

NOTICE OF PUBLIC MEETING

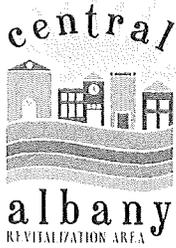
CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall Council Chambers
Thursday, September 22, 2016
5:15 p.m.

AGENDA

1. CALL TO ORDER (Chair Rich Catlin)
2. ROLL CALL
3. APPROVAL OF MINUTES
➤ July 20, 2016. [Pages 2-5]
Action: _____
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Small Grant Request: Mike McClain (122-130 Ferry Street SW; \$2,401.50). [Pages 6-15] (Reid/Applicant)
Action: _____
 - c. Historic Homebuyer Loan Program update. [Verbal] (Reid)
Action: _____
 - d. Wayfinding Signage update. [Verbal] (Porsche)
Action: _____
 - e. Staff updates and issues. [Verbal] (Porsche)
Action: _____
5. BUSINESS FROM THE BOARD
6. NEXT MEETING DATE: *Wednesday, October 19, 2016*
7. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.



APPROVED: Draft

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, July 20, 2016

MINUTES

Advisory Board Members present: Rich Catlin, David Abarr, Bill Coburn, Floyd Collins, Loyd Henion, Bessie Johnson, Rich Kellum, Sharon Konopa, Ray Kopczynski, Mitch Langjahr, Dick Olsen, Maura Wilson

Advisory Board Members absent: Russ Allen (excused), Mark Spence (excused)

CALL TO ORDER

Chair Rich Catlin called the meeting to order at 5:20 p.m.

APPROVAL OF MINUTES

May 18, 2016

MOTION: Ray Kopczynski moved to approve the minutes as presented. Maura Wilson seconded the motion, and it passed 12-0.

SCHEDULED BUSINESS

Business from the Public

None.

Update on Downtown Parklets

Peggy Burris, Executive Director of the Albany Downtown Association (ADA), reported that the Broadalbin Parklet and the Wells Fargo Parklet were installed on May 30 for a total cost of \$8,650, paid from the Main Street Program. She showed photos of the two areas before and after installation of the Parklets, photos of people using the completed areas, and public art and signage projects in progress. She said the Parklets have been extremely well received by the public and the merchants, and there was an article and a nice editorial in the newspaper. Each morning, the checkerboard tables are cleaned, the space is picked up, and the plants and veggies are maintained. There has been no theft, not even of the checkerboard pieces. There was one incident of attempted arson by a known arsonist who is no longer in the community. The Parklets are seasonal and will be stored over winter. Next year, the plan is to add more Parklets, a lending library, chessboard pieces, backgammon tables, instructions on how to play the games, and a sunshade at the Wells Fargo Parklet. There was brief discussion.

CARA Project Activities Reports

Economic Development & Urban Renewal Director Kate Porsche referred to the written staff report and attachments – *CARA Project Activities Overview* and *CARA Project Activities with Project Details*. The first report outlines each project category in the urban renewal plan along with hard costs, revolving costs (loan funds), amount spent to date, and the balance for each category. The second report includes a breakout of all the individual projects for each category. The reports are intended to help orient Board members to costs outlined in the urban renewal plan compared to amounts spent to date in each category. The estimates

provided are in 2002-03 dollars, and there has been discussion on how to handle inflation. Staff suggests that the Board review the report each January prior to construction of the budget. She will take feedback tonight and bring back a revised version for further discussion.

Kopczynski asked whether CARA funding for the police and fire facilities is included in the reports. Porsche said she would look into that and report back.

Floyd Collins asked whether the goal with the reports is to capture what has been done historically or that plus identify issues and areas where funds could be shifted. Porsche said she spoke with an urban renewal attorney who recommended this annual review and also recommended that the Board may want to consider eliminating projects that aren't likely to be completed. Collins said he would like to retain all of the projects from the original scope of work on these reports for tracking purposes and to allow for better comparison of tax generating vs. non-tax generating projects.

