



CITY OF
FORESTPARK

**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING**

Wednesday, August 26, 2026 at 5:30 PM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

AGENDA

**Hector Gutierrez, Chair
Rhonda Wright, Vice Chair
Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Kirby A. Glaze, Esq., Authority Attorney
Rochelle B. Dennis, Economic Development Director**

VIRTUAL MEETING NOTICE: Meetings will be live-streamed and available on Forest Park's [YouTube Channel](#)

I CALL TO ORDER/WELCOME

II ROLL CALL

III ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS

IV APPROVAL OF MINUTES

- 1. Board Approval of Development Authority Regular Meeting Minutes from July 22, 2026**

V LEGAL UPDATE

VI FINANCE UPDATE

- 2. July 2026 Finance Report - Tony Lamar, Finance Department
Background/History:**

The Development Authority has identified outstanding expenses associated with FY25-26 activities and Authority operations. These expenses have been reviewed to ensure that all outstanding obligations are properly documented, reconciled, and processed in accordance with the Authority's financial

procedures. As part of the FY25–26 closeout, staff have been working with Finance to identify outstanding invoices and expenses, confirm supporting documentation, and determine the appropriate funding source and payment process. The Authority previously identified \$56,731.54 in FY25–26 expenses to be paid from the Development Authority account and reimbursed from the FY26–27 budget.

VII OLD BUSINESS

3. Approval of Aeris HVAC Contract for 848 Main Street

Background/History:

The Development Authority owns the property located at 848 Main Street and is responsible for maintaining the building and ensuring that major building systems remain operational and properly maintained. After an initial repair, it has been identified that a full HVAC replacement is necessary at the property. Aeris has provided a proposal/contract outlining the recommended scope of work, associated costs, and service requirements. Staff is presenting the Aeris HVAC Contract to the Development Authority for review and approval to address the identified HVAC needs, maintain the property in good operating condition, and support the continued use and preservation of the Authority-owned asset.

4. Joint Board Authority Retreat Update

Background/History:

The City's Development Authority (DA), Downtown Development Authority (DDA), and Urban Redevelopment Agency (URA) are planning a joint Board retreat to strengthen coordination, discuss shared priorities, and align the Authorities' strategic goals for the upcoming year. Staff has proposed several dates in October and November 2026 and is currently collecting Board member availability. The retreat is anticipated to be a full-day session from 9:00 a.m. to 4:00 p.m., with the location to be determined.

VIII NEW BUSINESS

5. Tara Preserve Request for Economic Development Confirmation Letter

Background/History:

The Development Authority owns multiple commercial properties requiring ongoing property management, maintenance, tenant coordination, lease administration, and vendor oversight. Staff is developing an RFP for Commercial Property Management Services to establish a consistent and professional approach to managing the Authority's commercial property portfolio and maximizing the value and performance of its assets.

6. Governors Terrace Bond Inducement Resolution

Background/History:

Governor's Terrace is a 49-unit senior apartment community constructed in 2002 utilizing a HUD Section 202 Capital Advance. The property includes 48 revenue-generating units serving seniors age 62+, with rental assistance

provided through a Section 8 PRAC contract.

Upon acquisition, the property is expected to undergo a RAD for PRAC conversion, resulting in a new 20-year Housing Assistance Payments (HAP) contract that will maintain rental subsidies for the assisted units.

The proposed rehabilitation includes a comprehensive renovation of all 49 units, including kitchen and bathroom upgrades, Energy Star appliances, vinyl plank flooring, new cabinets and quartz countertops. Additional improvements will include window repairs/replacement, building envelope improvements, parking lot resurfacing, office and common-area updates, LED-enhanced lighting, and interior/exterior painting, as needed.

The project is currently under consideration for a 9% LIHTC award, with the development team also planning to pursue a 4% LIHTC application in September 2026. The developer is requesting a Bond Inducement Resolution from the Development Authority for approximately \$6 million to support the project financing.

7. Commercial Property Management Services

Background/History:

The Development Authority owns and manages commercial properties that require ongoing oversight, including tenant coordination, property maintenance, vendor management, inspections, lease administration, and financial reporting. To strengthen property management and ensure consistent oversight of the Authority's commercial portfolio, staff has developed a Request for Proposals (RFP) for Commercial Property Management Services. The proposed scope includes day-to-day property operations, maintenance coordination, tenant relations, lease monitoring, budgeting, inspections, and reporting.

8. Annual Inspection of Fort Gillem Notice

Background/History:

The U.S. Army conducts an annual inspection of the former Fort Gillem properties to ensure that the environmental provisions and covenants are being adhered to. The contractor will be onsite August 2026 for the inspection.

9. Request for Notice of Commencement and Payment Bond_Ocado

Background/History:

For Information Purposes Only - Consolidated Electrical Distributors, Inc. DBA All-Phase Electric Supply will supply or has supplied Materials to Johnson Electrical Solutions, LLC for incorporation into the above-referenced project, and makes this written request for a copy of any Notice of Commencement that has been filed of record or posted in connection with the project, along with a copy of any payment bond that has been provided with respect to this project.

IX ECONOMIC DEVELOPMENT UPDATE

Background/History:

The Office of Economic Development continues to advance a diverse portfolio of economic development, redevelopment, business retention, workforce,

housing, and property management initiatives throughout Forest Park. Current priorities include supporting major development projects, preparing board authorities for upcoming decisions, advancing downtown redevelopment, and strengthening partnerships that support long-term investment and job creation.

Several key projects remain active, including the 60-unit Florence on Main mixed-use development, redevelopment of Main Street properties, the Grapevine culinary incubator, and ongoing redevelopment opportunities at Fort Gillem. The Office is also actively engaged in business attraction and retention efforts, including Project Gateway, Project Scannell, Digital Realty, and prospective businesses seeking to locate or expand in Forest Park. Tax abatement requests associated with several Gillem projects are expected to receive Board consideration in August.

The City continues to pursue opportunities to strengthen housing and community development through the Georgia Initiative for Community Housing (GICH), affordable senior housing, and other residential redevelopment proposals. Workforce initiatives include the annual Forest Park Job Fair, Elevate 2.0, and partnerships with regional workforce and training organizations. In addition, the Office is managing a portfolio of nearly 60 board authority-owned properties, addressing maintenance and tenant issues while developing new property management and brokerage service strategies. Grant activity remains strong, including the recovery of an additional \$100,000 in CDBG funding, bringing total recovered funding to \$496,000. Looking ahead, staff will focus on advancing active development projects, preparing for August board meetings, strengthening business engagement.

**X EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security
OCGA § 50-14-1**

XI ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours before the meeting at 404-366-1555.



