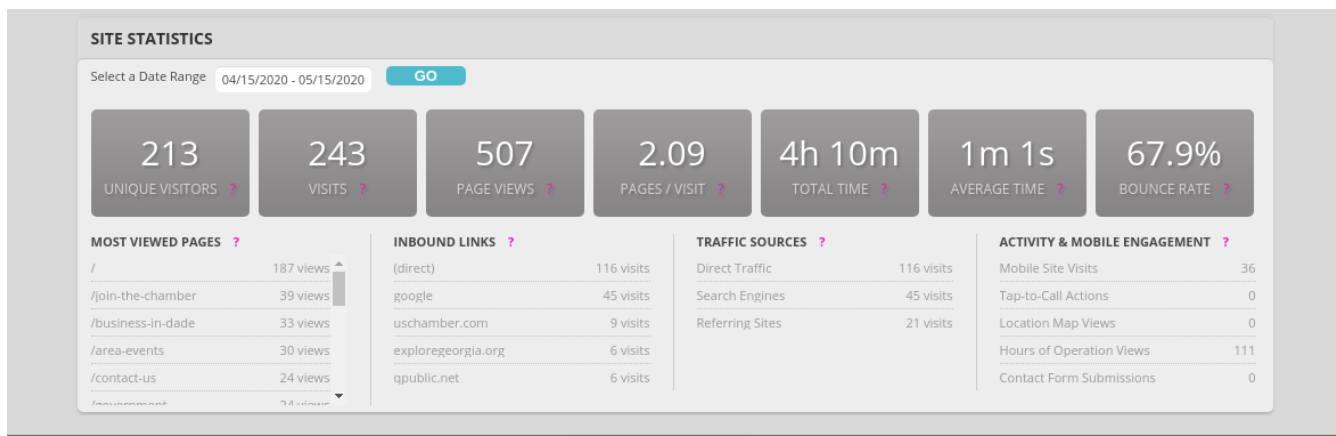
May 20, 2020

I spoke with Brian Wooten of Brikwoo.com, the company that hosts and maintains our [website](#). He is the founder for the consulting company that he owns and manages.

Brian is knowledgeable and eager to help us make Dade County better. He gave me access to our website and I can make changes. It is similar to other websites that I currently maintain. There are other features we could develop, like the ability for someone to pay their membership online and have the funds deposited in our bank account (minus a 3% fee).

Please look at the current website and provide feedback on what you like and what needs some improvement. For example the color scheme – is the red for header and footers the proper color? Is the menu listing the proper categories? I can change some of this easily and ‘re-branding’ would take Brian and cost us a fee.

I have provided statistics on website (dadechamber.com) visits below:



We currently own dadechamber.com, dadecountychamber.com, alliancefordade.com and alliancefordade.cc

Domain names are available that we may want to own. For example

- DadeSoars.com
- DadeIndeed.com
- Dade4Business.com
- DestinationDade.com
- ScenicDade.com
- State-of-Dade.com
- WestChattanoogaChamber.com
- Trenton-DadeChamber.com

Most people use a 'search engine' to find information on the Internet so, in my opinion, domain names are not critical except for our main name / purpose domains (dadechamber & alliance for dade). When a search is complete most folks click on a link and do not type a domain name into their address bar.

I met with Katie Fox at the Welcome Center to learn how our Facebook page is maintained. There are several Facebook pages and [one we can not change](#). This was created by a former employee, Cheryl and after repeated attempts the ownership of the page request has not occurred. I filed with Facebook to have that page under our control. A Facebook page we do manage is [this one](#). I created a Alliance for Dade Facebook page if we choose to use it.

Social Media seems to work effectively for other Chamber of Commerce organizations and Facebook, Twitter, LinkedIn, Youtube and Instagram can be used effectively to both share business news and attract visitors.

I asked Katie Fox to write down the user IDs and passwords she has for web and finance related sites and software. I will keep this in a secure location.

I did some research on using Social Media (if you want this information then email me) and it shows that other Chamber of Commerce organizations have used Social Media to their advantage. Since we are trying to help (attract) two different groups of people (tourists and business interest) then we should make sure the website provides easy access to information for each group and also focus our Social Media site(s) to do the same. The following Social Media sites are what many other Chambers are using: Facebook, [Twitter](#), [Instagram](#), [Youtube](#) and [LinkedIn](#). We have only an account on Facebook (called a page). Social Media sites need to be updated frequently (2X week at least and preferable daily) to maintain viewers of the media. Photos are almost required for every post. There are tools available (mostly free) that allows posts to be composed on one day and then scheduled to appear through out the week (or what you pick on a calendar).

