



## **Downtown Development Authority**

### **AGENDA**

**Thursday, November 10, 2022**

**8:00 AM**

**City Hall - 215 N. Broad Street**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1.** DDA October Minutes

**APPROVAL OF FINANCIAL STATEMENTS**

**2.** DDA September Financials

#### **PUBLIC FORUM**

#### **NEW BUSINESS**

**3.** Review of tenant leases at 227 S Broad Street

DDA representatives at City Council Retreat 11/18

#### **CITY UPDATE**

#### **COUNTY UPDATE**

#### **COMMUNITY WORK PLAN & REPORTS**

Review Work plan from DDA Board Retreat

**Downtown Design**

**Redevelopment Projects**

**Entertainment Draws -**

**PROGRAMS**

**Farmers Market**

**FUNDING**

**SPONSORSHIP**

- 4. 2022 gift to sponsors

**FACADE GRANTS**

- 5. Review applications from Strange Taco and Nedzas

**COMMUNITY EVENT GRANTS**

**ANNOUNCEMENTS:**

Next meeting scheduled, December 8th, at 8:00 am at Monroe City Hall.

**ADJOURN**



Downtown Development Authority  
MINUTES  
Monday October 17, 2022  
8:00 AM  
City Hall - 140 E Washington St

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**CALL TO ORDER**

Meeting was called to order at 8:09 am.

**ROLL CALL**

**PRESENT**

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Ross Bradley
- Board Member Chris Collin

**ABSENT**

- City Council Rep Myosha Crawford
- City Council Rep Lee Malcom

**CITY STAFF**

- Logan Propes
- Leigh Ann Walker
- Les Russell
- Chris Bailey
- Katie Butler
- Sara Shropshire
- Sara Shropshire

## APPROVAL OF PREVIOUS MEETING MINUTES

DDA September Minutes approved with amendment. Vice Chair Malcom noted the minutes did not reflect discussion regarding tenant rent at the Visitors Center Property. Amendment will be as follows:

During the approval of financials Chairman Anderson and Vice Chair Malcom questioned rental income at 227 S Broad Street. They asked for rental agreements and prices to be reviewed at the board retreat. Staff member Aldridge stated Empire Tax was delinquent since March of 2022. Board requested action be taken by city attorney to have tenant become current on rent.

Motion made by Secretary Gray, Seconded by Board Member Ross Bradley. Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sisk, Board Member Collin.

## APPROVAL OF FINANCIAL STATEMENTS.

DDA August Financials Approved - Motion made by Board Member Wesley Sisk, Seconded by Board Member Whit Holder. Voting Yea: Chairman Anderson, Secretary Gray, Vice Chair Malcom, Board Member Bradley, Board Member Collin.

**PUBLIC FORUM** Chad Draper

## **CITY UPDATE**

City Administrator Logan Propes and Chad Draper presented challenges faced with the Milner Aycock property. Chad asked for an extension and flexibility in presenting a contract. A motion to allow an extension deadline for the contract submission to November 9<sup>th</sup>, 2022 was made by board member Sisk and seconded by Board member Collin. Voting Yea: Chairman Anderson, Secretary Gray, Vice Chair Malcom, Board Member Bradley, Board Member Holder

**COUNTY UPDATE** None.

## **COMMUNITY WORK PLAN &REPORTS**

Downtown Design – the planters will be installed this month. Banners are up on Broad Street. Still waiting for install on Spring Street and N Broad. The pocket park maintenance will continue to year end. The Board will discuss whether to renew this contract next year at the next meeting.

### **Redevelopment Projects**

Chairman Anderson updated the board that a contract extension would be needed on the Arnold property Wayne Street due to title issues. A motion to extend the contract on the Arnold property to April 30<sup>th</sup>, 2023 was made by Board member Whit Holder and seconded by Board member Ross Bradley. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board member Collin and Board member Sisk. The Synovus loan expires on October 29<sup>th</sup>. The board will review the loan and decide on an extension at the next meeting.

The Arnold property at the corner of Spring and Wayne was also discussed. Chairman Anderson and Vice chair Malcom stated they had been in contact with the city attorneys and had gotten a contract handling the quiet title process. Secretary Gray stated she would follow up with the attorney to get an update and see what could be done to speed up the process.

Entertainment Draws staff member Aldridge gave a report on Fall fest, stating it was the best run event to date. Over 150 vendors and 19,800 in attendance. Everyone felt like crowds were larger than last year and felt lack of cell service was the cause of lower data in numbers. Holiday events are fast approaching with light up the night, candlelight shopping and the Christmas Parade.

### **PROGRAMS**

Farmers Market – Staff member Aldridge reported that the market ended on October 8<sup>th</sup> with one of the most successful seasons to date. Manager Audrey Fuller has done an excellent job and the market continues to grow. The Farm to Table Dinner is November 6<sup>th</sup>. The event sold out in 3 hours.

### **FUNDING**

SPONSORSHIP- no updates to the 2022 sponsorship. A thank gift for 2023 was discussed. Staff member Aldridge will research ornament prices

**FAÇADE GRANTS**

None

**COMMUNITY EVENTS GRANTS**

None

**NEW BUSINESS**

Chris Collin stated Strange Taco was open and hired 35 employees. Cottontails Children’s Boutique is now open.

A lease was signed on the basement space (B1A) at 227 S Broad Street by Wellington Home Professionals on October 13<sup>th</sup>.

Vice Chair Malcom reported city attorneys had been contacted regarding Empire Tax and their delinquent rent at 227 S Broad Street. A letter of a 60 day notice of non payment of rent was mailed by the city attorney to Empire Tax on September 28, 2022. The letter requested payment of arrearage of \$1350 and October rent of \$225 for a total payment of \$1575 no later than October 15, 2022. At time of meeting, there was no correspondence from Empire Tax nor a payment made. Board agreed to allow until Tuesday October 18<sup>th</sup> ensure no payment was received by mail to city hall. If no payment is received, the board agrees that the city attorneys will be notified to proceed with dispossessory action. The board will review all leases during the retreat and will have updated lease agreements for all tenants at the November meeting.

**ANNOUNCEMENTS**

Next meeting will be held November 10<sup>th</sup> at 8:00 am, Monroe City Hall

**ADJOURN**

The meeting was adjourned at 9:00 am. Motion was made by Board Member Ross Bradley, second by Vice Chair Malcom.

## General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>112801 · DDA Pimento Investment</b>							0.00
Total 112801 · DDA Pimento Investment							0.00
<b>111151 · SYNOVUS-Revolving Loan Fund</b>							101,398.58
Total 111151 · SYNOVUS-Revolving Loan Fund							101,398.58
<b>111145 · RDF Checking Account</b>							500.00
Total 111145 · RDF Checking Account							500.00
<b>111108 · Synovus 205-495-003-6</b>							27,309.99
Deposit	09/06/2022			Deposit	389000 · Ot...	120.00	27,429.99
Deposit	09/06/2022			Deposit	389000 · Ot...	0.00	27,429.99
Check	09/30/2022	1028	Downtown Dollars		121104 · A...	-480.00	26,949.99
Deposit	09/30/2022			Interest	361000 · Int...	2.24	26,952.23
Total 111108 · Synovus 205-495-003-6						-357.76	26,952.23
<b>111111 · Synovus 100-097-081-2</b>							213,325.47
Check	09/29/2022	ach	Synovus	loan paym...	582303 · Ot...	-678.66	212,646.81
Deposit	09/30/2022			Interest	361000 · Int...	17.53	212,664.34
Total 111111 · Synovus 100-097-081-2						-661.13	212,664.34
<b>111100 · General Fund Checking</b>							159,365.42
Deposit	09/02/2022			Deposit	-SPLIT-	2,009.00	161,374.42
Check	09/02/2022	4283	Audrey Fuller	Aug marke...	523850 · C...	-900.00	160,474.42
Check	09/02/2022	4284	Camille Garrison	3rd qtr poc...	523850 · C...	-1,000.00	159,474.42
Check	09/02/2022	4285	Sherrell Malcolm	EBT	523305 · F...	-148.00	159,326.42
Check	09/02/2022	4286	charles boylan	EBT	523305 · F...	-8.00	159,318.42
Check	09/02/2022	4287	Michelle Decker	EBT	523305 · F...	-16.00	159,302.42
Check	09/02/2022	4288	Pam Bishop	EBT	523305 · F...	-11.00	159,291.42
Check	09/02/2022	4289	Sunday Antonisen	EBT	523305 · F...	-15.00	159,276.42
Check	09/02/2022	4290	Michael Pezent	8/27 music	523306 · F...	-35.00	159,241.42
Deposit	09/09/2022			Deposit	381011 · R...	1,000.00	160,241.42
Deposit	09/09/2022			Deposit	-SPLIT-	775.00	161,016.42
Check	09/13/2022	4291	michael neale	EBT	523305 · F...	-3.00	161,013.42
Check	09/13/2022	4292	NICOLE HAROLD	EBT	523305 · F...	-3.00	161,010.42
Check	09/13/2022	4293	Michelle Decker	EBT	523305 · F...	-9.00	161,001.42
Check	09/13/2022	4294	Pam Bishop	EBT	523305 · F...	-16.00	160,985.42
Check	09/13/2022	4295	Fred Harri		523305 · F...	-33.00	160,952.42
Check	09/13/2022	4296	Sunday Antonisen	EBT	523305 · F...	-25.00	160,927.42
Check	09/13/2022	4297	Martha White	EBT	523305 · F...	-9.00	160,918.42
Check	09/13/2022	4298	Alice Lawrence	MUSIC FM...	523306 · F...	-35.00	160,883.42
Check	09/13/2022	4299	Bill Long	MUSIC FM...	523306 · F...	-35.00	160,848.42
Deposit	09/26/2022			Deposit	-SPLIT-	600.00	161,448.42
Deposit	09/27/2022			Deposit	381011 · R...	700.00	162,148.42
Deposit	09/28/2022			Deposit	-SPLIT-	6,550.00	168,698.42
Check	09/28/2022	ach	City of Monroe	utilities	531203 · Ol...	-1,415.76	167,282.66
Check	09/28/2022	4300	City of Monroe	3RD QTR ...	572030 · D...	-8,750.00	158,532.66
Check	09/28/2022	4301	Audrey Fuller	DINO DAY...	523301 · E...	-233.24	158,299.42
Check	09/28/2022	4309	Sherrell Malcolm	EBT	523305 · F...	-15.00	158,284.42
Check	09/28/2022	4310	Pam Bishop	EBT	523305 · F...	-26.00	158,258.42
Check	09/28/2022	4311	Tina Parish	EBT	523305 · F...	-9.00	158,249.42
Check	09/28/2022	4312	Anne Marie Bille...	EBT	523305 · F...	-12.00	158,237.42
Check	09/28/2022	4313	Michael Pezent	MUSIC FM...	523306 · F...	-35.00	158,202.42
Deposit	09/30/2022			Deposit	-SPLIT-	918.74	159,121.16
Check	09/30/2022	4161	Jack Briscoe	facade grant	572030 · D...	-1,575.00	157,546.16
Deposit	09/30/2022			Interest	361000 · Int...	1.33	157,547.49
Total 111100 · General Fund Checking						-1,817.93	157,547.49
<b>111411 · INTEREST REC WAYNE ST PARCELS</b>							0.00
Total 111411 · INTEREST REC WAYNE ST PARCELS							0.00
<b>111409 · Interest Receivable - Pimento</b>							0.00
Total 111409 · Interest Receivable - Pimento							0.00
<b>111901 · Grant Receivable</b>							2,241.78
Total 111901 · Grant Receivable							2,241.78