CITY OF
FOREST PARK

**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING**

Wednesday, July 22, 2026, at 5:30 PM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

**Hector Gutierrez, Chair
Rhonda Wright, Vice Chair
Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Kirby A. Glaze, Eq.**

**Rochelle B. Dennis, Economic Development
Director**

VIRTUAL MEETING NOTICE: Meetings will be available on Forest Park's [YouTube Channel](#)

MINUTES

CALL TO ORDER/WELCOME: Chairman Hector Gutierrez called the Development Authority Regular Meeting to order on June 22, 2026, at 5:35 p.m.

ROLL CALL

PRESENT

Hector Gutierrez
Rhonda Wright (arrived at 5:40 p.m.)
Felicia Davis
Victoria Williams
Lois Wright (arrived at 5:53 p.m.)

ALSO PRESENT

Kirby Glaze, Esq., DA General Counsel
Carl Geffken, City Manager
Rochelle B. Dennis, Economic Development Director
Tony Lamar, Senior Accountant
Charise Clay, Main Street Manager
Dieuvalda Lamartiniere, Economic Development Staff Assistant

APPROVAL OF MINUTES

1. **Approval of May 27, 2026, Development Authority Regular Board Meeting Minutes**

Victoria Williams made a motion to approve the May 27, 2026, Regular Meeting minutes as submitted. Felicia Davis seconded the motion. The motion unanimously passed.

2. **Approval of June 24, 2026, Strategic Board Retreat Minutes**

Victoria Williams made a motion to approve the June 24, 2026, Strategic Board Retreat minutes as submitted. Felicia Davis seconded the motion. The motion unanimously passed.

PUBLIC COMMENTS

There were no public comments.

City Manager Introduction

The meeting included a brief introduction of Carl Geffken, the City of Forest Park's new City Manager. Mr. Geffken expressed his appreciation to the Mayor and Council for the opportunity to serve and stated that he looks forward to learning about the community and working collaboratively to help move Forest Park forward.

Mr. Geffken briefly shared his professional background, including prior leadership roles in Fort Smith, Arkansas; Reading and Berks County, Pennsylvania; and 16 years with the City of New York. He also shared that he is originally from New York City and has lived and worked in several communities throughout his career.

Mayor and Council welcomed Mr. Geffken to Forest Park and expressed appreciation for his willingness to serve the City.

LEGAL UPDATE

3. **Project Update: Georgia Utility Contractors Association (794 Main Street): Closing and Deed to Secure Debt**

Director Dennis provided an update regarding the Georgia Utility Contractors Association (GUCA) project at 794 Main Street. She reported that the property sale officially closed that day, marking the completion of a lengthy development and closing process.

The Development Authority worked with GUCA over the past year to address outstanding requirements, including clearing the deed to secure debt and resolving title matters. The transaction will result in a \$150,000 payment to the Development Authority, and the property is now officially removed from the Authority's development portfolio.

GUCA plans to move forward with expansion of its training facility and is expected to begin working with the Planning and Community Development Department to obtain the necessary permits. Construction activity is anticipated to begin shortly.

Director Dennis and legal counsel expressed appreciation for the Board's patience and continued support throughout the process. The Board acknowledged the successful closing and welcomed the progress toward redevelopment of the property.

Mr. Glaze also provided the executed closing statement and \$150,000 check from the Georgia Utility Contractors Association closing for 794 Main Street. He reported that GUCA has received pricing from two contractors and is obtaining a third estimate, with a groundbreaking anticipated within approximately three and a half to four months.

FINANCE UPDATE

4. **June 2026 Finance Report**

Senior Accounting Manager Lamar presented the Development Authority's June 2026 financial report.

As of June 30, 2026, the Development Authority Fund reported \$13,411.78 in year-to-date revenue and net expenditure credits of \$(229,102.05), producing an operating surplus of \$242,513.83 before other financing activity. A negative \$249,856.00 entry in the Operating Transfer In/General account reduced the final year-end result to a net deficit of \$7,342.17.

Activity from April through June was limited. Revenue increased by \$361.92 from interest earnings, while banking and credit-card fees increased by \$1,468.55. Rent-related revenue remained unchanged and represented approximately 97.3% of total revenue. Outstanding encumbrances declined from \$33.82 at April 30 to \$0.00 at June 30.

The year-end results should be considered preliminary because the reported operating surplus is driven by substantial expenditure credits or reversals rather than recurring operating revenue. Priority follow-up includes reconciling the repairs and maintenance and professional services credits, confirming the direction and classification of the \$249,856.00 financing entry, and distinguishing cash lease receipts from noncash GASB 87 accounting recognition. The report contains no adopted budget amounts, preventing meaningful budget-to-actual analysis.

Staff provided an update on the ongoing transition and cleanup of the Development Authority's finances, which were transferred back in-house to the City in April 2026. Staff is working with the Finance Department to reconcile and process outstanding FY2025-26 expenses.

5. **Outstanding Expenses Report**

Outstanding expenses are currently estimated at approximately \$45,000–\$47,000, including approximately \$34,000 in legal fees. These expenses will initially be processed through the City's FY2025-26 budget, with the Development Authority reimbursing the City

from its FY2026-27 funds. Staff noted that a small number of additional expenses may still need to be added to the current reconciliation.

Staff also identified several charges requiring further review, including stormwater charges associated with 330 Forest Parkway and charges for Springdale properties that may be City-owned rather than Development Authority-owned.

Following receipt of the \$150,000 proceeds from the 794 Main Street sale, staff advised the Board that a significant portion will be needed to satisfy outstanding expenses. Staff emphasized the importance of completing the financial cleanup before establishing future spending plans.

Staff will continue working with Finance to complete a comprehensive review of outstanding obligations and plans to provide the Board with a 12-month projection of anticipated expenses and a more accurate financial position at the next meeting.

6. **Update: Rent Roll Report**

Staff provided a brief update on the rent roll. The dentist tenant is currently up to date through June. The Development Authority received the tenant's June lease payment and June promissory note payment.

As of the meeting, the Authority had not yet received the July lease payment or July promissory note payment. Staff noted that the tenant's outstanding July payments would be addressed further in connection with the HVAC situation at the property.

7. **PILOT Payment Update**

Attorney Kirby Glaze provided an update regarding the proposed amendment to the Economic Development Agreement between the Development Authority and the City concerning annual PILOT payments.

Regarding the PILOT payments, Mr. Glaze reported that he has prepared a proposed First Amendment to the Economic Development Agreement, which would allow the Development Authority to retain \$225,000 annually from the PILOT payments to support its ongoing operating expenses. The proposed amendment has been circulated to the City Attorney, Finance Department, financial advisor, and Economic Development staff for review and comment.

