

STATE PROPERTIES COMMISSION

270 Washington Street SW, Suite 2129, Atlanta, Georgia 30334

Chairman
Brian P. Kemp
Governor

Executive Director/State Property Officer
Marty W. Smith

7/13/2023

Ms. Alicia Vaughn
County Manager
Habersham County, Georgia
130 Jacob's Way
Suite 301
Clarkesville, GA 30523-5256
706-839-0200 ext. 9

SENT VIA FEDERAL EXPRESS

**RE: Letter of Intent - Georgia Department of Human Services – Division of Family and Children Services
Lease # 3272 – 1045 Hollywood Highway, Clarkesville, GA 30523-4735**

Dear Ms. Vaughn:

Enclosed, please find two (2) executory drafts of the Letter of Intent (“LOI”) to extend the State Properties Commission’s lease under the above referenced lease agreement.

Requested Action: Please review this LOI carefully as, once agreed to by the parties, it will be the framework for drafting the terms and conditions of the subsequent lease agreement.

If the attached is acceptable – unchanged - in its current form, please execute the **two (2)** copies and return them by mail to me at the address above at your earliest convenience as time is of the essence. Provided that all required internal approvals are received, a signed original will be sent to you as acceptance of that offer or we will notify you of its refusal - and any proposals for an acceptable counteroffer, if applicable.

(Please scan a full COLOR copy of one (1) of the executed LOI and send it to me as an email attachment.)

Thank you for your prompt response; if you have any questions or concerns, please feel free to contact me directly – ***on my Mobile phone: 404-973-9699*** - at any time.

Best regards,



Robert C. “Rob” Hill, III
Leasing Specialist

Enclosures (2)

STATE PROPERTIES COMMISSION

270 Washington Street SW, Suite 2129, Atlanta, Georgia 30334

Chairman
Brian P. Kemp
Governor

Executive Director/State Property Officer
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7/7/2023

Ms. Alicia Vaughn
County Manager
Habersham County, Georgia
130 Jacob's Way
Suite 301
Clarkesville, GA 30523-5256
706-839-0200 ext. 9
avaughn@habershamga.com

**RE: Letter of Intent - Georgia Department of Human Services – Division of Family and Children Services
Lease # 3272 – 1045 Hollywood Highway, Clarkesville, GA 30523-4735**

Dear Ms. Vaughn:

Thank you for your efforts to date in proposing and providing information to the State Properties Commission (“**Tenant**”) and the Georgia Department of Human Services – Division of Family and Children Services (“**Occupying Agency**”) regarding the potential lease of the space at the above referenced address. Please review the following terms and conditions. If such are necessary, please make any revisions in customary Microsoft Word “redline” format and return the “redlined” electronic document to me via email at your earliest convenience as time is of the essence. Once fully executed, this letter will signal an agreement of the parties to the terms and conditions therein for a new lease agreement (hereinafter, the “**Agreement**”). However, this letter does not – nor will it ever – constitute a binding offer. **Therefore, we request your response within ten (10) business days of the date of this letter.**

PROPOSED PREMISES INFORMATION

LANDLORD LEGAL NAME AND NOTICE ADDRESS:	Habersham County, Georgia, a political subdivision of the state of Georgia Attn.: County Manager 130 Jacob's Way, Suite 301, Clarkesville, GA 30523-5256
LANDLORD RENT:	130 Jacob's Way, Suite 301, Clarkesville, GA 30523-5256
PREMISES ADDRESS:	1045 Hollywood Highway, Clarkesville, GA 30523-4735* County of Habersham *Prior address: 1045 Grant Street, Clarkesville, GA 30523
PREMISES:	The Premises comprises: 6,289 Rentable Square Feet (“ RSF ”) in a Single Tenant building as illustrated in Exhibit A-1 , and more specifically described in the Floor Plan attached hereto as Exhibit A-2 .

AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

RENTAL RATE:	The following Rental Rate schedule outlines the Modified Gross rent that the Landlord is proposing to Tenant for the Term.			
	FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT
	2024	7/1/23 – 6/30/24	\$4,455.00	\$53,460.00
RENEWAL OPTIONS:	Four (4), one-year Renewal Option(s)			
RENEWAL OPTION RENTAL RATE:	FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT
	2025	7/1/24 – 6/30/25	\$4,588.00	\$55,056.00
	2026	7/1/25 – 6/30/26	\$4,726.00	\$56,712.00
	2027	7/1/26 – 6/30/27	\$4,868.00	\$58,416.00
	2028	7/1/27 – 6/30/28	\$5,014.00	\$60,168.00
OPERATING EXPENSES:	Landlord shall be responsible for all building and property operating expenses for the Term including any renewals.			
UTILITIES:	Tenant shall maintain accounts in its name for any utility used by Tenant to service the Premises including electricity, gas, water, sewer, data/internet, and telephone and shall pay for these utilities directly to the appropriate utility service provider.			
JANITORIAL:	Tenant shall furnish and pay for all janitorial services for the Premises.			
PARKING:	Landlord shall provide parking in the amount of four and ninety-three hundredths (4.93) spaces per one thousand (1,000) Rentable Square Feet of the Premises, or thirty-one (31) parking spaces located on the Land. All parking spaces shall be free of charge throughout the Term and any Renewal Term(s).			