General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>111920 · Acct Rec - City of Monroe</b>							0.00
Total 111920 · Acct Rec - City of Monroe							0.00
<b>111930 · Accts Rec - Other</b>							0.00
Total 111930 · Accts Rec - Other							0.00
<b>1499 · Undeposited Funds</b>							0.00
Total 1499 · Undeposited Funds							0.00
<b>112802 · DDA WAYNE ST PARCELS INVESTMENT</b>							92,242.40
Total 112802 · DDA WAYNE ST PARCELS INVESTMENT							92,242.40
<b>2000 · *Accounts Payable</b>							0.00
Total 2000 · *Accounts Payable							0.00
<b>125355 · DDA WAYNE ST PARCELS-LONG TERM</b>							-242,500.00
Total 125355 · DDA WAYNE ST PARCELS-LONG TERM							-242,500.00
<b>125354 · DDA Pimento - Long Term</b>							0.00
Total 125354 · DDA Pimento - Long Term							0.00
<b>121104 · Accts. Payable - DT Dollars</b>							-4,309.71
Check	09/30/2022	1028	Downtown Dollars		111108 · S...	480.00	-3,829.71
Total 121104 · Accts. Payable - DT Dollars						480.00	-3,829.71
<b>121100 · Accounts Payable</b>							0.00
Total 121100 · Accounts Payable							0.00
<b>121300 · Payroll Deductions Payable</b>							0.00
Total 121300 · Payroll Deductions Payable							0.00
<b>121301 · Federal Withholding</b>							0.00
Total 121301 · Federal Withholding							0.00
<b>121302 · Social Sec W/H</b>							0.00
Total 121302 · Social Sec W/H							0.00
<b>121302A · Medicare W/H</b>							0.00
Total 121302A · Medicare W/H							0.00
<b>121303 · State Withholding</b>							0.00
Total 121303 · State Withholding							0.00
<b>134220 · Fund Balance Unreserved</b>							-323,834.24
Total 134220 · Fund Balance Unreserved							-323,834.24
<b>3000 · Opening Bal Equity</b>							0.00
Total 3000 · Opening Bal Equity							0.00
<b>389003 · Principle-Revolving Loan Fund</b>							-14,240.36
Total 389003 · Principle-Revolving Loan Fund							-14,240.36
<b>361004 · Interest-DDA Pimento</b>							0.00
Total 361004 · Interest-DDA Pimento							0.00
<b>361002 · Interest-Revolving Loan Fund</b>							0.00
Total 361002 · Interest-Revolving Loan Fund							0.00
<b>336101 · DDA Pimento Revenue</b>							0.00
Total 336101 · DDA Pimento Revenue							0.00
<b>331150 · Fed Grant - RDF</b>							0.00
Total 331150 · Fed Grant - RDF							0.00
<b>391205 · Transfers In-DDA Stabilization</b>							0.00
Total 391205 · Transfers In-DDA Stabilization							0.00



## General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>347903 · Farmers Market Revenue</b>							-15,664.86	
<b>Farmers Market Fees</b>							-2,252.66	
<b>Craft Fee</b>							0.00	
Total Craft Fee							0.00	
<b>Vendor Fee</b>							-460.00	
Total Vendor Fee							-460.00	
<b>Season Pass</b>							0.00	
Total Season Pass							0.00	
<b>Farmers Market Fees - Other</b>							-1,792.66	
Total Farmers Market Fees - Other							-1,792.66	
Total Farmers Market Fees							-2,252.66	
<b>sales</b>							-130.00	
Total sales							-130.00	
<b>347903 · Farmers Market Revenue - Other</b>							-13,282.20	
Deposit	09/02/2022		Farmers Market ...	Deposit	111100 · G...	-260.00	-13,542.20	
Deposit	09/02/2022		Farmers Market ...	Deposit	111100 · G...	-249.00	-13,791.20	
Deposit	09/09/2022		farmers m...	farmers m...	111100 · G...	-100.00	-13,891.20	
Deposit	09/30/2022		Wholesome Wave	Deposit	111100 · G...	-67.00	-13,958.20	
Deposit	09/30/2022		MerchPayout S...	Deposit	111100 · G...	-851.74	-14,809.94	
Total 347903 · Farmers Market Revenue - Other							-1,527.74	-14,809.94
Total 347903 · Farmers Market Revenue							-1,527.74	-17,192.60
<b>Farmers Market Receipts</b>							0.00	
Total Farmers Market Receipts							0.00	
<b>347300 · Event Fees/Revenue</b>							-756.00	
Deposit	09/09/2022	2874	Malcom & Malc...	farm to tab...	111100 · G...	-300.00	-1,056.00	
Deposit	09/09/2022	351	Nan OKelley	farm to tab...	111100 · G...	-375.00	-1,431.00	
Deposit	09/26/2022	6072	Reliant	farm to tab...	111100 · G...	-300.00	-1,731.00	
Deposit	09/26/2022	400...	Pinnacle Bank	farm to tab...	111100 · G...	-300.00	-2,031.00	
Deposit	09/28/2022	2194	Wayfarer Hotel	farm to tab...	111100 · G...	-300.00	-2,331.00	
Total 347300 · Event Fees/Revenue							-1,575.00	-2,331.00
<b>334000 · Grants - State</b>							0.00	
Total 334000 · Grants - State							0.00	
<b>336100 · City Funding</b>							-12,500.00	
Deposit	09/28/2022	100...	City of Monroe	Deposit	111100 · G...	-6,250.00	-18,750.00	
Total 336100 · City Funding							-6,250.00	-18,750.00
<b>361000 · Interest Income</b>							-3,871.85	
Deposit	09/30/2022			Interest	111111 · S...	-17.53	-3,889.38	
Deposit	09/30/2022			Interest	111108 · S...	-2.24	-3,891.62	
Deposit	09/30/2022			Interest	111100 · G...	-1.33	-3,892.95	
Total 361000 · Interest Income							-21.10	-3,892.95
<b>371000 · Memberships &amp; Contributions</b>							-15,475.00	
<b>37100A · Memberships - Individuals</b>							0.00	
Total 37100A · Memberships - Individuals							0.00	
<b>37100B · Refunds</b>							0.00	
Total 37100B · Refunds							0.00	
<b>371000 · Memberships &amp; Contributions - Other</b>							-15,475.00	
Deposit	09/02/2022		New Roots	Farm to Ta...	111100 · G...	-750.00	-16,225.00	
Deposit	09/02/2022		Susan Sykes	Farm to Ta...	111100 · G...	-750.00	-16,975.00	
Total 371000 · Memberships & Contributions - Other							-1,500.00	-16,975.00
Total 371000 · Memberships & Contributions							-1,500.00	-16,975.00