The amendment is intended to become effective with the next PILOT payment, anticipated by October 1, 2026. The parties are also discussing whether the amendment could be applied retroactively to the current PILOT payment, which remains in the Development Authority's bank account. No final decision regarding retroactive application had been reached at the time of the meeting.

Mr. Glaze confirmed that the draft amendment will be circulated to the Board for review and will ultimately require approval by both the Development Authority and Mayor and Council before becoming effective. Staff indicated that they would continue pursuing the

retroactive application of the \$225,000 retention amount as part of the ongoing negotiations.

OLD BUSINESS

8. **Property Landscaping Update**

Staff provided an update on the Development Authority's landscaping RFP, noting that this was the first time the landscaping services had been solicited through a formal public bidding process using OpenGov. Staff emphasized that proposals were evaluated not only on annual cost, but also on minimum qualifications, required documentation, licensing, equipment, staffing, experience, and the overall scope of services offered.

The RFP covers landscaping and lawn maintenance for the Authority's Main Street and off-Main Street properties, with additional optional services identified. Staff noted that the solicitation was structured to clarify expectations regarding mowing, edging, blowing, debris and trash removal, and service frequency based on issues experienced with prior landscaping contracts.

Board members discussed vendor pricing and qualifications, including licensing and pesticide certification requirements. Staff explained that differences in pricing may reflect the varying levels of landscaping, lawn maintenance, and specialized services included in each proposal.

Staff reported that the Authority's properties are currently being maintained on an as-needed basis by the prior landscaping vendor while the new contract is finalized. Staff also agreed to provide additional information regarding which bidders are local and whether they have MWBE status for consideration in future solicitations.

The Board discussed moving forward with Shalom as the preferred vendor based on the submitted pricing and qualifications. The proposed contract would be for one year, with provisions allowing the Authority to terminate with appropriate notice if service levels are not satisfactory.

Daniel Allen made a motion to approve a landscaping contract for one year with Shalom. Hector Gutierrez seconded the motion. The motion unanimously passed.

9. **Update: 670 Main Street Lease**

Staff provided an update regarding 670 Main Street, a Development Authority-owned property adjacent to Liberty Church. The property has been used by the church for pop-up activities and overflow parking while the parties continue discussions regarding a formal lease agreement.

Staff confirmed the required parking language with Attorney Glaze and has submitted a request to the Public Works Sign Department to install "No Parking" signage on the property. The signage is intended to clarify that the property is not available for public

parking and to reduce liability exposure for the Development Authority.

Attorney Glaze explained that the signage will also provide notice that individuals who park on the property may be responsible for damages they cause to the property. Because the Authority is aware that individuals are currently accessing and using the property, he recommended taking proactive steps to establish that such use is not authorized.

Staff reported that a certified letter containing a draft lease and proposed terms was previously sent to Liberty Church. Follow-up communications have occurred, but discussions have recently stalled. Staff will continue efforts to re-engage the church and negotiate a formal lease agreement.

The Board also requested that similar signage be installed at 850 Main Street, where unauthorized parking has been an ongoing concern. Staff confirmed that signage can be fabricated and installed at that location as well.

10. **Update: Development Authority Property List**

Staff provided an updated overview of the Development Authority's property portfolio. 794 Main Street and 0 North Lake Drive have been removed from the Authority's property list following confirmation that they are no longer Authority-owned properties. 371 Central Avenue was also removed after staff confirmed that the Authority does not own the property.

Staff and legal counsel also clarified ownership of 890 Conley Drive, a vacant approximately seven-acre site near Jonesboro Road that was previously believed to be associated with the Clayton County Land Bank and potentially the Downtown Development Authority. After reviewing the deed and conducting additional research, staff confirmed that the property is owned by the City of Forest Park and is therefore not currently part of any board authority's property portfolio.

The Board discussed the potential for 890 Conley Drive to become a significant redevelopment opportunity, potentially supporting a townhome, mixed-use, or public-private partnership development. The site's location, existing infrastructure, approximately seven-acre size, and proximity to Jonesboro Road and I-285 were identified as potential advantages. However, staff and counsel noted that additional site work, demolition, and preparation would likely be necessary before redevelopment.

Attorney Glaze recommended that the Authority first determine whether the City is willing to enter into an Intergovernmental Agreement (IGA) that would provide the Authority with sufficient control to explore redevelopment opportunities. Under the proposed approach, the Authority could identify potential developers and negotiate a redevelopment concept, while the City would retain involvement and final approval over the property's disposition. The Board further discussed the potential benefits of incorporating the property into the City's Urban Redevelopment Plan, including the ability to establish desired development parameters before soliciting private-sector interest.

Daniel Allen made a motion directing staff to engage the City of Forest Park to determine

whether the City is interested in pursuing an IGA with the Development Authority for the potential redevelopment of 890 Conley Drive. Felicia Davis seconded the motion. The motion unanimously passed.

NEW BUSINESS

11. 850 Main Street HVAC Assessment

Staff provided an update regarding the HVAC system serving the dentist's suite at 848 Main Street. The existing HVAC system is an R-22 system, which has been obsolete for approximately 15 years. An initial temporary repair was completed; however, a subsequent assessment determined that the HVAC systems throughout the building are nearing the end of their useful life.

The assessment recommends replacing all six HVAC systems, at an estimated total cost of approximately \$49,000. Staff recommended deferring the full replacement at this time while discussions continue with the Downtown Development Authority regarding a potential partnership or redevelopment of 850 Main Street.

Because the dentist's suite still requires immediate attention, staff requested authorization to proceed with necessary repairs to restore adequate cooling, with an amount not to exceed \$5,000. Staff subsequently confirmed that the anticipated cost for the immediate repair is approximately \$2,500.

Felicia Davis made a motion to approve the HVAC Repairs at 848 Main Street in an amount not to exceed \$5,000. Lois Wright seconded the motion. The motion unanimously passed.

Staff will continue working toward a longer-term strategy for replacement of the building's HVAC systems and will return to the Board if additional authorization is needed.

12. Review of 850 Main Street Signage Proposal

Staff also referenced a proposal from Marc Norworthy and Co. for Main Street signage associated with 850 Main Street. No Board action was requested at this time, as the proposed signage is contingent upon the ongoing discussions regarding a potential partnership between the Development Authority and Downtown Development Authority for the property.

13. Review of 842 Main Street Redevelopment Architecture & Engineering Proposal

Staff provided an update on the proposed redevelopment of 842 Main Street, a vacant site adjacent to 850 Main Street within the Downtown Main Street District and Arts & Entertainment Overlay District. The concept under consideration is a container village intended to create a new destination and support arts, entertainment, and small business

activity.

