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HOMES FOR GOOD BOARD OF COMMISSIONERS MEETING

Wednesday, April 30th, 2025

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AGENDA

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

Homes for Good Administrative Building
100 W 13th Avenue
Eugene, OR 97401



Teams

This meeting will be conducted in person with option to join via public video call and conference line (see details below).

Wednesday, April 30th, 2025 at 1:30pm

The April 20th, 2025, Homes for Good Board of Commissioners meeting will be held at the Homes for Good Administrative Building. It will also be available via a public video call with dial-in capacity. The public has the option to participate in person or by joining via video call or conference line.

Teams Meeting:

Join Meeting: [Link](#)

Meeting ID: 233 949 250 95

Passcode: BHWRbS

Dial-In: +1 689-206-0388,,817935186#

Phone Conference ID: 817 935 186#

Guide to Using Teams: [Link](#)

1. PUBLIC COMMENTS

Maximum time 30 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.

PLEASE NOTE: *The Homes for Good Board of Commissioners is a policy advisory body to Homes for Good and is not designated to resolve issues in public meetings. The Board will not discuss or make decisions immediately on any issue presented.*

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. ADMINISTRATION

- A. Executive Director Report
- B. Quarterly Employee Excellence Awards

7. CONSENT AGENDA

- A. Approval of 03/19/2025 Board Meeting Minutes
- B. Approval of 04/09/2025 Board Finance Committee Meeting Minutes
- C. Order 25-30-04-01H: In the Matter of Accepting a Bid & Awarding Contract #25-C-0018 McKenzie Village Reroofs Phase 10

8. ORDER 25-30-04-02H

In the Matter of Approving the Bylaws of Homes for Good Housing Agency of Lane County, Oregon Revisions
(Jacob Fox, Executive Director) (Estimated 30 minutes)

9. ORDER 25-30-04-03H

In the Matter of Authorizing the Executive Director to Enter Homes for Good into a Joint Development Agreement with Atkins-Dame and an Intergovernmental Agreement with the City of Eugene to Develop Affordable Housing on Parcel 2 in the Eugene Urban Renewal District
(Audrey Banks, Real Estate Development Director) (Estimated 20 minutes)

10. OTHER BUSINESS

Adjourn.



EXCELLENCE AWARD

APRIL 2025



EXCELLENCE AWARD

APRIL 2025

CORI HAS DEMONSTRATED DEDICATION AND EXPERTISE IN HER ROLE, SHOWCASING A CONTINUOUS THIRST FOR KNOWLEDGE AND INNOVATION. HER ACHIEVEMENTS INCLUDE:

- SUCCESSFULLY LEADING THE IMPLEMENTATION OF JOB COST IN YARDI, ENHANCING OUR FINANCIAL TRACKING CAPABILITIES
- SPEARHEADING THE RFP PROCESS FOR LOW-INCOME HOUSING TAX CREDIT AUDITS AND COLLABORATING EFFECTIVELY WITH THE NEW AUDIT FIRM
- CONSISTENTLY DISPLAYING ENTHUSIASM FOR EXCEL-RELATED TASKS AND SPREADSHEET OPTIMIZATION
- ACTIVELY COLLABORATING WITH THE REAL ESTATE DEVELOPMENT TEAM ON THEIR PROCESS IMPROVEMENTS WITH TRACKING AND PAYMENT PROCESSING FOR CONSTRUCTION PROJECTS
- ACTIVELY PARTICIPATING IN THE EQUITY STRATEGIC TEAM, CONTRIBUTING VALUABLE INSIGHTS AND ENSURING TEAM WELL-BEING

CORI'S JOYFUL APPROACH TO PROBLEM-SOLVING, WILLINGNESS TO ASSIST COLLEAGUES, AND COMMITMENT TO EXCELLENCE MAKE HER AN INVALUABLE ASSET TO OUR ORGANIZATION. HER CURIOSITY AND DRIVE FOR IMPROVEMENT SET A HIGH STANDARD FOR ALL.

TRAVIS BAKER
PROPERTY MANAGER



EXCELLENCE AWARD

APRIL 2025



EXCELLENCE AWARD

APRIL 2025

SINCE BRENDA JOINED THE PROPERTY MANAGEMENT TEAM TWO YEARS AGO, SHE HAS MADE A HUGE IMPACT ON BOTH HER COWORKERS AND THE COMMUNITIES SHE SERVES AS ASSISTANT PROPERTY MANAGER. BRENDA'S ABILITY TO MAINTAIN AN OPTIMISTIC AND JOYFUL DEMEANOR, EVEN WHEN FACED WITH DIFFICULT CIRCUMSTANCES AND CHALLENGES, MAKES HER AN IDEAL COWORKER. FURTHER, SHE HAS A KNACK FOR MEETING RESIDENTS WHERE THEY ARE AT, TREATING THEM WITH RESPECT AND MAKING SURE THAT THEY HAVE A PLACE THEY CAN PROUDLY CALL HOME.

TRAVIS BAKER
PROPERTY MANAGER

Homes for Good continues to support the A.C.T. Now Lane Steering Committee's effort to find new approaches to addressing homelessness in the community by dramatically increasing housing production. Kirk, Larissa and I serve on the Steering Committee. Larissa is the chair of the Communications subcommittee and I'm the chair of the Housing Production subcommittee. Homes for Good has contracted with three consultants to assist with the Housing Production subcommittee's work to come up with specific actions plans to increase housing production. One consultant is working on graphic information system mapping for land acquisition, one consultant is focused on cost estimating infrastructure/construction costs and one consultant is focused on financial projections for specific housing types and communities. One overarching goal of this work is to educate the business community and the general public about how our lack of adequate housing supply is why so many people experience homelessness in Lane County. Another overarching goal will be to make specific policy and investment proposals to the business community, our local jurisdictions and the State of Oregon to address homelessness and increase housing production.

For the past 8 years I've served on the Board of our insurance pool Synchronous Risk Management. Synchronous was founded at the Housing Authorities Risk Retention Pool in 1987 by and for Public Housing Authorities in response to commercial insurance companies deciding they would no longer underwrite public agencies. The board meets 4 times per year to advise and make decisions related to numerous policy level issues like reviewing reinsurance quotes and determining what rates will be for Synchronous members. The past few years the board engagement with staff has been dynamic in light of the broader insurance markets reactions to natural disasters by prohibiting insurance in some disaster-prone geographies and compounding insurance/reinsurance premium increases. This past year I've had to invest more time in this board role due to the retirement of the CEO and the recruitment of the new CEO.

As a reminder, the Heeran Center is a building we own, and asset manage. We have two lessees, Lane County in the office space portion of the building and Columbia Care who manages a secure residential community in the other portion of the building. Historically the financial performance of this facility has been breaking even at best and over the past few years we have had to infuse owner funds into this facility so that it can pay the expenses. Because the property doesn't have positive cash flow, we haven't been able to build up a reserve account for capital improvement projects. The heating and cooling system has failed at the Heeran Center and thankfully we have received two grants to replace the system totaling over \$250k. One from NW Natural and one from the Oregon Health Authority. In addition, Lane County has worked with the Oregon Health Authority to approve the use of other funds to pay off the mortgage, which will put us in a position of having positive cash flow for the first time in recent memory. It is very important to maintain existing secure residential communities and we are thankful to Lane County, the Oregon Health Authority and NW Natural Gas for their support and financial assistance.





