

C Street Cooperative Applicant Information Packet

Nov. 2023

The C Street Cooperative is now accepting membership applications for
a **1-bed 1-bath downstairs suite**
(available Jan.-Feb. 2024)

Current monthly carrying charges: \$825/mo.

(includes mortgage payments, taxes, property insurance, maintenance, reserves, and water/electric/trash)

Applicant households must meet the following income requirements:

Household Size	Minimum gross monthly income*	Maximum gross monthly income
1 person	\$1,650/month	\$3,938/month (\$47,250/yr.)
2 people	\$1,650/month	\$4,500/month (\$54,000/yr.)
3 people	\$1,650/month	\$5,063/month (\$60,750/yr.)

To Apply:

1. Read this Applicant Information Packet first for important information about the C Street Co-op, the available unit, membership share costs, and the eligibility and selection criteria.
2. Visit <https://www.squareonevillages.org/c-street> to complete an application (click “Apply to Live at C Street”). Applications can be submitted online, or printed at home and submitted by mail. See p. 11 for detailed instructions.
3. **Applications will be processed in the order they are received**, and will be accepted until the unit is filled.
4. Email questions to cstreet@squareonevillages.org

Equal Opportunity Housing

Neither SquareOne nor the C Street Cooperative shall discriminate on the basis of race, ethnicity, color, religious affiliation, age, sex, gender identity, sexual orientation, familial status, marital status, disabilities, source of income, or for any reasons prohibited by federal law or the laws of the State of Oregon.

C Street Cooperative Overview

Location: 1075 & 1077 C Street; Springfield, OR 97477



The C Street Cooperative is the third affordable co-op project developed as part of SquareOne's community land trust. C Street's members cooperatively own the buildings and improvements on the property, and the land is owned by SquareOne Villages, a non-profit community land trust whose mission is to ensure the co-op's permanent affordability. C Street's property consists of six private 1-bed, 1-bath

suites (approx. 384 sq. ft. each) in two buildings, with a shared laundry room, grounds, and parking area. Learn more about the project [here](#).

Current carrying charges: \$825 / month

The carrying charge is a monthly payment that each member makes to the co-op that covers all of the co-op's fixed and variable expenses, including mortgage payments, utilities (electric, water, sewer, and trash), property taxes, insurance, maintenance, replacement reserves, and ground lease fee. Monthly carrying charges are set by the members as part of the co-op's annual budgeting process.

Membership share purchase: \$10,650¹

In addition to the monthly charges, approved applicants must purchase a membership share in the co-op, similar to a down payment on a home. The resale value of the share will appreciate according to a resale formula of 3% simple interest per year. This allows member-owners to build modest equity while also preserving affordability for future residents.

Available Financing

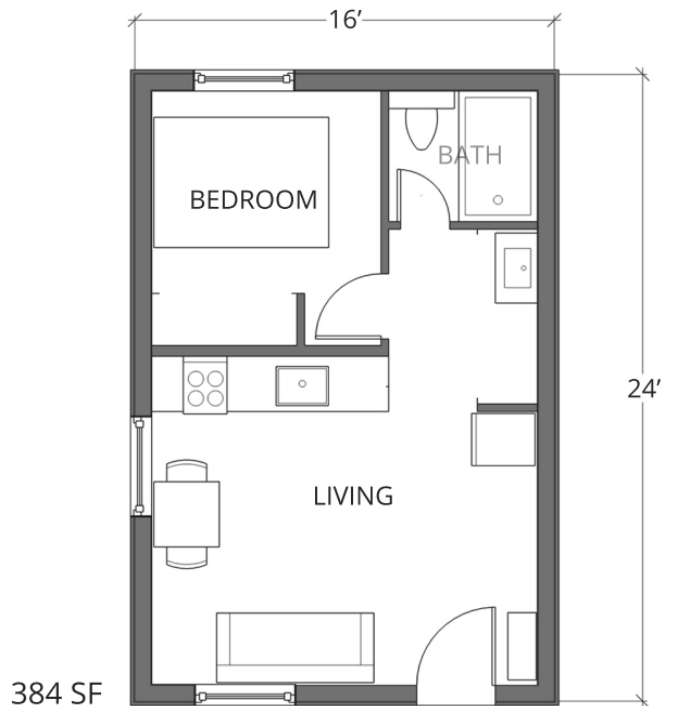
Financing to purchase a share in the co-op is available to qualifying applicants through SquareOne's revolving loan fund. The maximum loan amount is \$5,000 at 6% interest for up to five years. (The typical monthly repayment amount on a \$5,000 loan over five years is approximately \$97/mo.).