Staff noted that the City's current ordinances do not permit container development, and Planning and Community Development is actively researching the necessary zoning and ordinance changes. In addition, the project will require appropriate site planning, architecture, and engineering before development can proceed.

Precision Planning submitted a \$38,000 conceptual architecture and engineering proposal, with an optional \$10,000 professional rendering component. The Board discussed the importance of advancing the concept while also being mindful of the Authority's resources and its broader strategic role.

The Board discussed the potential for 842 Main Street to become a collaborative project among the Development Authority, Downtown Development Authority, and potentially the Urban Redevelopment Agency. Members emphasized the importance of the upcoming joint board retreat as an opportunity to establish priorities, clarify the appropriate role of each authority, and "right-size" projects based on available resources and statutory responsibilities.

Rather than immediately committing to the proposed A&E expenditure, the Board discussed obtaining additional pricing and exploring alternative approaches, including whether a qualified land planner could provide some of the necessary services at a lower cost. Staff agreed to explore additional options while maintaining momentum on the project.

Staff also provided an update on 850 Main Street, confirming that discussions with the DDA regarding a potential partnership for redevelopment would take place at the DDA's upcoming retreat. No further investment in the property is recommended until the authorities have an opportunity to determine whether a collaborative redevelopment strategy is appropriate.

The discussion emphasized the broader strategic objective of developing a clear vision for downtown Forest Park, identifying projects that can be advanced collaboratively, and using the respective authorities' resources and capabilities more effectively rather than pursuing projects independently.

Planning Update – Container Development Ordinance

Interim Planning Director SaVaughn Irons Kumassah joined the meeting by phone and provided additional clarification regarding the proposed container development ordinance. She explained that Planning staff is actively researching how to establish regulations that appropriately accommodate container development within Forest Park, particularly within the Downtown Main Street and Arts & Entertainment Overlay District.

The ordinance will need to address factors including location, quantity, materials, height, width, spacing, and other development standards to ensure container development is appropriately scaled for Forest Park and its population. Planning staff is consulting with legal counsel and reviewing examples from other jurisdictions while developing regulations specific to the City.

Director Kumassah indicated that staff is actively working on the ordinance and anticipates that a draft framework could potentially be completed within the next two-month cycle, subject to continued research and review.

ECONOMIC DEVELOPMENT UPDATE

14. Economic Development Update

Director Dennis provided two final updates. She announced that Smoothie King is officially coming to Forest Park, with a planned opening in December 2026 at Forest Square, located behind the Chick-fil-A shopping center. She recognized Main Street Manager Charise Clay for her nearly year-long effort to identify a location and successfully bring the business to Forest Park. Director Dennis expressed appreciation to Smoothie King for choosing Forest Park as its new home.

Director Dennis also congratulated Ms. Clay on her invitation to serve on the Clayton County Chamber of Commerce Young Professional Advocacy Board and recognized staff member Dieuvalda Lamartiniere on her recent birthday.

Director Dennis provided an update on the Authority's efforts to reduce the significant amount of paper used to prepare meeting materials. Staff is working toward transitioning Board members to electronic meeting packets using the tablets already available in the meeting room. The goal is to have the electronic system operational by the August meeting, with Board members able to access and navigate the complete agenda packet electronically. Nameplates will also be provided at the dais.

EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security OCGA § 50-14-1

ADJOURNMENT

Felicia Davis made a motion to adjourn the meeting. Victoria Williams seconded the motion. The motion unanimously passed. The meeting adjourned at 6:57 p.m.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.



Aeras Building Solutions
P.O. Box 13, Senoia, GA 30276
404-591-3504

Aug 17, 2026
Quote # QU-2210

Contact

Rochelle Dennis
404-366-4720
Main Street Dental Group PC
848 Main Street, Forest Park, GA 30297

Created By

Brian Walljasper
brian.walljasper@aeras-us.com

Replace Split System for Dental Office

Scope of Work:

Replace (1) 4-Ton Split System for Dental Office

Project Overview:

Remove the existing 4-ton split system (condenser and air handler) and install a new replacement 4-ton split system, with crane assistance to set the new outdoor condensing unit.

Scope of Work:

Coordinate a shutdown window with the office prior to starting work, accounting for patient appointments and sensitive equipment in treatment rooms.

Recover refrigerant from the existing system per EPA regulations.

Disconnect electrical, refrigerant lines, and condensate connections from the existing condenser and air handler.

Rig and disconnect the existing outdoor condensing unit for removal.

Set up crane in the designated staging area, verifying clearances and ground/roof load capacity prior to lift.

Rig and lift the new condensing unit into place.

Remove and replace the existing air handler with the new matched unit.

Flush existing line set and hook up to new system.

Braze and pressure test all refrigerant connections; evacuate and charge the system per manufacturer specifications.

Reconnect electrical power and thermostat wiring.

Reconnect condensate drain line and verify proper slope and flow.

Install new Armaflex on suction line where accessible.

Start up the system and verify refrigerant charge, temperature split, airflow, and electrical readings are within normal range.

Crane & Rigging:

Mobilize crane sized to lift the new condensing unit at the required radius, with rigging appropriate for the unit's lift points.

Aeras to coordinate crane lift timing with Customer.

Safety:

Work performed per site lockout/tagout procedures on electrical connections.

PPE required at all times.

Office is an occupied medical/dental facility, work area to be barricaded and coordinated with staff to avoid disrupting patient care, especially around noise-sensitive procedures.

Documentation:

Photos of old and new unit installation.

Startup readings (refrigerant charge, temperature split, amperage) submitted at completion.

Deliverables:

New system installed, level, and secured; refrigerant lines leak-free and properly charged; unit operating at correct temperature split and amperage; condensate draining properly; and thermostat/controls functioning normally.

Exclusions:

Ductwork modifications.

New line set.

Electrical service upgrades if new unit requires greater capacity than existing feed.

Structural pad/curb work, unless separately scoped.

Overtime, all work will be performed during the normal business hours of Monday-Friday between 7:30am-4:30pm.

Partial Billing:

Partial billing may be submitted monthly based on labor and materials furnished. Major equipment may be billed within 30 days of approval. Final payment is due upon completion of HVAC installation and start up.