Wilson referred to Projects 41-43; she would like to remove the word "esplanade" which she feels does not fully describe the projects. Porsche said that may have been part of previous direction; she will look into it.

Wilson discussed high bids she received for exterior painting, lead abatement, and window preservation for her historic home; she requested additional information regarding Project 5 - Paint Program. Porsche said the category was used in the past for a matching grant program for downtown commercial buildings; however, the line item states it is intended to incite sprucing up of residences as well. If the Board wants to go forward with matching paint program for residences, that would be allowed under the plan. Sharon Konopa said she thinks the idea was to preserve our historic stock and assist with lead paint removal; she wondered if State Historic Preservation Funds could also be used in this manner. David Abarr said the Landmarks Advisory Commission isn't currently taking applications for that fund; however, anyone interested could contact staff for more information.

Porsche said she has been contacted by downtown property owners with questions about potential funding for sidewalks and street trees; she suggested that those recent requests might be part of policy discussions related to Project 23 – Sidewalk Program. Collins suggested that any program around street trees should include a requirement for root containment that forces roots to go down to avoid lifting the sidewalk or curb.

Konopa referred to Project 36 – Queen Avenue Rail Crossing. She recalled that this was added to the original scope because the previous Mayor supported a signal on Pacific Boulevard to notify drivers when the railroad crossing bars were down on Queen Avenue. She doesn't know that this is really a CARA item.

Loyd Henion asked for additional information about Project 48 – Plan Administration. Porsche said that line item currently includes only a pass-through to the City Building Department for a Code Compliance Partnership, and other administration costs need to be added. The plan states that administration is not to exceed ten percent of the total indebtedness, and the actual amount will be far less than that. She will bring back revised numbers.

Mitch Langjahr referred to Project 37 - First Avenue Undercrossing. He said this is a dangerous situation, and he is concerned about the potential for serious injury or death occurring at the location. Discussion followed regarding the history of trucks hitting the crossing, existing warning signage, and potential alternative solutions.

In response to a question from Catlin, Porsche said the reports show loan funds dispersed but not repayment amounts; that area needs to be finalized.

Catlin said he would like to consider how the reports could be used to generate discussion and planning for a three- to five-year cycle, similar to a Capital Improvement Plan (CIP).

Following additional discussion, Porsche agreed to revise the reports based on the feedback and bring back a comparison of the original financial analysis and estimates by the consultants, suggestions for a CIP-type of planning document, and a breakdown of tax generating vs. non-tax generating project funding to date.

Historic Homebuyer Loan Program Update

Urban Renewal Officer Nathan Reid said that last year, the CARA Advisory Board approved the Historic Home Buyer Loan Program. While there has been interest from new homeowners and realtors, no applications have been submitted, and staff has heard feedback regarding suggested changes to the program. Potential changes could include decreasing the minimum private match from 80 percent to 50 percent to help new homeowners improve their homes immediately; increasing the time period that homes could be eligible from within twelve months to within two or three years; or changing the loan program to a grant program with the same match percentage and project costs. Discussion followed and staff provided clarifying information.

Langjahr suggested that it would be beneficial to request the opinion of real estate professionals on what CARA could do to assist with getting these houses sold and rehabilitated. Staff noted that the pool of potential applicants for the program is small due to the focus area and program requirements. Brief discussion followed regarding the existing condition that requires interest-only payments as long as the property is owner-occupied.

Konopa agreed that it might be helpful to get input from real estate professionals. She recalled previous discussion about a potential program to encourage someone to buy these blighted homes and flip them. She said something needs to be done to bring investment to the area, and she suggested that staff come back with suggestions on what CARA can do to help bring that investment.

Kopczynski said he would support the first two suggested changes; he would not support changing the loan program to a grant program.

Olsen said he would support time extensions; he wants to make it feasible for people to purchase and fix up these houses to live there as opposed to creating rentals.

Catlin said he would like to see MLS listings and sales in the area for the last 12 months, as well as a GIS analysis of owner-occupied homes vs. rentals.

It was agreed that staff will bring back additional information as requested.

