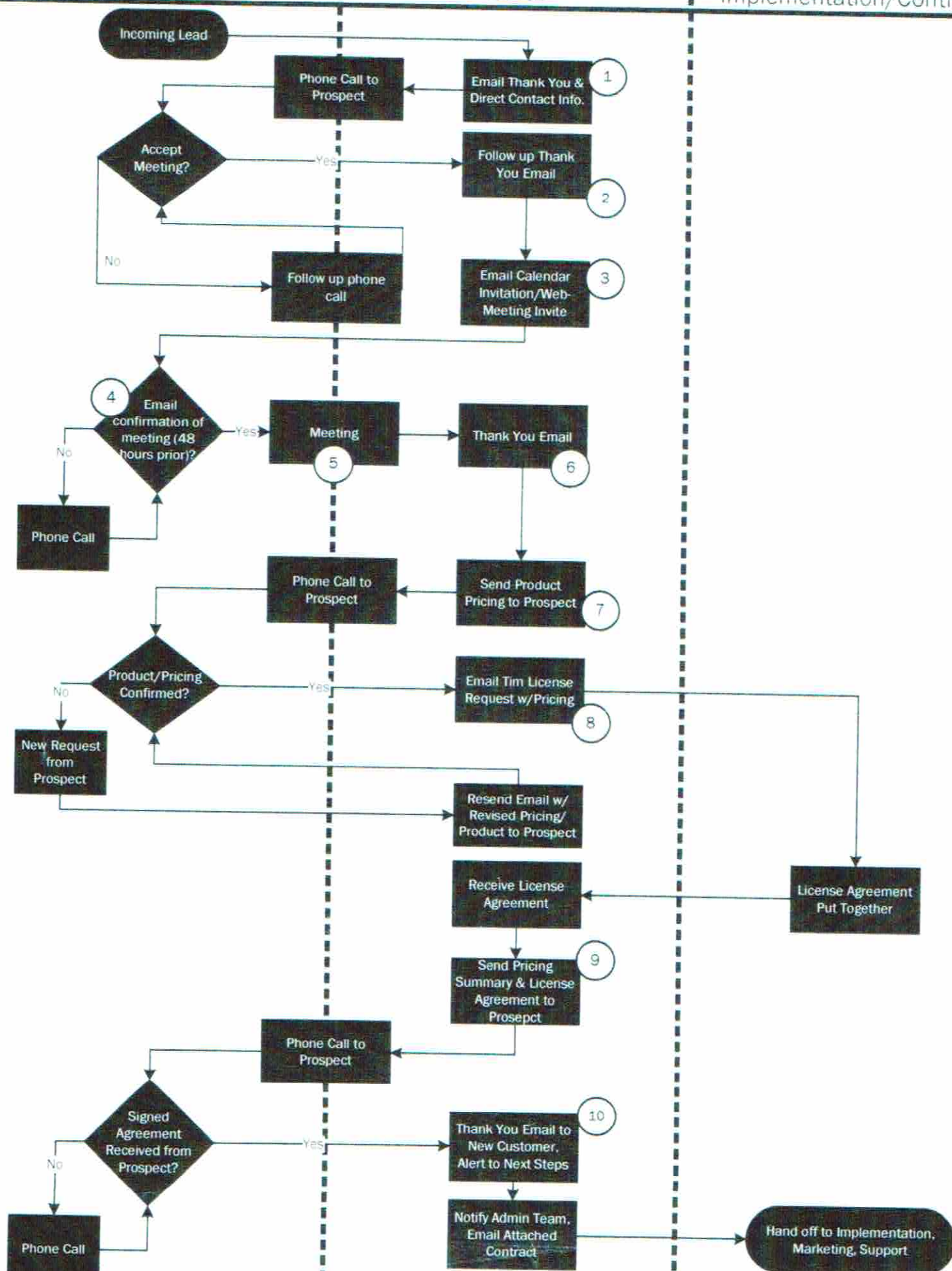