Quote Total

\$12,284.05

Terms and Conditions:

This agreement is subject to Customer's acceptance of the attached AERAS MEP INC. Terms and Conditions

1. Scope of Terms and Conditions. The Terms and Conditions of product sales and service projects are limited to those contained herein. Any additional or different terms or conditions in any form delivered by you ("Customer") are hereby deemed to be material alterations and notice of objection to them and rejection of them is hereby given. By accepting delivery of the products or by engaging Aeras MEP Inc. ("Seller") to provide product(s) or perform or produce any services, Customer agrees to be bound by and accepts these Terms and Conditions unless Customer and Seller have signed a separate agreement, in which case the separate agreement will govern. These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement." Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or engaging Seller to perform or procure any services. These Terms and Conditions are subject to change without prior notice, except that the Terms and Conditions posted on Seller's Site at the time Customer signs the Installation Proposal will govern, unless otherwise agreed in writing by Seller and Customer.
2. Payment Terms. Customer shall pay Seller according to the terms contained in the Installation Proposal. Final payment shall be due net 15 after the work described in the Installation Proposal is substantially completed. A 2% interest rate will be added for each month there after.
3. Zoning and Permits. Customer agrees to timely furnish all information necessary to secure plans and permits for the work called for under this Agreement, and Customer warrants the work contracted for to be in compliance with applicable zoning, classification and building codes. Any costs for work not in the Estimate but required by lawful authorities to bring the work into compliance with applicable code shall be the responsibility of the Customer. Seller assumes no responsibility for violation of zoning rules/laws.
4. Change Orders. During the progress of the work under this Agreement, if Customer should order extra work not specified in the Agreement, Seller may require such extra work to be considered an agreement separate and aside from this Agreement and may require payment for said extra work in advance.
5. Work Schedule. Work shall be completed within a reasonable time. Performance of this Agreement is subject to labor strikes, fires, acts of war or terrorism, acts of God, adverse weather conditions not reasonably anticipated, unusual delays in transportation, Seller's ability to obtain materials, and/or any cause beyond Seller's control.
6. Substitutions. Should Seller be unable to obtain any material(s) specified in the Agreement or any Change Order, Seller shall have the right at its sole discretion to substitute comparable materials and such substitution shall not affect the Contract Price.
7. Excess Materials. Extra materials left over upon completion shall be deemed Seller's property, and Seller may enter upon the Property's premises to remove excess material(s) at all reasonable hours.
8. Supervision Responsibility. Seller shall supervise and direct the work at Customer's Property, using reasonable skill and attention. Seller shall be solely responsible for the construction means, methods, technique, sequences, and procedures for all work performed at Customer's Property pursuant to this Agreement. Customer shall not interfere with Seller's work forces or Seller's subcontractors.
9. Limited Warranty. Seller shall provide Customer with a limited warranty on service and labor for the duration set forth in the Installation Agreement, beginning on the date of completion of services against defects in the quality of workmanship and/or materials ("Warranty Period"). This limited warranty is in lieu of all other warranties, statutory or otherwise, express or implied, all representations made by Seller, and all other obligations or liabilities respective of the Services provided at the Property. Seller disclaims all other warranties, express or implied, including without limitation any implied warranty of workmanlike construction, implied warranty of habitability, implied warranty of fitness for a particular purpose or use, and/or implied warranty of merchantability. Under no circumstances shall Seller be liable to Customer for loss of time, loss of use, inconvenience, or any other incidental or consequential damages that may arise from this Agreement. Unauthorized repairs or attempted repairs shall void this warranty entirely.
11. Performance or Condition of Existing Equipment. Seller is not responsible for the performance, functionality, or compatibility of existing equipment, ductwork, duct board, controls, or other equipment/materials that is not replaced during a job installation and that Customer agrees to keep in place. In the event that the system fails to operate properly, the Warranty service will only cover the newly

installed equipment, controls, or materials, as well as our workmanship. In the event that an existing piece of equipment prevents the proper start up or operation of the new equipment or system, Customer assumes all responsibility for any additional service charges that may be incurred.

12. Personal Property. Seller is not responsible for damage to Customer's personal property left in or near the project area.

13. Mold. Seller shall not be responsible for any claims, damages, actions, costs, or other liabilities, whether direct or indirect, that may be caused by, resulting from, or relating to, mold. The discovery and/or removal of any mold or any hazardous materials is excluded from the scope of Seller's work, and Seller reserves the right to stop work until such mold or hazardous materials are removed.

14. Insurance and Waiver of Subrogation. Customer shall maintain property insurance upon the entire structure including all work to be performed pursuant to this Agreement to the full insurable value thereof. This insurance

shall inure against the perils of fire, theft, extended coverage, vandalism, and malicious mischief. Customer and Seller waive all rights against each other for damages caused by insured perils whether or not such damage is caused by the fault or negligence of any party hereto

15. Indemnification. Customer shall indemnify, defend, and hold harmless Seller and its respective directors, officers, employees, agents, sureties, subcontractors, and suppliers from and against any and all losses, costs, expenses, damages, injuries, claims, demands, obligations, liabilities, judgments, fines, penalties, interest and causes of action, including without limitation administrative and legal costs and reasonable attorney's fees, involving the following: (a) injury or death to any person, or damage to or destruction of any property (including loss of use thereof), except to the extent caused by the sole negligence or intentional misconduct of Seller; and (b) any failure of the Customer to comply with the requirements of the Agreement.

16. Risk of Loss. Risk of loss shall pass to the Customer upon delivery of materials and equipment to Customer's Property. Seller shall not be responsible for any loss due to fire, theft, vandalism, and/or malicious mischief once delivered to Customer's Property. Customer shall assume all responsibility for any such loss and Customer shall maintain insurance coverage to protect against such loss.

17. Severability. Should any part of this Agreement be adjudged to be void, unenforceable, or contrary to public policy, only such void or unenforceable portion shall be stricken and eliminated hereof while the other portions remain valid and enforceable.

18. Performance. If Customer fails to perform any of Customer's obligations herein or if Seller, in good faith, believes that the prospect of payment or performance to be impaired, Seller may upon seven (7) days written notice to Customer terminate this Agreement while retaining all mechanic's lien rights as well as right to payment for the full amount of work performed plus reasonable overhead and profit, interest, attorneys' fees, and other charges due and unpaid.

19. Collections. If amounts owing under this Agreement are not paid within thirty (30) days, Customer agrees to pay a late charge on any outstanding balance at two per cent (2%) per month or twenty-four per cent (24%) per annum on the unpaid amount calculated from the date payment was due. Customer will be deemed to have accepted Seller's performance as complete under this Agreement unless Customer notified Seller in writing otherwise within thirty (30) days of substantial completion. Should Seller retain the assistance of a third party, including without limitation an attorney, to assist with collection of unpaid amounts due and owing, Customer agrees to pay Seller's costs associated therewith including without limitation reasonable attorneys' fees, court costs, and interest at the maximum legal rate.

20. Entire Agreement. This Agreement constitutes the entire agreement between Customer and Seller. No agreements, representations, or warranties other than those specifically set forth herein shall be binding on any of the parties unless set forth in writing and signed by both parties.