## General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>389000 · Other Misc. Revenue</b>							-3,560.00
Deposit	09/06/2022		Downtown Dollars	Deposit	111108 · S...	-120.00	-3,680.00
Deposit	09/06/2022		Downtown Dollars	Deposit	111108 · S...	0.00	-3,680.00
Total 389000 · Other Misc. Revenue						-120.00	-3,680.00
<b>572031 · RDF Project Expense</b>							0.00
Total 572031 · RDF Project Expense							0.00
<b>573000 · Payments to Others</b>							940.00
Total 573000 · Payments to Others							940.00
<b>582303 · Other Interest Expense</b>							5,319.85
Check	09/29/2022	ach	Synovus	loan paym...	111111 · S...	678.66	5,998.51
Total 582303 · Other Interest Expense						678.66	5,998.51
<b>572030 · Downtown Development</b>							27,210.00
Check	09/28/2022	4300	City of Monroe	3RD QTR ...	111100 · G...	8,750.00	35,960.00
Check	09/30/2022	4161	Jack Briscoe	facade grant	111100 · G...	1,575.00	37,535.00
Total 572030 · Downtown Development						10,325.00	37,535.00
<b>531175 · Farmers Mkt Gen Expenses</b>							125.00
Total 531175 · Farmers Mkt Gen Expenses							125.00
<b>523306 · Farmers Mkt-Entertainment</b>							735.00
Check	09/02/2022	4290	Michael Pezent	8/27 music	111100 · G...	35.00	770.00
Check	09/13/2022	4298	Alice Lawrence	MUSIC FM...	111100 · G...	35.00	805.00
Check	09/13/2022	4299	Bill Long	MUSIC FM...	111100 · G...	35.00	840.00
Check	09/28/2022	4313	Michael Pezent	MUSIC FM...	111100 · G...	35.00	875.00
Total 523306 · Farmers Mkt-Entertainment						140.00	875.00
<b>523305 · Farmers Mkt-EBT Tokens</b>							1,267.00
Check	09/02/2022	4285	Sherrell Malcolm	EBT	111100 · G...	148.00	1,415.00
Check	09/02/2022	4286	charles boylan	EBT	111100 · G...	8.00	1,423.00
Check	09/02/2022	4287	Michelle Decker	EBT	111100 · G...	16.00	1,439.00
Check	09/02/2022	4288	Pam Bishop	EBT	111100 · G...	11.00	1,450.00
Check	09/02/2022	4289	Sunday Antonisen	EBT	111100 · G...	15.00	1,465.00
Check	09/13/2022	4291	michael neale	EBT	111100 · G...	3.00	1,468.00
Check	09/13/2022	4292	NICOLE HAROLD	EBT	111100 · G...	3.00	1,471.00
Check	09/13/2022	4293	Michelle Decker	EBT	111100 · G...	9.00	1,480.00
Check	09/13/2022	4294	Pam Bishop	EBT	111100 · G...	16.00	1,496.00
Check	09/13/2022	4295	Fred Harri	EBT	111100 · G...	33.00	1,529.00
Check	09/13/2022	4296	Sunday Antonisen	EBT	111100 · G...	25.00	1,554.00
Check	09/13/2022	4297	Martha White	EBT	111100 · G...	9.00	1,563.00
Check	09/28/2022	4309	Sherrell Malcolm	EBT	111100 · G...	15.00	1,578.00
Check	09/28/2022	4310	Pam Bishop	EBT	111100 · G...	26.00	1,604.00
Check	09/28/2022	4311	Tina Parish	EBT	111100 · G...	9.00	1,613.00
Check	09/28/2022	4312	Anne Marie Bille...	EBT	111100 · G...	12.00	1,625.00
Total 523305 · Farmers Mkt-EBT Tokens						358.00	1,625.00
<b>523304 · Farmers Mkt-SR BUCKS</b>							19.00
Total 523304 · Farmers Mkt-SR BUCKS							19.00
<b>523303 · Farmers Mkt-Gift Certs</b>							0.00
Total 523303 · Farmers Mkt-Gift Certs							0.00
<b>66900 · Reconciliation Discrepancies</b>							0.00
Total 66900 · Reconciliation Discrepancies							0.00
<b>511100 · Salaries</b>							0.00
Total 511100 · Salaries							0.00
<b>512100 · Health Insurance</b>							0.00
Total 512100 · Health Insurance							0.00
<b>512200 · Soc Sec Exp</b>							0.00
Total 512200 · Soc Sec Exp							0.00

## General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>512300 · Medicare Exp.</b>							0.00
Total 512300 · Medicare Exp.							0.00
<b>512400 · Retirement Contribution</b>							0.00
Total 512400 · Retirement Contribution							0.00
<b>523100 · Communications</b>							0.00
Total 523100 · Communications							0.00
<b>523301 · Event Expenses</b>							3,218.09
<b>Gift Certificates</b>							0.00
Total Gift Certificates							0.00
<b>Senior Bucks</b>							0.00
Total Senior Bucks							0.00
<b>Entertainment</b>							0.00
Total Entertainment							0.00
<b>523301A · Concert Exp.</b>							0.00
Total 523301A · Concert Exp.							0.00
<b>523301 · Event Expenses - Other</b>							3,218.09
Check	09/28/2022	4301	Audrey Fuller	DINO DAY...	111100 · G...	233.24	3,451.33
Total 523301 · Event Expenses - Other						233.24	3,451.33
Total 523301 · Event Expenses						233.24	3,451.33
<b>8210 · Computer</b>							0.00
Total 8210 · Computer							0.00
<b>523850 · Contract Labor</b>							7,760.00
Check	09/02/2022	4283	Audrey Fuller	Aug marke...	111100 · G...	900.00	8,660.00
Check	09/02/2022	4284	Camille Garrison	3rd qtr poc...	111100 · G...	1,000.00	9,660.00
Total 523850 · Contract Labor						1,900.00	9,660.00
<b>6140 · Contributions</b>							0.00
Total 6140 · Contributions							0.00
<b>523500 · Dues and Subscriptions</b>							12.00
Total 523500 · Dues and Subscriptions							12.00
<b>531600 · Equipment &lt;\$5000</b>							0.00
Total 531600 · Equipment <\$5000							0.00
<b>531100 · Office Operations</b>							160.01
Total 531100 · Office Operations							160.01
<b>523400 · Printing and Reproduction</b>							0.00
Total 523400 · Printing and Reproduction							0.00
<b>521200 · Professional Fees</b>							0.00
Total 521200 · Professional Fees							0.00
<b>523300 · Advertising</b>							0.00
Total 523300 · Advertising							0.00
<b>523700 · Training &amp; Education</b>							0.00
Total 523700 · Training & Education							0.00
<b>512920 · Travel Expense</b>							0.00
<b>6370 · Meals</b>							0.00
Total 6370 · Meals							0.00
<b>512920 · Travel Expense - Other</b>							0.00
Total 512920 · Travel Expense - Other							0.00
Total 512920 · Travel Expense							0.00

General Ledger

As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>531203 · Old City Hall</b>							12,122.43
<b>531203A · Janitorial</b>							0.00
Total 531203A · Janitorial							0.00
<b>531203B · Repairs</b>							0.00
Total 531203B · Repairs							0.00
<b>531203C · Supplies</b>							0.00
Total 531203C · Supplies							0.00
<b>531203D · Pest Control</b>							0.00
Total 531203D · Pest Control							0.00
<b>531203U · Utilities</b>							5,056.18
Total 531203U · Utilities							5,056.18
<b>522600 · Landscaping</b>							0.00
Total 522600 · Landscaping							0.00
<b>531203 · Old City Hall - Other</b>							7,066.25
Check	09/28/2022	ach	City of Monroe	utilities	111100 · G...	1,415.76	8,482.01
Total 531203 · Old City Hall - Other						1,415.76	8,482.01
Total 531203 · Old City Hall						1,415.76	13,538.19
<b>381012 · Tenant utility reimbursement</b>							0.00
Total 381012 · Tenant utility reimbursement							0.00
<b>381011 · Rent Received - 227 S. Broad St</b>							-18,560.00
Deposit	09/09/2022	6118	Downeast Build...	Deposit	111100 · G...	-1,000.00	-19,560.00
Deposit	09/27/2022		Stuever Studios	Deposit	111100 · G...	-700.00	-20,260.00
Total 381011 · Rent Received - 227 S. Broad St						-1,700.00	-20,260.00
<b>522310 · Rent Paid to City</b>							0.00
Total 522310 · Rent Paid to City							0.00
<b>532900 · Misc. Expense</b>							0.00
Total 532900 · Misc. Expense							0.00
<b>542500 · Equipment &gt;\$5000</b>							0.00
<b>532905 · Downtown Planters</b>							0.00
Total 532905 · Downtown Planters							0.00
<b>532906 · Farmer's Market Setup</b>							0.00
Total 532906 · Farmer's Market Setup							0.00
<b>532902 · New Signs Cost</b>							0.00
<b>389001 · Income - Downtown Signs</b>							0.00
Total 389001 · Income - Downtown Signs							0.00
<b>532902 · New Signs Cost - Other</b>							0.00
Total 532902 · New Signs Cost - Other							0.00
Total 532902 · New Signs Cost							0.00
<b>532903 · New Benches Cost</b>							0.00
Total 532903 · New Benches Cost							0.00
<b>532904 · Parking Lot Imp.</b>							0.00
Total 532904 · Parking Lot Imp.							0.00
<b>542500 · Equipment &gt;\$5000 - Other</b>							0.00
Total 542500 · Equipment >\$5000 - Other							0.00
Total 542500 · Equipment >\$5000							0.00
<b>8010 · Other Expenses</b>							0.00
Total 8010 · Other Expenses							0.00

