



Eastbrook**HOMES**

Homeowner Guide

Congratulations on your decision to purchase a new home from Eastbrook Homes! We share your excitement and look forward to working with you as we build your new home.

Eastbrook Homes designed this Homeowner Guide to assist you during and after the purchase of your home. The information presented here will answer many questions and prepare you for each step of the new home experience.

In addition to guiding you through the process of purchasing and building, this guide provides you with care and maintenance information about components in your home and provides a description of our home warranty guidelines. We recommend that you take time to review this material thoroughly.

Please bring this guide to all scheduled meetings. As we progress, you will add documents to it. Your guide will provide a complete record of information about your new home.

If you need clarification or additional details about any topic discussed, please give us a call. We are delighted to welcome you as part of the Eastbrook Homes family.

Congratulations and Thank You from all of us at Eastbrook Homes!



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Introduction

These pages provide a brief overview of the steps in the new home process. The chapters that follow detail those steps and include checklists, agendas, and other materials designed to guide you through the various stages and explain our responsibilities as well as yours. If at any time you have a question about any details, please contact us for assistance.

What Happens Next?

Purchasing a new home is an exciting experience. The process is also complex, with many details to be decided and arranged. You will partner with Eastbrook Homes by taking care of several important aspects of your purchase.

Building a new home requires your involvement and your time. We ask that you be available during regular business hours, Monday through Friday, between 8:00 A.M. and 5:00 P.M.

The chronological list that follows outlines the events that typically take place during the purchase and construction of your new home and provides an overview of the events that will require your time and attention. Where time frames are specified, you need to observe and adhere to them in order for your home to be delivered on schedule.

Eastbrook Homes hosts several planned meetings with each home buyer. Written agendas similar to the samples shown in this guide ensure thorough and efficient meetings. These agendas also provide a convenient place to note items for follow up action. You should store a copy of each meeting agenda in the appropriate section of this guide for quick and easy reference.

Chapter 1: Purchasing Your Home

The purchase agreement and various addenda constitute the legal understanding regarding the purchase of your new home. Please read the purchase agreement and all attachments carefully. As with any legal agreement, you may wish to have your attorney review them. Once all the documents are signed, we ask that you insert those documents in Chapter 1 of this guide, Purchasing Your Home.

Chapter 2: Arranging for Your Loan

After you sign the purchase agreement, the next critical step is financing your new home. A Mortgage Pre-Approval should have been provided at contract. Chapter 2, Arranging for Your Loan, contains important information on the loan process.

Chapter 3: Home Creation Studio

Your design appointment(s) are most effective when you are prepared and know what you want and need in your new home. Ensure that you have thoroughly read this chapter before attending your appointments. We have suggestions, tools, and activities that will help you determine your style and begin selecting features, options, and selections. Arrive ready to make decisions and selections in a fun and efficient environment.

Chapter 4: Construction of Your Home

Several tasks need to be completed prior to the start of construction. Some of these are our job (for instance, permitting, schedules, ordering materials) and some are yours (financing, selections and attend required meetings). Prior to the beginning of construction, you will need to attend a Pre-Construction Meeting to review your plans and specifications with your Construction Manager one final time. During this meeting you will sign and authorize the plans for construction. We will also invite you to a Pre-Drywall Walk to view your new home as we complete the rough mechanical stage. Please read Chapter 4, Construction of Your Home, for guidelines on safety, construction site protocols, and quality.

Chapter 5: Celebration and Orientation

The Celebration and Orientation has two purposes. The first is to celebrate the completion of your home. At this meeting we will also demonstrate the features of your home and discuss maintenance and warranty details. For detailed information, please review Chapter 5, Celebration and Orientation.

Chapter 6: Closing on Your Home

Closing on Your Home, Chapter 6 of this guide, describes the documents you will sign and other important details about the closing process. We have included reminders to assist you in preparing for closing and move-in.