Joint URA, DA & DDA Board Retreat – Date Availability

From Dieuvalda Lamartiniere <dlamartiniere@forestparkga.gov>

Date Fri 8/14/2026 2:19 PM

To Rochelle Dennis <rdennis@forestparkga.gov>; Sherita Sutton <ssutton@forestparkga.gov>; kimberly James <kjames@forestparkga.gov>; Eliot Lawrence <elawrence@forestparkga.gov>; Avery Wilson <awilson@forestparkga.gov>; Debra Patrick <dpatrick@forestparkga.gov>; Melanie Carter <mcarter@forestparkga.gov>; Taylor King <tking@forestparkga.gov>; Sherita Sutton <ssutton@forestparkga.gov>; rhonda wright <wrightwightr@yahoo.com>; Hector Gutierrez <HGutierrez@forestparkga.gov>; Felicia Davis <iask@bellsouth.net>; Victoria Williams <lajuana2979@gmail.com>; patton.alvin@yahoo.com <patton.alvin@yahoo.com>; Floyd (Tre) Holland <fahollan@gmail.com>; Bambi Hayes-Brown <bhayesbrown@georgiaact.org>; Dhaval Shah <dhaval.shah@jencaremed.com>; eric.stallings@cfacorp.com <eric.stallings@cfacorp.com>; JoAnn Jay Evans <jaybevans@yahoo.com>; Nancy Howard <barahona.nancy8@gmail.com>

Cc Charise Clay <cclay@forestparkga.gov>

Dear Board Members,

We are beginning to plan a **Joint URA, DA & DDA Board Retreat** and would like to identify a date that works for the majority of our Board members.

The proposed retreat dates are:

- **Friday, October 23, 2026**
- **Friday, October 30, 2026**
- **Friday, November 6, 2026**

Time: 9:00 a.m. – 4:00 p.m.

Location: TBD

Please **respond to the poll** and select **all dates that you are available** to attend. We will select the date that provides the greatest availability across all three Boards.

Thank you for your participation. We look forward to bringing our Boards together for a productive day of strategic discussion and collaboration.



Scheduling poll

Joint URA, DA & DDA Board Retreat – Date Availability



8 hours duration



6 time options



TBD

[Vote](#)

[View all your polls](#)

Best,
Rochelle Dennis
Director of Economic Development



CITY OF
FORESTPARK
ECONOMIC DEVELOPMENT

Dieuvalda Lamartiniere

Staff Assistant

City of Forest Park

Phone: (404) 366-4720 | Mobile: (470) 838-0760

785 Forest Parkway | Forest Park, GA 30297

www.forestparkga.gov | dlamartiniere@forestparkga.gov



Confidential: Please be advised that the information contained in this email message, including all attached documents or files, is privileged and confidential and is intended only for the use of the individual or individuals addressed. Any other use, dissemination, distribution or copying of this communication is strictly prohibited. If you are not the intended recipient, please delete this message and notify us of incorrect delivery by immediate reply.



Development Authority

745 Forest Parkway
Forest Park, GA 30297
Office: (404)366-4720
www.forestparkga.gov

August 26, 2026

Charlie Pendergraft
Vice President of Development, Georgia Region
Pivotal Development LLC
9100 Centre Pointe Drive, Suite 210
West Chester, OH 45069

RE: Economic Development Activity Near Tara Preserve, a Proposed Senior Housing Development at Tara Blvd, Jonesboro, GA 30236, Clayton County, Georgia (Parcel IDs 05239241002 and 05241DE010)

Dear Mr. Pendergraft:

The Development Authority of the City of Forest Park ("URA") is pleased to provide this letter confirming that it serves as the local redevelopment agency with jurisdiction over the economic development project described below.

The project is located within approximately fifteen (15) miles of Tara Preserve, the proposed senior housing development located on Tara Boulevard, Jonesboro, Georgia 30236 (Parcel IDs 05239241002 and 05241DE010).

MARTA Clayton Multipurpose Operations & Maintenance Facility

- **Industry:** Public Transit Operations and Maintenance
- **Project Location:** 5163 Old Dixie Highway, Forest Park, Georgia 30297
- **Approximate Distance from Tara Preserve:** 15 miles
- **Project Status:** The project consists of an approximately 31-acre bus operations and maintenance campus that will serve 31 regional bus routes and accommodate approximately 250 buses. Supported by federal funding, MARTA broke ground on the facility in November 2024. Environmental review and final design have been completed, the project is fully approved, and construction is currently underway. Full operations are anticipated to commence in Fall 2029.
- **Estimated Employment Impact:** More than 400 net new permanent full-time jobs are expected to be created within five (5) years of September 2026.

The Development Authority considers this project to be a significant regional economic development investment that will generate substantial long-term employment opportunities. The availability of quality affordable housing within the surrounding market area will help support the workforce needed for this and other major employment centers in southern Clayton County.

Should you require any additional information regarding this project or other economic development activity within the City of Forest Park, please do not hesitate to contact our office.

Sincerely,

Hector Gutierrez
Chair
Development Authority of the City of Forest Park

Development Authority Owned Property
As of 8/20/2026

	A	B	C	D	E	F	G
1	OWNER	ADDRESS	PARCEL ID	ZONING	ACREAGE	OCCUPIED?	NOTES
2	DA	0 Glade Road	13018C B001	E1	0.25		Southeast intersection of Hendrix Drive and Glade Road; empty lot of trees
3	DA	0 Jonesboro Road	13049B D006	E1	1.285		East side of Jonesboro Road (Highway 54) backing up to Fort Gillem and adjoining south and east side of 4916 Jonesboro Road; Drainage hole; empty lot of trees between Firestone and the Checker's ditch
4	DA	0 Main Street	13051A A056	E1	0.71		proposed right-of-way connecting Main Street and Stillwood Cove/North Avenue
5	DA	4818 West Street	13050A N001	E1	0		Co-owner City of Forest Park
6	DA	4888 Evans Drive	13050B H003	DMS	0.45		Parking lot behind 850 Main Street / 116.6' Ash x 65.2' Evans x 199.8f on Hill
7	DA	5035 Jonesboro Road	12177 208001A	E1	0.44		Northwest corner of Jonesboro Road (Ga. Highway 54) and Courtney Drive.
8	DA	670 Main Street	13050A M002	DMS	0.4591		Behind new library / across from Mobil Gas; Lease pending to Liberty Ministries
9	DA	760 Main Street	13050B K005	DMS	0.413		Under contract to Prestwick Development
10	DA	770 Main Street	13050B K002	DMS	0.55		Under contract to Prestwick Development
11	DA	775 Main Street	13050A J004	DMS	0.264		SW corner of North Lake & Main St. - Corner for bridge landing. Review LCI recommendation
12	DA	842 Main Street	13050B I001	DMS	0.689		Razed lot
13	DA	850 Main Street	13050B I002	DMS	0.321	YES	Main Street Dentist @848 / City listed as co-owner / 9,644SF