Staff Updates and Issues

Porsche said the CARA Advisory Board previously approved a sidewalk project on Second Avenue and Calapooia Street around the post office. Upon review, Public Works staff determined that it won't be necessary to replace all of that sidewalk; so there will be some cost savings. The sidewalk on the south side of Second Avenue in front of Loafers was found to be in bad shape and will be added to the project.

Porsche reviewed discussions with George Diamond, developer of the Edgewater Village project, regarding the potential of the City purchasing a small part of one parcel in order to square up a City-owned parcel. Staff feels that value could be added if it were a contiguous parcel surrounded by streets. She asked whether there was interest in acquiring the property. Brief discussion followed regarding the Edgewater Village project, schedule and timeline. Bill Coburn said he thinks the sale of property is a City Council decision. Porsche agreed to check with the City Attorney.

Porsche provided an update on the Signs of Victory building. The City Council had directed staff to participate in the foreclosure sale on July 7; however, that sale was canceled at last minute, and staff doesn't know the status of the property. The Police Chief has continued concerns about activity at the building, and there is a desire to see Signs of Victory move to their other location. A staff meeting is scheduled for Monday, July 25, to discuss the issue. Brief discussion followed.

BUSINESS FROM THE BOARD

None.

NEXT MEETING DATE

Wednesday, August 17, 2016.

ADJOURNMENT

Hearing no further business, Chair Catlin adjourned the meeting at 6:48 p.m.

Submitted by,

Reviewed by,

Teresa Nix
Recorder

Kate Porsche
Economic Development & Urban Renewal Director



TO: CARA Advisory Board
VIA: Kate Porsche, Economic Development & Urban Renewal Director
FROM: Nathan Reid, Urban Renewal Officer *Nathan Reid*
DATE: September 14, 2016, for the September 22, 2016, CARA Advisory Board Meeting
SUBJECT: Staff Report – Small Grant Application, Mike McLain, 122-130 Ferry Street SW

Summary

Mike McLain has submitted an application for the Small Grant Program for his building at 122-130 Ferry Street SW. Mike McLain, the building owner, will be in attendance for the meeting and will be able to answer questions regarding the application. The project would see the existing awnings replaced with new awnings. The applicant states that the current condition of the awnings is currently tearing and that the support brackets are pulling away from the wall. The project would allow for this building to have a new awning and support system installed and returns the building to a more historic look in the downtown area. Due to the lack of companies that produce awnings in the local area, the applicant has brought forward one bid from a company that has been used by CARA applicants in the past.

I have completed a review of the project's merits which you will find outlined in the attached decision matrix.

Request

Mr. McLain is requesting 50 percent of the project costs (\$2,401.50) in the form of a small grant and plans to complete \$4,803 in project work.

Budget Impact

This project would use \$2,401.50 of the funds available for public, private partnerships.