OTHER BUSINESS TERMS

OBLIGATION TO REPAIR & MAINTAIN:	Landlord will be responsible for all building and property operations, interior and exterior repairs, and maintenance of the Premises at no additional charge to Tenant.
SIGNAGE RIGHTS:	Within one hundred twenty (120) calendar days of the execution of a lease Agreement between Landlord and Tenant, Tenant or Occupying Agency (or Agencies), at Landlord's sole cost and expense, shall be permitted to replace, as necessary, the Occupying Agency's (or Agencies') identity signage graphics where such are extant in, on, and around the Building and Premises's exterior, in order to bring such into compliance with the standards set forth in <i>Department of Human Services Facilities Signage Guide</i> , attached hereto and incorporate herein as Exhibit B .

AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

DEFERRED MAINTENANCE AMELIORATION:	The Occupying Agency has identified items of deferred maintenance, repair, and/or replacement that have been agreed to be necessary to the care of the Building and/or Common Area and that are the prior, current, and ongoing responsibility of the Landlord. These structural and non-structural elements of the Building and/or Common Area, as well as the appurtenances thereto, are particularly to be rendered in good operable condition as herein described within ninety (90) calendar days of the execution of a lease Agreement between Landlord and Tenant by Landlord's completion of the following at Landlord's sole cost and expense in a good and workmanlike manner in compliance with all applicable ordinances, orders, rules, regulations, and requirements of all federal, state, and municipal governments and the appropriate departments, boards, and offices thereof, at a time or times that will not unreasonably interfere with Tenant's or Occupying Agency's business activities. Landlord will also obtain all of the required building permits and other governmental authorizations (if any) for the completion of the Deferred Maintenance Amelioration at Landlord's sole cost and expense. These include but are not limited to the following: a. Parking Touch-Up: Landlord will fill any surface depressions and apply touch-up paint where reasonably necessary to render the asphalt and/or paved surfaces of the Land to a uniform "like new" appearance (excepting otherwise, ordinary wear and tear).
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OTHER LEGAL TERMS

CONTINGENCY:	The terms of any real estate transaction for the Premises shall be subject to final approval and full execution of the lease by both Landlord and Tenant.
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If the foregoing is acceptable to Landlord and Landlord agrees to undertake good faith negotiations with Tenant in order to finalize a lease Agreement embodying the terms and conditions set forth above, please execute this letter where indicated below (or have it executed by the party possessing the authority to do so) and return a scanned or electronic copy to our office (via email) by the time and date referenced in the opening paragraph. If you have any questions or would like to discuss any aspect of this letter or the subsequent lease Agreement on which it will be based, please contact me directly.

Best regards,



Robert C. "Rob" Hill, III
Leasing Specialist
State Properties Commission of Georgia
270 Washington Street, SW
Suite 2-129
Atlanta, Georgia 30334-9056
Office: (404) 463-1728
Mobile: (404) 973-9699
Email: rob.hill@spc.ga.gov

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AGREED AND ACCEPTED THIS ____ DAY OF _____, 2023.

Landlord: Habersham County, Georgia

By: _____

Name: Ty Akins

Title: Chairman, Habersham County Board of Commissioners

AGREED AND ACCEPTED THIS ____ DAY OF _____, 2023.

Occupying Agency: Georgia Department of Human Services – Division of Family and Children Services

