

**Memorandum of Understanding
Glassyard Commons RV Safe Lot**

This Memorandum of Understanding (MOU) is entered into and effective February 1st, 2026, by and between NEW HOPE MISSIONARY BAPTIST CHURCH ("Sponsor") and the LOW INCOME HOUSING INSTITUTE ("LIHI") collectively known as the "Parties."

I. The Recitals

A. Sponsor is a religious non-profit organization. Serving low-income and homeless individuals is a religious exercise for the Sponsor.

B. LIHI is a 501c3 non-profit organization. LIHI develops, owns, and operates housing for the benefit of low-income, homeless, and formerly homeless people in the Puget Sound region and administers a range of supportive service programs to assist those it serves.

II. Terms of Memorandum of Understanding

A. Sponsor hereby agrees to sponsor a tiny house village known as Glassyard Commons RV Safe Lot on the real property located at parcel 3024049182 ("Site"). LIHI is leasing the site to be used as a temporary encampment in accordance with the Seattle Land Use Code.

B. The conditions of the village established under the MOU are as follows:

1. Duration of MOU. The initial length will be for (1) year at the Site. This MOU will roll over automatically after this one year period if no other action is taken, revocable by either of the Parties with 60-day notice prior to the one year period concluding.

2. Contacts. LIHI shall identify to the Sponsor one staff person and provide daytime and nighttime contact information for this person. The name shall be updated upon change.

3. Maximum Numbers. No more than two registered adult clients will occupy each unit. A maximum of 20 tiny houses and 72 RV's will be placed at the Site. By request of the Sponsor, LIHI may provide access to the daily register.

4. Sex Offender Checks. All prospective clients will be checked for sex offender status prior to registering as a village participant. This information will be verified by reviewing the Valid Government Issued Picture Identification provided by each client at his/her/their initial intake. Convicted and registered sex offenders will not be allowed to occupy the property.

5. Landscape Buffers. A privacy fence with a minimum of six-foot height shall be established in areas to ensure privacy or conform to the city ordinance.

6. Parking. The Parties will make every effort to respect established parking and shall make every effort to work collaboratively with established clients, faith organizations, and businesses to avoid negative parking impacts. This includes but is not limited to the location of village clients' vehicles, and times and locations of delivery trucks and service vehicles.

7. Health Regulations. The Parties shall permit inspections of the village by the Seattle-King County Public Health Department with or without prior notice. The Parties shall work with the Seattle-King County Public Health Department as necessary to resolve issues identified.

8. Staff and Clients. A roster of all LIHI staff at the village shall be provided to the Sponsor and updated as needed. LIHI shall keep a daily register of the names of the village clients and retain that list for at least six months.

9. Fire Safety Regulations. The Parties shall permit inspections of the village by the Fire Department with or without prior notice. LIHI will maintain fire extinguishers on Site. Smoking will not be allowed in any structure. Smoking may be allowed in one designated outdoor area.

10. Inspections. On-site LIHI staff shall permit inspections of all areas by the Sponsor and/or City staff at reasonable times with or without prior notice for compliance with the terms of this MOU and all applicable laws. Authorized Sponsor representatives may make inspections throughout the village to ensure satisfactory hygiene and safety standards are being observed. Emergency inspections by the Sponsor may be made to determine if the Code of Conduct or other rule violations are occurring.

11. Program Management. The Parties will provide services as identified in the Supportive Services Plan. The day-to-day operations will be managed by LIHI with a mutual housing model of client engagement. Oversight will be provided by the Sponsor. Clients will help clean and maintain the village. LIHI is a designated service provider and will provide case management services.

12. Code of Conduct. LIHI will enforce at all times at the Site the Code of Conduct. A copy of the Code of Conduct is attached to this MOU.

13. Enforcement of Code of Conduct. For the protection of the village clients and the neighborhood, LIHI shall diligently enforce the Code of Conduct. Upon notice by the Sponsor to LIHI, or if LIHI learns of a potential violation of provisions, LIHI shall investigate and, if sustained, require the responsible client(s) to be subject to progressive discipline which includes but is not limited to disciplinary action, and/or exiting the client from the program. If the complaint of violation was made by the Sponsor, or a member of the neighborhood, LIHI shall inform the Sponsor, and the neighborhood member(s) of the results of its investigation and any action taken.

14. Security.

- a. LIHI will maintain the safety and security of the property prior to and during occupancy of the village.
- b. LIHI agrees to provide at least one person to be on duty once occupancy begins.
- c. LIHI agrees to inform one of the contact persons for the Sponsor of any non-medical 911 calls the business day after the occurrence.
- d. LIHI shall respond promptly to any questions or concerns regarding operations by the Sponsor or neighbors in a prompt and respectful manner.