NR:ldh

Attachments 2

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.09.14 McLain-NHR.docx



Project Evaluation Grid: Mike McLain Small Grant

Request: \$2401.50 Type: Small Grant

Item	Description	Staff Analysis/Comments	
<i>Overall Goals</i>			
A)	<p>CARA Goal & Objectives: The purpose of this CARA Plan is to eliminate blighting influences found in the CARA, to implement goals and objectives of the City of Albany Comprehensive Plan, and to implement development strategies and objectives for the CARA. The goal and objectives for the CARA have been defined as follows:</p> <p>CARA Goal: To revitalize the Central Albany Revitalization Area by implementing the Town Center Plan developed through the Central Albany Land Use & Transportation Study (CALUTS) using a citizen-driven process.</p>	<p>Does the project further the Town Center Plan?</p> <p>Which of CARA's objectives does the project meet?</p> <p>CARA Key Objectives:</p> <ul style="list-style-type: none"> ◆ Attract new private investment to the area. ◆ Retain and enhance the value of existing private investment and public investment in the area. <p>CARA Additional Objectives:</p> <ul style="list-style-type: none"> ◆ Provide a safe and convenient transportation network that encourages pedestrian & bicycle access to and within the town center. ◆ Preserve the Historic Districts, historic resources and existing housing in the area. ◆ Create a readily identifiable core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses. ◆ Increase residential density in the area. ◆ Encourage the development of new forms of housing and home ownership. ◆ Enhance and protect the community and environmental values of waterway corridors in the area. ◆ Provide an enriching environment and livable neighborhoods. 	<ul style="list-style-type: none"> ◆ Attract new private investment to the area. ◆ Preserve the Historic Districts, historic resources and existing housing in the area. ◆ Create a readily identifiable core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.
B)	CARA Planned Projects	Which project category and activity in the UR Plan does this project fulfill? (See CARA Project Activities document, or Table 2 of the UR Plan and Report)	2, Commercial building Rehabilitation.
C)	Development Pattern (Highest and Best Use)	Does it achieve desired land use (e.g., mixed-use, higher density) and/or transportation objectives (e.g., Esplanade, pedestrian-friendly areas)?	Helps to further promote the best use for this building by rehabilitating the building located at this property.
		Is the proposed project desired in this location and the highest and best use of the property?	The project proposed is the best use for this property.
D)	Blight	Would it remedy a severely blighted building? How? Does the project utilize a vacant space?	This project will remove blight like conditions with the building by increasing the safety surrounding the building.
E)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes
F)	Vitality/People Attractor	Does the general public benefit (i.e. restaurant, carousel, something they can go to; does the project enhance the public's experience of the space? Is it a business we are seeking)?	This is a benefit to the general public by enhancing the public space downtown and increase the safety of the businesses nearby.

G)	Retail Hotspot (1 st Avenue between Lyon and Calapooia)	Is the project located in the Retail Hotspot? If so, will the first floor use be active retail, as recommended in the Retail Refinement Plan?	Yes
H)	Sustainable Building	Will the building be built using sustainable practices including LEED or others?	N/A
I)	Residential	Is there a residential component? How many units?	N/A
<i>Economic Development</i>			
J)	Bring new business to Albany	Will a new business open or come to Albany as a part of this project?	No
K)	Job Creation	Will the project create additional jobs? How many, what types and what salary level?	No, but there will be repair jobs due to the task of the project.
L)	Local Labor and Materials	Has applicant specifically called out a commitment to use a certain percent or amount of local labor and/or materials?	Yes
<i>Financial</i>			
M)	Ratio	Proposed public funds Private funds % of CARA Investment Ratio-Public \$:Private \$	Public: \$2,401.50 Private: \$2,401.50 50% 1:1 ratio
N)	Financial Impacts	What are the financial risks and/or financial benefits to CARA?	Minimal since this is a Small Grant that CARA has already budgeted for.
O)	Gap	What is the "Gap" or need of the developer?	CARA funding is necessary to complete the project as funds to complete are from personal accounts.
P)	Private Risk	What is the risk for the developer? What is their skin in the game?	Individual is providing their personal funds.
Q)	CARA/City funds	Has the project received other CARA/City funding in the past?	Applied for the grant; however never used public funds.
R)	Tax Increment ROI	Is the ROI on this project less than 5 years, less than 7 years?	Not less than 5 or 7 years.



CARA Funding Application

333 Broadalbin Street SW, Albany, OR 97321

1. APPLICANT

Name: Mike & Karen McLain

Mailing Address: 2920 NW Scenic Dr.

Albany Zip Code: 97321

Contact Name: Mike McLain Phone Number: 541-928-1009

Fax Number: Same E-mail Address: springhill@proaxis.com

2. BUSINESS/BUILDING INFORMATION

Legal Business Name: None

Number of Years in Operation: 18 years

Legal Form: Sole Proprietorship [checked] Partnership [] Corporation [] S-Corp [] LLC [] Profit [] Nonprofit []

In which state are the incorporation and/or organization documents filed? _____

Have you ever filed for bankruptcy? [] Yes [checked] No

Project Address (if different than mailing address): 122, 124, 126, 130 Ferry St.