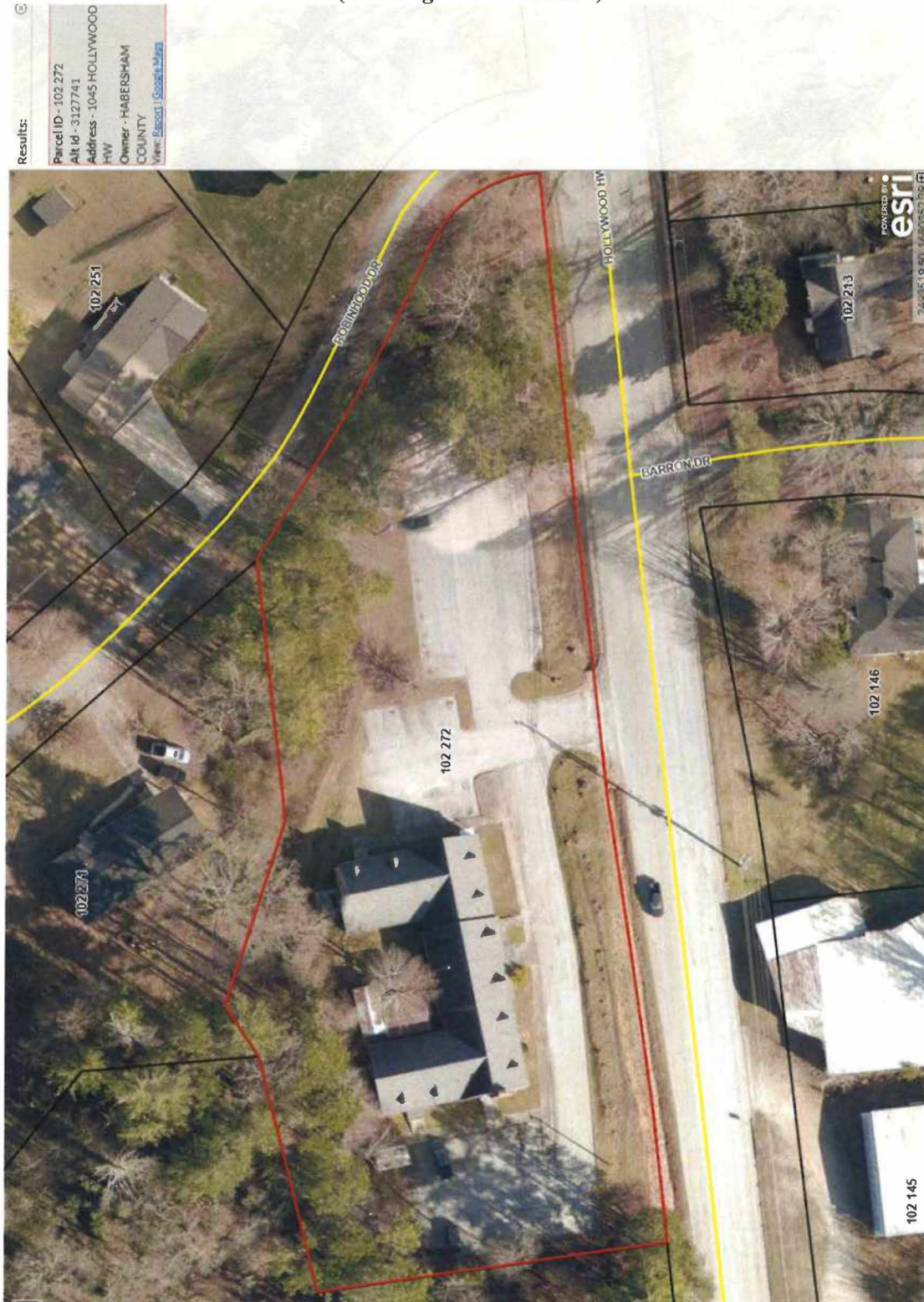
By: _____

Name: Candice L. Broce

Its: Commissioner

By signing, the Occupying Agency approves this Letter of Intent as to content including monetary obligations that will be incurred by the Occupying Agency subsequent to the execution of the lease by the State Properties Commission and the Landlord, and upon assignment of the Premises to such Occupying Agency by the State Properties Commission.

Exhibit A-1
(Building/Land Location)



AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Exhibit B

Department of Human Services Facilities Signage Guide



Georgia Department of Human Services

DHS Facility Signage Guide

DHS Facility Signage Guide

Fonts

Signage across the Department's facilities should be consistent. Overall, signs should use the state seal and the name of the Department and Division in Arial and Arial Black font. "Georgia Department of Human Services" is always represented in Arial Black font. Division names are represented in Arial regular font. Both are written in title case format.

The DHS signs should use black type. Signage restrictions and mandates from building / complex owners should be provided to ofssrealestateunit@dhs.ga.gov.

Doors

Facility doors should have all writing in Arial font, with the exception of the Department name in Arial Black. Font color should be white or black, depending on the tint of the glass. Images of the state seal can be downloaded from the Employee Intranet.

If a vector file is needed, contact dhsgraphics@dhs.ga.gov.

Hours of operation should follow Associated Press Style format, with the hours represented as numerals and "a.m." or "p.m." represented lowercase with periods. Please find examples on the following pages.

Hours of operation
Monday – Friday
8 a.m. – 5 p.m.

Design approvals

All signage graphics must be approved by DHS prior to installation. The Office of Facilities and Support Services is the primary contact with the sign vendor regarding design edits. Design approvals and installations will not be authorized unless approved by the DHS Office of Communications.

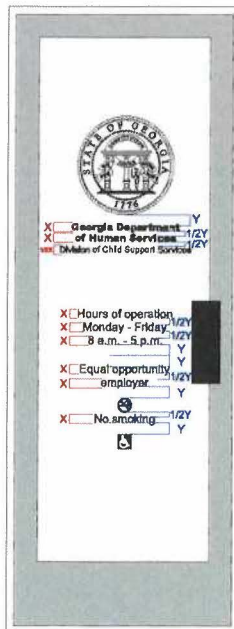
Measurements

"Y" is determined after the DHS seal is scaled proportionally by the vendor. Once "Y" is determined, the vendor will need to measure and use accordingly.

Single door mockup



Single door specifications



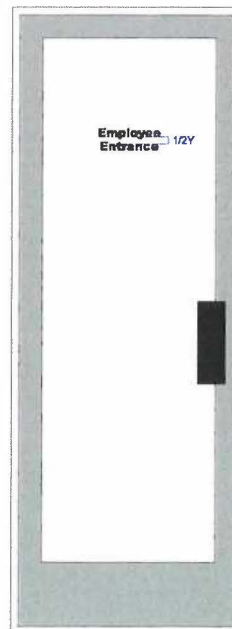
All text and seal centered

Department name
Arial Black

Division name
Arial Regular
(0.005 inch smaller than Department name)
Do not change kerning/tracking from default settings.