Feedback that is needed is the following:

- What changes (if any) are needed on our current [website](#)?
 - Do we need other websites (perhaps one just for visitors / tourist)?
- What changes (if any) are needed on this [Facebook page](#) once we can make changes?
 - What changes (if any) are needed on this [Facebook page](#) that we can change now?
- Do we need Social Media and if so which ones?
- Any other comments or suggestions

Harry Abell

Web Committee Chair

**Alliance for Dade
Treasurer Pre-Meeting Report
May 20, 2020**

I spoke with Kathleen and Heather at Citizens Bank & Trust to learn about electronic or mobile banking. I believe this is important so we can pay bills online and also set up payment for recurring expenses like rent. I had hoped that when a transaction occurs that an email or text could be sent. This is not possible at this time with Citizens (they have asked the provider of their electronic banking if this can be added). A work around is to use Quickbooks online (we have it already) and the three other approved check sign persons can log into Quickbooks online and **VIEW** all the data anytime they wish to.

If we go to electronic banking it will require a resolution to be passed changing the 'rules' so one person can initiate transactions. I **propose the following**:

- Citizens Bank & Trust will establish the **Alliance for Dade** account requiring only one signature for transactions (signature authority - Treasurer, Secretary, Vice President and President). The Treasurer will be primary on the account.
- The Treasurer is authorized to initiate transactions to pay bills or make deposits. The Treasurer must provide the Secretary, Vice President and President an account so they can log into Quickbooks to view transactions.
- The Welcome Center office manager (Katie Fox, current), may initiate transaction as instructed by the Treasurer.
- The Treasurer is responsible for all transactions
- If a new account is required to purchase material or services it will require the approval of at least one other approved person on the account via email or text (not verbally)
- A credit / debit card may be issued for the Alliance for Dade banking account
- A monthly report will be provided by the Treasurer to the Board
- The Treasurer will meet with the President each month to discuss transactions

I met with Katie Fox at the Welcome Center (5/15,2020) to review how bills are currently paid. I also learned how Quickbooks is used. I am currently an Admin on the Quickbook account.

I have looked at our payments required by the IRS and to the State of Georgia ([as a 501 \(c\)\(6\)](#)). More analysis will take place in these areas and be reported to the Board next month.

Once the Citizens Bank & Trust account is completed with signatures the funds from the Dade Chamber account will be deposited in the new Alliance for Dade account. The balance is approximately \$2500. A Paypal account with \$391.04 will be closed after the funds are transferred to the new Citizen Bank account.

We receive (or did receive and should receive again) the following payments:

- Regional Visitors Information Center (RVIC) monthly. These previous payments in 2019 vary by month and are larger in months with more tourist. They range from about \$1,000 to up to

\$1,500 per month. This is contingent on us staffing the Welcome Center at least 35 hours per week.

- DMO – are from the County and range from about \$750 to \$1,000 a month

Both of those payments come from Hotel / Motel tax that is collected.

Our Dun and Bradstreet credit score (Dade Chamber- 83-934-0569) is 570 – moderate risk level.

I will also compile a list of assets owned by Alliance for Dade, like furniture, electronic devices, etc. and present next month as part of my report.

Accounts owned by Dade Chamber of Commerce will be closed upon opening the Alliance for Dade account. Accounts to be closed are the following:

- Citizens Savings & Trust bank account for Dade Chamber
- Citizens Savings & Trust credit card for Dade Chamber
- Paypal account for Dade Chamber

All subscriptions and services under the Dade Chamber of Commerce (that required a fee to establish / maintain) will be changed to Alliance for Dade as rapidly as feasible (if they are needed, if not they will be closed). We will establish an account for our financial software as Alliance for Dade and close the account for the Dade Chamber of Commerce. Currently we do not have a Payroll module but one can be added for about \$10 more than our current monthly payments (future costs for all software modules will be less than \$50 per month). I do not think we need bookkeeping services from an outside firm. However, I strongly urge that we have a CPA audit our books at least once per year.

I believe we need a Finance Committee composed of the Treasurer, Secretary, Vice President and President. The Treasurer shall report to them monthly or as they state (in writing) and discuss all transactions since the last meeting. In addition, this committee should review proposed financial changes and delegate specific authority to the Treasurer as appropriate.

If we open the Welcome Center and employee Katie Fox works for 35 hours a week we only have sufficient funds for about 3 weeks at this time.

Budgets should be developed so we can see what it will take to do what we want to do. Please provide the following information for your area of responsibility. Please do this soon and it can be refined later.

- What you need
- Why you need it
- When you need it (date) and at what interval (monthly, quarterly, annually)
- Dollars needed

Harry Abell

Treasurer – Alliance for Dade