



AGENDA

CANBY URBAN RENEWAL AGENCY MEETING

June 29, 2022 - 6:00 PM

Register here to attend the meeting virtually

[:https://us06web.zoom.us/webinar/register/WN_VDIhxNpeS-uFjYXrLxHE9Q](https://us06web.zoom.us/webinar/register/WN_VDIhxNpeS-uFjYXrLxHE9Q)

Hybrid Meeting/Council Chambers

222 NE 2nd Avenue, 1st Floor

Chair Shawn Varwig

Commissioner Christopher Bangs

Vice-Chair Brian Hodson

Commissioner Traci Hensley

Commissioner Art Marine

Commissioner Greg Parker

Commissioner Sarah Spoon

1. CALL TO ORDER

2. PUBLIC HEARING

You are welcome to speak in person. ***If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on June 29, 2022 with your name, and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

- a. Public Hearing on proposed Supplemental budget for the City of Canby Urban Renewal Agency for the current fiscal year. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be obtained on the City's website or in person at the Canby Civic Offices between the hours of 9 am and 4 pm, Monday through Friday after June 23, 2022. Pg. 1

3. RESOLUTIONS

- a. **URR 22-002**: A Resolution adopting Budget Appropriation Transfers for Fiscal Year 2022. Pg. 2
- b. **URR 22-003**: A Resolution adopting the budget, making appropriations, and imposing and categorizing taxes for the 2022-2023 Fiscal Year. Pg. 4

4. NEW BUSINESS

- a. Façade Improvement Program Application – Dewar Chiropractic Pg. 9

5. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503.266.0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**FORM
OR-LB-SBH**

Notice of Supplemental Budget Hearing
Oregon Department of Revenue

- Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Canby Urban Renewal Agency, for the current fiscal year, will be
(District name)

held at 222 NE 2nd Avenue, Canby, Oregon.
(Location)

The hearing will take place on June 29, 2022 at 6:00 ☐ a.m. ☒ p.m. The purpose
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 23, 2022 at
(Date)

Canby Civic Offices - 222 NE 2nd Ave, Canby, between the hours of 9:00 ☒ a.m. ☐ p.m. and 4:00 ☐ a.m. ☒ p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: URD General Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Urban Renewal	\$ 732,860	1.	
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 1,693,225	Revised Total Fund Requirements	

Explanation of changes:

The amount of work completed in the capital outlay project "Railroad Quiet Zone" was more than anticipated for the year. Therefor appropriations must be transferred from the Debt Service Fund to the General fund.

FUND: URD Debt Service Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1. Transfers Out	\$ 869,311
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	\$ 1,690,825

Explanation of changes:

The amount of work completed in the capital outlay project "Railroad Quiet Zone" was more than anticipated for the year. Therefor appropriations must be transferred from the Debt Service Fund to the General fund.



Urban Renewal Agency Staff Report

Meeting Date: 6/29/2022

To: Chair Varwig & Commissioners

Thru: Scott Archer, Agency Director

From: Eric Kytola, Finance Director

Agenda Item: **URR 22-002**: A Resolution adopting Budget Appropriation Transfers for Fiscal Year 2022.

Summary

Adoption of Budget Appropriation Transfer Resolution for the 2021-2022 fiscal year.

Background

To maintain compliance with local budget law, an appropriation transfer resolution must be adopted to allow for the increase and decrease in expenditure appropriations between departments.

Discussion

General Fund

In the FY2022 adopted budget the Court department had total expenditures of \$521,774, while the Finance Department had total expenditures of \$632,756. In Resolution 1351 these amounts were transposed. This supplemental budget adjustment corrects the transposition.

Attachments

Resolution #22-002

Fiscal Impact

None, spending authority is being transferred between appropriations with no increase to total appropriations.

Options

1. Approve the budget appropriation transfers and allow City operations to continue seamlessly as well as stay in compliance with Oregon Budget Law.
2. Do not approve the budget appropriation transfers resulting in significant constraints on service to the community; as well as creating a situation where we would be breaking Oregon budget law and subject to an audit finding.

Recommendation

Staff recommends that Council adopt Resolution No. 22-002

Proposed Motion

I move to adopt Resolution 22-002, A Resolution Adopting Budget Appropriation Transfers For The 2021-2022 Fiscal Year.