Chapter 7: Caring for Your Home

Many of your responsibilities as a homeowner are discussed in Caring for Your Home, Chapter 7. This information will help you become familiar with your responsibilities as a new homeowner on how to maintain your home.

Chapter 8: Your Feedback and Referrals

We seek to maintain open communication throughout the buying process and beyond. In an effort to improve the homes and service we provide, we welcome your comments on how we've performed. Our goal is to build the best home and the best customer relationship possible and your feedback helps us reach that goal.

Who's Who?

Communication Guidelines

- Communication is vital to a successful relationship. Understanding what is happening and knowing whom to contact will simplify the process and make for a better experience.
- E-mail will be the most effective method of communication since it provides a list of Action Items. Although some staff members may communicate with you via cell phones and texting, this will likely be a less effective way to receive answers to questions and follow up on requests.
- Our team will respond during the office hours of 8:00 A.M. to 5:00 P.M. Outside of these hours, expect a response the following business day.
- We strive to respond to or acknowledge your communication within one business day. If a question requires input from experts outside our company (such as a trade contractor or supplier) we will let you know the expected time frame for a final answer. Our goal is to contact you even if it is to say we still need more time.
- If you have not received an answer or an acknowledgment from the staff member you contacted within one business day, please alert us to this situation; we realize technology is imperfect and messages can be missed.
- We understand that you are anxious to get answers to your questions. However, contacting multiple staff members or even the same staff member multiple times in a short period of time is unlikely to produce answers any more quickly and in fact may have the opposite effect. Duplicated efforts are often inefficient and can result in confusion.
- If you have contacted someone whose expertise or authority does not extend to your question, they will direct your inquiry to the correct individual or department and let you know that this has occurred. We are here to help you, even if that means simply communicating internally on your behalf.

Chapter 1

Purchasing Your Home

You will use several basic forms when you buy your new home. These include the purchase agreement, several addenda, and supporting documents. The purchase agreement becomes binding only when all parties have signed all forms and attachments. If you are new to the United States, Eastbrook Homes welcomes you and understands that you may be unfamiliar with our business procedures and traditions. We will gladly discuss any questions you may have about the U.S. business practices we will be following.

Purchase Agreement

The purchase agreement is the legal document that represents your decision to purchase a home. It describes your home (both a legal description and the street address), financing information, homeowner association information, if applicable, and additional legal provisions. We recommend that you read these documents carefully. In particular, please take note of the Purchase Agreement Agenda, which we will discuss with you prior to signing the purchase agreement.

Addenda and Supporting Documents

Customer Summary Sheet

This document confirms your contact information. Our team will use this information to contact you throughout your home building process.

Purchase Agreement Agenda

- **Document Checklist:** This list includes all of the documents you will sign with your Sales Agent in order to complete your Purchase Agreement. Different items will be required depending on if you are purchasing a Ready-to-Build Home, Move-In Home, or a Build On Your Site Home. Your Sales Agent will walk you through this process.
- **Homeowner's Guide Acknowledgment:** This information will be essential throughout the building process and will serve as a useful reference after you move into your new home. You must bring this guide to every meeting you have with an Eastbrook Homes team member.
- **Approved Lenders Pre-Approval Requirement:** If you are obtaining a mortgage loan, you are required to obtain a Pre-Approval letter from one of our Preferred Lenders. Our Preferred Lenders understand the Eastbrook Homes building process and work closely with our team to ensure a smooth closing.

Condominium Addendum (If Applicable)

This document provides important details that are specific to communities that have been developed as “condominiums”.

Real Estate Agency Disclosure

This notifies you that Eastbrook Homes Sales Agent's are licensed Realtors in the State of Michigan and work for the seller.

Realtor Registration Form (If Applicable)

If you are working with an outside Selling Agent, please note that they will need to be registered on our Realtor Registration Form. This form ensures that the correct communication will be sent to everyone, and also details out important Eastbrook information.