Monroe Downtown Development Authority

General Ledger

As of September 30, 2022

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Type	Date	Num	Name	Memo	Split	Amount	Balance
9999 · VOID							0.00
Total 9999 · VOID							0.00
No acct							0.00
Total no acct							0.00
<b>TOTAL</b>						<u>0.00</u>	<u>0.00</u>



Monroe, GA

# Budget Report

## Account Summary

For Fiscal: 2022 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE</b>							
<b>Revenue</b>							
<a href="#">275-7500-314100</a>	HOTEL/MOTEL TAX	53,000.00	53,000.00	6,632.44	54,463.44	1,463.44	102.76 %
<a href="#">275-7500-319000</a>	PEN & INT ON DELINQUENT TAXES	0.00	0.00	0.00	77.93	77.93	0.00 %
	<b>Revenue Total:</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>6,632.44</b>	<b>54,541.37</b>	<b>1,541.37</b>	<b>102.91 %</b>
<b>Expense</b>							
<a href="#">275-7500-572035</a>	CONVENTION VISITORS BUREAU	53,000.00	53,000.00	20,120.98	54,008.79	-1,008.79	101.90 %
	<b>Expense Total:</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>20,120.98</b>	<b>54,008.79</b>	<b>-1,008.79</b>	<b>101.90 %</b>
	<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,488.54</b>	<b>532.58</b>	<b>532.58</b>	<b>0.00 %</b>
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG</b>							
<b>Revenue</b>							
<a href="#">100-7520-347300</a>	EVENT FEES	20,000.00	20,000.00	285.00	8,064.00	-11,936.00	40.32 %
	<b>Revenue Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>285.00</b>	<b>8,064.00</b>	<b>-11,936.00</b>	<b>40.32 %</b>
<b>Expense</b>							
<a href="#">100-7520-511100</a>	REGULAR SALARIES	201,613.00	204,078.76	19,554.56	117,515.55	86,563.21	57.58 %
<a href="#">100-7520-511200</a>	PART - TIME/TEMPORARY SALARIES	18,000.00	18,000.00	69.63	3,841.36	14,158.64	21.34 %
<a href="#">100-7520-512100</a>	GROUP INS	33,000.00	33,000.00	3,604.23	33,718.47	-718.47	102.18 %
<a href="#">100-7520-512200</a>	SOCIAL SECURITY	13,616.00	13,616.00	1,199.69	7,379.38	6,236.62	54.20 %
<a href="#">100-7520-512300</a>	MEDICARE	3,185.00	3,185.00	280.59	1,725.95	1,459.05	54.19 %
<a href="#">100-7520-512400</a>	GMEBS-RETIREMENT CONTRIBUTION	21,735.00	21,735.00	1,661.40	14,952.60	6,782.40	68.80 %
<a href="#">100-7520-512910</a>	MEDICAL EXAMS	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">100-7520-512915</a>	EMPLOYEE ASSISTANCE PROGRAM	51.00	51.00	0.00	39.36	11.64	77.18 %
<a href="#">100-7520-512916</a>	WALTON ATHLETIC MEMBERSHIP	240.00	240.00	26.52	265.20	-25.20	110.50 %
<a href="#">100-7520-521200</a>	PROFESSIONAL SERVICES	50,000.00	50,000.00	32,327.50	38,374.76	11,625.24	76.75 %
<a href="#">100-7520-521201</a>	I/T SVCS - WEB DESIGN, ETC.	1,000.00	1,000.00	60.32	732.08	267.92	73.21 %
<a href="#">100-7520-522140</a>	LAWN CARE & MAINTENANCE	1,100.00	1,100.00	75.00	525.00	575.00	47.73 %
<a href="#">100-7520-522145</a>	HOLIDAY EVENTS	18,200.00	18,200.00	0.00	2,829.65	15,370.35	15.55 %
<a href="#">100-7520-522208</a>	MAINTENANCE CONTRACTS	4,910.00	4,910.00	227.56	2,652.81	2,257.19	54.03 %
<a href="#">100-7520-522322</a>	EQUIPMENT RENTAL	180.00	180.00	10.60	88.08	91.92	48.93 %
<a href="#">100-7520-523200</a>	COMMUNICATION SERVICES	2,600.00	2,600.00	165.68	873.87	1,726.13	33.61 %
<a href="#">100-7520-523300</a>	ADVERTISING	15,000.00	15,000.00	350.00	6,234.01	8,765.99	41.56 %
<a href="#">100-7520-523301</a>	EVENTS	105,000.00	105,000.00	21,366.26	66,667.28	38,332.72	63.49 %
<a href="#">100-7520-523400</a>	PRINTING	2,000.00	2,000.00	71.68	1,460.16	539.84	73.01 %
<a href="#">100-7520-523510</a>	TRAVEL EXPENSE	5,000.00	5,000.00	561.00	1,341.13	3,658.87	26.82 %
<a href="#">100-7520-523600</a>	DUES/FEES	1,500.00	1,500.00	116.00	963.47	536.53	64.23 %
<a href="#">100-7520-523700</a>	TRAINING & EDUCATION -EMPLOYEE	6,500.00	6,500.00	25.00	1,871.41	4,628.59	28.79 %
<a href="#">100-7520-523850</a>	CONTRACT LABOR	3,500.00	3,500.00	0.00	3,218.50	281.50	91.96 %
<a href="#">100-7520-531100</a>	OFFICE SUPPLIES & EXPENSES	5,000.00	5,000.00	3,810.99	9,421.84	-4,421.84	188.44 %
<a href="#">100-7520-531110</a>	SPONSORSHIPS/DONATIONS	5,000.00	5,000.00	0.00	500.00	4,500.00	10.00 %
<a href="#">100-7520-531121</a>	COMPUTER EQUIP NON-CAP	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
<a href="#">100-7520-531199</a>	COVID-19 EXPENSES	0.00	0.00	0.00	36.23	-36.23	0.00 %
<a href="#">100-7520-531203</a>	OLD CITY HALL BLDG	500.00	500.00	0.00	1,062.63	-562.63	212.53 %
<a href="#">100-7520-531300</a>	FOOD	750.00	750.00	0.00	980.76	-230.76	130.77 %
	<b>Expense Total:</b>	<b>520,780.00</b>	<b>523,245.76</b>	<b>85,564.21</b>	<b>319,271.54</b>	<b>203,974.22</b>	<b>61.02 %</b>
	<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG Surplus (Deficit):</b>	<b>-500,780.00</b>	<b>-503,245.76</b>	<b>-85,279.21</b>	<b>-311,207.54</b>	<b>192,038.22</b>	<b>61.84 %</b>
<b>DEPT: 7521 - MAINSTREET</b>							
<b>Revenue</b>							
<a href="#">100-7521-371003</a>	MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	8,750.00	26,250.00	-8,750.00	75.00 %
	<b>Revenue Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>8,750.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>
	<b>DEPT: 7521 - MAINSTREET Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>8,750.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU</b>							
<b>Revenue</b>							
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	0.00	0.00	20,120.56	54,008.79	54,008.79	0.00 %
<a href="#">003-7540-361000</a>	INTEREST REVENUES	0.00	0.00	0.83	2.53	2.53	0.00 %
<a href="#">003-7540-389000</a>	OTHER	0.00	0.00	0.00	2,325.00	2,325.00	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>20,121.39</b>	<b>56,336.32</b>	<b>56,336.32</b>	<b>0.00 %</b>
<b>Expense</b>							
<a href="#">003-7540-523300</a>	ADVERTISING	0.00	0.00	6,976.17	27,315.63	-27,315.63	0.00 %
<a href="#">003-7540-523600</a>	DUES/FEES	0.00	0.00	0.00	511.00	-511.00	0.00 %
<a href="#">003-7540-523850</a>	CONTRACT LABOR	0.00	0.00	0.00	5,825.00	-5,825.00	0.00 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,976.17</b>	<b>33,651.63</b>	<b>-33,651.63</b>	<b>0.00 %</b>
	<b>DEPT: 7540 - CONVENTION VISITORS BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>13,145.22</b>	<b>22,684.69</b>	<b>22,684.69</b>	<b>0.00 %</b>
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT</b>							
<b>Revenue</b>							
<a href="#">002-7550-336001</a>	HOTEL MOTEL FUNDS	0.00	0.00	6,250.00	18,750.00	18,750.00	0.00 %
<a href="#">002-7550-347300</a>	EVENT FEES	0.00	0.00	1,575.00	2,331.00	2,331.00	0.00 %
<a href="#">002-7550-347903</a>	FARMERS MKT FEES	0.00	0.00	1,527.74	17,192.60	17,192.60	0.00 %
<a href="#">002-7550-361000</a>	INTEREST REVENUES	0.00	0.00	21.87	199.84	199.84	0.00 %
<a href="#">002-7550-361002</a>	INTEREST-REVOLVING LOAN FUND	0.00	0.00	448.36	4,142.24	4,142.24	0.00 %
<a href="#">002-7550-371000</a>	GENERAL CITY	0.00	0.00	1,500.00	16,975.00	16,975.00	0.00 %
<a href="#">002-7550-381011</a>	RENTAL - 227 S BROAD	0.00	0.00	1,700.00	20,260.00	20,260.00	0.00 %
<a href="#">002-7550-389000</a>	OTHER	0.00	0.00	120.00	3,680.00	3,680.00	0.00 %
<a href="#">002-7550-389003</a>	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,793.42	16,033.78	16,033.78	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>14,936.39</b>	<b>99,564.46</b>	<b>99,564.46</b>	<b>0.00 %</b>
<b>Expense</b>							
<a href="#">002-7550-523301</a>	EVENTS	0.00	0.00	233.24	3,451.33	-3,451.33	0.00 %
<a href="#">002-7550-523304</a>	FARMERS MKT-SR BUCKS	0.00	0.00	0.00	19.00	-19.00	0.00 %
<a href="#">002-7550-523305</a>	FARMERS MKT-EBT TOKENS	0.00	0.00	358.00	1,625.00	-1,625.00	0.00 %
<a href="#">002-7550-523306</a>	FARMERS MKT-ENTERTAINMENT	0.00	0.00	140.00	875.00	-875.00	0.00 %
<a href="#">002-7550-523600</a>	DUES/FEES	0.00	0.00	0.00	12.00	-12.00	0.00 %
<a href="#">002-7550-523850</a>	CONTRACT LABOR	0.00	0.00	1,900.00	9,660.00	-9,660.00	0.00 %
<a href="#">002-7550-531100</a>	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	160.01	-160.01	0.00 %
<a href="#">002-7550-531175</a>	FARMERS MKT GEN EXP	0.00	0.00	0.00	125.00	-125.00	0.00 %
<a href="#">002-7550-531203</a>	OLD CITY HALL BLDG	0.00	0.00	1,415.76	13,538.19	-13,538.19	0.00 %
<a href="#">002-7550-572030</a>	DOWNTOWN DEVELOPMENT	0.00	0.00	10,325.00	37,535.00	-37,535.00	0.00 %
<a href="#">002-7550-573000</a>	PAYMENTS TO OTHERS	0.00	0.00	0.00	940.00	-940.00	0.00 %
<a href="#">002-7550-582303</a>	OTHER INTEREST EXPENSE	0.00	0.00	678.66	5,998.51	-5,998.51	0.00 %
<a href="#">100-7550-523101</a>	GENERAL LIABILITY INSURANCE	400.00	400.00	37.95	311.46	88.54	77.87 %
<a href="#">100-7550-572030</a>	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	6,250.00	18,750.00	6,250.00	75.00 %
	<b>Expense Total:</b>	<b>25,400.00</b>	<b>25,400.00</b>	<b>21,338.61</b>	<b>93,000.50</b>	<b>-67,600.50</b>	<b>366.14 %</b>
	<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT Surplus (Deficit):</b>	<b>-25,400.00</b>	<b>-25,400.00</b>	<b>-6,402.22</b>	<b>6,563.96</b>	<b>31,963.96</b>	<b>-25.84 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-83,274.75</b>	<b>-255,176.31</b>	<b>238,469.45</b>	<b>51.69 %</b>

## Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE</b>						
Revenue	53,000.00	53,000.00	6,632.44	54,541.37	1,541.37	102.91 %
Expense	53,000.00	53,000.00	20,120.98	54,008.79	-1,008.79	101.90 %
<b>DEPT: 7500 - ECONOMIC DEV/ASSISTANCE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,488.54</b>	<b>532.58</b>	<b>532.58</b>	<b>0.00 %</b>
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG</b>						
Revenue	20,000.00	20,000.00	285.00	8,064.00	-11,936.00	40.32 %
Expense	520,780.00	523,245.76	85,564.21	319,271.54	203,974.22	61.02 %
<b>DEPT: 7520 - ECONOMIC DEVELOPMENT &amp; PLANNNG Surplus (Deficit):</b>	<b>-500,780.00</b>	<b>-503,245.76</b>	<b>-85,279.21</b>	<b>-311,207.54</b>	<b>192,038.22</b>	<b>61.84 %</b>
<b>DEPT: 7521 - MAINSTREET</b>						
Revenue	35,000.00	35,000.00	8,750.00	26,250.00	-8,750.00	75.00 %
<b>DEPT: 7521 - MAINSTREET Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>8,750.00</b>	<b>26,250.00</b>	<b>-8,750.00</b>	<b>75.00 %</b>
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU</b>						
Revenue	0.00	0.00	20,121.39	56,336.32	56,336.32	0.00 %
Expense	0.00	0.00	6,976.17	33,651.63	-33,651.63	0.00 %
<b>DEPT: 7540 - CONVENTION VISITORS BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>13,145.22</b>	<b>22,684.69</b>	<b>22,684.69</b>	<b>0.00 %</b>
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT</b>						
Revenue	0.00	0.00	14,936.39	99,564.46	99,564.46	0.00 %
Expense	25,400.00	25,400.00	21,338.61	93,000.50	-67,600.50	366.14 %
<b>DEPT: 7550 - DOWNTOWN DEVELOPMENT Surplus (Deficit):</b>	<b>-25,400.00</b>	<b>-25,400.00</b>	<b>-6,402.22</b>	<b>6,563.96</b>	<b>31,963.96</b>	<b>-25.84 %</b>
<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-83,274.75</b>	<b>-255,176.31</b>	<b>238,469.45</b>	<b>51.69 %</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
002 - DOWNTOWN DEV FUND	0.00	0.00	-114.27	25,625.42	25,625.42
003 - CONVENTION & VISTORS BURI	0.00	0.00	13,145.22	22,684.69	22,684.69
100 - GENERAL FUND	-491,180.00	-493,645.76	-82,817.16	-304,019.00	189,626.76
275 - HOTEL MOTEL TAX FUND	0.00	0.00	-13,488.54	532.58	532.58
<b>Report Surplus (Deficit):</b>	<b>-491,180.00</b>	<b>-493,645.76</b>	<b>-83,274.75</b>	<b>-255,176.31</b>	<b>238,469.45</b>



Monroe, GA

# DDA Income Statement

## Account Summary

For Fiscal: 2022 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>						
<a href="#">002-7550-336001</a>	HOTEL MOTEL FUNDS	0.00	0.00	6,250.00	18,750.00	-18,750.00
<a href="#">002-7550-347300</a>	EVENT FEES	0.00	0.00	1,575.00	2,331.00	-2,331.00
<a href="#">002-7550-347903</a>	FARMERS MKT FEES	0.00	0.00	1,527.74	17,192.60	-17,192.60
<a href="#">002-7550-361000</a>	INTEREST REVENUES	0.00	0.00	21.87	199.84	-199.84
<a href="#">002-7550-361002</a>	INTEREST-REVOLVING LOAN FUND	0.00	0.00	448.36	4,142.24	-4,142.24
<a href="#">002-7550-371000</a>	GENERAL CITY	0.00	0.00	1,500.00	16,975.00	-16,975.00
<a href="#">002-7550-381011</a>	RENTAL - 227 S BROAD	0.00	0.00	1,700.00	20,260.00	-20,260.00
<a href="#">002-7550-389000</a>	OTHER	0.00	0.00	120.00	3,680.00	-3,680.00
<a href="#">002-7550-389003</a>	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,793.42	16,033.78	-16,033.78
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>14,936.39</b>	<b>99,564.46</b>	
<b>Expense</b>						
<a href="#">002-7550-523301</a>	EVENTS	0.00	0.00	233.24	3,451.33	-3,451.33
<a href="#">002-7550-523304</a>	FARMERS MKT-SR BUCKS	0.00	0.00	0.00	19.00	-19.00
<a href="#">002-7550-523305</a>	FARMERS MKT-EBT TOKENS	0.00	0.00	358.00	1,625.00	-1,625.00
<a href="#">002-7550-523306</a>	FARMERS MKT-ENTERTAINMENT	0.00	0.00	140.00	875.00	-875.00
<a href="#">002-7550-523600</a>	DUES/FEES	0.00	0.00	0.00	12.00	-12.00
<a href="#">002-7550-523850</a>	CONTRACT LABOR	0.00	0.00	1,900.00	9,660.00	-9,660.00
<a href="#">002-7550-531100</a>	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	160.01	-160.01
<a href="#">002-7550-531175</a>	FARMERS MKT GEN EXP	0.00	0.00	0.00	125.00	-125.00
<a href="#">002-7550-531203</a>	OLD CITY HALL BLDG	0.00	0.00	1,415.76	13,538.19	-13,538.19
<a href="#">002-7550-572030</a>	DOWNTOWN DEVELOPMENT	0.00	0.00	10,325.00	37,535.00	-37,535.00
<a href="#">002-7550-573000</a>	PAYMENTS TO OTHERS	0.00	0.00	0.00	940.00	-940.00
<a href="#">002-7550-582303</a>	OTHER INTEREST EXPENSE	0.00	0.00	678.66	5,998.51	-5,998.51
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>15,050.66</b>	<b>73,939.04</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-114.27</b>	<b>25,625.42</b>	

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue	0.00	0.00	14,936.39	99,564.46	-99,564.46
Expense	0.00	0.00	15,050.66	73,939.04	-73,939.04
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-114.27</b>	<b>25,625.42</b>	

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
002 - DOWNTOWN DEV FUND	0.00	0.00	-114.27	25,625.42	-25,625.42
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-114.27</b>	<b>25,625.42</b>	

**COMMERCIAL LEASE AGREEMENT**

This Commercial Lease Agreement ("Lease") is made and effective this 1<sup>st</sup> day of January 1, 2023, by and between the Monroe Downtown Development Authority ("Landlord"), and Downeast Builders and Realty Inc. ("Tenant").