RESOLUTION NO. URR 22-002

A RESOLUTION ADOPTING BUDGET APPROPRIATION TRANSFERS FOR FISCAL YEAR 2022.

WHEREAS, the Urban Renewal Agency budget for the fiscal year 2022 was adopted by the Canby Urban Renewal Agency at a meeting thereof on Wednesday, June 16, 2021; and

WHEREAS, the Urban Renewal Agency has the need to transfer existing appropriations between departments; and

WHEREAS, a transfer appropriation is required.

NOW, THEREFORE, BE IT RESOLVED by the Canby Urban Renewal Agency, as follows:

Section 1. Appropriations for the 2022 budget year are transferred in the following amounts.

	Current Appropriation	Change	Revised Appropriation
URD General Fund			
Urban Renewal	\$960,365	\$732,860	\$1,693,225
Total	\$960,365	\$732,860	\$1,693,225
URD Debt Service Fund			
Transfers out	\$821,514	\$(869,311)	\$1,690,825
	\$821,514	\$(869,311)	\$1,690,825

This resolution shall take effect on June 29, 2022.

ADOPTED by the Canby Urban Renewal Agency at a regular meeting thereof on June 29, 2022.

Shawn Varwig
Chair

ATTEST:

Melissa Bisset
City Recorder



Urban Renewal Agency Staff Report

Meeting Date: 6/29/2022

To: Chair Varwig & Commissioners

Thru: Scott Archer, Agency Director

From: Eric Kytola, Finance Director

Agenda Item: **URR 22-003**: A Resolution adopting the budget, making appropriations, and imposing and categorizing taxes for the 2022-2023 Fiscal Year.

Summary

Adopting Resolution UR-22-003 of the Canby Urban Renewal Agency Adopting the Annual Budget, Making Appropriations, and Imposing and Categorizing Taxes for the Fiscal Year 2023.

Background

Oregon budget law requires adoption of an annual budget by June 30 of each year. ORS 294.453 requires the City to hold a public hearing, and ORS 294.458 requires the City to submit tax certification documents to the County Assessor by July 15th.

Discussion

On June 15, 2022 the URA Budget Committee met to deliberate over the FY2023 budget. Staff reviewed the proposed budget with the Committee and allowed for public comment. The Proposed Budget was approved by the Committee with no changes.

Attachments

URA Resolution 22-003

Fiscal Impact

The ability to pay debt, proceed with capital projects already in process and run the general operations of the Urban Renewal Agency.

Options

1. Approve the resolution and allow staff to pay on outstanding debt and keep the URA functioning.
2. Do not approve the resolution and risk defaulting on outstanding debt, contracts, and commitments to the community. This could also result in Material Audit findings.

Recommendation

Staff recommends the Commission approve URR 22-003.

Proposed Motion

I move to adopt URR 22-003, a resolution of the Canby Urban Renewal Agency adopting the annual budget, making appropriations, and imposing and categorizing taxes for the Fiscal Year 2023.

**Canby Urban Renewal District
Resolution URR 22-003**

**RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND
CATEGORIZING TAXES FOR THE 2023 FISCAL YEAR**

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2023 in the total of \$7,419,787 now on file at the City of Canby, 222 NE 2nd Ave. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and for the purpose shown below are hereby appropriated:

Total APPROPRIATIONS , all Funds	\$7,377,412
Total Unappropriated and Reserve Amounts, All Funds	<u>42,375</u>
TOTAL ADOPTED BUDGET	\$7,419,787

<u>URD General Fund</u>		<u>URD Debt Service Fund</u>	
Urban Renewal	\$ 1,685,300	Debt Service	\$ 4,008,792
		Transfers out	<u>1,683,320</u>
Total	<u>\$ 1,685,300</u>	Total	<u>\$ 5,692,112</u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor for the Canby Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI of the Oregon Constitution and ORS Chapter 457. These taxes are categorized under the General Government Limitation.

The above resolution statements are approved and declared adopted on this 29th day of June 2022 and are effective July 1, 2022.