Disclosure Statement Sitework

The standards detailed in this document explain the work that Eastbrook Homes will complete on your Home Site related to Tree Clearing, Grading and Topsoil, and Concrete. In order to set clear expectations, please familiarize yourself with the information provided.

Homeowner Association Documents (If Applicable)

These community specific documents notify you of the Association expectations and requirements. Ensure you have read the By-Laws thoroughly and are agreeing to the rules and restrictions for your community.

Receipt of Community Documents and/or “84A”

You should receive a “Receipt of Community Documents” that details which type of community you’re in (Plat, PUD, Site Condo, Condo) and that Eastbrook has provided all legal community documents to you at the point of sale. If you live in a condominium community, you’ll receive a “84A” document that you’ll need to sign to verify that you’ve received all relevant condominium materials.

Loan Requirements & Third Party Authorization

This form provides you with a summary of the loan requirements and options, as well as a Third Party Authorization so that your lender can verify loan commitment information to Eastbrook Homes.

Agreement Scenario

The base price for your new home is detailed in your Home Pricing Guide. It includes your Base Home Plan, Home Site, Elevation, the Included Features of your home plan series, and your Selection Service Level. These prices will only be locked once you have a fully executed contract. Option pricing may change and will become locked when you finalize in the Home Creation Studio.

Landscape Letter

If you’re in a community where you’re managing your own landscaping, this form gives you two options to choose from:

- Integrate an allowance for landscaping into your purchase price/mortgage
- Complete and pay for landscaping outside of the purchase price/mortgage.

Whatever you choose, we’ll need to verify that information up front.

Selection Service Options

We have created three unique design programs for your home design experience. Each offer a professionally guided method in which you can personalize your new home specifically to your lifestyle. All three (3) service levels include access to hundreds of pre-priced options that have been developed and designed by our team and provide exceptional value to your new home. It is important that you are prepared for each appointment with our team to optimize your time and maximize your results.

Your appointments will vary depending on your Selection Service Level. At any point in the home design process, we reserve the right to reassign your Service Level based on our industry expertise and knowledge of your personal design needs. If your home is not finalized in the Home Creation Studio within the time specified in your selected Service Level below, your pricing will be updated to current pricing; any additional time required will be billed at \$125 per hour. For all Service Levels, any changes made after finalizing with the Home Creations Studio will also cause your pricing to be updated to current pricing. See Page 3.8 for Details.

Home Pricing Guide Scenario

This version is an ESTIMATE only and prices are subject to change. The purpose of the HPG is to help represent your budget to your designer. It outlines the initial Features and Options you have discussed with your Sales Agent. This important document will be used to guide your lender and our team through your process. The details WILL CHANGE when you make selections in the Home Creation Studio with your designer. Final pricing, selections, and options will be detailed on your Option Addendum.

Start Agreement

After the signing of your Purchase Agreement, Eastbrook Homes will begin completion of your new home. We will be building this house especially for you. You are obligated to pay in full, upon completion.

Transfer of Soil Erosion and Sedimentation Control Permit

It is your responsibility to control soil erosion and get your landscaping established. This document transfers responsibility from Eastbrook Homes to you.

Sold Showcase Home Addendum (If Applicable)

This document serves to specify the details that can be allowed in the purchase of a Showcase (Inventory or Under Construction) home.

Offsite Addendum (If Applicable)

Eastbrook Homes at times will build on locations other than their developments. When approved the “Offsite Addendum” specifies all the details, estimates, and potential additional costs. These are estimates only and final costs will be determined prior to closing.

Meeting Details

Appointment Set By: Sales Agent

Appointment Times: Monday – Friday, 9:00 A.M. – 5:00 P.M., Saturday, 10:00 A.M. – 1:00 P.M., or by appointment

Where: Eastbrook Homes Corporate Office, Community Clubhouse, or Showcase Home

Attendees: Buyer(s), Sales Agent, and Real Estate Buyer’s Agent if involved in the sale

Length: 90-120 minutes

Purpose:

- Document your decision to purchase a new home.
- Provide an overview of the new home process.
- Answer any questions you have.