HOUSING AGENCY

NEWS REPORTS FEBRUARY – APRIL 2025

Homes for Good Opens Rebuilt Housing Community for Fire Survivors on McKenzie River

It's been more than four years since the [Holiday Farm fire](#) destroyed hundreds of homes along the McKenzie River. Last Friday, Homes for Good held a grand opening to celebrate a completely rebuilt housing community where a mobile home park once stood. About 100 people showed up in heavy rain to check out the brightly painted modular houses on the former site of Lazy Days RV Park. Eleven-year-old fire survivor Parker Crabb cut the ribbon.

Link:

<https://www.opb.org/article/2025/02/02/lazy-days-community-holiday-farm-fire/>

Six Affordable Housing Projects in Eugene & Springfield to Get Funds or a Tax Exemption

Six affordable housing projects got financial support from Eugene City Hall on Monday, either in the form of the city council's recommendation on how to spend its federal "HOME" funding allocation, or in a local property tax exemption, including the Coleman.

Link:

<https://www.registerguard.com/story/news/local/2025/01/28/eugene-springfield-affordable-developments-housing-crisis/77972966007/>

Trump Administration Freezes \$6M Lane County Affordable Housing Grant

During Tuesday's meeting Lane County Board of Commissioners warned that a nearly \$6 million federal homelessness grant— intended to support 15 housing projects— may now be caught in political crossfire.

The grant for Lane County's Continuum of Care, funded by the U.S. Department of Housing and Urban Development — was set to support key projects, including **The Nel Permanent Supportive Housing Project**, McKenzie Rapid Rehousing, Meadowlark Street Outreach, and Looking Glass' Alder House Project — which provides housing for youth clients.

Link:

<https://kval.com/news/local/6m-federal-grant-for-lane-county-homelessness-projects-frozen-03-22-2025>

\$6M Federal Grant for Lane County Homelessness Projects Frozen

Concerns are growing over funding for affordable housing in Lane County following the Trump administration's cancellation of contracts related to a \$60 million federal housing initiative.

During Tuesday's meeting of the Lane County Board of Commissioners, officials warned that a nearly \$6 million federal homelessness grant—intended to support 15 housing projects—may now be caught in political crossfire. (same as previous article, reposted)

Link:

<https://www.msn.com/en-us/money/realestate/6m-federal-grant-for-lane-county-homelessness-projects-frozen/ar-AA1Bqg0n?apiversion=v2&noservercache=1&domshim=1&renderwebcomponent=s=1&wcseo=1&batchservertelemetry=1&noservertelemetry=1>

Springfield Expands Into Glenwood with Riverfront Annexation

Thirty-two properties totaling 21.1 acres along the Glenwood will officially become part of the City of Springfield following a unanimous city council vote Monday night. The annexed land, located between Franklin Boulevard and the Willamette River, is expected to be part of a future mixed-use development. Springfield City Manager Nancy Newton said the next step is to finalize a master plan for the area, calling it 'a wonderful new addition to our city.

Link:

<https://www.registerguard.com/story/news/local/2025/04/09/glenwood-riverfront-annexation-springfield-franklin-blvd-concord-brooklyn-st/82976425007/>

The Register-Guard

LOCAL

6 affordable housing projects in Eugene and Springfield to get funds or a tax exemption



Alan Torres

Eugene Register-Guard

Published 12:45 p.m. PT Jan. 28, 2025 | Updated 9:47 a.m. PT Jan. 29, 2025

(This story has been updated to add new information.)

Six affordable housing projects got financial support from Eugene City Hall on Monday, either in the form of the city council's recommendation on how to spend its federal "HOME" funding allocation, or in a local property tax exemption.

What is the federal HOME program?

The federal HOME program awards funding to local governments to put toward affordable housing. As part of the American Rescue Plan, this year and last year Eugene and Springfield offered a second pool of "HOME-ARP" funding to projects.

Since 1992, Eugene and Springfield have received joint HOME funds through the "Eugene-SpringfieldHOME Consortium," made of a mayor and councilor from both cities. Monday's vote was technically a recommendation to that group, but it's unlikely the consortium will override the council's unanimous recommendation.

For 2025, Eugene had access to \$1.8 million in regular HOME funds and \$2.8 million in HOME-ARP funds (\$2.5 million for construction and \$300,000 for

services). Leftover funds will be passed on to 2026 projects.

It's unclear what will happen to these funds following President Donald [Trump's order to freeze federal funding, and the lawsuit](#) challenging it.

"We do not have information yet about how (the) announcement may impact HOME funds and cannot speculate," said Lindsay Selser, spokesperson for Eugene's planning department.

What Eugene-Springfield projects are funded by the HOME program?

The Coleman

Address: The northeast corner of the intersection of Highway 99 N and Roosevelt Boulevard.

Owner: [Homes for Good Housing Agency](#).

Owner type: Government.

Units: 51 rental units: 12 studios and 32 one bedrooms, plus one unit for a manager and a common area. Homes for Good is planning one four-story building.

Timeline: The city previously awarded The Coleman HOME funds in 2021, but Homes for Good withdrew from the agreement after it wasn't awarded state funding in that cycle. It is reapplying after receiving that funding. Homes for Good projects it will secure the remaining funding in the summer of 2025 and begin construction in May 2026.

Rent: Rents range from \$873 to \$932, with units reserved for tenants who were previously incarcerated and earn 60% or less AMI.

"This is going to be really important transitional housing for a lot of people who really need that support," City Councilor Lyndsie Leech said at Monday's meeting.

HOME ask: \$1.2 million (regular HOME funds)

Map:

Laurel Hill Center River Road Housing

Address: 2743 River Road and 45 Hunsaker Lane.

Owner: [Laurel Hill Center](#).

Owner type: Nonprofit.

Units: 35 rental units: a mixture of studios and one-bedrooms, also a common area. Laurel Hill Center plans for approximately four residential buildings and a community building.

Timeline: Laurel Hill Center is currently seeking funding, intending to complete financing in 2026 and begin construction in 2027.

Rent: Ranges from \$468 and \$501 per unit, with some reserved for those at or below 30% AMI, and some at or below 50% AMI. The development will "serve residents with disabilities related to mental health, behavioral health and substance abuse disorders, including those who are unhoused and at risk of becoming unhoused," with Laurel Hill Center planning to provide services.

HOME ask: \$2.8 million for construction and \$300,000 for services (HOME-ARP)

Map:

Springfield City Council is tentatively scheduled to discuss the two competing proposed HOME-ARP projects in Springfield on April 7.

What is Eugene's Low-Income Rental Housing Property Tax Exemption?

Eugene's Low-Income Rental Housing Property Tax Exemption dates back to 1990. The program aims to encourage affordable housing projects by exempting them from local property tax.

To qualify for the exemption, the homes must be affordable to, and reserved for, people making 60% of the Area Median Income or less for at least 20 years. After those 20 years, the property owner may apply for another tax exemption to maintain the housing as affordable. The Eugene City Council usually approves these applications without argument.

In 2025, Eugene received and approved applications for five projects (three new and two renewals) totaling 192 new units and 99 renewals. Springfield received and approved one application totaling 39 new units, making this the biggest year for LIRHPTE since 2022. Laurel Hill Center River Road was awarded a LIRHPTE in addition to its HOME-ARP funding.

New LIRHPTE developments coming to Eugene-Springfield

Whiteaker Commons

Address: The southeast corner of the intersection of West Fifth Avenue and Adams Street, Eugene.

Owner: Red Apple Square LLC, which has the same leadership as [Fernwood Property Management](#).

Owner type: For-profit.

Units: 110 rental units: a mixture of studios, one bedrooms and two bedrooms. Red Apple Square plans for one five-story building.

Timeline: Red Apple Square is seeking funding, with the goal of completing financing in 2026 and beginning construction in 2027.

Rent: Rents will range from \$936 and \$1,203, with units reserved for those at or below 60% AMI.