15. Condition of premises. LIHI will keep the designated Site in a clean and sanitary condition at all times. It is a mandate that the advice and requirements set forth by the Health Department regarding the prevention of rodent infestation be followed. Individual storage must therefore only be within the tiny house units and must be kept to the maximum equivalent of four 33 gallon bags per person. One

bicycle per person is allowed on the premises. It is the responsibility of the clients and LIHI to ensure all trash and debris is collected and discarded properly. If a Sponsor representative notices a violation of this policy, he/she/they may contact the LIHI staff person by the next business day.

16. Tiny House Construction. All tiny houses are placed on above-ground temporary foundation blocks and are moveable. The tiny houses qualify as wooden tents and are no larger than 120 sq. ft. All units, platforms, and cinder blocks are the property of LIHI. These structures are not stand-alone homes or domiciles, but sleeping and storage areas accompanied by other living spaces located in the community areas of the village.

17. Other Structures. Additional check-in offices, case management offices, kitchen, community area, outdoor seating tent, and hygiene facilities will be included on the Site.

18. Utilities. LIHI will pay all utility bills.

19. Operating Expenses. LIHI agrees to pay operating expenses. LIHI will reimburse the Sponsor for costs incurred by the church for maintaining this MOU and related obligations.

20. Duration of Stay. The Parties agree to remain at the Site for up to one year from the date this contract is signed. The stay at the Site will continue automatically after this one year period if no other action is taken, revocable by either of the Parties with 60-day notice prior to the one year period concluding.

21. Meals & Services. Provision of meals shall be the responsibility of LIHI. Donations will be the responsibility of the Parties. The sponsor will provide services on-site as identified in the Supportive Services Plan. LIHI will provide the clients with supportive services and case management. LIHI will work with the clients to move them into transitional, permanent, and other stable housing. The Parties will collaborate on fundraising and the solicitation of needed in-kind donations and supplies.

22. Indemnification and Hold Harmless. The Parties agree the Sponsor is not responsible for the actions, inactions, or omissions of LIHI or of any clients of the village. All clients shall sign a registration statement acknowledging the client's willingness to comply with the Code of Conduct and agreeing not to bring a claim or action against the Sponsor or LIHI for injuries or occurrences happening within or around the village, irrespective of fault or negligence. Proof of insurance must be provided to the Sponsor and will be the responsibility of LIHI to obtain.

23. Dispute Resolution. If the Sponsor believes this MOU has been breached, the party representatives shall meet within three business days and make every reasonable attempt to resolve the dispute.

24. Appointment of Contact Persons. The following persons are designated as the contact persons for service of all notices provided in this MOU:

New Hope Missionary Baptist Church
Rev. Dr. Robert L. Jeffrey, Sr.: (425) 919-5482
124 21st Ave, Seattle, WA 98122

Low Income Housing Institute:
Sharon Lee, Executive Director: (206) 571-5730

1253 S Jackson St, Suite A, Seattle, WA 98144

All parties are under a continuing obligation to update the designation of their respective contact persons in writing as necessary.

~~25. Construction. This MOU shall be construed according to the fair intent of the language as a whole and not for or against either party.~~

26. Integration of MOU Terms. This MOU and Supportive Services Plan are a full and complete integration of the parties' agreement, and there are no promises, covenants, or representations concerning the subject of this MOU and Supportive Services Plan not contained herein.

27. Waiver. The failure to enforce any provision of this MOU shall not be considered or construed to be a waiver of any rights or responsibilities under this MOU.

28. Permit. All terms and conditions of the permit required by the local jurisdiction are incorporated into this MOU.

29. Community Notification. The Parties will be responsible for informing nearby neighbors and businesses of any community meetings regarding the village in coordination with the City of Seattle. LIHI will contact other community representatives at the request of the Sponsor. Meeting invitations will be translated into multiple languages.

30. Community Advisory Committee (CAC). The CAC will be composed of diverse members of the community that will provide advisory input on operations and address ideas, offers of support, complaints and concerns from neighbors. The Sponsor's representatives and LIHI staff will attend the CAC meetings. The public is invited to attend.

New Hope Missionary Baptist Church



Rev. Dr. Robert L. Jeffrey, Sr.

3/4/26
Date

Low Income Housing Institute



Sharon Lee, Executive Director

3/4/26
Date