Hours of operation times
Arial Regular
Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular
Add handicap accessible signage on all new-construction facilities



All text centered at eye level

Font
Arial Black

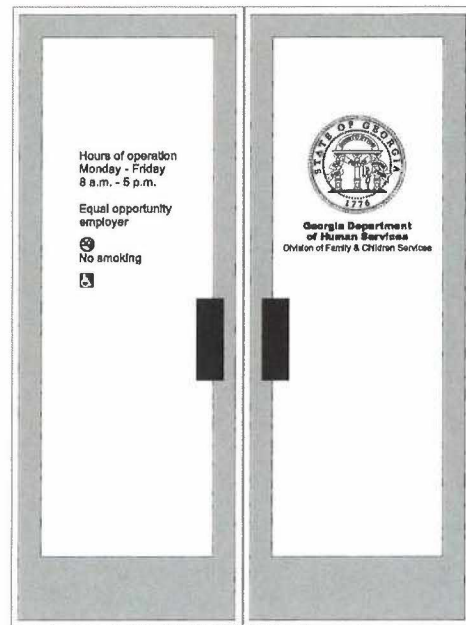
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Double door mockup



Double door specifications

All text left-aligned

Hours of operation times

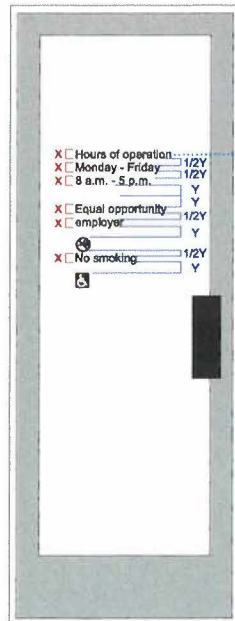
Arial Regular

Follows Associated Press Style

Equal opportunity and no smoking sign

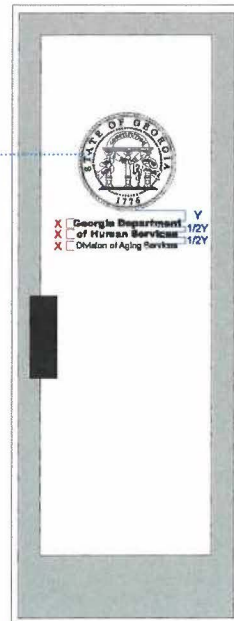
Arial Regular

Add handicap accessible signage on all new-construction facilities



X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable



All text and seal centered

Department name
Arial Black

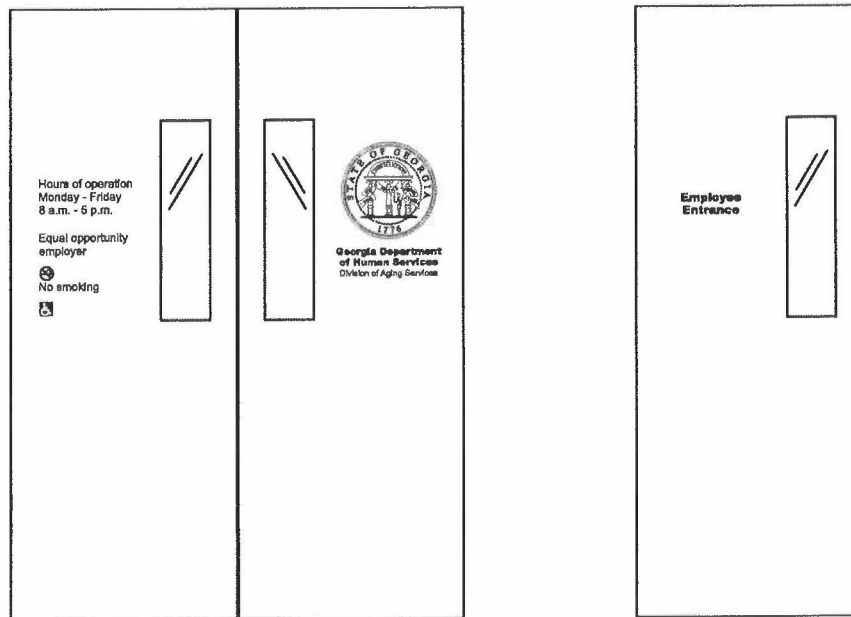
Division name
Arial Regular
(0.005 inch smaller than Department name)

Do not change kerning/tracking from default settings.

AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Solid/non-glass door mockup



Solid/non-glass door specifications

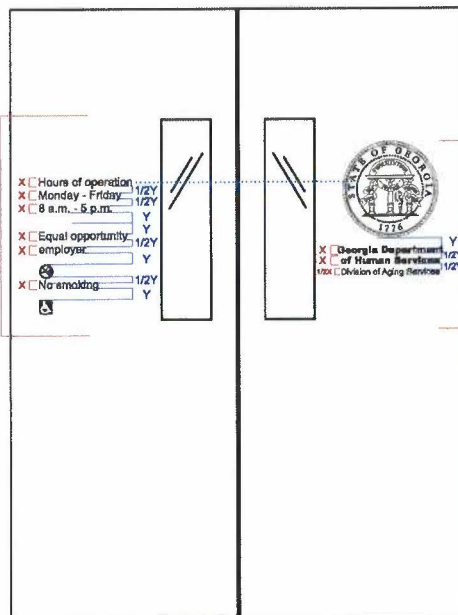
All text
left aligned

Hours of operation times
Arial Regular

Follows
Associated
Press Style

Equal opportunity and no smoking sign
Arial Regular

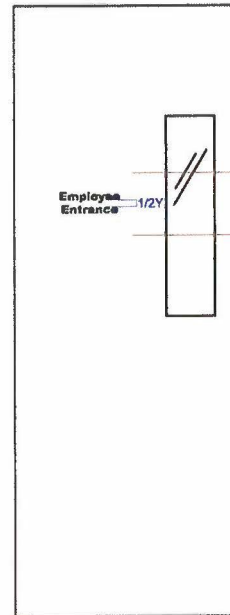
Add
handicap
accessible
signage
on all new-
construction
facilities



All text and
seal centered

Department name
Arial Black

Division name
Arial Regular
(0.005 inch
smaller than
Department
name)
**Do not
change
kerning/
tracking
from default
settings.**



All text
centered
at eye level.

