

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

**FULTON COUNTY, GEORGIA**

CONTRACTOR: *Top of the Hill Health Company Name*

CFS STAFF

Signed by:  
  
 Robert L. Pitts, Chairman  
 Fulton County Board of Commissioners

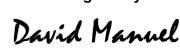
ATTEST:

Signed by:  
  
 Tonya R. Grier  
 Clerk to the Commission  
 (Affix County Seal)

APPROVED AS TO FORM:

Signed by:  
  
 Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:  
  
 David Manuel, Director  
 Fulton County Department of Arts & Culture

Please select RCS or RM

DocuSigned by:  
  
 Maya Robinson  
 ,Board Chair

ATTEST: Please select Attest or Notary from the checkbox

Signed by:  
  
 Adria J Kitchens ,Executive Director  
 (Affix Corporate Seal)

Attest  
 Notary



Attach the LOA using the paper clip.

ATTEST:

Notary Public

(LOA)

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

RCS

RM

Attach a copy of the notarized signature page & LOA

ITEM#:	_____	RM:	_____
<b>REGULAR MEETING</b>			

ITEM#:	25-0786	2 <sup>nd</sup>	RM:	10/15/25
<b>SECOND REGULAR MEETING</b>				

**THE LETTER OF AUTHORITY (LOA) SHOULD BE SUBMITTED ON  
THE CONTRACTED ORGANIZATION'S LETTERHEAD STOCK**

**Organization using a fiscal agent to receive funding must have this letter completed by the fiscal agent. Individual Artists are not required to submit a LOA.**

August 14, 2025

**Letter of Authority**

To Whom It May Concern:

This letter certifies that

**Maya Robinson, ( Board Chair),  
mayarobinsonis@gmail.com, (571) 276-0827**

and

**Adria Kitchens, (Activism Director),  
adria@outofhandtheater.com, (404) 966-7708** has the authority to enter into a contract on behalf of **Out of Hand Theater** with the Fulton County Commission under the guidance of the Fulton County Arts Council.

Sincerely,



08 / 14 / 2025

**Bonnie Levine  
Board Secretary**

**\*PLEASE NOTE\***

The person who signs the Letter of Authority *cannot* be the same person who executes the contract.

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Title	IMPORTANT: Please sign Letter of Authority for Fulton County...
File name	OOH_Letter_of_Aut...Fulton_County.pdf
Document ID	b92dc6e511b868776e9a7867b0764c3b810053a5
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

 SENT	<b>08 / 14 / 2025</b> 18:53:07 UTC	Sent for signature to Bonnie Levine (bonnie@verselegal.com) from info@outofhandtheater.com IP: 76.97.101.200
 VIEWED	<b>08 / 14 / 2025</b> 18:53:21 UTC	Viewed by Bonnie Levine (bonnie@verselegal.com) IP: 73.54.134.239
 SIGNED	<b>08 / 14 / 2025</b> 18:53:43 UTC	Signed by Bonnie Levine (bonnie@verselegal.com) IP: 73.54.134.239
 COMPLETED	<b>08 / 14 / 2025</b> 18:53:43 UTC	The document has been completed.

**AMENDMENT NO. 1 TO THE CONTRACT FOR SERVICES AGREEMENT**  
**BETWEEN FULTON COUNTY, GEORGIA AND CONTRACTOR**

Contractor: Out of Hand Theater  
Address: 764 Memorial Drive, STE 103  
City, State: Atlanta, Georgia 30316  
Telephone: (404)312-9871  
E-mail: ariel@outofhandtheater.com  
Contact: Ariel Fristoe

**WITNESSETH**

WHEREAS, pursuant to O.C.G.A. § 36-1-19.1, Fulton County is authorized under the laws of the State of Georgia to enter into contracts for services with individuals, corporations and institutions, for purely charitable purposes, including benevolent purposes for arts and humanities, and to purchase services from such individuals, corporations and institutions; and

WHEREAS, Out of Hand Theater has submitted to the Fulton County Department of Arts & Culture (“FCAC”) an application for Fulton County funding associated with the Fulton County Contracts for Services program for arts-related services, and the Fulton County Arts Council has recommended that this funding be made available to Out of Hand Theater by the Fulton County Board of Commissioners (“BOC”); and

WHEREAS, on June 18, 2025, the Fulton County BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0476; and

WHEREAS, Fulton County (“County”) entered into a Contract for Services Agreement with Out of Hand Theater to provide arts-related services, dated June 18, 2025; and

WHEREAS, on September 17, 2025, the BOC approved Resolution 25-0721, which amended Fulton County’s budget to increase the departmental budget for the FCAC by an additional \$1,700,000.00 based on current underruns in the County’s overall Fiscal Year 2025 budget; and

WHEREAS, in light of Resolution 25-0721, the Fulton County Arts Council made new recommendations to the BOC, which included an additional contribution amount of **\$16000** for Contractor; and

WHEREAS, on October 15, 2025, the BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0786.