Map:

River Road Apartments

Address: 621 River Road, Eugene

Owner: [Cascade Housing Association](#).

Owner type: nonprofit

Units: 47 rental units: 12 one-bedrooms, 23 two-bedrooms and 12 three-bedrooms, as well as a manager's unit and common areas. Cascade Housing Association plans three three-story buildings for this purpose.

Timeline: Cascade Housing Association is seeking funding, with the goal of completing financing in 2025 and beginning construction in late 2025 or 2026.

Rent: Will offer rents ranging from \$1,002 to \$1,390, with some units reserved for those at or below 50% AMI, and some at or below 60% AMI.

Map:

Alma Apartments

Address: 1876 16th St., Springfield

Owner: Springfield Affordable Apartments LLC by [Cornerstone Community Housing](#).

Owner type: nonprofit

Units: 39 rental units: three studios, 30 one-bedrooms and six two-bedrooms.

Timeline: Alma Apartments [broke ground in September 2024](#) and plan to complete construction in August 2025.

Rent: Will offer rents ranging from \$736 to \$1,145, with some units reserved for those at or below 50% AMI, and some at or below 60% AMI. 10 units will be set aside for Hope and Safety Alliance.

LIRHPTE renewals

Santa Clara Place

Address: 120-194 Santa Clara Ave., Eugene.

Owner: [Santa Clara Place](#) by [St. Vincent de Paul of Lane County](#).

Owner type: Nonprofit.

Units: 59 rental units: 18 one-bedrooms, 22 two-bedrooms and 19 three-bedrooms, also a manager's unit and common areas.

Timeline: The City Council originally granted Santa Clara Place a LIRHPTE in 2004, and it finished construction in 2005. St. Vincent de Paul of Lane County has maintained it as affordable housing since.

Rent: Ranges from \$437 to \$907 depending on the type of unit and tenants' income, with tiers capping at 40 and 50% AMI.

Map:**Apple Orchard Village Apartments**

Address: 2670 Edgewood Drive, Eugene.

Owner: [Apple Orchard Village](#) Limited Partnership by [Cornerstone Community Housing](#).

Owner type: Nonprofit.

Units: 40 rental units: eight studios, eight one-bedrooms and 24 two-bedrooms, also common areas.

Timeline: The City Council originally granted Apple Orchard a LIRHPTE in 2004, and it finished construction in 2005. Cornerstone Community Housing has maintained it as affordable housing since.

Rent: Ranges from \$556 and \$1,108 depending on the type of unit and tenants' income, with tiers capping at 40 and 60% AMI.

Map:

Alan Torres covers local government for the Register-Guard. He can be reached over email at atorres@registerguard.com or on X [@alanfryetorres](https://twitter.com/alanfryetorres).

The Register-Guard

LOCAL

Springfield expands into Glenwood with riverfront annexation

**Alan Torres**

Eugene Register-Guard

Updated April 9, 2025, 6:29 p.m. PT

Key Points

Springfield City Council voted to annex 32 properties on the Glenwood riverfront Monday.

Next, the city will develop a master plan for the area.

The move marks the culmination of more than 20 years of planning.

Thirty-two properties totaling 21.1 acres along the Glenwood will officially become part of the City of Springfield following a unanimous city council vote Monday night.

The annexed land, located between Franklin Boulevard and the Willamette River, is expected to be part of a future mixed-use development. Springfield City Manager Nancy Newton said the next step is to finalize a master plan for the area, calling it 'a wonderful new addition to our city.'

The area includes parcels stretching from Roaring Rapids Pizza Company to Trak Power Sports. All of the properties are zoned as either residential or commercial mixed-use. With annexation, the properties will lose their "Urbanizable Fringe" overlay, a county zoning designation that had previously limited development.

The annexation will become official after it is acknowledged by the state and the next general election passes on Nov. 4, 2025, as required by Oregon law.

City councilor Steve Moe, a long-time Glenwood resident, called the annexation "a long time coming." The city founded the Glenwood Urban Renewal District in 2004, using a tax law to reinvest property tax revenue from the area to go toward redevelopment efforts. Over the years, the city gradually purchased parcels with annexation and redevelopment in mind.

All 32 properties are owned by either the City of Springfield/Springfield Economic Development Agency, Lane County, or Roth & Roth LLC, a local real estate firm. All property owners support the annexation, city officials said.

SEDA has relocated former residential tenants and maintains leases with commercial tenants.

With the annexation, some public services will shift. For example, police coverage will transfer from the Lane County Sheriff's Office to the Springfield Police Department.

The properties being annexed surround a 1.35-acre parcel already annexed by the city along the east side of North Brooklyn, owned by Homes for Good Housing Agency.

Alan Torres covers local government for the Register-Guard. He can be reached over email at atorres@registerguard.com, on X @[@alanfryetorres](https://twitter.com/alanfryetorres) or on Reddit at [u/AlfrytRG](https://www.reddit.com/user/AlfrytRG).

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, March 19th, 2025, at 1:30 p.m.

Homes for Good conducted the March 19th, 2025, meeting in person at the Homes for Good administrative building and via a public video call with dial-in capacity. The public was able to join the call, give public comments, and listen to the call.

CALL TO ORDER

Board Members Present:

Heather Buch

Michelle Thurston

Justin Sandoval

Kirk Strohman

Larissa Ennis

Destinee Thompson

Chloe Chapman

Joel Iboa

Board Members Absent:

Pat Farr

Quorum Met

1. PUBLIC COMMENT

None

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE

None

3. ADJUSTMENTS TO THE AGENDA

Order 25-19-03-02H: In the Matter of Approving the Bylaws of the Homes for Good Housing Agency of Lane County, Oregon Revisions will be moved to the April Board meeting

4. COMMISSIONERS' BUSINESS

None

5. EMERGENCY BUSINESS

None

6. EXECUTIVE SESSION

None

7. ADMINISTRATION

A. Executive Director Report

Executive Director, Jacob Fox, was unable to attend the board meeting, due to a conflicting conference in Portland. **Deputy Director, Ela Kubok** discussed the trip where she and Jasmine Leary Mixon travelled to Washington D.C. for the NAHRO conference. The key priorities were policy and opportunities to meet with our Senators and House Representatives for Oregon. Additionally, they met with HUD officials at HUD Headquarters. The focus of this discussion was Oregon-specific housing needs and context setting for housing shortages in Lane County specifically.

HUD has expressed their priorities are RAD conversions and promoting the Family Self-Sufficiency (FSS) Program. Secondly, the Affirmatively Fair Housing Rule has been terminated in an attempt to create regulatory relief for Public Housing Authorities.

Homes for Good is continuing their audit. Last month an auditor for Berman Hopkins conducted an in-person visit and interviews with staff, which hasn't occurred since the pandemic. The Agency is projected to have a submitted audit by the end of April.

There may be a need for a special board meeting to hold an Executive Session for a Real Estate Development opportunity.

Additionally, Real Estate Development has purchased a table for a Sponsor's Second Chance Gala event on April 19th. Link here: <https://sponsorsinc.org/second-chance-champions/>

Summit Bank will also be tabling at this event. If there are additional board members that want to attend beyond the space that Homes for Good has, they are welcome to join the Summit Bank table.