Landlord is a duly recognized Downtown Development Authority as more specifically set out in O.C.G.A. § 36-42-1 et seq. and has been previously authorized by the City of Monroe, Georgia, a municipal corporation, to lease the land and improvements commonly known and numbered as 227 South Broad Street, Monroe, Georgia (the "Building") and all common areas appurtenant thereto.

Landlord makes available for lease all that portion of the first floor of the Building (approx. 799 square feet) shown on Exhibit "A" attached hereto for the Initial Term (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

**1. Term**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" of one (1) year beginning on or about January 1, 2023, and ending December 31, 2023. Landlord shall allow Tenant to remain in possession of premises on or about January 1, 2023.

B. Tenant may renew the Lease for one extended term of one (1) year. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than sixty (60) days prior to the expiration of the Initial Term. The Downtown Development Authority has complete discretion to set the rental rate for the renewal term as set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

**2. Rental**

A. Tenant shall pay to Landlord during the Initial Term, rental of Eighteen Thousand and 00/100 Dollars (\$18,000.00) payable in installments of One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) per month. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at Post Office Box 581, Monroe, Georgia, 30655 or at such other place designated by written notice from Landlord to Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis.

B. Tenant shall initially pay to Landlord on the on or before January 1, 2023 the total sum of Three Thousand and 00/100 Dollars (\$3,000.00) (the total of the first and last month's rental) as a non-refundable Security Deposit.

C. The rental rate for the renewal lease term, if created as permitted under this Lease, shall be agreed to in writing by the parties prior to the commencement of the renewal term.

**3. Use**

Tenant shall be authorized to use the Leased Premises for the following purpose(s): Complete office/commercial space for general business use by Tenant. Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

**4. Sublease and Assignment**

Tenant shall have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

**5. Repairs**

During the Lease term, Landlord shall make, at Landlord's expense, all reasonable and necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises including major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease. Tenant shall be responsible for all repairs and expenses created as a result of damage and/or wear created through normal occupancy of the premises or the negligence of Tenant.

**6. Alterations and Improvements**

Tenant, shall *not* have the right to remodel, redecorate, and/or make additions, improvements and replacements of and to all or any part of the Leased Premises. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

**7. Property Taxes**

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

**8. Insurance**

A. If the Leased Premises or any other part of the Building is damaged by fire or other

casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than One Million Dollars (\$1,000,000.00) combined single limit coverage of bodily injury, property damage or combination thereof. The City of Monroe, Georgia, and the Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building. Tenant is solely responsible for the contents of the Leased Premises and holds the City of Monroe, Georgia and Landlord harmless regarding any loss of the same.

**9. Utilities**

Tenant shall pay all charges for water, sewer, gas, electricity, telephone and other services and utilities including any and all system maintenance agreements used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord. In the event that any utility or service or maintenance agreement provided to the Leased Premises is not separately metered, Landlord shall pay the amount due and separately invoice Tenant for Tenant's pro rata share of the charges based on the ratio of the Leased Premises to the total usable square footage of the Building, plus a pro rated portion of all common areas. Tenant shall pay such amounts within fifteen (15) days of invoice. Tenant acknowledges that the Leased Premises are designed to provide standard office use electrical facilities and standard office lighting. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

**10. Signs**

The Landlord shall have absolute discretion and control to approve all signage. Following Landlord's approval, Tenant shall have the right to place on the Leased Premises signage according to Landlord's approval, which is permitted by applicable zoning ordinances. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting

from the removal of signs installed by Tenant.

**11. Entry**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

**12. Parking**

During the term of this Lease and during the hours of 7:00 a.m. to 5:30 p.m., on Monday through Friday, Tenant, their guests and invitees shall have use of all of the automobile parking areas, driveways and footways that are adjacent to and service the building, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Said automobile parking areas, driveways and footways shall be used by the general public on Saturday through Sunday and from 5:30 p.m. through 7:00 a.m. on Monday through Friday. Tenant shall be responsible for towing any unauthorized vehicle in the parking areas and driveways should this become necessary.

**13. Building Rules**

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing. The initial rules for the Building are attached hereto as Exhibit "B" and incorporated herein for all purposes.

**14. Damage and Destruction**

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

**15. Default**

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for ten (10) ) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for twenty (20)days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord



may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

**16. Quiet Possession**

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

**17. Condemnation**

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

**18. Subordination**

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

**19. Security Deposit**

The Security Deposit shall be held by Landlord without liability for interest and as security for the performance by Tenant of Tenant's covenants and obligations under this Lease, it being expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Landlord's damages in case of default by Tenant. Unless otherwise

provided by mandatory non-waivable law or regulation, Landlord may co-mingle the Security Deposit with Landlord's other funds. Landlord may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant or obligation of Tenant hereunder. Following any such application of the Security Deposit, Tenant shall pay to Landlord on demand the amount so applied in order to restore the Security Deposit to its original amount. If Tenant is not in default at the termination of this Lease, the balance of the Security Deposit remaining after any such application shall be returned by Landlord to Tenant. If Landlord transfers its interest in the Premises during the term of this Lease, Landlord may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

**20. Notice**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:

Monroe Downtown Development Authority c/o \_\_\_\_\_  
Post Office Box 581  
Monroe, Georgia 30655

If to Tenant to:

Downeast Builders and Realty Inc.  
Attn: Frank Downey  
Post Office Box 1129  
Monroe, Georgia 30655

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**21. Waiver**

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**22. Memorandum of Lease**

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

**23. Headings**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

**24. Successors**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

**26. Consent**

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

**27. Performance**

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lesser of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

**28. Compliance with Law**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**29. Final Agreement**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**30. Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

**31. Time is of the Essence**

Time is of the essence in all provisions of this Lease.

**32. Special Stipulations**

- A. Landlord shall cause to be maintained all exterior grounds, upkeep, and landscaping for Building and all common space.
- B. If rent is not paid by the tenth (10<sup>th</sup>) day of the month in which it is due, Tenant shall

pay to the Landlord a late fee of Five Percent (5%) of monthly rent due, payable immediately with the next monthly rental payment.

C. Tenant shall pay to Landlord Thirty-Five Dollars (\$35.00) for each and every check that is returned to Landlord for lack of sufficient funds.

D. Tenant shall maintain HVAC annual maintenance agreement at its own expense and provide Landlord with a copy evidencing this agreement.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

**LANDLORD:**  
MONROE DOWNTOWN DEVELOPMENT  
AUTHORITY

**TENANT:**  
DOWNEAST BUILDERS AND REALTY INC.

\_\_\_\_\_  
By:  
Its: Chairman

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMERCIAL LEASE AGREEMENT**

This Commercial Lease Agreement ("Lease") is made and effective this 1<sup>st</sup> day of January 1, 2023, by and between the Monroe Downtown Development Authority ("Landlord"), and Empire Tax Service ("Tenant").

Landlord is a duly recognized Downtown Development Authority as more specifically set out in O.C.G.A. § 36-42-1 et seq. and has been previously authorized by the City of Monroe, Georgia, a municipal corporation, to lease the land and improvements commonly known and numbered as 227 South Broad Street, Monroe, Georgia (the "Building") and all common areas appurtenant thereto.

Landlord makes available for lease all that portion of the second floor of the Building (approx. 189 square feet) shown on Exhibit "A" attached hereto for the Initial Term (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

**1. Term**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" of one (1) year beginning on or about January 1, 2023, and ending December 31, 2023. Landlord shall allow Tenant to remain in possession of premises on or about January 1, 2023.

B. Tenant may renew the Lease for one extended term of one (1) year. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than sixty (60) days prior to the expiration of the Initial Term. The Downtown Development Authority has complete discretion to set the rental rate for the renewal term as set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

**2. Rental**

A. Tenant shall pay to Landlord during the Initial Term, rental of Three Thousand Six Hundred and 00/100 Dollars (\$3,600.00) payable in installments of Three Hundred and 00/100 Dollars (\$300.00) per month. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at Post Office Box 581, Monroe, Georgia, 30655 or at such other place designated by written notice from Landlord to Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis.

B. Tenant shall initially pay to Landlord on the on or before January 1, 2023 the total sum of Six Hundred and 00/100 Dollars (\$600.00) (the total of the first and last month's rental) as a non-refundable Security Deposit.

C. The rental rate for the renewal lease term, if created as permitted under this Lease, shall be agreed to in writing by the parties prior to the commencement of the renewal term.

**3. Use**

Tenant shall be authorized to use the Leased Premises for the following purpose(s): Complete office/commercial space for general business use by Tenant. Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

**4. Sublease and Assignment**

Tenant shall have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

**5. Repairs**

During the Lease term, Landlord shall make, at Landlord's expense, all reasonable and necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises including major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease. Tenant shall be responsible for all repairs and expenses created as a result of damage and/or wear created through normal occupancy of the premises or the negligence of Tenant.