Shawn Varwig
Chair

ATTEST:

Melissa Bisset
City Recorder

	FY19-20	FY20-21	FY21-22	2021-22	2022-23	2022-23
	Actual	Actual	Budget	Projected	Proposed	Approved
Beginning Fund Balance	\$ 2,650,213	\$ 2,232,524	\$ 2,149,642	\$ 2,883,689	\$ 1,192,389	\$ 1,192,389
Revenue						
Property Taxes	3,803,715	4,215,618	4,390,617	4,369,000	4,524,598	4,524,598
LID Revenue	115,203	18,644	17,126	-	-	-
Grants	-	2,000	137,951	-	-	-
Miscellaneous	97,437	119,681	43,627	200	500	500
Interest	63,457	22,523	22,900	18,800	18,980	18,980
Transfers In & Other Sources	2,493,335	748,524	821,514	1,690,825	1,683,320	1,683,320
Total URA Resources	\$ 9,223,360	\$ 7,359,514	\$ 7,583,377	\$ 8,962,514	\$ 7,419,787	\$ 7,419,787
URA General Fund						
Materials & Services	906,998	351,265	550,365	427,750	547,300	547,300
Capital Outlay	1,661,626	452,417	410,000	1,265,475	1,138,000	1,138,000
URA Debt Service Fund						
Debt Service	1,928,877	2,923,619	4,772,818	4,386,075	4,008,792	4,008,792
Not-Allocated						
Transfers Out	2,493,335	748,524	821,514	1,690,825	1,683,320	1,683,320
Reserved for Future Expense	2,232,524	2,883,689	1,028,680	1,192,389	42,375	42,375
Total URA Requirements	\$ 9,223,360	\$ 7,359,514	\$ 7,583,377	\$ 8,962,514	\$ 7,419,787	\$ 7,419,787

URBAN RENEWAL GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved
RESOURCES						
REVENUE						
URD Grants	-	2,000	137,951	-	-	-
Miscellaneous-Income	73,403	52,283	-	200	500	500
Interest Revenue	1,886	876	900	2,200	1,480	1,480
OP Transfer In from UR Debt	2,493,335	748,524	821,514	1,690,825	1,683,320	1,683,320
Total URA GF Revenue	2,568,624	803,682	960,365	1,693,225	1,685,300	1,685,300
TOTAL URA GF RESOURCES	2,568,624	803,682	960,365	1,693,225	1,685,300	1,685,300
REQUIREMENTS FOR URBAN RENEWAL						
MATERIALS & SERVICES						
Mat & Svc Contract	17,283	20,236	25,000	11,750	22,300	22,300
Due to Economic Development	368,763	315,998	450,365	395,000	425,000	425,000
Fire Dept Capital Projects	471,543	-	-	-	-	-
Beautification & Marketing	3,550	-	-	2,000	25,000	25,000
Facade Improvement Program	45,859	15,031	75,000	19,000	75,000	75,000
Canby Civic Block Redevelopment	-	-	-	-	-	-
Total URA GF Materials & Services	906,998	351,265	550,365	427,750	547,300	547,300
CAPITAL OUTLAY						
Signal - Sequoia and Hazeldell	710,768	77,696	-	-	-	-
URD Projects	-	-	50,000	-	-	-
Old Library Renovation	22,187	-	-	-	-	-
Grant St Arch	51,851	4,678	60,000	8,155	238,000	238,000
Industrial Park to 99E	606,470	9,124	-	-	-	-
Wait and Community Park	20,302	8,610	-	7,320	425,000	425,000
Railroad Quiet Zone	250,048	352,310	300,000	1,250,000	-	-
Mural Program	-	-	-	-	50,000	50,000
HWY 99 Logging Bridge	-	-	-	-	425,000	425,000
Total URA GF Capital Outlay	1,661,626	452,417	410,000	1,265,475	1,138,000	1,138,000
OPERATING CONTINGENCY	-	-	-	-	-	-
RESERVED FOR FUTURE EXPENDITURE	-	-	-	-	-	-
ENDING FUND BALANCE (prior year's)	-	-	-	-	-	-
TOTAL URA GF REQUIREMENTS	2,568,624	803,682	960,365	1,693,225	1,685,300	1,685,300

