

**GWINNETT PLACE  
COMMUNITY IMPROVEMENT DISTRICT (GPCID)  
REGULAR BOARD MEETING  
Atlanta Marriott Gwinnett Place  
1775 Pleasant Hill Road  
Duluth, GA 30096  
June 13, 2012**

**MINUTES**

*Attendees*

*Board Members:* Marcy Adams Casey Coffey  
Kimberly Morphis James Song  
Leo Wiener Mark Williams

*Board Observers:* Chris McGahee, Tim Hur

*Staff:* Joe Allen, Glenn Wisdom

*Legal:* Lynn Rainey

*Consultants:* Erick Fry, URS Corporation  
Mark Rountree, Landmark Communications, Inc.  
Kari Ward, Stantec Consulting

Chairman Wiener called the meeting to order at 9:00 a.m. by welcoming all in attendance. Congressman Rob Woodall received a special welcome and offered remarks to the CID Board and attendees.

Mr. Coffey motioned to approve the proposed Meeting Agenda; seconded by Mr. Williams and unanimously approved.

Mr. Coffey motioned to approve the Minutes from the May 9, 2012 monthly business meeting; seconded by Mr. Williams and unanimously approved.

**Action/Consent Items**

***Insurance Coverage***

Following a review of the various insurance policy provisions, coverage levels and costs by Mr. Allen, Mr. Williams motioned approval for the Executive Director to execute documents between GPCID and the Hanover Insurance Company for provision of Directors and Officers Liability and Employers Practices liability coverage (June 20, 2012 – June 20, 2013) for a base amount of \$1,278.00/annual; the Nationwide Fire/Property and Casualty Insurance Company for the purpose of providing commercial property, commercial crime (employee dishonesty), commercial general liability,

business automobile and commercial umbrella liability insurance (June 20, 2012 – June 20, 2013) for a base amount of \$7,401.00/annual; and the American Casualty Insurance Company for the purpose of providing workers compensation insurance coverage (June 20, 2012 – June 20, 2013) for a base amount of \$870.00/annual; seconded by Mr. Coffey and unanimously approved. All fees are within the approved 2012 O&M budget and represent a cumulative year-over-year savings of approximately \$2,000.00 for the same or better coverage.

### ***Landscape Maintenance Services***

Following a review by Mr. Allen of the competitive proposal process followed by the CID in 2011 for the landscape maintenance services, Mr. Williams motioned to authorize the Chairman to execute documents between GPCID and Russell Landscape Group, Inc. to renew its contract to provide professional landscape maintenance services on an annual contract for the internal roadways within the CID and for the I-85/Pleasant Hill Road and Steve Reynolds Boulevard ramp areas (July 1, 2012 – June 30, 2013) for a baseline amount of \$144,000/annual (\$12,000/month); seconded by Mr. Coffey and unanimously approved. Mr. Allen noted that with the installation of additional streetscape elements and landscaping will occur along Pleasant Hill Road and Satellite Boulevard throughout the term of the agreement. As projects are completed, each of the following areas/costs will be added to the baseline amount:

1. Pleasant Hill Road at I-85 Bridge project: \$191.58 per month.
2. Pleasant Hill Road (Venture Drive to Satellite Boulevard): \$172.05 per month.
3. Pleasant Hill Road (Breckinridge Boulevard to Club Drive): \$156.240 per month.
4. Satellite Boulevard (Gwinnett Transit Center to Tandy Key Lane): \$121.83 per month.

All costs are within the approved 2012 O&M budget.

### ***Proposed Millage Rate Discussion***

For purposes of preparing the required millage rate and five-year history advertisement, it was the consensus of the board to direct Mr. Rainey to advertise a proposed 5 mill rate. At the July 11, 2012 meeting, the board will vote on the 2012 millage rate resolution.

### ***Treasurer's Report***

Mr. Allen presented the account summary for May 2012.

#### ***Checking Account***

May 1, 2012 Beginning Balance:	\$ 45,373.58
May 31, 2012 Ending Balance:	\$630,274.59

#### ***Money Market Account***

May 1, 2012 Beginning Balance:	\$2,302,090.33
May 31, 2012 Ending Balance:	\$1,662,964.24

#### ***Certificate of Deposit***

May 1, 2012 Beginning Balance:	\$153,682.64
May 31, 2012 Ending Balance:	\$153,964.57

***Total Account***

May 1, 2012 Beginning Balance:	\$2,501,146.55
May 31, 2012 Ending Balance:	\$2,447,203.40

Mr. Allen noted that as of May 31, 2012, the CID had approximately \$2.4 million in cash. On June 1, the CID issued a check for \$625,000.00 as part of the payment for the DDI project, leaving a balance of \$1.8 million. He encouraged board members to review the May monthly financial details. The current cash balance and expected revenues vs. costs leave an estimated \$1.3 million at the board's discretion through the end of October 2017.

Mr. Coffey motioned to approve the Treasurer's Report and ratify the expenditures for May 2012; seconded by Mr. Williams and unanimously approved.

***Board Member Remarks***

Tim Hur reported that the Asian Real Estate Association of America Atlanta Chapter (AREAA), a leading policy non-profit trade organization dedicated to sustainable housing for Asian Americans, will hold its first Real Estate Conference on June 14, 2012 at the Atlanta Marriott Gwinnett Place. AREAA was founded in 2003 and is dedicated to closing the homeownership gap facing the Asian Pacific American (APA) community. The event will enable participants to reinvest in Atlanta's commercial and residential assets. Top industry professionals will provide key educational sessions and workshops specifically targeted to address relevant issues that are currently impacting real estate professionals in Atlanta, including EB5 investments, bridging cultural gaps in the Asian American communities, and asset management.

***Executive Director's Remarks***

Pleasant Hill Road Bridge Project

Mr. Fry provided an overview of the Diverging Diamond Interchange (DDI) project. The construction agreement is on the June 19, 2012 Gwinnett County Board of Commissioners agenda. A "lessons learned" meeting to review the Ashford-Dunwoody DDI project is scheduled for June 14, 2012. Anticipate construction for the Pleasant Hill Road at I-85 DDI begins later this summer.

Venture Drive Intersection Realignment

Ms. Ward noted the final plans would be submitted to Gwinnett DOT on June 15, 2012.

Public Relations Update

Mr. Rountree noted that the Landmark staff is preparing the summer newsletter, a flyer to provide to businesses regarding the scheduling of various CID-sponsored

projects and a media outreach plan for the DDI construction period. Mr. Allen encouraged board members to review the numerous positive articles about the area that appeared in local news outlets throughout the month of May 2012. Additionally, the CID was featured on WSB-TV and WSB Radio.

The meeting adjourned at 9:19 a.m. The next scheduled meeting is 9:00 a.m. on July 11, 2012 at the Atlanta Marriott Gwinnett Place, 1775 Pleasant Hill Road, Duluth.

Approved by the Board this

11 day of July, 2012

Xmbr  
Secretary