CITY OF FOREST PARK, GEORGIA

REQUEST FOR PROPOSALS: COMMERCIAL PROPERTY MANAGEMENT SERVICES

Issued By:

City of Forest Park, Office of Economic Development

On Behalf Of:

- Downtown Development Authority of the City of Forest Park
- Urban Redevelopment Agency of the City of Forest Park
- Development Authority of the City of Forest Park

Proposal Submission Deadline:

2:00 PM, Friday, XXXXX

Submission Email:

econdev@forestparkga.gov

I. PURPOSE OF REQUEST FOR PROPOSALS

The City of Forest Park, on behalf of its Downtown Development Authority (DDA), Urban Redevelopment Agency (URA), and Development Authority (DA), is soliciting proposals from qualified and experienced commercial property management firms or individuals to provide professional property management services for properties owned by the respective authorities.

The selected property manager(s) will be responsible for the professional management, maintenance, tenant relations, financial oversight, and day-to-day operations of assigned commercial properties.

One vendor may be awarded a contract **per authority**.

The respective authorities reserve the right to award contracts independently and in the best interest of each authority.

II. SCOPE OF SERVICES

The selected Commercial Property Manager shall provide professional property management services as applicable to the properties assigned by each authority.

A. Property Operations

- Manage the day-to-day operations of assigned properties, whether occupied or vacant.
- Maintain regular communication with ownership and the City of Forest Park Office of Economic Development.

- Conduct regular property inspections and identify maintenance, safety, security, or compliance concerns.
- Coordinate access to properties as necessary.
- Maintain appropriate property records and documentation.
- Identify opportunities to improve the condition, functionality, and value of properties.

B. Lease Administration and Tenant Relations

- Monitor lease agreements and ensure compliance with lease terms and conditions.
- Maintain current tenant and lease records.
- Coordinate tenant move-ins, move-outs, and lease renewals.
- Communicate with tenants regarding property-related concerns and requests.
- Address tenant issues promptly and professionally.
- Support leasing and tenant recruitment activities, as requested.
- Provide recommendations regarding tenant retention, occupancy, and lease terms.

C. Maintenance, Repairs, and Capital Improvements

- Coordinate routine and emergency property maintenance.
- Obtain and manage quotes from qualified vendors and contractors.
- Supervise vendors, contractors, and onsite personnel.
- Monitor the quality and timeliness of maintenance and repair work.
- Coordinate capital improvement projects as directed by ownership.
- Maintain records of completed repairs, inspections, and capital projects.
- Identify deferred maintenance and recommend appropriate corrective action.
- Ensure work is performed in accordance with applicable codes, regulations, and industry standards.

D. Financial Management

- Monitor and facilitate timely rent collection.
- Review invoices for services provided to the properties.
- Maintain accurate records of property-related revenues and expenditures.
- Provide monthly financial reporting to the applicable authority.
- Identify variances between budgeted and actual expenditures and provide explanations as appropriate.

E. Reporting and Communication

The property manager shall provide regular reports to the applicable authority and/or City staff, including, as appropriate:

- Occupancy status
- Tenant and lease activity
- Rental income and outstanding balances
- Operating expenses
- Maintenance and repair activity
- Capital improvement projects
- Vendor activity

- Property inspections
- Budget-to-actual financial performance
- Recommended actions or areas requiring ownership attention

The property manager shall attend authority meetings, committee meetings, or other meetings when requested and reasonably necessary to discuss property-related matters.

F. Property Value and Asset Management

The selected property manager shall work with the applicable authority to:

- Maximize the value and productive use of authority-owned properties.
- Develop strategies to improve occupancy and tenant retention.
- Identify opportunities to increase property revenue.
- Recommend improvements that enhance marketability and long-term value.
- Monitor market conditions and provide relevant information regarding rental rates, tenant demand, and comparable properties.
- Support ownership objectives for redevelopment, disposition, leasing, or repositioning of properties

III. PREFERRED QUALIFICATIONS

Proposers should demonstrate the following qualifications:

- **3–5+ years of commercial property management and/or real estate experience.**
- Demonstrated experience managing commercial properties.
- Strong knowledge of commercial leases and lease administration.
- Experience with property budgeting and financial reporting.
- Knowledge of building systems, maintenance, and facilities management.
- Experience managing vendors and contractors.
- Strong written and verbal communication skills.
- Strong negotiation, customer service, and problem-solving skills.
- Proficiency in Microsoft Office, particularly Microsoft Excel.
- Experience with budgeting and financial analysis.
- Ability to work effectively with governmental entities, boards, tenants, contractors, and other stakeholders.

Experience managing publicly owned, authority-owned, or municipal properties is preferred but not required.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include, at minimum, the following:

A. Company/Individual Information

- Legal business name
- Primary contact
- Business address
- Telephone number
- Email address
- Website, if applicable
- Years in business
- Business structure and applicable licenses

B. Qualifications and Experience

Provide a summary of the firm's or individual's qualifications and experience relevant to commercial property management.

Include:

- Years of experience
- Types and number of commercial properties currently or previously managed
- Experience with government or public-sector clients
- Relevant certifications or professional credentials
- References from at least three comparable clients

C. Management Approach

Describe the proposed approach to:

- Day-to-day property management
- Tenant communication and relations
- Maintenance and repairs
- Vendor management
- Lease administration
- Rent collection
- Financial reporting
- Property inspections
- Emergency response
- Capital improvements
- Increasing occupancy and property value

D. Staffing

Identify the individual(s) who will be responsible for managing the properties and provide resumes or professional biographies for key personnel.

E. Fee Proposal

Provide a detailed fee proposal for each authority for which the proposer wishes to provide services.

The proposal should clearly identify:

- Monthly management fee
- Percentage-based management fees, if applicable
- Leasing fees, if applicable
- Maintenance/project management fees, if applicable
- Administrative fees
- Any other anticipated charges
- Reimbursable expenses
- Proposed fees for services outside the standard scope of work

All proposed fees should be clearly identified and itemized.

V. CONTRACT TERM AND PAYMENT

One vendor may be awarded a contract **per authority**.

The initial contract term shall run through **one fiscal year**, with the option for the applicable authority to renew the agreement for an additional fiscal year at a similar rate, subject to satisfactory performance, available funding, and approval by the applicable authority.

Invoices will be processed through a **monthly Blanket Purchase Order** and paid on a **Net-30** basis.

ACH/EFT payment is available.

The applicable authority reserves the right to negotiate the final scope, fees, and contract terms with the selected proposer.