**6. Alterations and Improvements**

Tenant, shall *not* have the right to remodel, redecorate, and/or make additions, improvements and replacements of and to all or any part of the Leased Premises. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

**7. Property Taxes**

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

**8. Insurance**

A. If the Leased Premises or any other part of the Building is damaged by fire or other

casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than One Million Dollars (\$1,000,000.00) combined single limit coverage of bodily injury, property damage or combination thereof. The City of Monroe, Georgia, and the Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building. Tenant is solely responsible for the contents of the Leased Premises and holds the City of Monroe, Georgia and Landlord harmless regarding any loss of the same.

**9. Utilities**

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The Landlord shall have absolute discretion and control to approve all signage. Following Landlord's approval, Tenant shall have the right to place on the Leased Premises signage according to Landlord's approval, which is permitted by applicable zoning ordinances. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting

from the removal of signs installed by Tenant.

**11. Entry**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

**12. Parking**

During the term of this Lease and during the hours of 7:00 a.m. to 5:30 p.m., on Monday through Friday, Tenant, their guests and invitees shall have use of all of the automobile parking areas, driveways and footways that are adjacent to and service the building, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Said automobile parking areas, driveways and footways shall be used by the general public on Saturday through Sunday and from 5:30 p.m. through 7:00 a.m. on Monday through Friday. Tenant shall be responsible for towing any unauthorized vehicle in the parking areas and driveways should this become necessary.

**13. Building Rules**

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing. The initial rules for the Building are attached hereto as Exhibit "B" and incorporated herein for all purposes.

**14. Damage and Destruction**

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

**15. Default**

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for ten (10) ) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for twenty (20)days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord



may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

**16. Quiet Possession**

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

**17. Condemnation**

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

**18. Subordination**

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

**19. Security Deposit**

The Security Deposit shall be held by Landlord without liability for interest and as security for the performance by Tenant of Tenant's covenants and obligations under this Lease, it being expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Landlord's damages in case of default by Tenant. Unless otherwise

provided by mandatory non-waivable law or regulation, Landlord may co-mingle the Security Deposit with Landlord's other funds. Landlord may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant or obligation of Tenant hereunder. Following any such application of the Security Deposit, Tenant shall pay to Landlord on demand the amount so applied in order to restore the Security Deposit to its original amount. If Tenant is not in default at the termination of this Lease, the balance of the Security Deposit remaining after any such application shall be returned by Landlord to Tenant. If Landlord transfers its interest in the Premises during the term of this Lease, Landlord may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

**20. Notice**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:

Monroe Downtown Development Authority c/o \_\_\_\_\_  
Post Office Box 581  
Monroe, Georgia 30655

If to Tenant to:

Empire Tax Service  
Attn: Erica Cooper  
Post Office Box 1581  
Monroe, Georgia 30655

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**21. Waiver**

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**22. Memorandum of Lease**

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

**23. Headings**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

**24. Successors**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

**26. Consent**

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

**27. Performance**

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lesser of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

**28. Compliance with Law**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**29. Final Agreement**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**30. Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

**31. Time is of the Essence**

Time is of the essence in all provisions of this Lease.

**32. Special Stipulations**

- A. Landlord shall cause to be maintained all exterior grounds, upkeep, and landscaping for Building and all common space.
- B. If rent is not paid by the tenth (10<sup>th</sup>) day of the month in which it is due, Tenant shall

pay to the Landlord a late fee of Five Percent (5%) of monthly rent due, payable immediately with the next monthly rental payment.

C. Tenant shall pay to Landlord Thirty-Five Dollars (\$35.00) for each and every check that is returned to Landlord for lack of sufficient funds.

D. Tenant shall maintain HVAC annual maintenance agreement at its own expense and provide Landlord with a copy evidencing this agreement.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

**LANDLORD:**  
MONROE DOWNTOWN DEVELOPMENT  
AUTHORITY

**TENANT:**  
EMPIRE TAX SERVICE

\_\_\_\_\_  
By:  
Its: Chairman

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMERCIAL LEASE AGREEMENT**

This Commercial Lease Agreement ("Lease") is made and effective this 1<sup>st</sup> day of January 1, 2023, by and between the Monroe Downtown Development Authority ("Landlord"), and Stuever Studios ("Tenant").

Landlord is a duly recognized Downtown Development Authority as more specifically set out in O.C.G.A. § 36-42-1 et seq. and has been previously authorized by the City of Monroe, Georgia, a municipal corporation, to lease the land and improvements commonly known and numbered as 227 South Broad Street, Monroe, Georgia (the "Building") and all common areas appurtenant thereto.

Landlord makes available for lease all that portion of the first floor of the Building (approx. 189 square feet) shown on Exhibit "A" attached hereto for the Initial Term (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

**1. Term**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" of one (1) year beginning on or about January 1, 2023, and ending December 31, 2023. Landlord shall allow Tenant to remain in possession of premises on or about January 1, 2023.

B. Tenant may renew the Lease for one extended term of one (1) year. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than sixty (60) days prior to the expiration of the Initial Term. The Downtown Development Authority has complete discretion to set the rental rate for the renewal term as set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

**2. Rental**

A. Tenant shall pay to Landlord during the Initial Term, rental of Twelve Thousand and 00/100 Dollars (\$12,000.00) payable in installments of One Thousand and 00/100 Dollars (\$1,000.00) per month. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at Post Office Box 581, Monroe, Georgia, 30655 or at such other place designated by written notice from Landlord to Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis.

B. Tenant shall initially pay to Landlord on the on or before January 1, 2023 the total sum of Two Thousand and 00/100 Dollars (\$2,000.00) (the total of the first and last month's rental) as a non-refundable Security Deposit.

C. The rental rate for the renewal lease term, if created as permitted under this Lease, shall be agreed to in writing by the parties prior to the commencement of the renewal term.

**3. Use**

Tenant shall be authorized to use the Leased Premises for the following purpose(s): Complete office/commercial space for general business use by Tenant. Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

**4. Sublease and Assignment**

Tenant shall have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

**5. Repairs**

During the Lease term, Landlord shall make, at Landlord's expense, all reasonable and necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises including major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease. Tenant shall be responsible for all repairs and expenses created as a result of damage and/or wear created through normal occupancy of the premises or the negligence of Tenant.

**6. Alterations and Improvements**

Tenant, shall *not* have the right to remodel, redecorate, and/or make additions, improvements and replacements of and to all or any part of the Leased Premises. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

**7. Property Taxes**

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

**8. Insurance**

A. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than One Million Dollars (\$1,000,000.00) combined single limit coverage of bodily injury, property damage or combination thereof. The City of Monroe, Georgia, and the Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building. Tenant is solely responsible for the contents of the Leased Premises and holds the City of Monroe, Georgia and Landlord harmless regarding any loss of the same.

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Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

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If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for ten (10) ) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall



continue for twenty (20) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

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Post Office Box 581  
Monroe, Georgia 30655

If to Tenant to:

Stuever Studios  
Attn: Tracy Stuever, Owner  
132 Wood Lake Drive # 532  
Athens, Georgia 30606

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**21. Waiver**

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

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C. Tenant shall pay to Landlord Thirty-Five Dollars (\$35.00) for each and every check that is returned to Landlord for lack of sufficient funds.

D. Tenant shall maintain HVAC annual maintenance agreement at its own expense and provide Landlord with a copy evidencing this agreement.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

**LANDLORD:**  
MONROE DOWNTOWN DEVELOPMENT  
AUTHORITY

**TENANT:**  
STUEVER STUDIOS

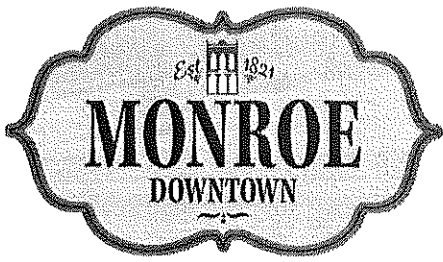
\_\_\_\_\_  
By:  
Its: Chairman

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# DOWNTOWN FACADE GRANT PROGRAM

## PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and Potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

### ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

### EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

### APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

## APPLICATION FOR FACADE GRANT

NAME: Joe Nedza  
 BUSINESS NAME: Nedzas  
 BUSINESS ADDRESS: 130 S. Broad St  
 ADDRESS OF PROJECT: " " " "  
 TELEPHONE NUMBERS: 678 635 3712  
 EMAIL: joc@nedzas.com Painted the entire outside of building

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)

ESTIMATED COST: \$5,000  
 GRANT MONEY APPLYING FOR: \$1500  
 ESTIMATED START DATE: 8/20  
 ESTIMATED COMPLETION DATE: 9/20

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: 10/17/22

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331  
 sadiak@monroega.gov  
 www.MonroeDowntown.com

### CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

# INVOICE



**Signs and Wonders**  
407 S. Madison Ave  
Monroe, GA 30655

1signsandwonders@gmail.com  
+1 4702699306

## Nedza's

**Bill to**  
Nedza's

**Invoice details**  
Invoice no. : 1092  
Invoice date : 7/13/22  
Due date : 8/12/22

Product or service	Amount
1. <b>Services</b> Interior Murals: Doughnut man, Love is Served, Funroe,	\$2,500.00
2. <b>Services</b> Food Exchange Owed \$400	\$0.00

**Total** **\$2,500.00**

## Ways to pay

BANK

**Paid in Full**

### Note to customer

Estimate.