Font
Arial Black

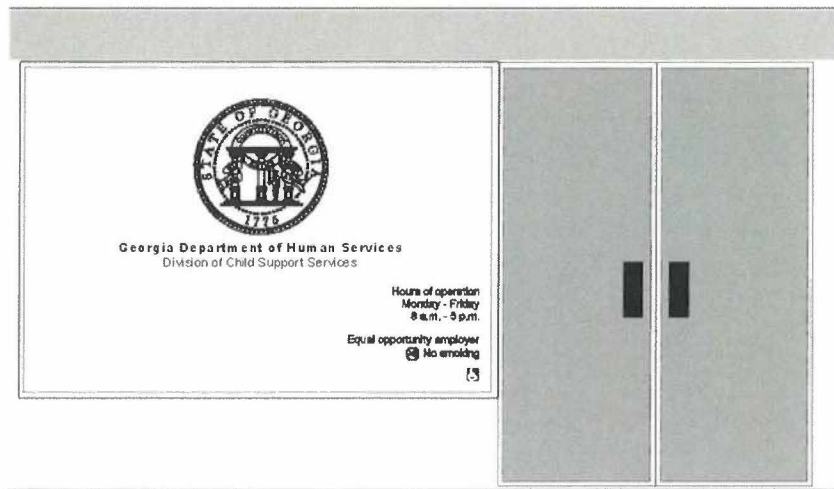
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Solid door with adjacent window panel mockup



Solid door with adjacent window panel specifications

Seal

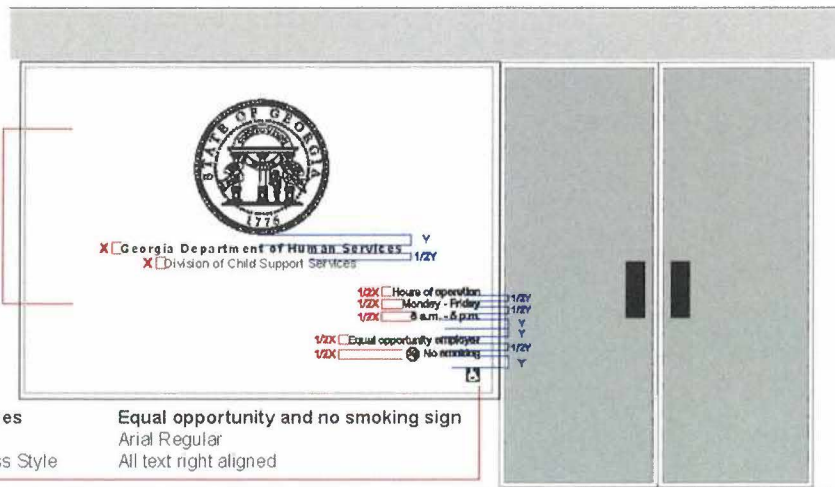
Department name
Arial Black

Division name
Arial Regular
**Do not change
kerning/tracking
from default settings.**

Seal, Department and
Division names must
be centered on glass

Hours of operation times
Arial Regular
Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular
All text right aligned



X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

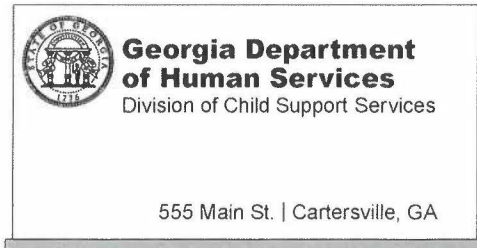
AL LOI for Lease 3272

Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

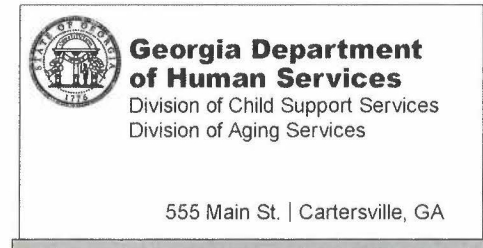
Signs/Marquees

Monument/panel sign mockup

Horizontal - Single location

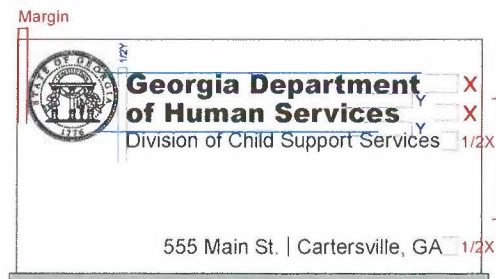


Horizontal - Co-location



Monument/panel sign specifications

Horizontal - Single location

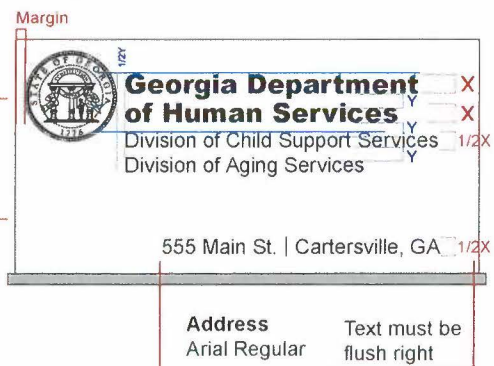


Department name
Arial Black

Division name
Arial Regular
**Do not change
kerning/tracking
from default
settings.**