Preparation:

- Create a list of any questions you have.
- Provide a Pre-Approval letter from one of our preferred lenders.
- Arrive prepared to provide your earnest money deposit.

Note: Insert your Purchase Agreement and Addendum paperwork in the sections provided.



Home Building Contract & Purchase Agreement

Date/Time: _____

Buyer Name(s): _____ Job #: _____

Document Checklist

All Home Purchase Agreements

- ___ Customer Summary Sheet
- ___ Mortgage Pre-Approval
- ___ Earnest Money Deposit
- ___ Condominium Addendum
- ___ Real Estate Agency Disclosure
- ___ Realtor Registration Form
(Only for Selling Agent Sale)
- ___ Disclosure Statement Sitework
- ___ Receipt of Community Documents (84A)

Ready-to-Build Home (Presold)

- ___ New Home Building Contract & Purchase Agreement
- ___ Landscaping Letter
- ___ Selection Service Options
- ___ Home Pricing Guide Scenario
- ___ Loan Requirements & Third Party Authorization
- ___ New Home Checksheet
- ___ Initialed Structural Plan (Color)
- ___ Confirm House Fits on Home Site
- ___ Exterior Color Explanation

Move-In Home (Showcase)

- ___ Board Form Purchase Agreement
(Only for Selling Agent Sale)
- ___ Sold Showcase Addendum
- ___ Board Addendum
(Only for Selling Agent Sale)

Build On Your Site (Offsite)

- ___ New Home Building Contract & Purchase Agreement
- ___ Offsite Building Addendum
- ___ Offsite Building Worksheet
- ___ Lot Ownership Authorization

Homeowner's Guide Acknowledgement

This guide summarizes the general process of creating and building your new home. Building a home is a collaborative effort and we want you to understand every step of the process, from purchase through warranty. The answers to many of your questions, including information about your warranty, can be found in this manual. It is important to bring this guide with you for every meeting with an Eastbrook Homes Team Member. Buyer initials to confirm agreement _____

Buyers Acknowledgement of Approved Lenders Pre-Approval Requirement

Eastbrook Homes Inc. Has found that using local lenders who both understand the mortgage loan process as well as Eastbrook's sales process typically makes our customers mortgage experience smoother and is often less stressful than customers who use a different lender. For that reason, we require at minimum that each of our customers obtain a mortgage pre-approval from one of our approved lender originators below. This pre-approval letter must be received within 6 days of buyer signing their purchase agreement. If buyer chooses a different lender to complete their financing, buyer is responsible for any delays their lender may cause. If lender is not performing, buyer will be asked to switch to an Eastbrook Preferred Lender. Buyer initials to confirm agreement _____



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David Kuiper
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dkuiper@dartbank.com
NMLS #728171

Confirmation

Your Signature confirms we discussed the subjects checked above.

Date: _____ Buyer 1 Signature: _____

Date: _____ Buyer 2 Signature: _____

Date: _____ Sales Agent Signature: _____

Date: _____ Sales Agent Name (Print): _____

SALES AGENT PLAN REVIEW CHECKLIST

Buyer Name(s): _____ Blueprint Review Date: _____

Job #: _____ Sales Agent: _____

DISCUSSIONS

- Home Financial Plan (HFP)
- Pricing Locks
- Value in Standard Options vs Customs
- Confirm Home Plan Fit on Home Site
- HCS Allowances

ELEVATION PAGES (E1, E2, E3, E4)

- Confirm Elevation
- 3rd Stall
- Gutters/Landscaping – Review Form
- Discuss Foundation & NHCS
- Ceiling Heights (9' Options) – FND & 1st Floor
- Michigan Room (12x12, 14x12, 16x12)
- Deck Location & Size
- Garage Service Door

FOUNDATION PLAN (F0)

