

VIALFOTHERINGHAM<sup>LLP</sup>  
LAWYERS

GREGORY B. COXEY

1.800.684.4111 x210

FAX 503.598.7758

[GBC@VF-LAW.COM](mailto:GBC@VF-LAW.COM)

*Admitted to practice in:*

Washington

Oregon

Utah

Idaho

May 22, 2014

P11927-001

***Kimberly Woods Homeowners Association***

Steve Gruber and Michael Chang

14232 Kimberly Circle

Lake Oswego OR 97035

Re: Representation Agreement - Cash Flow Enhancement

Dear Board of Directors:

We are pleased that the Board of Directors ("Board") of the Kimberly Woods Homeowners Association ("Association") has hired Vial Fotheringham LLP to serve as the Association's legal counsel for collecting past due balances due to it by current and former owners. We would like to take this opportunity to confirm the terms of our representation. As with any successful relationship, effective legal representation requires absolute trust and candor between attorney and client. Accordingly, we will make every effort to keep you informed of the progress of our work on matters. In return, we ask that you respond promptly and completely to our requests for pertinent documents and other information that we believe might be relevant. Please note that all communications between us pertaining to the subject of our representation are confidential attorney-client communications, and will be used by us solely for the purpose of pursuing your interests.

Accompanying this cover letter is a "Cash Flow Enhancement Agreement" ("CFE Agreement") and a draft of a collection resolution based upon the Association's governing documents. This resolution cites all the pertinent authorities granted to the Association, and is tailored to our program. This resolution must be adopted by the Board, signed and distributed to all members of the association, putting them on notice of the Association's intention to collect delinquent accounts according to this method. *Without the executed and adopted and signed CFE Agreement, we cannot move forward with the CFE program, and absent that fully executed resolution, this CFE agreement is of no effect.* All files opened without signed CFE Collection Resolutions will revert to traditional collection files where the Association pays hourly for collection efforts on their behalf.

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Northwest HOA Law Center, 17355 SW Boones Ferry Rd. Suite A, Lake Oswego, OR 97035 503.684.4111

Intermountain West HOA Law Center, 602 East 300 South, Salt Lake City, UT 84102 801.355.9594

Northwest HOA Law Center, Boise 12828 LaSalle St., Suite 101 Boise, ID 83713 208.629.4567

Southwest HOA Law Center, 2333 W University Dr. #C103 Tempe, AZ 85281 480.448.1331

Website: [www.vf-law.com](http://www.vf-law.com)

May 22, 2014

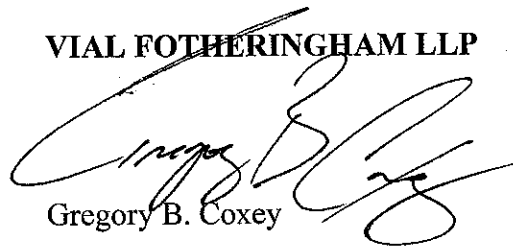
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Please review the CFE Agreement carefully, and if it accurately states your understanding of our attorney-client relationship and fee agreement, sign the attached copy where indicated, and return it to this office in the enclosed self-addressed envelope.

We sincerely thank the Association for coming to us for legal services; we look forward to working with Kimberly Woods Homeowners Association in the future. Please call with any questions.

Sincerely,

**VIAL FOTHERINGHAM LLP**



Gregory B. Coxey

READ, UNDERSTOOD AND AGREED:

By: \_\_\_\_\_  
**Association Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Position**

GBC/kmt