

2024 Adair Park House Sign Program

Questions for MOU between Adair Park Today and CreateATL for CATL to serve as the vendor assigned to deliver on this custom house sign program (CreateATL's answers reflected below, need to get APT input and considerations filled in by stakeholders)

[First Draft of MOU](#) (based on answers below) - 2/6

Second Draft of MOU (with APT feedback) - 2/26

Final version of MOU (mutually agreed upon) - 3/7 presented for vote at APT Meeting

Purpose and Objectives:

- What is the primary goal or purpose of this sign purchase program?
 - To create a sense of pride and unity among neighbors in Adair Park while raising funds for the neighborhood
- What are the specific objectives that both parties aim to achieve through this collaboration?
 - Deliver house signs ([approved style](#)) to every home in Adair Park that chooses to participate in the program while creating a funding and marketing push to support this diverse and engaged neighborhood

Sign Specifications:

- Could you provide detailed specifications for the signs, including size, design, materials, and any other relevant features?
 - 19.75x13.5 SandePlywood (document here)
- Are there different sign options available, and if so, what are the variations?
 - CATL recommends (based on direct neighbor feedback) a smaller variation
 - Worth considering for future, generic Adair Park signs/cnc-milled flags, or premium hardwood crafted versions of the house sign

Pricing and Payment:

- How will the pricing for the signs be determined?
 - Signs cost \$150 per sign
- Is there a pricing structure for different sign variations or sizes?
 - Not for sizes
- What payment methods will be accepted for sign purchases?
 - For purchase through Adair Park Today

Subsidized or Free Signs:

- What criteria or eligibility requirements will be used to determine which residents qualify for subsidized or free signs?
 - Adair Park Today responsible for that, CreateATL agrees to deliver signs at cost for these neighbors
- How will legacy residents and socioeconomically disadvantaged neighbors be identified and verified?
 - Adair Park Today responsible for that portion

Design and Customization:

- How will residents provide customization details for their signs (e.g., house numbers)?
 - Residents will have the option to input their house number on the sign. The font will be in the font used on the current flag. The other variable is the type of mounting hardware - a) eye hooks on the top or b) mounting brackets on the back
- Is there a limit to the level of customization allowed?
 - Yes, at this time customization is limited to size and house number
- Who will be responsible for overseeing the design and customization process?
 - CreateATL is responsible for delivering signs as requested in the purchase form, which should have a field for house number.

Ordering and Fulfillment:

- What is the process for residents to place orders for signs?
 - Through the Adair Park Today website.
- How will the orders be fulfilled and delivered to residents?
 - Orders will be available for pickup at CreateATL 7 days a week between the hours of 8am and 4pm

Timeline and Duration:

- Is there a specific timeframe or duration for this sign purchase program?
 - Presale will run for March, orders begin manufacturing in April. Deliveries begin in June
- Will the program be ongoing or have a defined end date?
 - Adair Park Today and CreateATL must mutually agree upon the end date.

Responsibilities and Roles:

- What are the respective responsibilities of CreateATL 900 PBC and Adair Park Today in implementing and managing the program?
 - CATL is responsible for quality and on-time delivery of signs that meet the standards set forth in size, finish, paint color, and customization elements
 - APT is responsible for managing the purchase infrastructure, neighborhood communication, payments to vendor (CreateATL)
- Are there any third-party collaborators or partners involved?
 - Noe

Legal and Compliance:

- Are there any legal or regulatory considerations that need to be addressed in the MOU?
 - Who is responsible for sales tax if necessary in the state of Georgia?
- Is there a need for liability insurance or waivers related to the sign program?
 - CreateATL to provide COI

Monitoring and Evaluation:

- How will the effectiveness and impact of the sign program be measured and evaluated?
 - Number of successful sign deliveries in the first year

- Are there any reporting or review processes in place?
 - To be mutually agreed upon, but CATL suggests a manufacturing walk-thru with APT stakeholders in March and discuss plans and review final prototypes

Dispute Resolution:

- What procedures will be followed in case of disputes or disagreements between the parties?

Termination or Amendment:

- Under what circumstances can the MOU be terminated or amended?
 - With 30 days written notice and payment on any started or mid-term work
- How much notice is required for any changes to the agreement?
 - 30 days written notice

Confidentiality and Data Privacy:

- How will resident data and personal information be handled and protected?
 - Payment and personal information to be handled by APT, CreateATL will only receive a roster with house number and pickup last name.