- Review foundation locations re: NHCS (Walkout/Daylight/Viewout)
- Finished Spaces
- Wetbar/Kitchenette
- Zoned Heating (2 or 3) – At Cost
- Hose Bibs

FIRST & SECOND FLOOR PLANS (F1 & F2)

- Review Garage Size
- 3rd Stall or Bumpouts
- Hot & Cold Water in Garage
- Garage Service Door – Near Front
- Garage Drywall/Insulation
- Kitchen Standard Options
- Michigan Room Location & Size
- Fireplace

Bathroom Standard Options

Ceramic Tile Showers

Double Bowl Sinks

Laundry Standard Options

Counters

Sinks

Cabinets

Mudroom Standard Options

Bedroom Standard Options

Other Floor Plan Standard Options

Deck Location & Standard Stair Direction

ELECTRICAL (EL-0, EL-1, EL-2) – TALLIES PER PAGE

Upgrade Electrical Service (150 or 200 AMP)

Lights (Recessed, Pendant, Stair, Flood)

Ceiling Fans and Ceiling Fan Rough-Ins

Dimmer Switches – Recommended for LED's

Dedicated Outlets (Freezer or Refrigerator)

220 for Range or Dryer

Prewires

Flatscreens

Speakers

Hot Tub

Garage Door Opener, Touch Pad

COMMUNITY SPECIFICS

Write Custom Request for all Community Specific Options

NOTES AND CUSTOMER REQUESTS:



EastbrookHOMES

EastbrookHomes.com | concierge@eastbrookhomes.com | 616-455-0200 | 1188 East Paris Ave SE, Ste 100, Grand Rapids, MI 49546

Chapter 2

Arranging Your Loan

Welcome to a streamlined financing process! The loan programs we provide meet Eastbrook Homes requirements while providing a systematic process for our customers. A big part of this process is understanding your home's final pricing, and how Eastbrook protects that pricing during construction. With Eastbrook Homes, once a new home buyer signs a non-contingent new home purchase agreement, selects all home features, and finalizes pricing, they are protected from rising material costs until the day their new home construction project is complete. Additionally, Eastbrook Homes will carry the costs of construction while building your new home, making for a seamless process from start to finish.

If you are obtaining a mortgage loan, you are required to obtain a Pre-Approval letter from one of our Preferred Lenders prior to signing your Purchase Agreement. As you prepare for your financing approval, we recommend that you allow for your maximum approval amount. After seeing all the features in the Home Creation Studio, many buyers wish they added extra "fun money" to their approval amount to allow them the flexibility to design their home the way they dreamed. To both respect your budget and give you the most relevant array of options, our agents may not recommend certain features or options to you. Being prepared with your max budget will keep the process on track and reduce delays in getting to the next steps in your building process. Please know that we respect the budget you have set for yourself; we simply want to remove any roadblocks or delays that may arise from redoing the approval process.

After your Release from Home Creation Studio you will be required to provide a Loan Commitment (Conditional Approval) before your Pre-Construction Meeting. This will require a mortgage application from your selected lender. If you are paying cash, you will be required to provide assurance that your funds are available prior to signing your Purchase Agreement.

Loan Program Options

- **End Loan:** You will not be required to secure a construction loan for your new home; instead the transaction is similar to that of purchasing an existing home, which only requires an end loan. This means Eastbrook Homes will reduce your financing expense by covering the costs during construction.
- **Finance First:** An exclusive construction loan with our preferred lenders program that secures your financing prior to construction. Eastbrook Homes will simply take a total of two draws, one before construction and one after. This gives you several benefits which include cost minimization during construction, locked interest rate, simplified closing process prior to construction, and a faster move-in process at the end of construction.