Discussion Themes

- Plans for consolidation of HUD Field Offices and development impacts
- Federal funding sources that Homes for Good receives directly or pass-through are approximately 80% of the income
- Landlord and program participant impact as a result of funding cuts
- Anomalies that were included in the Continued Resolution approved 03.14.2025
- Homes for Good Rent Assistance and Public Housing never receive 100% pro-ratio for the estimated cost of operating programs/sites
- Homes for Good Communications Team efforts to keep staff and program participants apprised in the event of funding impacts

8. CONSENT AGENDA

- A. Approval of 02.26.2025 Board Meeting Minutes
- B. ORDER 25-19-03-01H: In the Matter of Updating the FY25 Administrative Plan and the Admissions and Continued Occupancy Plan (ACOP) – HOTMA Update PIH Notice 2024-38

Vote Tabulations

Motion: **Michelle Thurston**

Second: **Heather Buch**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Destinee Thompson**

Abstain: *None*

Excused: **Pat Farr**

The 03/19/2025 Consent Agenda was approved [8/0/1]

9. ORDER 25-19-03-02H: In the Matter of Approving the Bylaws of Homes for Good Housing Agency of Lane County, Oregon Revisions

Bylaws Review Ad Hoc Committee presenting

[Moved to the April Board meeting agenda]

No action needed.

10. OTHER BUSINESS

None

Meeting adjourned at 2:14 p.m.

Minutes Taken By: Jasmine Leary Mixon

MINUTES

Homes for Good Housing Agency

FINANCE COMMITTEE



Wednesday, April 9th, 2025, at 1:30 p.m.

Homes for Good conducted the April 9th, 2025, meeting via a public video call with dial-in capacity. The public was able to join and listen to the call.

CALL TO ORDER

Committee Members Present:

Kirk Strohman

Chloe Chapman

Larissa Ennis

Michelle Thurston

1. Asset Management Portfolio Financial Performance

Asset Manager, Victoria Smithweiland presenting

Overview

An RFP was released for new third-party property managers for our existing asset management portfolio. Currently Quantum manages 75% of Agency properties and Pinehurst manages the remaining seven (7) properties.

Homes for Good reached out to eight (8) property management companies and received four (4) responses. Quantum and Key Property Services were awarded a contract. Quantum has been awarded the same portfolio they currently manage. Pinehurst's existing portfolio was awarded to Key Property Services.

Key Property Services has been in the third-party property management business for 20 years. They have experience managing properties in Oregon, but this will be their first time in Lane County.

The existing contract with Pinehurst expires on June 30th, 2025, but Pinehurst has indicated they can exit early. Key Property Services has not yet indicated if they are available to assume the portfolio earlier than planned. Additionally, approval of the portfolio transfer from OHCS is required.

[see attachment titled: Asset Management Portfolio Financial Performance Memo]

Discussion Themes

- Detailed checklist that Pinehurst will need to provide to Key Property Services
 - Continued and responsive improvements from Quantum
 - References and experiences of other responsive third-party property management companies
 - Impact of collecting/not collecting HUD subsidies
 - Delays to unit turns
 - Quarterly replacement reserve funding & impact on property cashflow
 - Receipt of developer fees
-
-

2. Accounts Payable Technician Position Update

Finance Director, Dan Temmesfeld presenting

Overview

The temp was hired as a full-time employee in March 2025. An Accounts Receivable Technician recruitment was released April 7th, 2025. In the interim Controller, Sean Pearson is learning as many Accounts Receivable (AR) procedures. Thus far eight (8) applications have already been received.

The most recent recruitment and current recruitment should be sufficient FTE to be considered the Finance team as fully staffed. Based on future needs it is possible a position may be reclassified to supplement any gaps.

Discussion Themes

None

3. Audit Update(s)

Finance Director, Dan Temmesfeld presenting

Overview

Homes for Good filed for an extension with Oregon Secretary of State for the Agency audit facilitated by Berman Hopkins. The State of Oregon has a 6-month deadline, whereas HUD has a 9-month deadline. This request for extension was rejected. As a result, the Agency will be in a "non-compliance" position until the audit is filed. This status does not have an impact on the Agency.

Novogradac is conducting the Agency's single audits. The completed audits are Hawthorn, RAD II and, The Commons on MLK. The remaining and nearly complete audits are:

- The Nel
- Roosevelt Crossing
- Bascom Village
- The Oaks at 14th
- Market District Commons
- Munsel Park
- Richard Bridge

Discussion Themes

None

4. Board Work Session: Financial Sustainability Roadmap

Executive Director, Jacob Fox presenting

Overview

The meeting will be facilitated, and members of the Leadership Team will provide context for each discussion item. This is an in-person meeting with breakfast items and lunch provided.

An outcome of this work session will be to clearly prioritize based on expected work hours and timeline the various items of the Financial Sustainability Roadmap.

Discussion Themes

- Event created in OnBoard
-
-

5. OTHER BUSINESS

Federal Funding Changes:

- April is the month when Homes for Good receives funding notices and proration projects from HUD. There have not been any funding impacts thus far.
- Homes for Good has Continuum of Care contracts with Lane County. Homes for Good is not a federal Agency, but new language has been added to these contracts regarding any recipients of funding will follow all Executive Orders

Parcel II

- Possible there will be a request for a approval on a Joint Development Agreement for Parcel II. In order to provide context a poll to schedule an Executive Session prior to the April board meeting will be sent out to all board members.
-
-

Meeting adjourned at 2:50 p.m.

Minutes Taken By: Jasmine Leary-Mixon



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 04/30/2025

AGENDA TITLE: In the Matter of Accepting a Bid and Awarding Contract
#25-C-0018 McKenzie Village Reroofs Phase 10

DEPARTMENT: Supportive Housing Division

CONTACT : Kurt von der Ehe

EXT: 2568

PRESENTER: Jared Young

EXT: 2562

ESTIMATED TIME : CONSENT

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "JF", is written over a horizontal line.

DATE: 04.24.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Jared Young, Contract Administrator
TITLE: In the Matter of Accepting a Bid and Awarding Contract #25-C-0018 McKenzie Village Reroofs Phase 10
DATE: April 30, 2025

MOTION:

It is moved that Evergreen Roofing be awarded contract #25-C-0018 McKenzie Village Reroofs Phase 10 project in the amount of \$251,664.00 and that an order to this effect be signed, and an agreement be executed in accordance with bid documents.

DISCUSSION:

A. Issue

McKenzie Village, a low-income public housing project in Springfield, Oregon, is comprised of 86 duplexes that line both sides of the streets at North First St., Mill St., West Olympic St., Water St., Kelly Blvd., West Quinalt St., Prescott Ln., McPherson Pl. and West Fairview Dr.

On January 28, Homes for Good responded to a CDBG Request for Applications published by the City of Springfield. This grant would fund a replacement roofing project for twenty-six (26) duplexes in McKenzie Village. These twenty-six (26) duplexes represent the remaining duplexes that have yet to receive new roofs. There have been sixty (60) units done previously in phased projects utilizing the HUD Capital Fund, staggered over several grant years, due to funding limitations.

Homes for Good was awarded the grant in the amount of \$311,000.00 and entered into an agreement with the City of Springfield to expend these funds for the purposes listed above.

The Agency followed the required procurement process for projects estimated to be over \$100,000. The Request for Bids was published on the Homes for Good website and sent to various plan centers and specific contractors targeted for this type of work on March 11, 2025. The Agency received eight (8) bids.



B. Background

A formal bid process with a bid package was issued by the Agency for the required work. Eight (8) bids were obtained, and six (6) of the eight (8) bids were responsive and responsible. The lowest responsive bidder reviewed their bid and confirmed their costs. The public bidding process was employed; the lowest bid has no irregularities and is responsive and responsible. The prices are considered competitive. We recommend the award of the contract to Evergreen Roofing. Evergreen Roofing will provide performance and payment bonds for this contract.

C. Analysis

The goal of this board order passing is to sign a contract with Evergreen Roofing and issue a Notice to Proceed upon Board approval.