All text must be
left aligned

Horizontal - Co-location



Address
Arial Regular
Text must be
flush right

X = Letter height
1/2X = Letter height variable

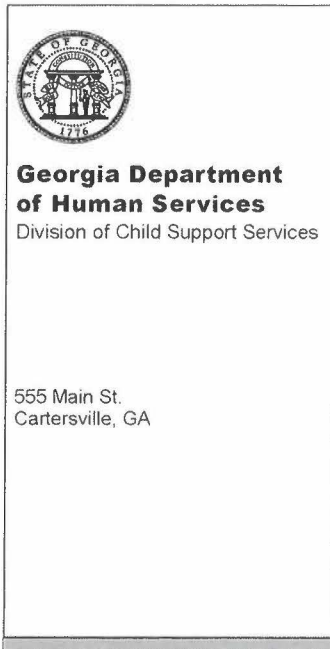
Y = Spacing between lines reference
1/2Y = Spacing between lines variable

AL LOI for Lease 3272

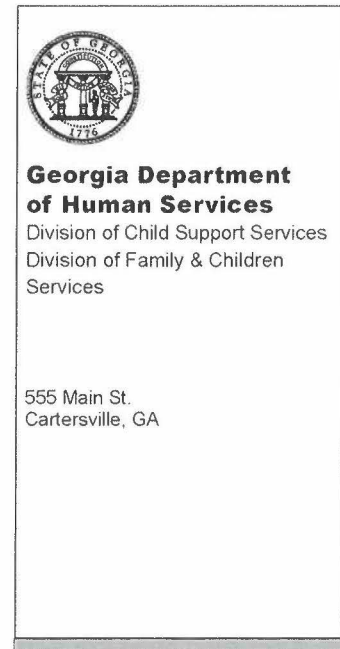
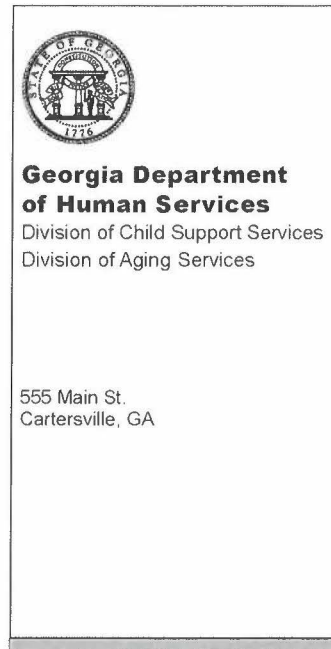
Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Monument/panel sign mockup

Vertical - Single location

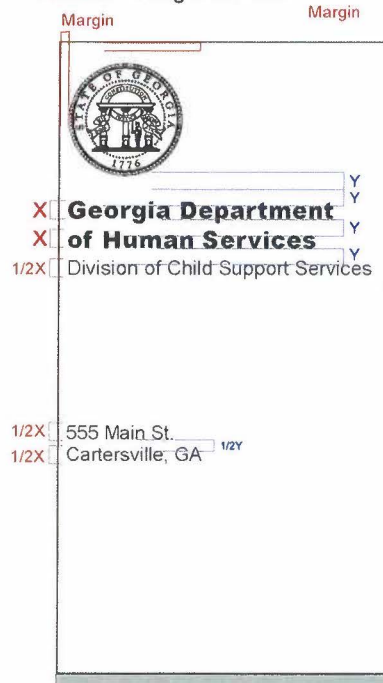


Vertical - Co-location



Monument/panel sign specifications

Vertical - Single location



Seal

Department name
Arial Black

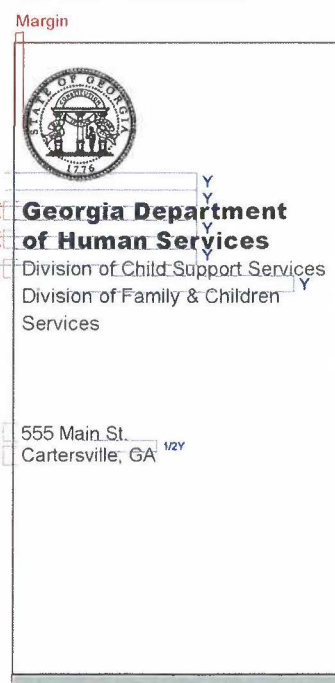
Division name
Arial Regular
**Do not change
kerning/tracking
from default settings.**

Seal, Department and
Division names must
be flushed left

Address
Arial Regular
Text must be left
aligned

Address high enough
to allow for vegetation
growth, formats can
include street number
only or full address