Preferred Lenders

Eastbrook Homes offers you the advantage of using one of our Preferred Lenders. Your choice of lender affects the timeliness of closing, which is why we strongly recommend one of our Preferred Lenders. Per our Purchase Agreement, we will close 5 days after the Certificate of Occupancy is issued. You may be charged a fee per day if you or your lender cause a delay. The benefits of using one of our Preferred Lenders includes:

- Established lines of communication.
- Loan officer's familiarity with our processes and paperwork.
- Our lender's commitment to being ready to close on time.
- Access to the exclusive Finance First Program.
- Additional incentives may include: lower rates, long term lock programs, rate extension coverage, priority in lender's internal departments, lender exceptions, and flexibility on internal procedures.

Whether you work with our Preferred Lender or one of your own choosing, your lender's job is to understand your particular financial circumstances completely. You will review all information on the application at your meeting with the loan officer. A situation rarely arises that your loan officer has not encountered in the past. By providing complete and timely information, you will be able to satisfy the requirements of your agreement and move closer to starting your home.

Loan Application and Preparation

The amount of documentation and information required for a mortgage application can seem overwhelming. You can facilitate the application process by collecting as much of the needed information as you can before your appointment. Once you have given all preliminary information to your loan officer your lender will complete your application and collect all supporting documentation. It is important that you do not delay in signing providing these documents.

The checklist that follows is a general guide and will get you off to a good start. Some of the items listed may not apply to your circumstances and your lender may request additional items unique to your situation.

Property Information

Your purchase agreement will include the legal description of the property and the price.

Personal Information

- Social Security number
- Date of Birth
- Driver's License
- Home addresses for the last two years

Income

- Most recent pay stubs
- Documentation on any supplemental income such as bonuses or commissions
- Names of all employers for last two years
- W-2s for last two years
- If you are self-employed or earn income from commissioned sales, copies of last two years of tax returns with all schedules and year-to-date profit and loss for current year, signed by an accountant
- Documentation of alimony or child support, if applicable and being considered for the loan

Real Estate Owned

- Current residence and/or other properties owned
- Market value estimate

Liquid Assets

- Complete names of bank, credit union, 401K, IRA, and investment accounts
- Copies of the last two month's statements for all bank accounts

Liabilities

- Alimony or child support payments
- Any additional liabilities not shown on a credit report

Loan Estimate

The Loan Estimate lists the estimated costs you will incur at closing. Some of the numbers listed on this form are prorations, subject to change based on the actual date of the closing. Others are set fees that should remain the same. The Loan estimate will show you the estimated payment and estimated cash to close.

Credit Report & Appraisal

Your credit report shows the amount of money you owe to each of your creditors, minimum monthly payments, and your payment history. The appraisal confirms the value of the home you are purchasing for you and your lender. Your lender will order the appraisal report.

Loan Underwriting

Once the loan processor has collected this standard documentation, your loan will be sent to underwriting for approval. The loan commitment is typically issued with 3-5 days. It is common for the underwriter to request additional information. Your processor will relay these needed items to you. Please do not delay in returning them. If your closing is more than 120 days from the date of the loan application, you will be asked to provide updated documents. Once all needed documents have been received and reviewed, the underwriter will issue final approval.

Contingencies

Loan approvals often carry conditions of approval. The sale of a previous home or proof of funds are two examples. Discuss any concerns you may have about such conditions with your loan officer and obtain any requested documentation as soon as possible. Once all contingencies are met, the final loan can be approved.

Loan Lock

The terms of any rate lock are between you and your lender. You do so at your own risk. We make no promises on rate locks or closing dates. We can only estimate a closing month since closing is dependent on many factors such as availability of subcontractors, the weather, state-wide shutdowns, "Acts Of God", supply chain issues, timing of your mortgage appraisal, and timing of local township inspections. Most lenders need the house to be 100% complete 5-10 days prior to the closing so that a mortgage inspection can be performed by the mortgage appraiser.

Loan Closing

Once your home is complete, Eastbrook Homes and your lender will coordinate a closing time with you. You will be notified approximately 45 days prior to the completion of your home. For buyers using the End Loan Program, you will receive a closing disclosure from your lender 3 days prior to closing that will require an electronic signature. Do not delay in signing this closing disclosure as it may affect the timing of the closing date.