D. Furtherance of the Access & Opportunity Plan

Pillars 1 and 3 of the Homes for Good Access & Opportunity Plan were followed. The Certification Office for Business Inclusion & Diversity (COBID) site was referred to for local minority-owned, women-owned and/or emerging small businesses (MWESB). No local firms with the qualifications needed were found. Evergreen Roofing is not a Section 3 Business Concern nor a MWESB-certified business.

E. Alternatives & Other Options

If the Homes for Good Board of Commissioners has alternative suggestions in lieu of awarding the contract to Evergreen Roofing, Homes for Good will respond accordingly.

Should the Homes for Good Board of Commissioners determine this contract cannot be approved, Homes for Good would return the grant funds to the City of Springfield. The remaining duplexes needing reroofs would be done over a period of several years, using Capital Grant Funds.

F. Timing & Implementation

If the Homes for Good Board of Commissioners approve the board order, Homes for Good will send a contract for Evergreen Roofing to review. Once all contractual items are received (Payment & Performance Bonds & Certificates of Insurance), Homes for Good and Evergreen Roofing will sign and enter into a contract. A Notice to Proceed will be issued to Evergreen Roofing immediately, as the time frame to fully expend these grant funds is October 31, 2025.

This work is weather-dependent, and it is expected that work will commence in June of 2025. The final completion date will be no later than October 31, 2025.



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G. Recommendation

It is recommended that the Board of Commissioners approve the contract award of 25-C-0018 McKenzie Village Reroofs Phase 10 to Evergreen Roofing in the amount of \$251,664.00.

H. Follow Up

Follow-up from the Homes for Good Board of Commissioners will not be needed for this board order.

I. Attachments

- EXHIBIT A – BID RESULTS



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BID RESULTS

PROJECT NUMBER: 25-C-0018

PROJECT NAME: McKenzie Village Reroof Phase 10

QUOTES DUE: April 8, 2025, by 2 PM

1. Evergreen Roofing	\$251,664.00
2. McKenzie Roofing	\$253,913.00
3. Larabee Roofing	\$269,242.00
4. Grace Roofing & Construction, Inc.	\$280,663.00
5. Roof Craft Roofing	\$298,680.00
6. JR Swigart Co, Inc.	\$396,114.00

Unresponsive Bids: Diamond Mountain Roofing, Picture Perfect Roofing

CONTRACT ADMINISTRATOR: Jared L Young 04/08/2025

JARED L YOUNG

DATE

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 25-30-04-01H

In the Matter of Accepting a Bid and
Awarding Contract #25-C-0018 McKenzie
Village Reroofs Phase 10

WHEREAS, a Request for Bids of the McKenzie Village Reroofs Phase 10 project was published on the Homes for Good website on March 11, 2025, and sent to various plan centers and specific contractors; and

WHEREAS, at a duly publicized time and place on April 8, 2025, Jared Young of Homes for Good Housing Agency opened bids on the following project: 25-C-0018 McKenzie Village Reroofs Phase 10; and

WHEREAS, Evergreen Roofing is the apparent low bidder for this project; and

WHEREAS, the bid submitted by Evergreen Roofing has no irregularities and is responsive and responsible; and

WHEREAS, CDBG Funds are available to finance the project; and

WHEREAS, the Executive Director recommends award of the contract to Evergreen Roofing;

NOW IT IS THEREFORE ORDERED THAT: that the Executive Director or Deputy Director is authorized to enter into a contract with Evergreen Roofing for the McKenzie Village Reroofs Phase 10 project in the amount of \$251,664.00. The contractor shall present a valid signed contract with payment and performance securities in accordance with bid and contract requirements and shall satisfactorily complete all work within the specified contract time.

DATED this _____ day of _____, 2025

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 04/30/2025

AGENDA TITLE: In the Matter of Approving the Bylaws of Homes for Good Housing Agency of Lane County, Oregon Revisions

DEPARTMENT: Executive

CONTACT : Jacob Fox

EXT: 2527

PRESENTER: Bylaws Review Ad Hoc Committee

EXT: --

ESTIMATED TIME : 30 minutes

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "J. Fox", is written over a horizontal line.

DATE: 04.24.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



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HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Bylaws Review Ad Hoc Committee
TITLE: In the Matter of Approving the Bylaws of Homes for Good Housing Agency of Lane County, Oregon Revisions
DATE: April 30th, 2025

MOTION:

It is moved that the Homes for Good Board of Commissioners approve the amended bylaws governing Homes for Good Housing Agency.

DISCUSSION:

A. Issue

Homes for Good Housing Agency is requesting Board approval of the amended bylaws to facilitate the addition of ad hoc/subcommittees and standardize procedures for the assuming vacant roles of Board positions.

B. Background

In accordance with ORS 465.120, Homes for Good Housing Agency initially adopted bylaws on July 12, 2011, with Board Order 11-07-12-03H. These bylaws outline the governing board's functions and operating procedures. Additional amendments to the bylaws were passed and adopted on May 20th, 2020, with Board Order 20-20-05-04H.

The most recent amended bylaws were passed and adopted on June 22nd, 2022, with Board Order 22-22-06-02H. These amendments reflected the changes of the Board of Commissioner governance structure at that to two (2) Lane County Commissioners, five (5) community members, and two (2) Homes for Good program participants.

In order to maintain current bylaws based on public meeting law and gaps of clarity in the existing bylaws, an ad hoc committee was formed. Commissioner Kirk Strohman, Commissioner Justin Sandoval, Executive Director Jacob Fox were the members of this committee, with administrative support from Executive Support Coordinator, Jasmine Leary Mixon. Commission Chair, Larissa Ennis, also reviewed and provided feedback on the draft Bylaws.



C. Analysis

With the change in the Homes for Good Board governance structure, clearer guidelines outlining the assumption of Chair and Vice Chair on an annual basis needed to be developed. The proposed revisions not only speak to a succession plan but create pathways for board member development and preparation prior to and during occupation of Chair and Vice Chair roles

Secondly, upon legal recommendation, existing board committees need to be outlined in the bylaws. And specific guidelines regarding how ad hoc committee is formed need to be detailed. The details of standing committees need to include:

- The purpose of the committee
- The number of board members regularly participating
- The cadence of the meetings

The Board currently has the following committee:

- Finance Committee

D. Furtherance of the Access & Opportunity Plan

By having board members as part of regular committees (and establish those committees in writing) to discuss the strategies of the Agency as a whole (or specific strategies, such as the Finance subcommittee) this makes space to receive feedback and implement approaches that are going to most effectively have a positive impact on not only the people we serve but how we engage as community partners.

As community members and program participants the diversity of the board has guaranteed the Agency in all our strategies and initiatives, a human-centered approach. With ongoing policy changes and compliance requirements it is important to remember who everyone at Homes for Good serves. By maintaining regular engagement from board members, the Agency can remain accountable to not only our external partners, but also the people we serve. This is particularly evident in having program participants as board members – their invaluable perspective and insight (sometimes based on personal experience or as advocates for other participants) offers insight in areas that the Agency may not be privy to.

Additionally, creating a clear pathway for success and professional development for assuming the Chair and Vice Chair this equips current leaders and future leaders on our board to be successful within their positions on board and throughout the community.

E. Alternatives & Other Options

If not approved, the Bylaws Ad Hoc Committee will revise the suggested edits based on board recommendations.



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F. Timing & Implementation

Upon approval the bylaws will be effective immediately and provided to the board as the new reference document.

G. Recommendation

It is recommended that the Board of Commissioners approve the suggested revisions to the Homes for Good bylaws.

