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March 16, 2020

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RE: *Registration of the Reactivation of the Authority*

Dear members of the Downtown Development Authority:

As mentioned in the resolution reactivating the Downtown Development Authority of the City of Rochelle, Georgia (the "DDA"), we have notified the appropriate authorities of the reactivation. Enclosed, please find a copy of an email that I received from the Georgia Department of Community Affairs regarding the notice of reactivation. This email is very important as it contains the login information for the DDA for purposes of reporting to DCA. Please note the items that DCA currently needs from the DDA and will need in the future.

Further, whoever is elected by the DDA to handle this information with DCA will need to change the mailing address for the DDA in the system. Because I informed DCA of the reactivation, I used the address of City Hall for the purposes of notification/mailing of information. However, under

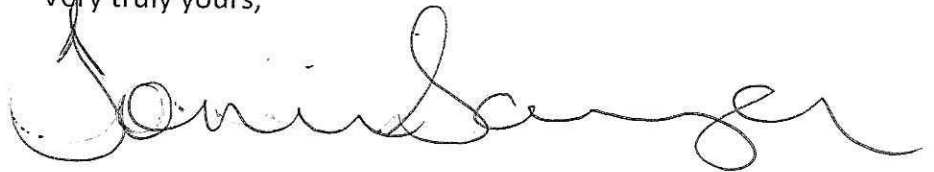
Georgia law, the DDA is a separate entity. Therefore, when the DDA votes on a mailing address, the DDA will need to change the mailing address in DCA's system. (The City Hall address can only be used if the Mayor and Council approves for the City administration to accept mail on behalf of the DDA.)

Further, pursuant to the applicable law, we have contacted the Secretary of State's ("SOS") office to notify them of the reactivation. However, no one within the SOS office knew exactly whom we needed to speak with. We are, currently, waiting on a return call. However, with the state of emergency due to the coronavirus and shutdowns within the government, I am not sure when that return call will be received.

Just a few friendly reminders for those that were not at the last City Council meeting, please note that the DDA is an authority under the State of Georgia and has to adhere to some of the same legal requirements as a governmental authority. For example, the DDA is required to adhere to the Open Meetings Law and Open Records Law. In addition, the DDA will need to have an audit performed, etc. While it is an authority, the directors, individually, may be held liable for failure to adhere to certain law and regulations. Lastly, if you have not already done so since the adoption of the approval of the reactivation resolution, the DDA will need to meet and elect officers of the DDA.

Thank you for your consideration in this regard.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Toni Sawyer', with a large, stylized initial 'T'.

Toni Sawyer

Enclosure

cc: Rochelle City Council (w/ encl)