VI. PROPERTY SITE VISITS

Property visits are permitted prior to submission of a proposal.

Site Visit Process:

Information regarding scheduled site visits, access procedures, and points of contact will be provided by the City of Forest Park once confirmed.

Vendors interested in conducting a property visit should contact:

City of Forest Park Office of Economic Development

econdev@forestparkga.gov

All site visits must be coordinated in advance. Vendors shall not access properties without prior authorization.

VII. QUESTIONS AND CLARIFICATIONS

All questions regarding this Request for Proposals should be submitted by email to:

econdev@forestparkga.gov

Questions should be submitted sufficiently in advance of the proposal deadline to allow the City to provide clarification.

The City reserves the right to issue additional information, clarification, or amendments to this RFP as necessary.

VIII. PROPOSAL DEADLINE AND SUBMISSION

Completed proposals must be submitted electronically to:

econdev@forestparkga.gov

Deadline:

2:00 PM on XXXXX

Proposals received after the stated deadline may be deemed non-responsive.

Please include “**Commercial Property Management RFP**” in the email subject line.

Proposers are responsible for ensuring that their proposal is received by the deadline.

IX. EVALUATION AND SELECTION

Proposals may be evaluated based on, but not limited to, the following criteria:

Evaluation Criteria	Consideration
Qualifications & Experience	Demonstrated commercial property management experience
Management Approach	Understanding of scope and proposed approach
Financial/Property Management Expertise	Budgeting, reporting, collections, and asset management
Vendor & Maintenance Management	Ability to effectively oversee property maintenance
Tenant Relations	Experience with tenant communication and retention
References	Quality and relevance of client references
Fee Proposal	Reasonableness, transparency, and overall value
Availability & Responsiveness	Ability to provide timely service and communication

The applicable authority reserves the right to accept or reject any or all proposals, waive informalities, request additional information, conduct interviews, negotiate with proposers, and select the proposal determined to be in the best interest of the authority.

X. GENERAL CONDITIONS

The issuance of this RFP does not obligate the City of Forest Park or any authority to award a contract.

The City and authorities reserve the right to:

- Reject any or all proposals.
- Cancel or modify the RFP process.
- Request clarification or additional information.
- Conduct interviews with selected proposers.
- Negotiate fees and scope of services.
- Award contracts independently to one or more proposers.
- Award separate contracts to different vendors for each authority.
- Modify the scope of services based on the needs of the respective authority.

All costs associated with preparing and submitting a proposal are the sole responsibility of the proposer.

XI. CONTACT INFORMATION

City of Forest Park – Office of Economic Development
Forest Park, Georgia

Email: econdev@forestparkga.gov

Proposal Deadline:
Friday, XXXXX

The City of Forest Park looks forward to receiving proposals from qualified commercial property management professionals and firms interested in supporting the effective management and long-term value of authority-owned properties.



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
INSTALLATIONS, ENERGY AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110

RECEIVED AUG 06 2026

August 3, 2026

Dear Sir or Madam:

Your property is located within the boundaries of the former Fort Gillem. Fort Gillem was founded in 1941 and housed different supply and support units. Since Fort Gillem closed, the property has undergone numerous environmental investigations and cleanups. The Urban Redevelopment Agency of the City of Forest Park, D/B/A Forest Park/Fort Gillem Implementation Local Redevelopment Authority, purchase of the former Fort Gillem property is recorded on a Quitclaim Deed dated November 22, 2023. The deed contains environmental protection provisions and covenants that are applicable to your property. The environmental protection provisions and covenants applicable to your property are listed below:

- The property shall be used solely for commercial and industrial purposes. and not for residential purposes. Residential use includes, but is not limited to, single family or multi-family residences, childcare facilities, nursing home or assisted living facilities, and any type of educational facility for children/young adults in grades kindergarten through 12.
- Access or use of groundwater underlying the property is prohibited without the prior written approval of United States Department of the Army and the Georgia Environmental Protection Division (GA EPD).

The U.S. Army Base Realignment and Closure (BRAC) Directorate has hired a contractor to conduct an annual inspection of the former Fort Gillem, including your property, to ensure that the environmental provisions and covenants are being adhered to. The contractor will be onsite August 2026 for the inspection.

If you have any questions, our Army Representative, Heather Elliott, would be happy to speak with you. Please contact her at heather.b.elliott4.ctr@army.mil or 256-426-1662

Sincerely,

LINEER.THOMAS.A
LDEN.1172258375

Digitally signed by
LINEER.THOMAS.ALDEN.1172258375
Date: 2026.08.03 19:12:36 -04'00'

Thomas Lineer
BRAC Program Manager
BRAC Directorate
Environmental, Safety and Occupational Health

To: **Development Authority of the City of Forest Park**
745 Forest Parkway
Forest Park, Georgia 30297





DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
INSTALLATIONS, ENERGY AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110

RECEIVED AUG 06 2026

August 3, 2026

Dear Sir or Madam:

Your property is located within the boundaries of the former Fort Gillem. Fort Gillem was founded in 1941 and housed different supply and support units. Since Fort Gillem closed, the property has undergone numerous environmental investigations and cleanups. The Urban Redevelopment Agency of the City of Forest Park, D/B/A Forest Park/Fort Gillem Implementation Local Redevelopment Authority, purchase of the former Fort Gillem property is recorded on a Quitclaim Deed dated November 22, 2023. The deed contains environmental protection provisions and covenants that are applicable to your property. The environmental protection provisions and covenants applicable to your property are listed below:

- The property shall be used solely for commercial and industrial purposes. and not for residential purposes. Residential use includes, but is not limited to, single family or multi-family residences, childcare facilities, nursing home or assisted living facilities, and any type of educational facility for children/young adults in grades kindergarten through 12.
- Access or use of groundwater underlying the property is prohibited without the prior written approval of United States Department of the Army and the Georgia Environmental Protection Division (GA EPD).

The U.S. Army Base Realignment and Closure (BRAC) Directorate has hired a contractor to conduct an annual inspection of the former Fort Gillem, including your property, to ensure that the environmental provisions and covenants are being adhered to. The contractor will be onsite August 2026 for the inspection.

If you have any questions, our Army Representative, Heather Elliott, would be happy to speak with you. Please contact her at heather.b.elliott4.ctr@army.mil or 256-426-1662

Sincerely,

LINEER.THOMAS.A
LDEN.1172258375

Digitally signed by
LINEER.THOMAS.ALDEN.1172258375
Date: 2026.08.03 19:12:36 -04'00'

Thomas Lineer
BRAC Program Manager
BRAC Directorate
Environmental, Safety and Occupational Health

To: **Development Authority of the City of Forest Park**
745 Forest Parkway
Forest Park, Georgia 30297