H. Follow Up

None

I. Attachments

- Homes for Good Housing Agency of Lane County, Oregon Bylaws [Revised 04.2025]



**BY-LAWS OF HOMES FOR GOOD HOUSING
AGENCY OF LANE COUNTY, OREGON**



ARTICLE I

The Authority

Section 1. Name of the Authority. The name of the Authority shall be "Homes for Good Housing Agency".

Section 2. Legal Status. Homes for Good Housing Agency (the "Agency") is a public corporation created under the Oregon Housing Authorities Law (ORS 456.055 to 456.235) and shall be subject to the terms of the Housing Authorities Law as in effect from time to time. In the event of any apparent conflict between the provisions of the Housing Authorities Law and these Bylaws, the provisions of the Housing Authorities Law shall prevail.

Section 4. Office of Authority. The offices of the Agency shall be at such a place in Lane County, State of Oregon, as the Agency from time to time may designate by resolution. As of April 30, 2020, the Agency's offices are located at 100 W. 13th Avenue in Eugene, OR 97401.

Section 5. Purpose & Mission. The purpose of the commission is to provide oversight, governance, and strategic direction for the operation of the Agency. The mission is to ensure access to affordable housing, foster community development, ensure fiscal responsibility, advocate for policy improvements, promote fairness and enhance accountability and transparency.



ARTICLE II

COMMISSIONERS

Section 1. Powers. All corporate powers shall be exercised by or under the authority of, and the affairs of the Agency managed under the direction of, a commission appointed in accordance with the provisions of ORS 456.095.

Section 2. Term of Office. Commissioners shall be appointed for a term of office of four years, except that all vacancies shall be filled for the unexpired term. Commissioners may, if reappointed at the discretion of the Lane County Board of Commissioners, serve any number of consecutive terms.

Section 3. Standard of Care. A Commissioner shall discharge the Commissioner's duty with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character.

3.1 Attendance. A Commissioner who has three or more absences during a rolling twelve-month period must meet with the Chair upon the Chair's request. If further absences occur within the subsequent rolling twelve-month period, the Chair and Vice Chair may arrange a meeting to discuss with the Lane County Board of Commissioners the possibility of removal due to neglect of duty under Article II, Section 6. All Commissioners should notify the Chair or Secretary of any absence in a timely manner.

3.2 Leave of Absence. In the event that a Commissioner will be unable to attend regular meetings or will be otherwise unable to attend regular meetings and work sessions of the commission, for a term of three or more months, the Commissioner must provide notice by letter to the Chair informing of the reason and duration. A copy of the letter shall be sent, or forwarded, to the Lane County Board of Commissioners. Whether such extended absence constitutes neglect of duty pursuant to Article II, Section 6 is to be determined Chair, Vice-Chair and Secretary according to the individual circumstances of the Commissioner's extended absence.

Section 4. Vacancies. A vacancy in the commission shall exist upon the death, resignation, or removal of any Commissioner. The vacancy in the commission shall be filled in the same manner as the original appointment. All vacancies shall be filled for the unexpired term.

Section 5. Resignation. A Commissioner may resign at any time by delivering written notice to the Chair. A resignation is effective when delivered unless the notice specifies a



later effective date. Once delivered, the notice of resignation is irrevocable unless revocation is permitted by the commission.

Section 6. Removal. A Commissioner may be removed by the Lane County Board of Commissioners for inefficiency or neglect of duty or misconduct in office. The Commissioner shall not be removed until after the Commissioner has been given a copy of the charges against the Commissioner at least 10 days prior to the hearing thereon and has had an opportunity to be heard in person or by counsel. In the event of the removal of any Commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the Office of the Lane County Clerk.

Section 7. Compensation. A Commissioner shall receive no compensation (with one exception) for services but shall be entitled to the payment or reimbursement of expenses, including travel expenses, in the discharge of the duties of the Commissioner, in accordance with standards and procedures adopted from time to time by the Agency. The singular exception is the Resident Service Stipend. Per 24 CFR 5.609(b)(12)(iii) a resident service stipend is a modest amount (not to exceed \$200 per individual per month) received by a resident for performing services for the PHA, on a part-time basis, that enhances the quality of life in the development.



ARTICLE III

OFFICERS

Section 1. Commission Composition & Appointments. Pursuant to ORS 456.095, the Lane County Board of Commissioners has elected to have the powers of the Agency exercised by a commission composed of nine (9) persons appointed by the Board of Commissioners. The commission will be comprised of:

- Two (2) residents who receive direct assistance from the Agency
- Two (2) sitting Lane County Board of Commissioners
- Five (5) persons appointed from the community

Efforts will be made to recruit members to the commission that have expertise in domains that would benefit the Agency, such as financial, legal, nonprofit leadership, landlord-tenant relations and lived experience with housing insecurity.

Commission appointments will be made by Lane County Board of Commissioners order. After the initial term, commissioners shall be appointed by Board order in the same manner as the original appointment for a term of office of four (4) years with appointments being approved by the Lane County Board of Commissioners annually in January except that all vacancies shall be filled for the unexpired term.

Section 2. Officers. The officers of the Agency shall be a Chair, a Vice Chair, and a Secretary (Executive Director).

Section 3. Chair. The Chair of the Agency shall be the previous Vice Chair. If the previous Vice Chair is unable or unwilling to perform the duties of the Chair, then an election shall be held by majority vote of the commission at its first meeting in January.

3.1 The Chair is empowered and shall:

- Preside at all meetings of the commission;
- Preserve order.
- Except as otherwise authorized or directed by the commissioners, sign all contracts, deeds, and other instruments that require commission approval.
- Regularly communicate and coordinate with the Board Secretary/Executive Director.
- Submit such recommendations and information as may be considered pertinent to the commissioners for consideration; and
- Serve as a spokesperson on behalf of the Agency.

Section 4. Vice Chair. The Vice Chair of the Agency shall be elected annually

4.1 The Vice Chair is empowered and shall

- Learn the duties of the Chair and perform these duties in the absence or incapacity of the Chair. In the case of vacancy in the Chair's position, the Vice



Chair shall perform such duties as are imposed on the Chair until such time as the commission shall select a new Chair.

- Regularly communicate and coordinate with Chair and Secretary/Executive Director; and
- Serve as primary liaison to the Resident Advisory Board.

Section 5. Secretary (Executive Director). The Secretary shall be the Executive Director, who shall serve as the Executive Director and administrative head of the Agency and shall be responsible to the commission for the proper administration of all affairs in accordance with federal, state, and local laws. The Secretary is an ex-officio nonvoting member of the commission.

Section 6. Past Chair. The Past Chair shall provide guidance to the Chair and Commissioners as appropriate. The Past Chair will be a voting member of the Board unless their appointment as a commissioner has expired, at which point they will be considered a nonvoting member of the Board for one (1) year. In the event the immediate Past Chair does not want to remain on the Board or does not wish to hold the title, another past Chair may hold the title at the Chair's full discretion.

Section 7. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be required by the commission or by the Bylaws or rules and regulations of the Agency.

Section 8. Officer Terms & Elections.

8.1 Officer Terms.

8.1.1 Vice Chair will serve for up to two (1) year terms;

8.1.2 Chair will serve for up to two (1) year terms at which time they will assume the role of Past Chair; and

8.1.3 Past Chair will serve for up to two (1) year terms.

8.2 Elections.

8.2.1 Nominations for the Vice Chair will occur in the October commission meeting.

8.2.2 Voting will occur in the December commission meeting.

8.2.3 The Vice Chair will assume their position at the following January commission meeting.



ARTICLE IV

COMMISSION MEETINGS

Section 1. Regular Meetings. Regular meetings of the commission shall be held monthly at the specific date and time agreed by the commission, when deemed necessary by the Executive Director or four (4) Commissioners.