Applicants who are currently enrolled in an IDA (Individual Development Account) program can arrange to repay a loan from SquareOne in a lump sum once their IDA matures.

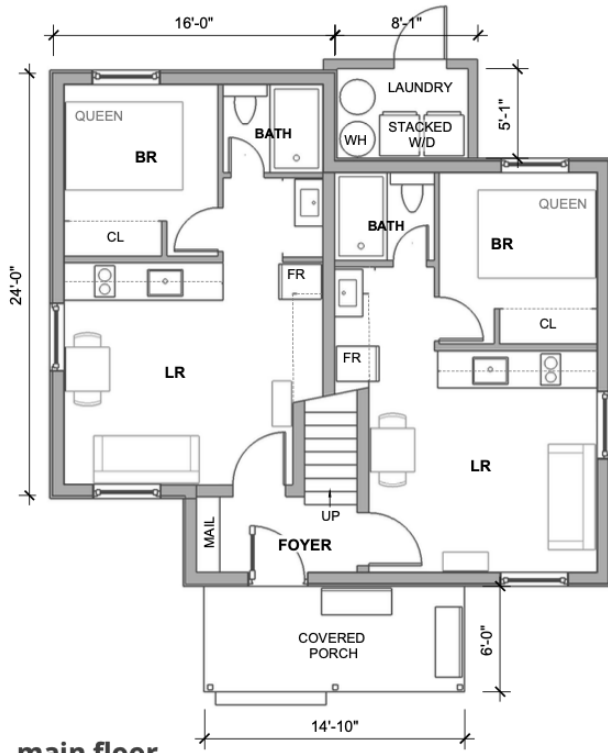
¹ Maximum resale price as of 11/1/23. Share transfers occur between the departing member and the entering member. The maximum resale value depends upon the amortization of the share paid by the departing member.

Available Suite

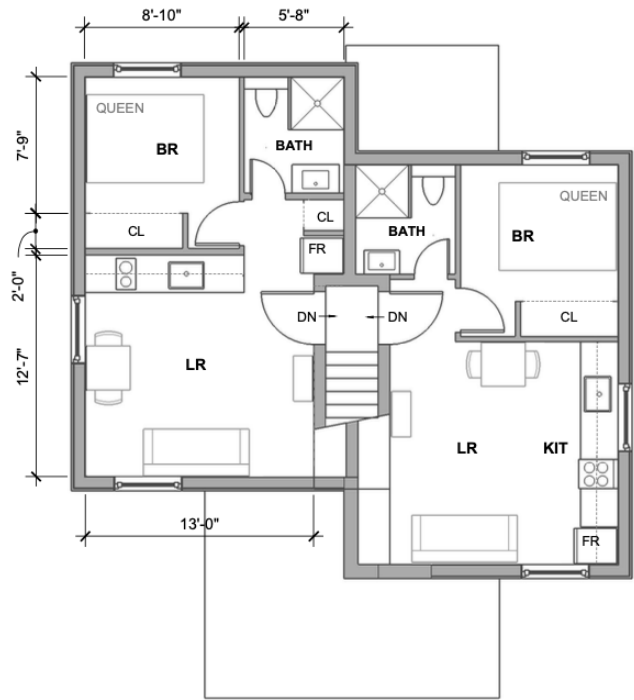
The available unit is a downstairs 1-bed, 1-bath suite with kitchenette. It is located on the west side of the larger house. The suite includes a refrigerator and induction cooktop. C Street members share a laundry room with two washers and two dryers, grounds, and a parking area. **Move-in expected Jan.-Feb. 2024.**