Property Tax Account Number: 11-3W-6cc TL#8200

Is the building a historic contributing resource? Yes [checked] No []

If so, is it on the historic property-tax freeze? Yes [] No [checked]

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held: All the same

Contact Name: _____

Mailing Address: _____

Zip Code: _____

Phone Number: _____

4. AUTHORIZATION TO UNDERTAKE WORK:

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken. (Typically this is in the form of a lease or other written permission.)

5. DESCRIPTION OF PROJECT *Please give a comprehensive description of project.*

Remove and replace existing awnings with new awnings. The current awnings are falling apart and the project would exceed our ability to afford. We would have to clean them as best we could and try to get a few more years out of them while building up reserves. A building this old has things requiring work pretty regularly, so we have to budget for surprises.

6. TIMELINE FOR COMPLETION OF PROJECT: This fall

7. PROJECT COSTS

ESTIMATED COST OF PROJECT: \$ \$4,803 per bid attached.

ESTIMATED VALUE OF PROJECT UPON COMPLETION: \$ \$4,803

Basis for valuation and value upon completion: This is the actual cost per the attached bid

SOURCES FOR PROJECT:

Owner/Company Contribution	\$ <u>2,401.50</u>		
Bank (estimated)	\$ _____	Term: _____	Interest Rate: _____
Other private funds (please specify)	\$ _____	Term: _____	Interest Rate: _____
Other governmental (please specify)	\$ _____	Term: _____	Interest Rate: _____
CARA (proposed)	\$ <u>2,401.50</u>	Specify: _____	
TOTAL SOURCES	\$ <u>4,803</u>		

Is your funding for these: available today applied for unknown at this time

USES FOR PROJECT:

Land and/or Building Acquisition	\$ _____
Soft Costs (architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses.) *	\$ _____
Construction Costs *	\$ <u>4,803</u>
Tenant Improvements	\$ _____
Machinery/Equipment/Installation Costs	\$ _____
Working Capital	\$ _____
Other (please specify)	\$ _____
TOTAL USES	\$ <u>4,803</u>

*Please provide a detail of Soft Costs and of Construction Costs.

8. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Salem Tent and Awning.

(If applicant prepared their own estimate, verification may be required. **Please attach minimum of two bids, preferably three.**)

Mailing Address: 280 Wallace Rd. NW Salem, OR 97304

Phone Number: 503-363-0286 E-mail Address: www.salemtent.com

9A. EXPLAIN WHY CARA FUNDING IS NECESSARY TO INSURE PROJECT COMPLETION. *(Please provide a description of the financial gap requiring CARA assistance.)*

CARA funding is necessary to complete the project as funds to complete are from other personal accounts which need to be reimbursed.

9B. IF YOU DON'T RECEIVE THE FUNDS, WHAT COMPONENTS WILL BE DROPPED? WOULD THE PROJECT GET DONE WITHOUT CARA FUNDS? *(Please provide a detailed explanation.)*

The project would not be done without CARA involvement. The existing awnings would be cleaned as best we can and would remain. They are tearing at the stitch seams and the support brackets are pulling away from the wall and do not look attractive

10. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?

We are paying off a mortgage on the building and could not afford to make additional payments for a loan

11. CONSIDERING THE PROJECT GOALS OUTLINED IN THIS APPLICATION, PLEASE IDENTIFY THE VALUE YOUR PROJECT BRINGS TO CARA.

This would greatly improve the street aesthetic of a prominent historic building in downtown. The building was the home of The Greater Oregon Newspaper (the press is still in the basement) and the home of the Howard Family in the upstairs apartment. Current tenants include: W Design at 122 Ferry, The Albany Downtown Association at 126 Ferry, Daily Energy at 130 Ferry and a tenant in the apartment at 124 Ferry. The awnings cover the entire front of the building.

12. PLEASE OUTLINE ANY OTHER VIRTUES OR BENEFITS YOUR PROJECT PROVIDES. (To Albany, and the area/ neighborhood.)

This would greatly improve the street aesthetic of a prominent historic building in downtown. The building was the home of The Greater Oregon Newspaper (the press is still in the basement) and the home of the Howard Family in the upstairs apartment. Current tenants include: W Design at 122 Ferry, The Albany Downtown Association at 126 Ferry, Daily Energy at 130 Ferry and a tenant in the apartment at 124 Ferry. The awnings cover the entire front of the building.