URBAN RENEWAL DEBT SERVICE FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved
RESOURCES						
BEGINNING URA DEBT SERVICE FUND BALANCE	2,650,213	2,232,524	2,149,642	2,883,689	1,192,389	1,192,389
REVENUE						
Tax Increment	3,745,579	4,142,738	4,340,617	4,320,000	4,474,598	4,474,598
Tax Increment - Prior	58,136	72,880	50,000	49,000	50,000	50,000
LID Walnut St Princ	100,221	18,056	7,099	-	-	-
LID Hazel Dell Way Princ	-	-	-	-	-	-
Interest Revenues	61,572	21,648	22,000	16,600	17,500	17,500
LID Walnut St Int.	14,982	588	10,027	-	-	-
LID Hazel Dell Way-Interest	-	-	-	-	-	-
Bond Interest Rebate (ARRA)	24,033	67,398	43,627	-	-	-
Total URA Debt Service Revenue	4,004,523	4,323,308	4,473,370	4,385,600	4,542,098	4,542,098
TOTAL URA DEBT SERVICE RESOURCES	6,654,736	6,555,832	6,623,012	7,269,289	5,734,487	5,734,487
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE						
DEBT SERVICE						
Debt Pmts-Sequoia St 5 & 6	97,095	1,099,387	-	-	-	-
Debt Pay-2021 Bond Principal	-	-	-	3,310,000	3,655,000	3,655,000
Debt Pay-Walnut St	-	-	-	-	-	-
Debt Pay-Police Building	120,000	125,000	130,000	-	-	-
Debt Pay-1st Ave Redev	115,000	115,000	120,000	-	-	-
Debt Pay-2012 Bond Principal	620,000	645,000	675,000	675,000	-	-
Debt Pay-Sequoia 5 & 6 Int	57,093	52,724	-	-	-	-
Debt Pay-Walnut St Int	-	-	-	-	-	-
Debt Pay-Police Building Int	418,755	413,955	3,408,955	-	-	-
Debt Pay-1st Ave Redev Int	110,422	104,241	96,950	-	-	-
Debt Pay-2012 Bond Int	390,513	368,313	341,913	13,500	-	-
Debt Pay-2021 Bond Int	-	-	-	387,575	353,792	353,792
Total URA Debt Service	1,928,877	2,923,619	4,772,818	4,386,075	4,008,792	4,008,792
TRANSFERS OUT & OTHER USES						
OP Transfer to UR General	2,493,335	748,524	821,514	1,690,825	1,683,320	1,683,320
Total URA Debt Service Transfers Out	2,493,335	748,524	821,514	1,690,825	1,683,320	1,683,320
RESERVED FOR FUTURE EXPENDITURE	-	-	1,028,680	1,192,389	42,375	42,375
ENDING FUND BALANCE (prior year's)	2,232,524	2,883,689	-	-	-	-
TOTAL URA DEBT SERVICE REQUIREMENTS	6,654,736	6,555,832	6,623,012	7,269,289	5,734,487	5,734,487



URBAN RENEWAL STAFF REPORT

Meeting Date: 6/29/2022

To: Chair Varwig & Urban Renewal Agency
Thru: Scott Archer, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Façade Improvement Program Application – Dewar Chiropractic
Goal: N/A
Objective: N/A

Summary

The City of Canby's Economic Development staff received an application for a Façade Improvement Program grant for Dewar Chiropractic, 332 NW 1st Avenue, for up to \$25,000. The applicant intends to update the rear façade of the property – which is visible from NW 2nd Avenue. The application requests funding for prepping, painting, labor, and materials as outlined below:

- Lightly pressure wash two exterior walls as needed
- Scrape and grind down areas as needed
- Apply skim coat as needed to smooth out surface to best of ability.
- Apply Primer
- Apply LOXON* Self Cleaning exterior Paint- Clean up
- Labor and materials
- Remove Gutters as needed and install new Fascia

*LOXON Self-Cleaning paint is a Sherwin Williams product designed to stay clean and weather well, with long term, minimal maintenance.

Background

Since 2010, The Canby Urban Renewal Agency has funded construction grants of up to \$25,000 to encourage private investment within Canby's Urban Renewal District. The Façade Improvement Program partners with property owners and businesses to make improvements to the exterior of buildings clearly visible from the street. This partnership helps the Canby Business District revitalize and become more inviting to tenants, customers, and residents. This program has been successful in generating design improvements at approximately 3 properties per year in downtown Canby and along HWY 99E.

Discussion

Dewar Chiropractic is located in downtown Canby at 332 NW 2nd Avenue. Dewar Chiropractic is unique in the sense that both the front and the back of the building facades can be seen from the street. This application is for the side of the building that can be seen from NW 2nd Avenue (which is the back of the building).