Floorplan | Shared House

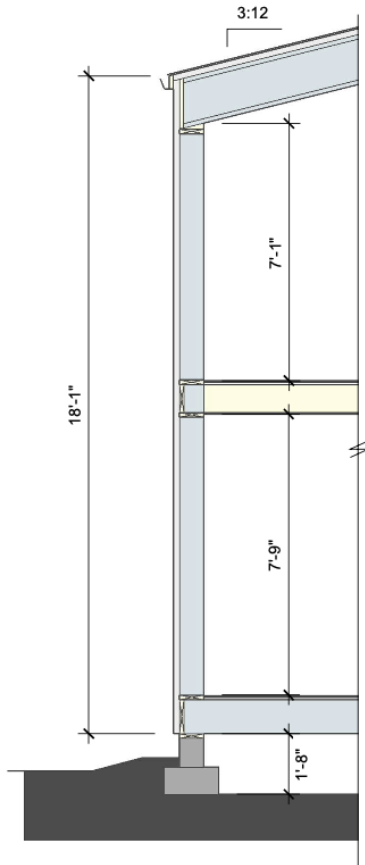


main floor
scale 1/8" = 1'-0"



upper floor

Construction | Net Zero Energy



Building Section

scale 1/4" = 1'-0"

With well-insulated 2x8 walls, airtight construction, and triple-pane windows, the homes aim to be "net zero energy ready", with future rooftop solar panels able to generate as much energy as the homes use in a year. This also means very low energy bills. Simple, optimized construction practices keep this affordable. Durability is also a priority: lifetime warranty shingle roofing and fiber-cement siding are anticipated. These details are subject to change based on budgetary constraint.

Roof

14" wood I-Joist @ 24" o.c.
Fiberglass Insulation
Air Barrier Sealing
Comp Shingle Roofing

Heating, Cooling, & Ventilation

Electric Cove Heaters
Elec circuits for future Mini-Split Heat Pumps
Bathroom & Kitchen exhaust fans

Wall

2x8 @ 24" o.c.
Blown-In Cellulose Insulation
Air Barrier Sealing
Rainscreen Battens
Fiber Cement Siding

Water Heating

Heat Pump Water Heater

Windows

Triple-Pane, Sliders

Energy Performance (Modeled Estimated)

Energy Demand = 3,500 kWh/yr per suite
EUI = 31 kBTU/sf.yr
Net Zero Solar PV Size = 3.1 kW per suite
(Solar panels future install)

Floor

2x12 @ 24" o.c.
Air Barrier Sealing
Fiberglass Insulation

Member Selection Criteria

Applicants will be evaluated on the criteria below. The C Street Cooperative shall not discriminate on the basis of race, color, religious affiliation, age, gender identity, familial status, sexual orientation, marital status, disabilities, source of income, or for any reasons prohibited by federal law or the laws of the State of Oregon.

1. Income

Minimum income: Has a gross income (before tax) of at least **\$1,650/month** (\$19,800/year).

Maximum income: Total gross (before tax) household income must not exceed 80% of the Area Median Income for Lane County based on household size. The 2023 income limits are:

Household Size	Max. gross monthly income	Max. gross annual income
1 person	\$3,938	\$47,250
2 people	\$4,500	\$54,000
3 people	\$5,063	\$60,750

Documentation must be provided with your application to verify income. The required documentation will depend on a household’s particular situation, and typically includes two months’ most recent pay stubs (for employment income); current Social Security or disability benefits award letter (for disability or Social Security income); current retirement/pension benefit letter (for retirement income); etc.

2. Household Finances

Regular income: Applicants have consistent, verifiable income/employment for the past 24 months.

Financial responsibility: Applicants must be able to show financial responsibility and a satisfactory past performance in meeting financial obligations, including but not limited to timely payments of rent, utilities, and/or installment debts (e.g. credit cards).

3. Co-op share purchase

Share purchase: Applicants must purchase a share in the cooperative. This cost must be paid in full to the departing member prior to move-in. Financing is available to qualifying applicants through SquareOne’s revolving loan fund (see below).