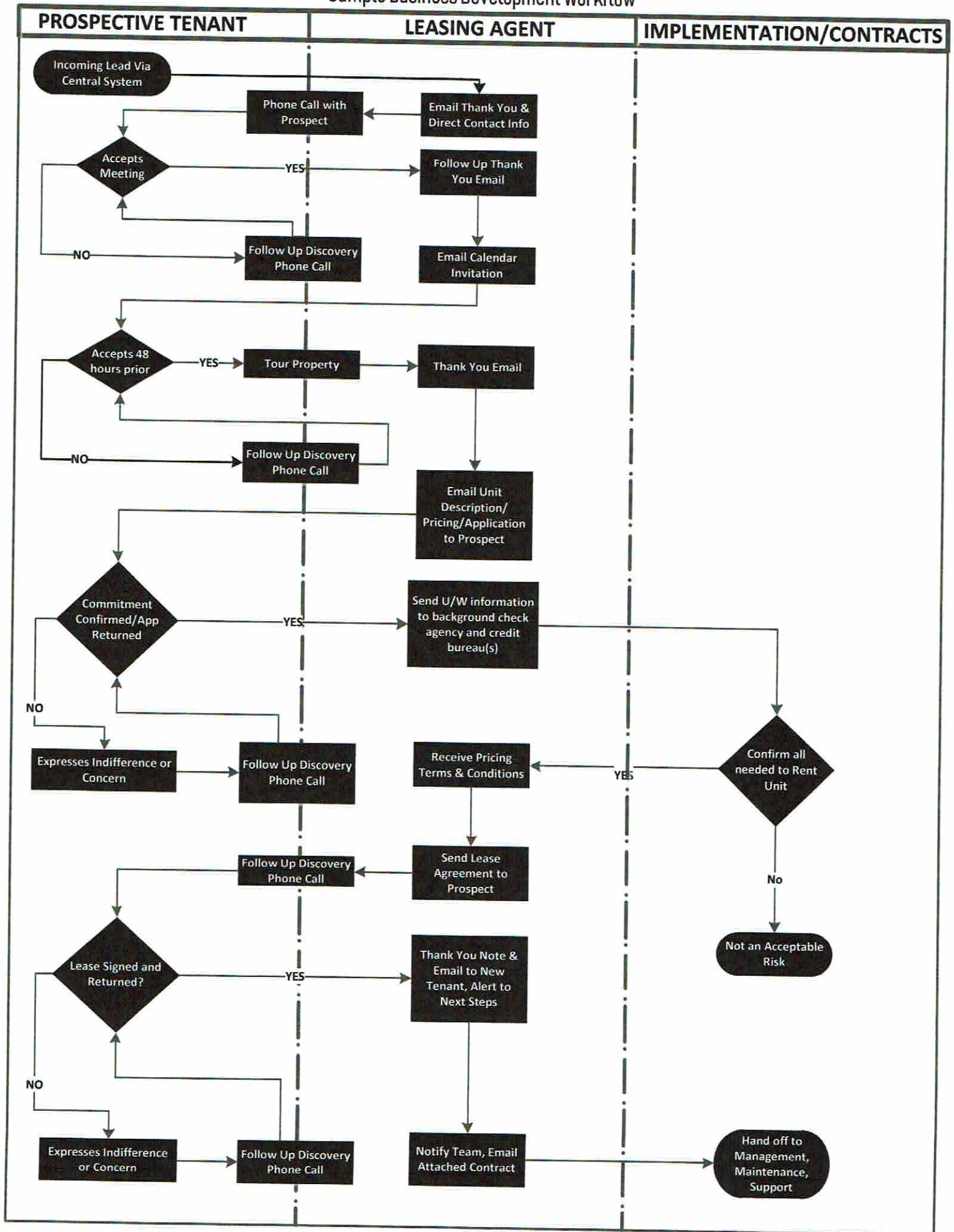


Implementation/Contracts



Sample Business Development Workflow



Sample Underwriting

A Developer's Perspective

Exhibit E Raw Land Due Diligence Checklist

| | |
|----------------------|--|
| Deal Name | |
| Jurisdiction | |
| Purchase Price | |
| Raw Land | |
| Finished Pads | |
| Completed Units | |
| Price /Finished unit | |
| Date Offer Accepted | |
| Due Diligence Began | |
| Due Diligence Ends | |
| EM Due Date | |
| EM Amount | |
| EM Additional | |
| Date Non-Refundable | |
| Closing Date | |

| Contingency | Ordered | Completed | Comments |
|---------------------------------|---------|-----------|----------|
| Proforma | | | |
| IRR | | | |
| Previous appraisals | | | |
| Site Plan Approval | | | |
| Copy of conditions of approval | | | |
| Copy of staff report (s) | | | |
| Market Research | | | |
| Current comparables sales | | | |
| Past 12 months comparable sales | | | |
| New Home Trend Report | | | |
| Pre-App Status | | | |
| Zoning Status | | | |
| Title issues | | | |
| Adverse Easements | | | |
| Adverse Conditions | | | |
| Maintenance agreements | | | |
| Plat Recorded | | | |
| Plat Received | | | |
| Title Report Notice | | | |
| Extended Coverage | | | |
| CCR's/ Restrictions | | | |
| Environmental Issues | | | |
| Phase I (must have copy) | | | |
| Mitigation Required | | | |
| Mitigation Cost | | | |
| Underground Storage Tank | | | |
| Other issues | | | |
| Geo-Tech Issues | | | |
| Copy of GEOTECH report | | | |
| no more than six mo old | | | |
| Project suitability letter | | | |
| Compaction Issues | | | |
| Soil Eng Verifications | | | |
| Debris Cleared | | | |
| Bonds Issues | | | |
| Pad & Streets | | | |
| Survey Complete | | | |
| Boundary | | | |
| Topography | | | |
| Property pins in place | | | |
| Survey issues | | | |
| Welland Issues | | | |
| Service Provider letter | | | |
| Mitigation Required | | | |
| Mitigation on/off site | | | |
| Utilities Issues | | | |
| Ready for Hook up | | | |
| Lateral GPS locations | | | |
| Ready for Permits | | | |

**Exhibit E
Raw Land
Due Diligence Checklist**

| | | | | |
|---------------------------------------|--|--|--|--|
| Street Lights | | | | |
| Meters | | | | |
| Landscaping | | | | |
| Sleeves/Meters/as-built irrigation | | | | |
| Common areas Landscaped | | | | |
| Permits | | | | |
| Fees Paid | | | | |
| SDC's Paid | | | | |
| Grading | | | | |
| DSL | | | | |
| DEQ | | | | |
| ACOE | | | | |
| CWS | | | | |
| Engineering | | | | |
| Utilities | | | | |
| Construction/Bonds | | | | |
| Maintenance bond in place and paid | | | | |
| Other | | | | |
| Plans | | | | |
| Plans Reviewed/Signed Off | | | | |
| Copies of City approved sets-site | | | | |
| Copies of accepted as-builts | | | | |
| Copies of City approved sets-building | | | | |
| PGE | | | | |
| NW Natural | | | | |
| TV/CABLE/FIBRE/OTHER | | | | |
| Suitability Notice | | | | |
| Site Construction | | | | |
| Contractor info w/contacts | | | | |
| Site development contract | | | | |
| Site Final Approvals | | | | |
| Site Development sign-off | | | | |
| Erosion Control sign-off | | | | |
| CWS sign-off | | | | |
| 1200-C | | | | |
| DSL | | | | |
| ACOE | | | | |
| Fees | | | | |
| Permit fee estimates from City | | | | |
| SDC fee estimates from City | | | | |
| HOA | | | | |
| Declarant Rights intact | | | | |
| HOA turned over Y/N | | | | |
| Special conditions | | | | |
| HOA Budget | | | | |
| HOA Reserve Study | | | | |
| HOA Maintenance Plan | | | | |
| HOA Management Company | | | | |
| Current on HOA Assessments | | | | |
| HOA Attorney w/contact info | | | | |
| Condo Attorney w/contact info | | | | |
| Other | | | | |
| Garbage provider letter | | | | |
| | | | | |
| | | | | |
| | | | | |
| Financing Status | | | | |

Signature/Approval will initiate Release of Earnest Money

Date

Exhibit D
**Completed Unit
Due Diligence Checklist**

| | | | | |
|----------------------|--|--|--|--|
| Deal Name | | | | |
| Jurisdiction | | | | |
| Purchase Price | | | | |
| Raw Land | | | | |
| Finished Pads | | | | |
| Completed Units | | | | |
| Price /Finished unit | | | | |
| Date Offer Accepted | | | | |
| Due Diligence Began | | | | |
| Due Diligence Ends | | | | |
| EM Due Date | | | | |
| EM Amount | | | | |
| EM Additional | | | | |
| Date Non-Refundable | | | | |
| Closing Date | | | | |

| Contingency | Ordered | Completed | Comments |
|-----------------------------------------------------------|---------|-----------|----------|
| Proforma | | | |
| IRR | | | |
| Previous appraisals | | | |
| Market Research | | | |
| Current comparables sales | | | |
| Past 12 months comparable sales | | | |
| New Home Trend Report | | | |
| Title Issues | | | |
| Adverse Easements | | | |
| Adverse Conditions | | | |
| Plat Recorded | | | |
| Plat Received | | | |
| Title Report Notice | | | |
| Extended Coverage | | | |
| CCR's/ Restrictions | | | |
| Site Final Approvals | | | |
| Site Development sign-off | | | |
| Erosion Control sign-off | | | |
| CWS sign-off | | | |
| 1200-C | | | |
| DSL | | | |
| ACOE | | | |
| Buildings | | | |
| Building Finals | | | |
| Frm Finals | | | |
| Erosion Finals | | | |
| Subcontractor list w/contacts | | | |
| Copy of Insurance certs | | | |
| Copies of Certificates of Occupancy | | | |
| Copy of recorded completion notices | | | |
| HOA | | | |
| Declarant Rights intact | | | |
| HOA turned over Y/N | | | |
| Special conditions | | | |
| Monthly Assessments \$\$ | | | |
| HOA Budget | | | |
| HOA Reserve Study | | | |
| HOA Maintenance Plan | | | |
| HOA Management Company | | | |
| Current on HOA Assessments | | | |
| HOA Attorney w/contact info | | | |
| Condo Attorney w/contact info | | | |
| Rental | | | |
| Rental/Lease agreements | | | |
| Security deposit info | | | |
| Financing Status | | | |
| Signature/Approval will initiate Release of Earnest Money | | | |

Exhibit E
**Finished Pad
 Due Diligence Checklist**

| | |
|----------------------|--|
| Deal Name | |
| Jurisdiction | |
| Purchase Price | |
| Raw Land | |
| Finished Pads | |
| Completed Units | |
| Price /Finished unit | |
| Date Offer Accepted | |
| Due Diligence Began | |
| Due Diligence Ends | |
| EM Due Date | |
| EM Amount | |
| EM Additional | |
| Date Non-Refundable | |
| Closing Date | |

| Contingency | Ordered | Completed | Comments |
|---------------------------------|---------|-----------|----------|
| Proforma | | | |
| IRR | | | |
| Previous Appraisals | | | |
| Site Plan Approval | | | |
| Copy of conditions of approval | | | |
| Copy of staff report (s) | | | |
| Market Research | | | |
| Current comparables sales | | | |
| Past 12 months comparable sales | | | |
| New Home Trend Report | | | |
| Pre-App Status | | | |
| Zoning Status | | | |
| Title Issues | | | |
| Adverse Easements | | | |
| Adverse Conditions | | | |
| Maintenance agreements | | | |
| Plat Recorded | | | |
| Plat Received | | | |
| Title Report Notice | | | |
| Extended Coverage | | | |
| CCR's/ Restrictions | | | |
| Environmental Issues | | | |
| Phase I (must have copy) | | | |
| Mitigation Required | | | |
| Mitigation Cost | | | |
| Underground Storage Tank | | | |
| Other issues | | | |
| Geo-Tech Issues | | | |
| Copy of GEOTECH report | | | |
| no more than six mo old | | | |
| Project suitability letter | | | |
| Compaction Issues | | | |
| Soil Eng Verifications | | | |
| Debris Cleared | | | |
| Bonds Issues | | | |
| Pad & Streets | | | |
| Survey Complete | | | |
| Boundary | | | |
| Topography | | | |
| Property pins in place | | | |
| Survey Issues | | | |
| Wetland Issues | | | |
| Service Provider letter | | | |
| Mitigation Required | | | |
| Mitigation on/off site | | | |