**NOW, THEREFORE**, the County and the Contractor agree as follows:

This Amendment No. 1 to the Contract for Services Agreement between Fulton County, Georgia and Out of Hand Theater (“the Parties”) is effective as of this the 15 day of October 2025. The Parties agree that all Services specified will be performed in accordance with this Amendment No. 1 to Form of Contract and the original Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** Contractor is to perform the Scope of Work set forth in the original Contract.
2. **COMPENSATION:** The services described under the Scope of Work in the original Contract shall be performed by Contractor for a total additional amount not to exceed **\$16000** (SIXTEEN THOUSAND DOLLARS).
3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chairman of the Fulton County Board of Commissioners, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

## Certificate Of Completion

Envelope Id: 7DD3E1BA-BD75-42F4-8C8F-FE0990CD34D1

Status: Completed

Subject: Please DocuSign: Out of Hand Theater - 2025 CONTRACTS FOR SERVICES- AMENDMENT - Aenda Item - 25-0786

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 5

Signatures: 6

Envelope Originator:

Certificate Pages: 7

Initials: 0

Sharon Maloney

AutoNav: Enabled

Stamps: 2

141 Pryor Street

Enveloped Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Atlanta, GA 30303

Sharon.Maloney@fultoncountyga.gov

IP Address: 134.231.232.249

## Record Tracking

Status: Original

10/24/2025 3:51:45 PM

Holder: Sharon Maloney

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

## Signer Events

David Manuel

david.manuel@fultoncountyga.gov

Director of Arts & Culture

Security Level: Email, Account Authentication (None)

## Signature



Signature Adoption: Pre-selected Style  
Using IP Address: 208.190.197.193

## Timestamp

Sent: 10/24/2025 3:54:58 PM

Viewed: 10/24/2025 3:56:02 PM

Signed: 10/24/2025 3:56:47 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

maya robinson

mayarobinsonis@gmail.com

Board President

Out of Hand Theater

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
Using IP Address:  
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Signed using mobile

Sent: 10/24/2025 3:56:48 PM

Viewed: 10/30/2025 8:39:00 PM

Signed: 10/30/2025 8:39:29 PM

## Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 8:39:00 PM

ID: c171a149-7a6a-41ea-b35b-a8a53db6940d

Ariel Fristoe

ariel@outofhandtheater.com

Co-Artistic Director

Security Level: Email, Account Authentication (None)



Sent: 10/30/2025 8:39:31 PM

Viewed: 10/31/2025 7:29:04 AM

Signed: 11/1/2025 8:52:08 AM

Signature Adoption: Uploaded Signature Image

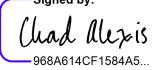
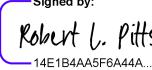
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Sharon Maloney Sharon.Maloney@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 2600:1700:2960:5220:c532:2282:8721:5f99	Sent: 11/1/2025 8:52:11 AM Viewed: 11/2/2025 6:56:05 PM Signed: 11/2/2025 6:58:55 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 74.174.59.4	Sent: 11/2/2025 6:58:59 PM Viewed: 11/3/2025 5:08:54 PM Signed: 11/3/2025 5:09:26 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/3/2025 5:08:54 PM ID: 894fbe11-8cc6-4152-b715-339b5194b04e		
Chad Alexis Chad.Alexis@fultoncountyga.gov Security Level: Email, Account Authentication (None)	 Signed by: Chad Alexis 968A614CF1584A5...	Sent: 11/3/2025 5:09:29 PM Viewed: 11/3/2025 11:14:39 PM Signed: 11/3/2025 11:15:39 PM
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<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/3/2025 11:14:39 PM ID: d569950c-a7dd-48d5-8b65-955185bb1085		
Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 74.174.59.10	Sent: 11/3/2025 11:15:42 PM Viewed: 11/5/2025 11:05:30 AM Signed: 11/5/2025 11:05:53 AM
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Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None)	 Signed by: Robert L. Pitts 14E1B4AA5F6A44A...	Sent: 11/5/2025 11:05:57 AM Viewed: 11/6/2025 10:27:25 AM Signed: 11/6/2025 10:27:33 AM
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Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)	 Signed by: Tonya Grier EEC476C4837648D...	Sent: 11/6/2025 10:27:36 AM Viewed: 11/6/2025 10:51:30 AM Signed: 11/6/2025 10:51:36 AM
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Electronic Record and Signature Disclosure:		
Not Offered via DocuSign		
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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Brian Jones brian.jones@fultoncountyga.gov President-Elect Fulton County Government Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 11/6/2025 10:51:41 AM
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Not Offered via DocuSign		
Tasha Tavaras tasha.tavaras@fultoncountyga.gov CFS Specialist Fulton County Government! Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 11/6/2025 10:51:44 AM
Electronic Record and Signature Disclosure:		
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Notary Events	Signature	Timestamp
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Envelope Updated	Security Checked	11/2/2025 6:58:16 PM
Certified Delivered	Security Checked	11/6/2025 10:51:30 AM
Signing Complete	Security Checked	11/6/2025 10:51:36 AM

Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

**To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Fulton County, Georgia as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Fulton County, Georgia during the course of my relationship with you.