Section 2. Special Meetings. Special meetings may be called at the discretion of the Chair or Executive Director or may be called upon the written request of four (4) Commissioners. The call for a special meeting of the Agency Board shall be for the purpose of transacting any business designated in the call.

Section 3. Notice. The Secretary, or such other person as the Chair may appoint, shall give notice in writing of all meetings, by delivering a copy of the notice to each Commissioner, by emailing the notice to each Commissioner at the email address each of them has designated, or by mailing such notice to each Commissioner at the Commissioner's business or home address, at least 48 hours prior to such meeting except in cases of Special Meetings, when notice shall be provided at least 24 hours prior to such meetings, or in cases of actual emergency when notice shall be in such time and manner as is appropriate to the circumstances, typically by telephonic notice. The notice shall state generally the nature of the business intended to be considered through the publication of an agenda or similarly; provided however, that any business may be considered at any duly called meeting notwithstanding the lack of notice of such business. Any person or organization (including but not limited to, the public media), who desires to be notified of the meetings of the Agency may subscribe via the Homes for Good website here: <https://www.homesforgood.org/>.

Section 4. Quorum. Five (5) Commissioners shall constitute a quorum for the purpose of conducting commission business and exercising its powers for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may only be taken by the commission upon a vote approving such action by a majority of the commission.

Section 5. Manner of Voting. The voting on all questions coming before the commission shall be by voice vote. All actions of the commission shall be deemed to have been taken unanimously by all Commissioners present unless a Commissioner notes that they are abstaining or voting in opposition to the majority as determined by the presiding officer, in which event the ayes and nays shall be entered upon the minutes of such meeting with respect to such matter.



Section 6. Commission Business. All business of the commission shall be conducted by the adoption of a resolution, the approval of a staff or Commissioner report, or passage of a motion of a Commissioner. All resolutions and reports shall be in writing and a copy of each report and resolution must be submitted prior to adoption or approval to each of the Commissioners present at the meeting considering adoption or approval. Adopted reports and resolutions shall be included in the minutes of the Agency. Meetings will be conducted in accordance with "Roberts Rules of Order" as modified by the Commissioners.

Section 7. Minutes. The Secretary shall be responsible for the taking of written minutes of all commission meetings. Neither a full transcript nor a recording of the meeting is required, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public upon request within a reasonable time after the meeting.

The Secretary shall, in addition, for all emergency meetings, include the time and manner of notice given, a description of the actual emergency, and the reason why the meeting could not be delayed allowing 24 hours' notice.

Section 8. Public Meeting Law. All commission meetings shall be open to the public in the manner and to the extent provided in the Oregon Public Meetings Law (ORS 192.610 to 192.705) as in effect from time to time. Executive sessions may be held for the purposes of and subject to the procedures set forth in the Oregon Public Meeting Law. Minutes of meetings and executive sessions shall be kept in compliance with the provisions of the Oregon Public Meetings Law.

Section 9. Telephonic or Electronic Meetings. Any action required to be taken at a commission meeting, or any action which may be held through the use of the telephone or other electronic means, must otherwise be convened and conducted in accordance with these Bylaws. Each participant must be able to simultaneously communicate with each other participant.



ARTICLE V

COMMITTEES

Section 1. Designation & Limitations. The Chair may designate committees of the Agency and, subject to the provisions of this Article V, shall designate the size, composition, duties, organization, administration, and duration of such committees. Any committee may be composed of Commissioners, staff, or any other person. In the event a committee is authorized to act on behalf of the commission, the committee shall act only if a majority of the Commissioners so appointed approve of such action. No committee shall exercise the power of the Agency to amend or repeal the Bylaws, rules, or regulations of this Agency; or to select the Chair, Vice-Chairs, or Executive Director of the Agency.

Section 2. Standing Committees. The Agency shall have the following standing committee:

2.1 Finance Committee

TIME COMMITMENT:

- 11, 90-minute meetings
- 60 minutes to review materials prior to each meeting

PURPOSE: Monthly review of the financial standing of the Agency. The committee engages in discussion around budgets, financial statements, funding sources, and provides suggestions on financial strategies for the short-term and long-term. The committee advises the commission when the commission is making decisions that are financial in nature.

MEMBERSHIP: Membership is determined at the first commission meeting in January and a committee Chair will be appointed by the commission Chair at this meeting. The meetings, agenda and materials for this committee will be noticed in compliance with Oregon's Public Meetings Law

Section 3. Ad Hoc Committees. The Agency has the following guidelines for the establishment of ad hoc committees:

- 3.1** The Chair shall appoint and remove members of the committee, including a committee Chair – when making appointments, the commission Chair should ensure a balanced allocation of committee assignments so that all Commissioners handle a fair share of work.
- 3.2** Each ad hoc committee shall have a clearly stated task and purpose – when forming an ad hoc committee, the Chair and the committee Chair should work together to clearly state the committee's tasks and purpose and meeting cadence.
- 3.3** The ad hoc committee Chair is responsible for making sure the ad hoc committee completes its tasks and purpose in a timely manner.

ARTICLE VI



MANAGEMENT

Section 1. Fiscal Year. The fiscal year of the Agency shall begin on the first of October of every year. The commencement date of the fiscal year herein established shall be subject to change by the commission.

Section 2. Books & Accounts. Books and accounts of the Agency shall be kept under the direction of the Secretary and in accordance with systems approved by the commission.

Section 3. Auditing. At the close of each fiscal year, the books and records of the Agency shall be audited by a certified public accountant whose report will be prepared and certified.

Section 4. Execution of Corporate Documents. The Chair and Secretary (the latter acting in their capacity as Executive Director or any other title approved by the commission pursuant to Article III, Section 5) are authorized to execute all notes and contracts authorized by the commission. With the prior authorization of the commission, notes, checks, and contracts may be executed by other designated people.

Section 5. Personnel. The Agency may, from time to time, employ and compensate such personnel as the commission deems necessary to exercise their powers, duties, and functions as prescribed by the Housing Authorities Law and all other laws of the State of Oregon and the United States applicable thereto. Except for the Executive Director, the selection of all personnel shall be the responsibility of the Executive Director.



ARTICLE VII

CONFLICT OF INTEREST

Section 1. Conflicts of Interest. As it applies to the commission, conflicts of interest are governed by ORS Chapter 244.

ARTICLE VIII

AMENDMENTS

The Bylaws of the Agency shall be amended only with the approval of a quorum of the Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to Commissioners. Furthermore, the Bylaws should be reviewed every three years by an appointed ad hoc committee.

ARTICLE IX

NONDISCRIMINATION

The Agency shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender, race, creed, marital status, sexual orientation, religion, color, age, or national origin.

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 25-30-04-02H

In the Matter of Approving the Bylaws of
Homes for Good Housing Agency of Lane
County, Oregon Revisions

WHEREAS, Homes for Good Housing Agency adopted bylaws in accordance with ORS 456.120 on June 22nd, 2022, by Board Order 22-22-06-02H;

WHEREAS, Homes for Good Housing Agency bylaws outline the standards and operating procedures for the Homes for Good Board of Commissioners;

WHEREAS, the Bylaws Ad Hoc committee convened to review and revise the Homes for Good Housing Agency bylaws;

WHEREAS, Homes for Good per legal counsel amended the bylaws to include the purpose, cadence and attendance standards of established ad hoc committees and subcommittees;

WHEREAS, Homes for Good amended the bylaws to include the selection process and timeline of the Board Chair and Board Vice Chair annually; and

NOW IT IS THEREFORE ORDERED THAT:

The amended bylaws are hereby adopted and approved as the bylaws of the Homes for Good Housing Agency.