13. HAVE YOU OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?

Yes No If so, amount \$ _____

FOR WHAT PROJECT(S): Awnings 6-7 years ago. Not redeemed.

14. ASSISTANCE REQUESTED

Total Estimated Project Costs:	\$ <u>4,803</u>
Your Total Contribution	\$ <u>2,401,50</u>
Total Amount Requested from CARA:	\$ <u>2,401.50</u>

Final payment will be based on actual costs not estimates. Ten percent of CARA funds will be held back for final payment.

15. BREAKDOWN OF USE OF CARA FUNDS

CARA funds can only be used for permanent improvements to the building. Please provide a breakout with specific details of how the CARA funds will be used in the project. If more space is needed, please attach a separate page.

Item	Amount	Notes
Awnings	\$2,401.50	Per bid from only vendor.
TOTAL	\$2,401.50	Total should match total amount requested from CARA from line 14.

Certification

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the Albany Revitalization Area Agency (ARA) and may require approval by the City of Albany Landmarks Advisory Commission or other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.
2. Commitment of Funds will not be processed until the Applicant satisfies all conditions.
3. **Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.**
4. Any work deviating from that detailed in the Commitment of Funds must be preapproved in writing to be eligible for reimbursement.
5. While only proprietary information may be held in confidence outside of the public record, CARA will attempt to maintain all information provided in a confidential manner.
6. Originals of all materials prepared with CARA assistance belong to CARA and will be maintained in the public record.
7. Application must be completed in its entirety before being considered; if not, it will be returned for completion.
8. Staff is authorized to independently verify any and all information contained in this application.
9. If CARA's total assistance to the project is greater than \$750,000, prevailing wage for the project may apply.
10. CARA may withhold approval of this application until information satisfactory to CARA is provided.

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining CARA assistance and is true and complete to the best of the Applicant's knowledge.

Mike McLain
Applicant's Printed Name

[Signature]
Applicant's Signature

2/12/16
Date

Karen McLain
Applicant's Printed Name

[Signature]
Applicant's Signature

2/12/16
Date

Return application/attachments to: City of Albany c/o Kate Porsche, Economic Development Director
333 Broadalbin Street SW/ P.O. Box 490
Albany, Oregon 97321

FOR CITY USE ONLY

Date Received: 8-12 By: NR Application Complete: Yes No

Comments: _____

Date application returned to applicant for completion: _____

Date application returned to City: _____ By: _____

SALEM TENT & AWNING

CCB#66298

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 • Fax 503-363-0286 • www.salemtent.com •

Proposal #39692

Bill To

 MCCLAIN , MIKE

Ship To

 MCCLAIN , MIKE

124 ferry st.
 ALBANY, OR 97321
 541-928-1009

124 ferry st.
 ALBANY, OR97321
 541-928-1009

Written By	Sale Date	Pattern	Border	Frame	Recover	Installation
Deric	8/22/2016	sunbrella	Hemmed	Pipe	There	ST&A

We hereby submit specifications and estimates for:

Description	Quantity	Price	Extended Amount
recover 7 awnings			\$0.00
all need new 1/2" pipe clamps all are h.r. top			
need to make sure all are level with each other and fastened good			
price includes install		\$4,803.00	\$4,803.00

We hereby Propose to furnish labor and materials- complete in accordance with the above specifications, with payment to be made as follows: 1/2 down with the balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed on upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, or delays beyond our control. This proposal subject to acceptance within 30 DAYS and is void thereafter at the option of the undersigned.

Proposal By _____

Acceptance Of Proposal

The above prices, Specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Also I acknowledge that I have received if applicable the following Disclosures (ORS 87.093) , (ORS 701.330) & (ORS 701.330(1))

ACCEPTED DATE: _____

SIGNATURE: _____

Estimated Completion Date: _____

Subtotal	\$4,803.00
Shipping	
Total	\$4,803.00