Share financing: SquareOne Villages is able to offer financing to qualified applicants. The maximum loan amount is \$5,000 paid over 5 years at 6% interest. The monthly repayment amount for a \$5,000 loan would be about \$97 per month. Applicants currently participating in an Individual Development Account (IDA) program may be able to repay in one lump sum when their IDA matures.

4. Commitment to cooperative housing

Cooperative Homeownership: Applicants must make reasonable efforts to understand the unique characteristics of co-operative housing.

Participation & Cooperation: Applicants must show reasonable ability and willingness to spend a limited amount of time participating in the co-op's operations, management, maintenance, and governance.

Applicants must show reasonable ability and willingness to cooperatively work with other members and participate in group decision-making, and agree to observe community and cooperative agreements.

Non-discrimination: Applicants must agree that they and their household will not discriminate against other residents or applicants on the basis of any protected category, including race, sex, gender, age, marital status, religious or political affiliation, color, national origin, sexual orientation, veteran status, family composition, disability, or source of income.

Ability to comply with terms of lease: Applicants must be able to fully comply with all terms of the Proprietary Lease and Community Agreements, and participate in the life of the co-op either independently or with reasonable assistance.

5. Conviction history, property damage, and disturbances

Criminal history: Applicants must accurately disclose any criminal convictions for all household members. Criminal history does not automatically disqualify an applicant. However, a history of one or more activities against people (e.g. violence); property (e.g. theft, destruction, fraud); or for any serious drug-related activity may be taken as evidence of an inability to participate successfully in a community setting, depending on the time since the conviction, the seriousness of the charges, and how the applicant has lived since then (e.g. completion of substance abuse treatment, etc.). Applicants with criminal convictions may require additional screening. Failure to report criminal convictions of any member of the household will be grounds for rejection of the application.

Disturbances: Applicants must have no history of disturbing neighbors, destruction of property, or living or housekeeping habits that might adversely affect the safety, health, or welfare of other residents, or that might result in unusual maintenance services.

6. References

Rental/housing references: Applicants must provide information for the last 3 years of housing history with contact information (landlords, property managers, housemates, service/shelter providers, etc.) for applicable references. Information will be sought on rent/mortgage payment history, lease compliance, and treatment of property.

Character references: Applicants must provide at least three references for each adult in the household who can speak to the applicant's initiative, attentiveness, responsibility, reliability, ability to work well with others, and problem-solving skills. References may include neighbors, coworkers, employers, teachers, fellow volunteers, etc. Family members may not serve as references.

Rights & Responsibilities of Co-op Members

RIGHTS	RESPONSIBILITIES
A. To occupy one of the housing units owned by the co-op and share in the use of common amenities.	a. To refrain from behavior which in any way prevents or discourages another member from living peacefully in their assigned unit.
B. To live in democratically managed housing under the auspices of a democratically run organization.	b. To regularly attend co-op meetings and participate actively, or through their elected representatives, in the governing of their housing cooperative. To keep abreast of all co-op (and SquareOne) communications such as emails, newsletters, calendars, and website updates.
C. To live in housing that is clean and sanitary.	c. To share in whatever work is required to keep the property clean, sanitary, in good repair, safe and secure, and operating properly.
D. To live in housing that is safe and secure.	d. To abide by all co-op security measures. Lock doors, windows, and rooms appropriately. Monitor all guests. Manage keys and lock combinations responsibly. Respect the property and privacy rights of others. Refrain from all illegal activities.
E. To live in housing free from abuse, harassment and prejudicial behavior of any kind.	e. To refrain from any actions that would discriminate against, harass or abuse another member; or cause physical, emotional, or psychological harm.
F. To privacy in their assigned unit.	f. To respect the privacy rights and personal space of all other members.
G. To access all co-op rules, policies, and financial records.	g. To pay all co-op charges in a timely manner. Familiarity with the co-op's Bylaws, policies, contracts, and community agreements.
H. To a balanced and fair system of dispute resolution and due process.	h. To work proactively to resolve disputes in a forthright, peaceful and civil manner – beginning by addressing concerns respectfully as a neighbor whenever possible and appropriate
I. To trained and competent co-op Officers and Board of Directors; including protection from capricious or irresponsible decision making.	i. To serve as a member of the co-op's Board and to periodically assume the role of an Officer along with other members. To communicate and cooperate with the co-op's Officers and Board in the execution of their duties. To hold officers and other members accountable and provide constructive feedback at appropriate times and places. To be familiar with the co-op's rules, policies, procedures and community agreements. Attend and actively participate in relevant meetings.