Vertical - Co-location



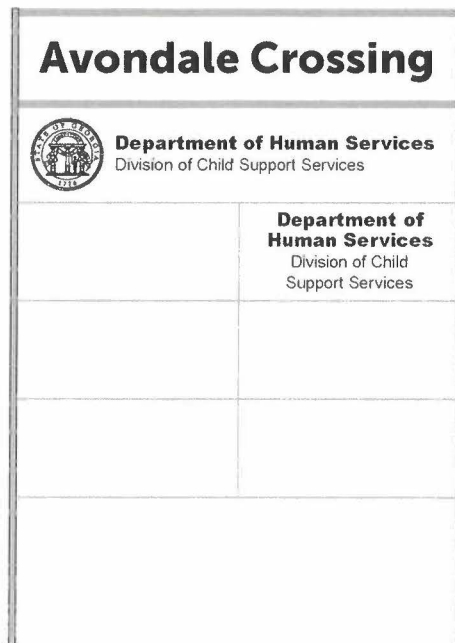
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

AL LOI for Lease 3272

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1045 Hollywood Highway, Clarkesville, GA 30523-4735

Illuminated complex marquee mockup



Illuminated complex marquee specifications

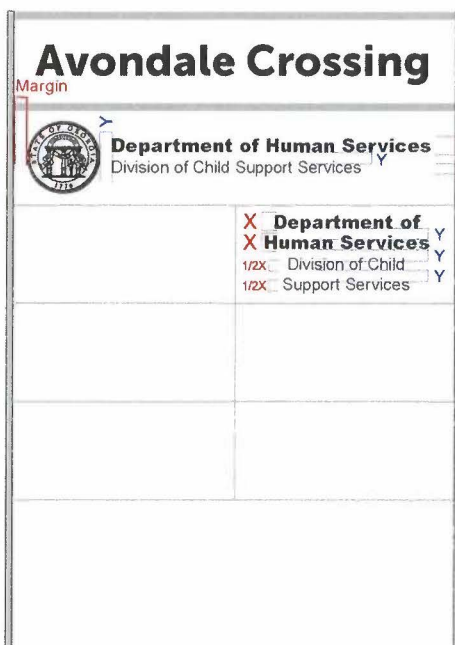
Seal

Department name
Arial Black

Division name
Arial Regular

**Do not change kerning/
tracking from default
settings.**

(use this design for larger,
horizontal displays)



Department name
Arial Black

Division name
Arial Regular

(use this design for smaller
displays)

X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

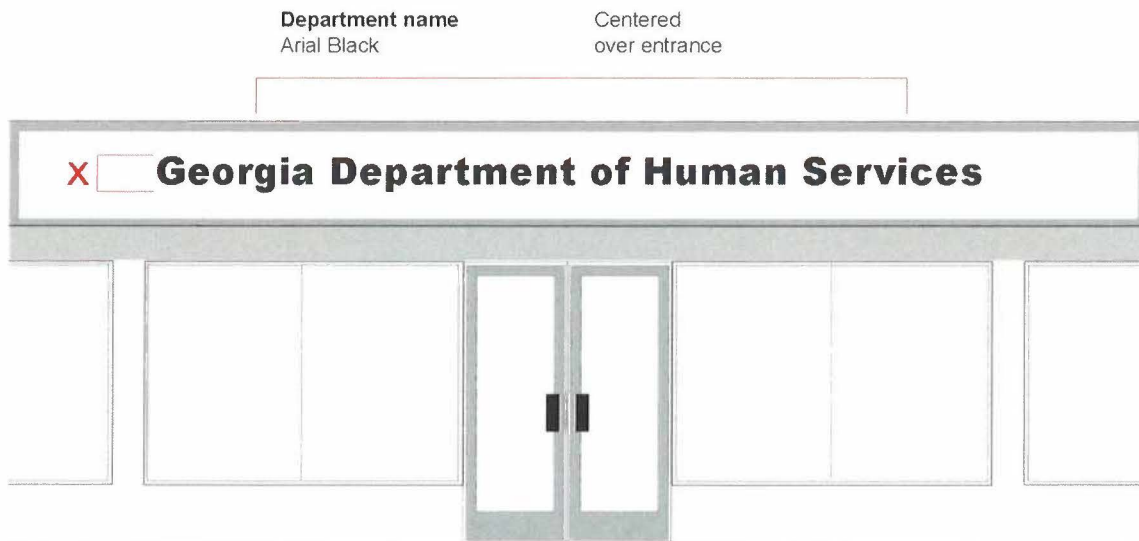
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Georgia Department of Human Services – Division of Family and Children Services
1045 Hollywood Highway, Clarkesville, GA 30523-4735