DATED this _____ day of _____, 2025

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 04/30/2025

AGENDA TITLE:

In the Matter of Authorizing the Executive Director to enter Homes for Good into a Joint Development Agreement with Atkins-Dame and an Intergovernmental Agreement with the City of Eugene, to develop affordable housing on Parcel 2 in the Eugene Urban Renewal District

DEPARTMENT: Executive

CONTACT : Audrey Banks

EXT:

PRESENTER: Jacob Fox/Audrey Banks

EXT:

ESTIMATED TIME : 20 Minutes

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

A handwritten signature in black ink, appearing to be "JF", is written over a horizontal line.

DATE: 04.24.2025

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



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HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Audrey Banks, Real Estate Development Director

TITLE: In the Matter of Authorizing the Executive Director to enter Homes for Good into a Joint Development Agreement with Atkins-Dame and an Intergovernmental Agreement with the City of Eugene, to develop affordable housing on Parcel 2 in the Eugene Downtown Riverfront Urban Renewal District

DATE: April 30th, 2025

MOTION:

It is moved that the Homes for Good Board of Commissioners authorize the Executive Director or Authorized Designee to enter Homes for Good into a Joint Development Agreement (JDA) with Atkins-Dame and an Intergovernmental Agreement (IGA) with the City of Eugene, to develop affordable housing on Parcel 2 in the Eugene Downtown Riverfront Urban Renewal District.

DISCUSSION:

A. Issue

Homes for Good has established the framework to enter into a JDA with Atkins-Dame to build a minimum of 75 units on Parcel 2 of the Eugene Downtown Riverfront Urban Renewal District. In addition, Homes for Good is actively working with the City of Eugene to negotiate the terms of an IGA to purchase the land of Parcel 2 for \$1. Upon entering the JDA, Atkins-Dame will lead the process of building a minimum of 75 units of affordable rental housing, to include studio and one-bedroom units, with active participation from Homes for Good. Upon construction completion, Homes for Good will own and operate Parcel 2.

B. Background

Parcel 2 is one of numerous parcels in the Eugene Riverfront URA that is owned by the City of Eugene. The City of Eugene is using URA funds to develop these parcels over time and have always had a commitment to developing affordable housing on one of these parcels.

In November of 2024 Homes for Good staff met with Dike Dame and Jim Atkins and determined that a joint development agreement would be of interest to both parties.

Between November of 2024 and February of 2025, several meetings were held between Homes for Good, Atkins-Dame and the City of Eugene. In January the City of Eugene staff



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determined that they could support the development of this parcel by entering into an Intergovernmental Agreement with Homes for Good to convey Parcel 2 and \$7.5mm in URA funding. On February 19th the Eugene City Council convened as the Urban Renewal Area Board approves this IGA.

The current proforma assumes 78 units, total project cost of \$31mm and cash developer fee of \$3.77mm

C. **Analysis**

Key Deal Points and Agreements being Negotiated

IGA between Homes for Good and the City of Eugene

- Agreement: Following execution of an Option Agreement, Buyer and Seller shall enter into a real property transfer agreement ("Agreement"), which will replace and supersede the Option Agreement.
- Purchase Price: \$1
- Due Diligence Period: Upon execution of the Option Agreement, Buyer will have a period of 180 days in which to review property information and to conduct on-site tests and studies to determine the condition of the property.
- Closing date: Closing shall occur at commencement of construction. Construction shall commence no later than 18 months after the awarding of State funding. The earliest possible timeline for construction to commence is in 2026, and the IGA terms will allow construction to commence no later than July 1, 2029.

Joint Development Agreement between Homes for Good and Atkins-Dame

- **Project Management:** Atkins-Dame will project manage all aspects of pre-development and construction. Atkins-Dame has identified Sera Architects and Essex Construction for the design and construction of the project
- Homes for Good Real Estate Development Team will be actively involved throughout acquisition and construction.
- Developer fees will be 50/50. There is some nuance to this as the proforma doesn't currently contemplate a deferred developer fee, however, as we get further into the refinement of the development/construction budget and the operating budget we will have clarity on cash developer fee and whether there is a deferred developer fee and how this will be split between the two parties.



- Construction Loan Guarantor, HFG: 1.5% of the Total Development Cost (TDC), (less land, Total Developer Fee and soft cost contingency) through the course of construction shall be provided to compensate the guarantor for the opportunity cost of funds needed to guarantee the construction loan.

Parcel 2 LLC

- Subject to legal review the concept is that initially Atkins-Dame would create and be sole parties to this LLC.
- Funds would flow from the City of Eugene to Homes for Good to Parcel 2 LLC.
- Because a developer can only have 2 OHCS ORCA applications in the system for potential funding at one time the idea is that Atkins-Dame would be the applicant as sole parties to Parcel 2 LLC.
- Atkins-Dame and Homes for Good are still determining when Atkins-Dame would exit Parcel 2 LLC and Homes for Good would become the sole party to it.

D. Furtherance of the Access & Opportunity Plan

The development of Parcel 2 through a Joint Development Agreement helps implement the Homes for Good strategic equity plan in the following ways:

- Providing additional opportunities for contracting with MWESB contractors and Section 3 (Low-income) workers.
- Provide rental opportunities for low-income Lane County residents.

Approval of the attached order will allow Homes for Good to execute necessary documents and achieve these outcomes.

E. Alternatives & Other Options

The alternative is to not approve Homes for Good to enter into the JDA with Atkins-Dame and the IGA with the City of Eugene.

F. Timing & Implementation

Upon approval of the Order, Homes for Good will finalize the terms of the JDA with Atkins Dame, including review with legal counsel. Homes for Good will also finalize the terms of the IGA with the City of Eugene. Parcel 2, LLC will be formed, enabling the development process to move forward.



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G. Recommendation

It is recommended that the Board of Commissioners approve the attached board order to allow Homes for Good Housing Agency to enter into a JDA with Atkins-Dame and IGA with the City of Eugene.

H. Follow Up

Homes for Good will follow up with the Board on relevant financial decisions as appropriate.

I. Attachments

Attachment A: Initial Plans for Parcel 2

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 25-30-04-03H

In the Matter of Authorizing the Executive Director to enter Homes for Good into a Joint Development Agreement with Atkins-Dame and develop affordable housing on Parcel 2 in the Eugene Downtown Riverfront Urban Renewal District.

WHEREAS, Housing and Community Services Agency of Lane County doing business as Homes for Good Housing Agency (the "Authority") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.055 to 456.235 (the "Housing Authorities Law");

WHEREAS, Homes for Good has worked with the City of Eugene and Atkins-Dame to establish a framework to build a minimum of 75 units of affordable rental housing on Parcel 2 in the Eugene Downtown Riverfront Urban Renewal Area.

WHEREAS, In January of 2025 the City of Eugene staff determined that they could support the development of this parcel by entering into an Intergovernmental Agreement with Homes for Good to convey Parcel 2 and \$7.5mm in URA funding. On February 19th the Eugene City Council convened as the Urban Renewal Area Board approve this IGA;

WHEREAS, Homes for Good Housing Agency will enter a joint development agreement with Atkins-Dame;

WHEREAS, Homes for Good Housing Agency will enter into an intergovernmental agreement with the City of Eugene to transfer \$7.5mm in URA funding and to acquire the property of Parcel 2, to be conveyed to Homes for Good Housing Agency for \$1;

WHEREAS, Homes for Good will own and operate Parcel 2 upon construction completion; and

NOW IT IS THEREFORE ORDERED THAT:

The Executive Director or Designee is authorized to enter into a joint development agreement with Atkins-Dame and enter into an intergovernmental agreement with the City of Eugene.

DATED this _____ day of _____, 2025

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners