



METROPOLITAN FAMILY SERVICE

2281 N.W. Everett St. • Portland, Oregon 97210-3595 • 503/228-7238

*Rec'd. by EM
12/9/93*

To: Neil Saling
Company: METRO
Phone:
Fax: 797-1799

From: Bill Schaeffer
Company: Metropolitan Family Service
Phone: 228-7238
Fax: 228-2334

Date: 12/09/93

**Pages including this
cover page:** 3

Comments:

As you can see from the accompanying letter, I was able to plead my case with Rena and it sounds like you both will be recommending that METRO proceed as agreed on October 28, 1993. As I mentioned before, we expect to spend over \$6,000 more than originally planned because of ongoing delays in starting the agreed upon tenant improvements. In addition, an interim move necessitated by our building's new owner would cost over \$12,000 for one month of occupancy, exclusive of business interruption. Given this fact, I appreciate all effort that you will be making to prevent these damages to MFS.

cc: Gary Withers, MFS Executive Director
Brad Pihás, CB Commercial
John Von Zonneveld, Macadam Forbes



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December 8, 1993

Ms. Rena Cusma, Executive Officer
Metropolitan Service District
600 NE Grand Avenue
Portland, Oregon 97232

Dear Rena:

I appreciate your interest in keeping the lease process moving forward. As I noted in our conversation today, closing on the sale of our building was November 30, 1993. Given the delays in starting the tenant improvements, the new owner has been very accommodating in allowing us reasonable time to vacate. My fear, however, is that eventually our explanations will seem like excuses that they will no longer tolerate and further delays will create a hardship for both parties.

Given our discussion, I am confident that the council, during their meeting on December 9, will ratify your recommendation to move forward and that completion of the tenant improvements will allow for a timely move to our new space.

Thank you again for your help in this matter.

Best regards,

William A. Schaeffer

CC: Gary Withers, MFS Executive Director
Brad Pihas, CB Commercial

CB COMMERCIAL
REAL ESTATE GROUP, INC.
BROKERAGE AND MANAGEMENT
SERVICES



October 25, 1993

BRAD PIHAS
VICE PRESIDENT
COMMERCIAL PROPERTIES

Mr. John Van Zonneveld
MACADAM FORBES
1800 S.W. First Avenue
Portland, Oregon 97201

503 221-4876
503 281-2182 (CAR)
503 221-4873 FAX

RE: LETTER CONTRACT FOR METRO CENTER

Dear John:

This Letter Contract, entered into by Metropolitan Family Service ("Tenant") and Metropolitan Service District ("Lessor") for the building at 2000 S.W. First Avenue in Portland, will serve as agreement to initiate all necessary steps associated with the construction of tenant's new space.

As a result of this commitment, construction has commenced to include, but not be limited to, permits, construction drawings and the actual demolition and reconstruction. If for any reason, either party fails to execute the lease document, all of the costs incurred shall be the responsibility of the party not signing the lease. This Letter Contract is entered into due to Metropolitan Family Service requiring occupancy by no later than December 15, 1993.

It is understood that each party must receive board approval to conclude this lease agreement and, if for any reason this approval is not granted, the party not obtaining approval shall be responsible, as outlined above.

AGREED AND ACCEPTED THIS 25th DAY OF October, 1993.

BY: William A. [Signature]

AGREED AND ACCEPTED THIS 28th DAY OF October, 1993.

BY: [Signature]

Best regards,
CB COMMERCIAL REAL ESTATE GROUP, INC.

Brad Pihas
Brad Pihas
Vice President
(503) 221-4876

BP:bg