The application is sent to the Main Street Design Committee for comments. Comments received:

- **"I agree with this request to improve the appearance & to upgrade the exterior walls as mentioned in this proposal. Am looking forward to the application."**

- “...good to hear people are sprucing things up. Do you know the color scheme he plans to use, if not are they recommended to use the color palette we put together...?”
 - As follow up, staff provided the applicant with the website to the [Sherwin Williams’ historic color palette](#). The palette has been provided in previous applications when the color scheme is unknown or the applicant asks for input. The Sherwin Williams historic color palette is provided as an example only. Applicants are not required to utilize the color schemes and are permitted to utilizing paint from the paint manufacturer of their choice.

Attachments

- Façade Improvement Program Application
- Dewar Chiropractic (rear) Photos
- Contractor Bids

Fiscal Impact

Matching grant of up to \$25,000 from the Urban Renewal Agency.

Options

Option 1: Approve matching grant of up to \$25,000 for Dewar Chiropractic under the guidelines of the Canby Façade Improvement Program.

Option 2: Decline matching grant of up to \$25,000 for Dewar Chiropractic under the guidelines of the Canby Façade Improvement Program.

Recommendation

Staff recommends the Urban Renewal Agency approve the allocation of matching grant funds for the Dewar Chiropractic façade improvement project.

Proposed Motion

“I move to approve the matching grant of up to \$25,000 for Dewar Chiropractic under the guidelines of the Canby Façade Improvement Program.”

Facade Improvement Program Grant Application

PLEASE NOTE:

Applying for the Canby Façade Improvement Program does not obligate the Canby Urban Renewal Agency to allocate funds for the specified project. Only after review and approval of the application will the Agency authorize funds for the specified project and only after completion of the project pursuant to the Canby Façade Improvement Program will the Agency be obligated to provide the authorized grant.

Date: 6/14/2012**APPLICANT INFORMATION**Applicant's Name: DAVID DEWAR / DED PROPERTIESMailing Address: 332 NW 1st AVE
CANBY, OR 97013Phone: 503-799-8067 Email: chirodewar@gmail.com

If someone other than the property owner will be the contact person for this project, please list here.

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATIONProperty Address: 332 NW 1st AVE CANBY, OR 97013Name(s) of owners: DAVID & PAIGE DEWAR / DED PROPERTIES

Land Use (Zoning) Designation: _____

Tax Lot Number: _____



Facade Improvement Program Grant Application

I intend to complete the following (check any or all that apply):

☐ Design Services Application

- Architectural Renderings (up to \$1,500 reimbursement, no match)
- Construction Drawings (up to \$1,500 reimbursement, no match)

☒ Façade Construction Application (50% matching grant, up to \$25,000)☐ Blade Sign Application (up to \$200 Reimbursement)**PROJECT VISION/IDEAS:**

PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- ☐ Pictures of property – several views are preferable – 4"x6" minimum

Please describe desired façade improvements (i.e. blade sign, paint, awnings, cornice repair, windows, etc.) Include any visuals that may assist in describing desired outcomes. Attach additional pages if needed.

* REMOVE / REPLACE AND/OR PATCH STUCCO WALL SURFACE
VISIBLE FROM PARKING LOT ON SOUTH SIDE OF
NW 2nd AVE. (325 NW 2nd AVE)
* PAINT WITH HEAVY DUTY ELASTOMERIC PRODUCT TO
SLOW FURTHER DETERIORATION OF BUILDING.

The following steps are to be completed after meeting with City Staff.

PROPOSED FAÇADE IMPROVEMENTS:

Please provide copies of architectural renderings, including scaled and colored drawings, exterior elevations, site plans showing landscaping, parking and public improvements, and perspective drawings showing building and context appearance. Please also provide a copy of the financial analysis including summary of construction costs as provided by the architect.

CONSTRUCTION QUOTES:

The applicant will provide required quotes based on cost for completing the façade construction. Once all quotes have been received, a contractor will be selected for the project.



Façade Improvement Program Grant Application

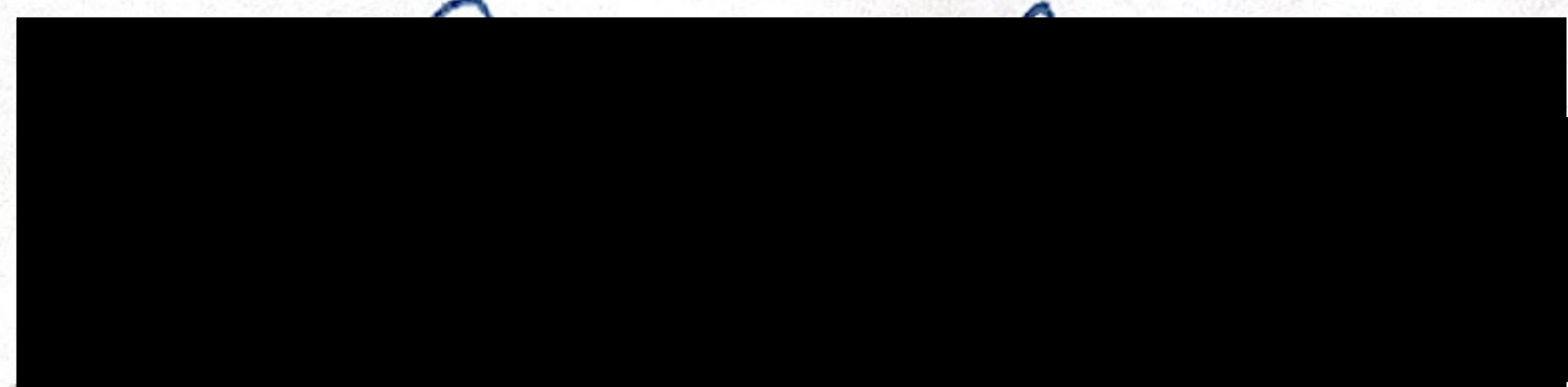
- Façade improvements costing \$15,000 or below will require submittal of a minimum of two competitive contractor quotes.
- Façade improvements costing more than \$15,000 will require submittal of a minimum of three competitive contractor quotes

PLEASE SUBMIT THE FOLLOWING TO SUPPLEMENT YOUR APPLICATION:

- ☐ Copies of proposed design
 - ☒ Construction quotes
-

CERTIFICATION

I certify to the City of Canby Urban Renewal Agency that ALL of the information contained in this application is true and correct to the best of my knowledge. I acknowledge that the funding source of the Façade Grant program is the City of Canby's Urban Renewal Agency and I understand that I must comply with all the regulations of the Urban Renewal Agency and the City of Canby.



Applicant's Signature

DAVID AEWAR, DC
Print Name

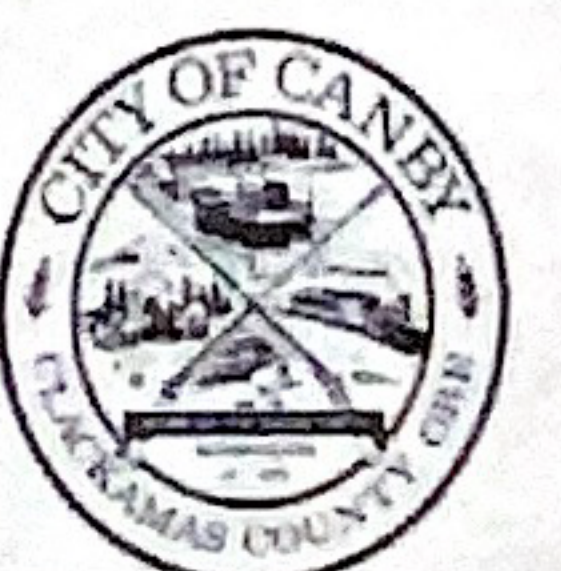
6/14/2022
Date

EMAIL, MAIL OR DELIVER COMPLETED APPLICATION AND REQUESTED DOCUMENTATION TO:

Email: Tyler Nizer, Economic Development + Tourism Coordinator
NizerT@CanbyOregon.gov

Mail: City of Canby
PO Box 930
Canby, OR 97013

Drop: City of Canby | Development Services
222 NE 2nd Ave, 2nd Floor
Canby, OR 97013







ESTIMATE

Dewar Chiropractic

Date
Sep 23, 2021

Expiry
Oct 7, 2021

Quote Number
QU-1156

Reference
Painting

NW Contracting LLC.
28555 S. Hwy 213
Molalla OR 97038
Ph: 503-756-5219
Em:
mikeg@nwcontractingllc.com
CCB# 209370