# INVOICE



**Signs and Wonders**  
407 S. Madison Ave  
Monroe, GA 30655

1signsandwonders@gmail.com  
+1 4702699306

## Nedza's

**Bill to**  
Nedza's

**Invoice details**  
Invoice no. : 1089  
Invoice date : 6/15/22  
Due date : 8/2/22

Product or service	Amount
1. <b>Services</b> Front Signage (Nedza Logo, Side Column Design, Window Lettering + Clean)	\$2,343.00
2. <b>Services</b> Food Exchange 25% \$782.00 Value TBD	\$0.00
3. <b>Services</b> Window Tint Removal	\$60.00
<b>Total</b>	<b>\$2,403.00</b>

## Ways to pay

BANK

**Paid in Full**

### Note to customer

Thank you for your business.

**Sara Shropshire**

---

**From:** Joe Nedza <joe@nedzas.com>  
**Sent:** Wednesday, October 26, 2022 10:52 AM  
**To:** Sara Shropshire  
**Subject:** Fwd: Invoice from Signs and Wonders  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.  
[Invoice-1092.pdf](#) (77.8K)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Joe Nedza  
Chief Lover of People  
Nedza's



678.936.3794  
<http://nedzas.com>

*Delivering Happiness Through Food*

----- Forwarded message -----  
**From:** Signs and Wonders <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>  
**Date:** Mon, Oct 17, 2022 at 3:39 PM  
**Subject:** Invoice from Signs and Wonders  
**To:** <[joe@nedzas.com](mailto:joe@nedzas.com)>

Hey Nedza's,

You can find your invoice details below. Your business is appreciated.

Thanks,  
Signs and Wonders

INVOICE 1092

**INVOICE**





# DOWNTOWN FACADE GRANT PROGRAM

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## APPLICATION FOR FACADE GRANT

NAME: Strange Taco Monroe LLC  
 BUSINESS NAME: Strange Taco Bar  
 BUSINESS ADDRESS: P.O. Box 2016 Lawrenceville GA 30046  
 ADDRESS OF PROJECT: 127 North Lumpkin Street Monroe  
 TELEPHONE NUMBERS: 678-939-4702  
 EMAIL: Chris@LAGRP.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)  
 ESTIMATED COST: \$68,800  
 GRANT MONEY APPLYING FOR: \$1500.00  
 ESTIMATED START DATE: 4-1-2021  
 ESTIMATED COMPLETION DATE: Oct 1st 2022

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: Oct 26-2022

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331  
 sadiek@monroega.gov  
 www.MonroeDowntown.com

### CHECKLIST

- Application is complete
- Project Description is attached
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- Architectural sketch of proposed (if necessary)
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## APPLICATION FOR FACADE GRANT

NAME: Chris Collin  
 BUSINESS NAME: 127 North Lumpkin LLC  
 BUSINESS ADDRESS: P.O. Box 2016 Lawrenceville GA 30046  
 ADDRESS OF PROJECT: 127 North Lumpkin LLC  
 TELEPHONE NUMBERS: 678-939-4702  
 EMAIL: Chris@LRGRP.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)  
 ESTIMATED COST: \$68,800  
 GRANT MONEY APPLYING FOR: \$1500.00  
 ESTIMATED START DATE: 4-1-21  
 ESTIMATED COMPLETION DATE: Oct 1st 2022

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.  
 SIGNATURE: [Signature] DATE: Oct 26, 22

Monroe DDA  
 P.O. Box 1249  
 Monroe, GA 30655  
 770-266-5331  
 sadiel@monroega.gov  
 www.MonroeDowntown.com

### CHECKLIST

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Schedule of Values

Project Name: Strange Taco - Monroe  
 Project #:   
 Contractor: Nehemiah Construction - Chanch Edwards

Application #: Clean Up  
 Application Date: 09/13/22  
 Period To: 9/13/22

Item #	Description of Work	Scheduled Value	WORK COMPLETED		Stored Materials (not in D or E)	Total Completed & Stored to Date	% Complete	Chanch's Estimate to Complete	Balance to Finish	Credited
			Previous Application	This Period						
	Building Permits	\$ 4,611.76	\$ 1,391.86							
	Rental Equipment	\$ 1,152.94	\$ 573.75	\$ 579.19			0%	\$ 75.00	\$ 75.00	\$ 3,144.90
	Dumpster	\$ 4,323.53	\$ 2,673.86				100%	\$ 85.00	\$ 85.00	\$ 1,649.67
	Demo	\$ 4,941.18	\$ 750.00				100%			\$ 4,191.18
	Concrete Cutting	\$ 24,705.88	\$ 29,291.00				100%	\$ 12,000	\$ -	
	Glass (Storefront and doors)	\$ 42,000.00	\$ 36,805.06				88%	\$ 5,194.94	\$ -	
	Plumbing	\$ 72,470.59	\$ 59,000.00	\$ 13,470.59			100%	\$ -	\$ -	
	Electrical & Lighting: Wiring	\$ 77,411.76	\$ 54,477.46	\$ 93.44			70%	\$ 41,025	\$ 22,840.86	
	Electrical & Lighting: Gear & Lighting Package	\$ 23,882.35	\$ 23,882.35				100%	\$ -	\$ -	
	Concrete	\$ 24,376.47	\$ 15,643.50				100%	\$ -	\$ -	
	Roof Repair	\$ 14,000.00	\$ 14,000.00				100%	\$ -	\$ -	
	Framing (Sheetrock/Blocking/Duroc/Plywood/Ceilings)	\$ 77,411.76	\$ 77,411.76				100%	\$ -	\$ -	\$ 3,218.30
	Masonry	\$ 19,764.71	\$ 16,546.41				83%	\$ 4,205.88	\$ 4,205.88	
	HVAC (HVAC, Cooler and Hoods)	\$ 106,235.29	\$ 58,765.00				55%	\$ 64,000	\$ 47,470.29	
	Paint	\$ 24,705.88	\$ 20,500.00				83%	\$ 11,700	\$ 4,205.88	
	Flooring	\$ 56,823.53	\$ 40,678.89	\$ 1,707.39			75%	\$ 16,000	\$ 14,437.25	
	Mirrors	\$ 6,176.47	\$ 4,138.94	\$ 900.00			100%	\$ -	\$ -	
	Miscellaneous: Containers	\$ 15,647.06	\$ 15,647.06				100%	\$ -	\$ -	
	Miscellaneous: Fire Alarm	\$ 11,529.41	\$ 5,568.48	\$ 1,114.00			58%	\$ 6,500	\$ 4,846.93	
	Miscellaneous: Signs	\$ 18,117.65	\$ 7,606.64	\$ 282.79			55%	\$ 13,000.00	\$ 8,094.22	
	Miscellaneous: Suppression System	\$ 7,411.76								\$ 7,411.76
	Miscellaneous: Roof	\$ 15,235.29								\$ 15,235.29
	Miscellaneous: Stainless Steel	\$ 12,352.94								\$ 9,200
	Miscellaneous: Steel Platform, Handrails, Steel Brocng	\$ 37,882.35	\$ 37,882.35				100%	\$ -	\$ -	
	Miscellaneous: Wdk-in Cooler	\$ 7,823.53	\$ 3,000.00				38%	\$ 5,000.00	\$ 4,823.53	
	Miscellaneous: Core Drilling	\$ 5,682.35								\$ 5,682.35
	Miscellaneous: Bathroom Items	\$ 7,411.76	\$ 7,411.76				100%	\$ -	\$ -	
	Change Order: Steel Repair	\$ 2,310.92	\$ 2,310.92				100%	\$ -	\$ -	
	Change Order: Securing Building	\$ 427.03	\$ 427.03				100%	\$ -	\$ -	
	Change Order: Crushed gravel to refill and back road (as	\$ 260.91	\$ 260.91				100%	\$ -	\$ -	
	Change Order: Overage for concrete curbing	\$ 4,585.12								
	Change Order: Credit for concrete	\$ -8,732.97								
	Change Order: Trash Receptacles	\$ 1,417.75	\$ 1,417.75				50%	\$ 2,200	\$ 1,417.75	
	Change Order: Onsite Storage (monthly)	\$ 1,001.66	\$ 1,001.66							
	Change Order: Overage for Steel Platform on Roof	\$ 22,830.60	\$ 22,830.60							
	Change Order: Overage for bathroom items	\$ 3,002.99	\$ 2,448.42	\$ 554.57				\$ 5,500		
	Change Order: Overage for container	\$ 5,642.54	\$ 5,120.54	\$ 572.00						
	Change Order: Borings / Countertops	\$ 26,565.42	\$ 26,565.42							
	Change Order: Forklift Rental	\$ 5,584.59	\$ 5,584.59							
	Change Order: Back Vent Opening (Mat. and Labor)	\$ 682.73	\$ 682.73							
	<b>TOTAL:</b>									

0000001