Cooperative Agreements

The mission of the C Street Cooperative is to provide permanently affordable housing to its members in a stable community setting, and to promote a cooperatively-owned affordable housing option for low-income members of the community at large. The cooperative approach to housing instills a pride of ownership resulting from people experiencing control over their living space, often for the first time in their lives. This pride of ownership leads to a deeper interest in keeping the housing and property well-cared for.

The C Street Cooperative is more than just a cheap place to live. **It requires the participation of its member-owners in the management and maintenance of the property through a democratic process.** Cooperative ownership depends on the active involvement of its members in order to operate and remain affordable.

As with any form of homeownership, cooperative housing involves additional responsibilities compared to rental housing. In exchange, members enjoy significant cost savings and greater control over how their housing is managed. By applying for membership, you agree that:

You understand that this is different from rental housing and that living at C Street comes with additional obligations beyond making a monthly payment. If accepted as a member, you agree to:

Participate as a member of the Cooperative's Board of Directors and share in the responsibilities of an Officer of the co-op along with other members.

Regularly contribute time each month on approved activities managing and maintaining the property. These include landscaping, home repair, taking minutes, committee work, serving as an Officer of the co-op, and more. All members must at all times abide by the Cooperative's Participation Policy.

You recognize and understand that by applying to become a member of the C Street Cooperative, You are making a commitment to cooperative housing as outlined above.

If accepted as a member of the C Street Cooperative you agree that you will, in good faith, maintain these commitments, acquaint yourself with all of the cooperative's rules and policies, and participate to the best of your ability.

Instructions—How to Apply

- Read the Applicant Information Packet. You can find the Applicant Information Packet, download a printable application, and access the online application at <https://www.squareonevillages.org/c-street> (click “Apply to Live At C Street”)
- Applications can be submitted in two ways:
 1. **Online:** Complete and submit online at the link above.
 2. **Print & Mail:** Print an application at home at the link above. Completed applications can be submitted by mail to:

SquareOne Villages
Attn: C Street Membership Committee
15 N. Polk St., Eugene, OR 97402
- Information for all household members must be provided. If you have multiple adults in your household, each will need to supply information and sign the application.
- All sections of the application must be completed in order to be considered. Information needed to apply includes:
 - Income documentation (must be provided with your application)
 - Housing history information for the past 3 years, including contact information for applicable housing references (e.g. landlord; property manager; roommate; etc.)
 - Character references—3 people who know you and are not family members
 - Depending on personal history and circumstances, details may be needed regarding past evictions, current debts, and/or conviction history.
- Email questions to cstreet@squareonevillages.org

Applications will be processed in the order they are received and will be accepted until the available unit is filled.

What happens after an application is submitted?

1. **SquareOne Villages screens your application:** Each application is screened for completeness and income eligibility.
2. **Review by co-op membership team:** Applications that are complete and meet the income requirements will be forwarded to the C Street Cooperative's membership team. The membership team will review applications and contact references.
3. **Background check & interview:** Following their review and reference checks, the membership team will invite selected applicant(s) to interview with current C Street members. At this time, the invited applicant(s) will also authorize a background screening. (the background screening is completed by a third-party service; we do not collect SSNs)
4. **Board decision:** Following the interview, the C Street board of directors will make a final decision on whether to approve or deny the applicant.
5. **Sign paperwork & share purchase:** If the approved applicant accepts the offer of membership in the co-op, SquareOne Villages will set a move-in date and schedule a time to complete the share purchase and sign all relevant documents.
6. **Move in**

Applicants who are not selected will be notified by the membership team once the available unit has been filled, and will discuss options to be considered for future availability.