

**Engage Warner Robins**  
**Warner Robins, Georgia**  
**May 27, 2026 @ 4:00 pm**  
**Carolyn Robbins Conference Room**

Meeting Minutes

Members Present: Chairman Potter, Mayor LaRhonda Patrick, Chandani Patel, Mark Yarbrough, Christina O'Brien and Director Kate Hogan

Guest Present: Kim Mazo, Hyacinth Supapo, James Drinkard, and Amy Brand

Chairman Phillip Potter called the meeting to order at 4:00 pm.

Chairman Potter asked for a motion to amend the agenda under New Business and add Avis Lease Agreement to the agenda. A motion was made by Christina O'Brien, second by Mayor Patrick and the motion passed unanimously.

Chairman Potter presented the minutes from April 27, 2026, for board review. During the review, Mayor Patrick requested that the minutes be revised to reflect that the board discussed a listing range of \$180,000 to \$199,900 rather than just the fixed listing price of \$199,900. Chairman Potter then asked if there were any additional comments or corrections to the April 27, 2026, minutes. There being no other comments or discussions, there was a motion to approve the minutes from April 27, 2026 as printed with the noted revision by Mayor Patrick, second by Christina O'Brien and the motion passed unanimously.

Chairman Potter moved on to discuss Old Business. Director Hogan continued the discussion on the proposed Bond and Incentives Policy, building on conversations from previous meetings. Director Hogan thanked the board for its feedback and presented a draft incentive policy threshold table and grading system. Director Hogan briefly reviewed the materials with the Board. There was some conversation between the Board about the incentives thresholds and evaluation system. Chairman Potter commented that the proposed framework provided a solid foundation for the board's ongoing discussions. Director Hogan stated that she intends to present a draft policy, application, and grading matrix for the board to review at their next meeting.

Chairman Potter moved on to discuss New Business. The first item for discussion was the Commercial Listing Agreement for the Village at Town Center. Board members discussed opportunities to better market the area and attract development in relation to the realtor's proposals. Mayor Patrick suggested creating an overlay or vision plan for the area to provide potential investors with a clearer development concept. Director Hogan noted that the area was identified as a character area within the City's ongoing downtown design guidelines project. Following discussion, the board agreed that relisting the properties would be the best course of action while continuing to evaluate long-term development strategies. The board expressed interest in selecting a different broker to determine whether a new marketing approach would generate additional interest. Chairman Potter recommended selecting The Summit Group based on the information presented and asked if any board members preferred an alternative broker. Hearing no objections, Chairman Potter made a motion to adopt the listing agreement as proposed by the Summit Group. A motion was made by Christina O'Brien, second by Mark Yarbrough and the motion passed unanimously.

Chairman Potter moved on to the next two items under New Business: Amendment Five to the Master Lease Agreement and the Post-Closing License Agreement for the Knights of Columbus property. Director Hogan explained that the organization requested additional time to remove remaining items from the property post-closing. The agreements had already been approved by the City and Mayor Patrick and were being presented to the board for ratification. Chairman Potter called for a motion to approve Amendment Five to the Master Lease Agreement and the Post-Closing License Agreement. A motion was made by Christina O'Brien, second by Mayor Patrick, and the motion passed unanimously.

Chairman Potter moved to the next item under New Business regarding privacy fencing for the CHIP Townhomes located off Airman Boulevard. Assistant Director Kim Mazo presented the item and reminded the board of previous discussions concerning the need for privacy partitions between the rear patio areas of the townhomes. Three quotes were received for the project: Fencing and Patio Pros (\$2,400), Lock Out Fence (\$2,800), and Houston Fence Company (\$2,800). Chairman Potter noted that a motion was needed to approve Fencing and Patio Pros for the installation of the privacy fencing at the CHIP Townhomes. A motion was made by Christina O'Brien, second by Chandani Patel, and the motion passed unanimously.

Chairman Potter moved to the next item under New Business regarding the formation of a homeowner's association (HOA) for the Airman Boulevard Townhomes and the selection of a preferred closing attorney. Asst. Director Kim Mazo explained that the townhomes' realtor recommended establishing an HOA to create a framework for community management once the units are sold. Ms. Mazo summarized the proposals, noting that Fricks Law Firm offered the lowest closing costs, reducing its standard closing fee from \$900 to \$600 for the City of Warner Robins. However, Fricks Law Firm proposed the highest fee for establishing the HOA at \$1,500. During discussion, Mayor Patrick asked about the reputations and experience of the attorneys under consideration. Director Hogan stated that the City had previously worked with both Fricks Law Firm and Cooper Law Firm on real estate closings. Following discussion, Mark Yarbrough and Christina O'Brien abstained from voting. Mayor Patrick made a motion to approve Fricks Law Firm as the preferred closing attorney and establishing the formation of the HOA. The motion was seconded by Chandani Patel and the motion passed.

Director Hogan moved to the next item under New Business regarding a proposed Purchasing Policy and Procedures Resolution. She explained that the resolution was drafted in accordance with the City of Warner Robins purchasing policies and would authorize the Executive Director of Engage Warner Robins to approve expenditures up to \$5,000 and emergency expenditures up to \$10,000. The resolution would allow routine operational decisions to be handled administratively and reported back to the board, rather than requiring approval at a scheduled board meeting. The Board expressed some concerns about lack of financial guardrails and the potential cumulative impact of multiple expenditures. Director Hogan stated that she would work with Engage's Attorney Jamie Garner to address the board's concerns and revise the resolution. The revised policy will be brought back for consideration at the board's next scheduled meeting on June 24, 2026.

Director Hogan moved to the final item under New Business regarding revisions to the Avis Budget Lease Agreement. Director Hogan presented a 3-year initial term lease agreement with two 1-year options with a 3% escalator. Engage's Attorney Jamie Garner drafted this agreement and Avis Budget's attorney has also gone over the agreement. Chairman Potter asked for a motion to approve the revised Avis Lease Agreement with noted revisions. A motion was made by Mayor Patrick, second by Chandani Patel, and the motion passed unanimously.

There was nothing for Good of the Order.

Chairman Potter adjourned the meeting at 5:30 pm acknowledging the next meeting will be June 24, 2026 at 4:00 pm.

*Minutes were prepared by Director Kate Hogan*

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Secretary, Mark Yarborough

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Chairman, Phillip Potter

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