Exhibit E
Finished Pad
Due Diligence Checklist

| | | | | |
|-----------------------------------------------|--|--|--|--|
| <u>Utilities Issues</u> | | | | |
| Ready for Hook up | | | | |
| Lateral GPS locations | | | | |
| Ready for Permits | | | | |
| Street Lights | | | | |
| Meters | | | | |
| <u>Landscaping</u> | | | | |
| Sleeves/Meters/as-built irrigation | | | | |
| Common areas Landscaped | | | | |
| <u>Permits</u> | | | | |
| Fees Paid | | | | |
| SDC's Paid | | | | |
| Grading | | | | |
| DSL | | | | |
| DEQ | | | | |
| ACOE | | | | |
| CWS | | | | |
| Engineering | | | | |
| Utilities | | | | |
| Construction/Bonds | | | | |
| Maintenance bond in place and paid for period | | | | |
| Other | | | | |
| <u>Plans</u> | | | | |
| Plans Reviewed/Signed Off | | | | |
| Copies of City approved sets-site | | | | |
| Copies of accepted as-builts | | | | |
| Copies of City approved site buildings | | | | |
| PGE | | | | |
| NW Natural | | | | |
| TV/CABLE/FIBRE/OTHER | | | | |
| Sustainability Notice | | | | |
| <u>Site Construction</u> | | | | |
| Contractor info w/contact info | | | | |
| Site development contract | | | | |
| <u>Site Final Approvals</u> | | | | |
| Site Development sign-off | | | | |
| Erosion Control sign-off | | | | |
| CWS sign-off | | | | |
| 1200-C | | | | |
| DSL | | | | |
| ACOE | | | | |
| <u>Fees</u> | | | | |
| Permit fee estimates from City | | | | |
| SDC fee estimates from City | | | | |
| <u>HOA</u> | | | | |
| Declarant Rights intact | | | | |
| HOA turned over Y/N | | | | |
| Special conditions | | | | |
| HOA Budget | | | | |
| HOA Reserve Study | | | | |
| HOA Maintenance Plan | | | | |
| HOA Management Company | | | | |
| Current on HOA Assessments | | | | |
| HOA Attorney w/contact info | | | | |
| Condo Attorney w/contact info | | | | |
| <u>Other</u> | | | | |
| Garbage provider letter | | | | |
| | | | | |
| | | | | |
| | | | | |
| <u>Financing Status</u> | | | | |

Signature/Approval will initiate Release of Earnest Money

Date _____

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Deal Closed

Subject: FW: [REDACTED]

From: Joseph Edwards <[REDACTED]>

Date: Tue, May 20, 2014 1:55 pm

To: "[REDACTED]" <[REDACTED]>

From: Edwards, Joe [mailto:jedwards@beechercarlson.com]**Sent:** Tuesday, May 20, 2014 1:52 PM**To:** Joseph Edwards**Subject:** FW: [REDACTED]

From: Denton, Steve**Sent:** Friday, December 28, 2012 12:36 PM**To:** McKenna, Frank**Cc:** All Employees**Subject:** Re: [REDACTED]**This message has been archived. [View the original item](#)**

Congrats Joe and Dave. Good way to end and start the year.

Sent from my iPhone

On Dec 28, 2012, at 3:11 PM, "McKenna, Frank" <[REDACTED]> wrote:

> Please join me in congratulating Joe Edwards and Dave Harper on this new win. Joe led the charge on this 3 hospital system in Southern California . This is Joes first win since moving down from our Portland office and joining the health care practice. We are placing the Professional liability effective January.

> We also have an excellent opportunity to be awarded the Employee Benefits coverages as myself and Dave met with the CEO,CFO,HR Director with a self insurance analysis that Tim Cooper and his team in Portland produced for us.

> We are sure this the beginning of many wins that Joe will lead as there is no better combination of youthful energy ,perseverance , and experience.

> Congratulations to this talented team!

Please remember that insurance coverage cannot be bound or changed by leaving an electronic message or voice mail message. Thank you.

CONFIDENTIALITY NOTICE

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