Building Fronts
Standard mockup



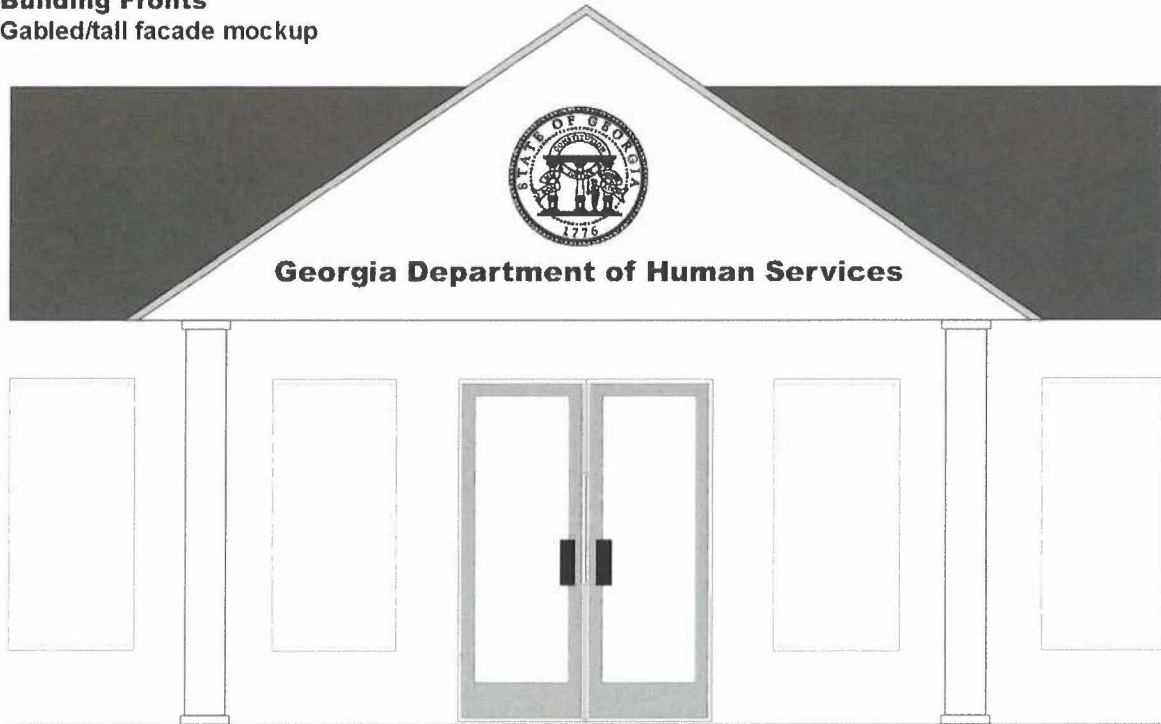
Standard specifications



X = Letter height
1/2X = Letter height variable

Building Fronts

Gabled/tall facade mockup

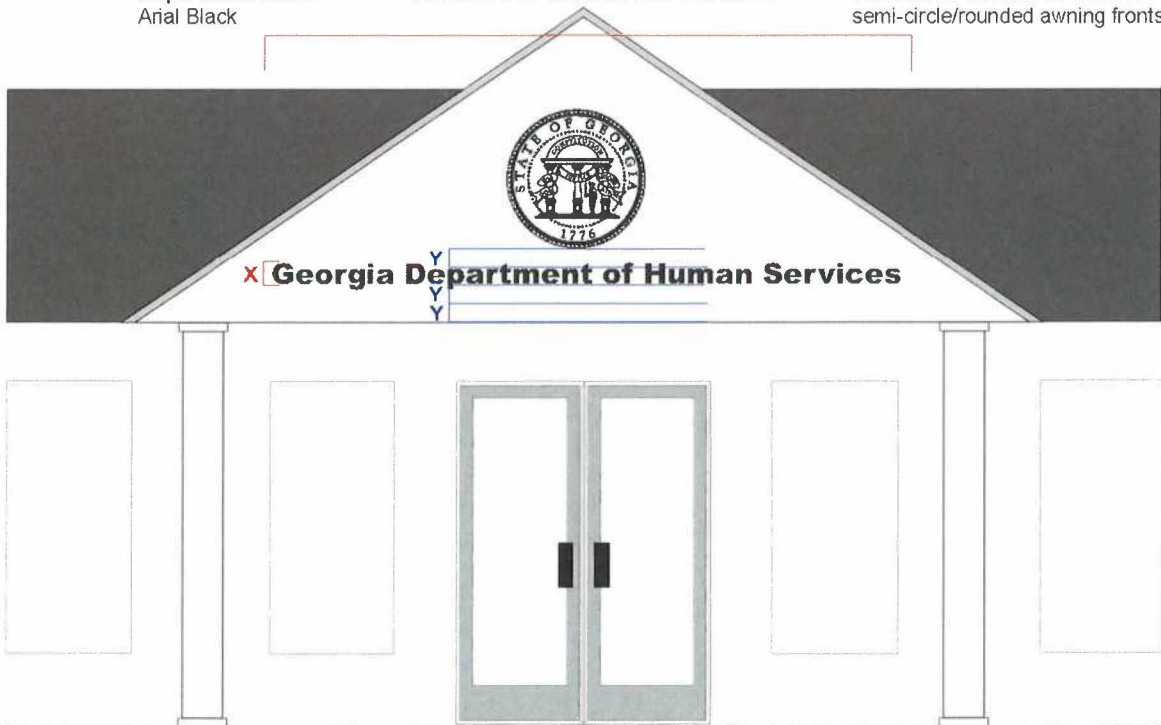


Gabled/tall facade specifications

Department name
Arial Black

Centered over entrance with seal above

This format can also be used on
semi-circle/rounded awning fronts



X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

AL LOI for Lease 3272

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