332 NW 1st Ave Canby OR 97013

(503)266-0600 (office)

Description	Quantity	Unit Price	Amount USD
Painting: Lightly pressure Wash two exterior walls as needed. Scrape and grind down areas as needed. Apply skim coat as needed to smooth out surface to best of ability. Apply Primer. Apply Loxon Self Cleaning exterior Paint- Clean up Labor and Material	1.00	6,800.00	6,800.00
Remove Gutters as needed and install new Fascia Labor and materials	1.00	1,200.00	1,200.00
Subtotal			8,000.00
TOTAL USD			8,000.00

Terms

IN THE PROJECT WITHIN THE GENERAL SCOPE OF THIS AGREEMENT CONSISTING OF ADDITIONS, DELETION OR OTHER REVISIONS THE GUARANTEED MAXIMUM PRICE, THE CONTRACTORS FEE AND CONSTRUCTION TIME SCHEDULE WILL BE ADJUSTED ACCORDINGLY.
-ALL PRODUCTS ARE CUSTOM MADE AND CANNOT BE RETURNED
-THIS CONTRACT CONSTITUTES THE FULL AND ONLY AGREEMENT BETWEEN PARTIES, THERE BEING NO PROMISES, AGREEMENTS OR UNDERSTANDINGS, WRITTEN OR ORAL.
-THIS CONTRACT IS AN OFFER BY NW CONTRACTING, LLC OR BY ITS MANAGEMENT TO ACCEPTANCE OR REJECTION BY CONSUMER OR CLIENT.
-BALANCE IS DUE UPON COMPLETION UNLESS OTHERWISE SPECIFIED. SEE TERMS ABOVE
-NW CONTRACTING, LLC. SHALL BE ENTITLED TO A LATE FEE ON ALL DELINQUENT ACCOUNTS EQUAL TO 1.5% PER MONTH (18% PER ANNUM), ALL

RETURNED CHECKS ARE SUBJECT TO A \$42 FEE.

-CUSTOMER AGREES TO FOREGOING AND ACKNOWLEDGES THE RECEIPT OF A COPY OF THIS CONTRACT AND OF THE NOTICE OF CANCELLATION.

-YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD (3RD) BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE NOTICE OF CANCELLATION FORM AND EXPLANATION OF THIS RIGHT.

50% DEPOSIT IS REQUIRED ON ALL SALES PRIOR TO SCHEDULING.

50% UPON COMPLETION.

ALL CHANGE ORDERS ARE TO BE PAID IN FULL WHEN PRESENTED.

Sales Consultant Name (Estimates Only): _____

Mike Goktas Contractor: _____

Consumer Owner: _____

Consumer Co/Owner: _____

BY SIGNING ALL PARTIES AGREE TO FULL TERMS OF THIS CONTRACT

NOTES:

All credit card transactions will have an additional charge of 3%.

CUSTOMER RECEIVED CONSUMER PROTECTION NOTICE: CUSTOMER SIGNATURE BELOW:

Pacific West Roofing

CCB#169414

2900 Industrial Avenue

Hubbard Oregonm

F: Fax Number

Reception@Pacificwestroofing.com

Bill To: David Dewar

Phone: (503)266-0600

Invoice #: 278

Address: 332 NW 1st Street Canby Oregon
97013

Fax:
Email: chirodewar@gmail.com

Invoice Date: 10/18/2021

Invoice For: Paint/gutters

Item #	Description	Qty	Unit Price	Discount	Price
1	Painting:	1	\$ 7,200.00		\$ 7,200.00
	Lightly pressure Wash two exterior walls as needed.				\$ -
	Scrape and grind down areas as needed.				\$ -
	Apply skim coat as needed to smooth out surface to best of ability.				\$ -
	Apply Primer.				\$ -
	Apply Loxon Self Cleaning exterior Paint- Clean up				\$ -
					\$ -
	Labor and Material				\$ -
	Remove Gutters as needed and install new Fascia	1	\$ 2,650.00		\$ 2,650.00
	Labor and materials				\$ -
					\$ -
					\$ -
				Invoice Subtotal	\$ 9,850.00
				Tax Rate	
				Sales Tax	\$ -
				Other	
Make all checks payable to Pacific West Roofing. Total due in <#> days. Overdue accounts subject to a service charge of <#>% per month.				Deposit Received	
				TOTAL	\$ 9,850.00