Chapter 3

Home Creation Studio

Personalizing your new home with colors, surfaces, flooring, and other selections is exciting! There are many decisions to be made and our team is here to help. All of the finishes and fixtures for your home will be selected in one convenient location. Our Design Team will offer guidance on how to “pull pieces together” using the styles and color preferences you share with us, as well as working with the budget that you have set for yourself. The more prepared you are and the more you participate with our design team, the better they will be able to serve you.

Preparing For Your Appointments

It is important that you review all of your materials and be prepared for each meeting in order to optimize your time and maximize your results. By preparing before your appointments, you will be able to arrive ready to make decisions and familiarize yourself with the selections you will be making.

Informed Choices

Prior to finalizing your selection decisions, we recommend that you review the tools and resources at the end of this chapter and the maintenance and warranty guidelines in Chapter 8, Caring for Your Home.

Be Thorough and Be Prepared

The Selection Process is very detailed. It is important that you prepare and participate fully in your Design Appointments. After completing your Structural (if applicable) and Selection Appointment(s), double-check that all items discussed and selected are noted on the Options Addendum and Selection Form. If an option is not documented on the Options Addendum, it is not included in your home.

Our process has been designed to help you make decisions effectively and efficiently. In order to make all of these decisions in the set amount of time, it is important that you are prepared for your appointment, have completed your Homework Checklist, know what you want in your new home, and communicate your plans to your designer. The more prepared you are, the more fun your appointments will be.

Avoid Distractions

Our experience shows that your Home Creation Studio experience is most effective when buyers focus all their attention on their new home and the options we present, and the selections they are making. Although we appreciate that friends and relatives may be eager to help you design your new home, it would be best if they help you prepare for your meeting(s), but not attend. We also strongly suggest that children not accompany you at this time. We do not have accommodations for children and the Studio will be busy with other meetings. We also recommend that you turn your cell phone off during this meeting. If a real estate agent has helped with your home purchase, they are welcome but not required to attend.

Exterior Choices

Based on our Architectural Controls, we limit using the same siding colors and details next to each other. Some of our communities also have limited color palettes available. You will confirm your exterior selections with your Designer. Selections often look different on a full-size home, so viewing existing homes in our communities is one way to select exterior colors. Note the addresses of homes that have exterior materials that you prefer in your Design and Lifestyle Questionnaire.

Selection Service Level Options

At Eastbrook Homes, we want to ensure that you love your completed home from the moment you walk through the front door. To make that happen, we offer three levels of assistance. Refer to the Selection Service Level Agreement (Page 3.8 and 3.9) for the details, benefits, and criteria for each service level.

Wish List Portal

The Wish List Portal is *an estimate only* and is used to represent your desired budget. It outlines the initial Features and Options that you have discussed with your Sales Agent. The Wish List Portal will help guide your lender and our team through your process.

Please Note: The price estimate, options, and details will change once you confirm your options and selections in the Home Creation Studio with your designer(s). All estimates and current option prices are subject to change.

Pricing: This pricing is an estimate of the options you are considering. This is an itemized list of the options included in the base price of your home, and any standard options you may want to add.

Point Person: Your Sales Agent

Redlines Meeting

The Redlines Meeting is where you will meet with your Sales Agent to put the outline of your home on paper. You will talk through your home's features, floor plan layout options, exterior elevation, livability, and home site.

Appointment Set By: Your Sales Agent

Attendees: Buyer(s) and Sales Agent

Goal: The goal of the meeting is to get your home completely outlined on paper.

Pricing: We will update your Wish List Portal based on any revisions you made with your Sales Agent during your Redlines Meeting.

Point Person: Your Sales Agent

Designer Service Levels: You will solidify your structural options during this meeting.

Homework Checklist

Within 24 Hour: Book Your Appointment Scheduling Call

Please watch for an email in the days after your Purchase Agreement is approved. The email will provide a link to book your Scheduling Phone Call with the Home Creation Studio Coordinator. Please book that phone call within 24 hours of receiving the email and ensure you have completed the form with all relevant scheduling information. You will schedule all of your design appointments during that call, so please have all parties and calendars available.

Email Sent From: HCS Coordinator | hcscoordinator@eastbrookhomes.com

Email Subject Line: Book Your Appointment Scheduling Call!

Email Sent To: All Emails provided on Purchase Agreement

Appointment Set By: You

Within 48 Hours: Complete the "Design Questionnaire"

Your Interior Designer will create a unique home palette personalized for you by evaluating the answers you provide in our Design & Lifestyle Questionnaire. It is important that you provide as much detail as possible. You will receive a personalized link via E-Mail in your "Homework Checklist" after you schedule your design appointments with the HCS Coordinator. Please be sure to fill it out completely a minimum of 1 week before your first appointment.

Budget

It is important that we know what your preferred budget is for designing your new home. This will ensure that we offer you options that meet your preferences and lifestyle, while helping you stay within the budget you have set for yourself.

Before your Appointment Scheduling Call: Review the “Home Design Timeline and Definitions”

This timeline provides an overview of your design appointments, homework items, and important emails and phone calls that you'll receive during the home design process. Refer to Page 3.7 for more details.

7 Days Prior to your Structural Appointment: Add Selection Options to your Wish List Portal

Once your agreement has been approved, all contingencies have been removed, and you have completed your Redlines Meeting, you will receive a link to your Wish List Portal. You will be able to add finish-related items to your home, such as faucets, flooring, or countertops. Please avoid making any changes to options that were selected with your Sales Agent, as our team is working on personalizing your home plan based on this information. Your designer(s) will view your Wish List Portal in order to streamline your design process.

Included Features

Each floor plan includes a substantial number of appealing features and materials as listed in your Home Pricing Guide. Please review this information carefully to prevent any misunderstandings about which features are included in the base price of your new home.

Pre-Priced Options

Based on feedback from our customers, Eastbrook Homes has assembled a collection of over 700 pre-priced options that have been developed and designed by our in-house team. This list includes the most popular choices that are available for the home plans in your community. Current pricing can be provided by your Sales Agent and Interior Designer. Selecting from our currently available options will provide you with the best value, fastest turn-around, and a new home that has been uniquely designed by you.

3 Days Prior to your Selection Appointment: Watch the Know Your Options

This nine-part (9) video series is designed to introduce the Home Creation Studio, your features and options, and other design tools. As the precursor to your first appointment, this series provides you the information you'll need to begin designing your home. You will receive a link to this video series once you sign a contract. Please be sure to watch all nine (9) videos before your first appointment. We recommend viewing these over multiple days and returning to them as necessary. The videos each last 5 – 10 minutes and feature important information for designing your home. If you have questions as you watch through this series, please contact your Sales Agent.

3 Days Prior to your Selections Appointment: Explore the HCS Feature Sheets

You will receive a link to this resource via E-mail. It provides a visual representation of a variety of Features and Options.

3 Days Prior to your Selections Appointment: Browse our Feature Gallery

Find inspiration for the features you want in your dream home from photos on our website. These photos give your designer an idea of what you love and help them create a personalized palette for you. These photos represent hundreds of options we have built in past homes. Some of the features represented may no longer be available, but the photos can provide insight to your Designer about your style and preferences. In some cases they may recommend a similar or newer option that we now offer instead of what is shown in a photo.

- Visit EastbrookHomes.com/feature-gallery to explore the hundreds of photos in our Feature Gallery.
- Use the dropdowns (Home Plan, Room Type, Room Options, The Details) to filter through and find photos.
- Save photos that showcase your design preferences to your MY HOME Account by clicking the photo's heart icon.
- Sign Up for a MY HOME Account by selecting “MY HOME” at the top of the screen.

Structural Appointment

For Enhanced, Deluxe, and Premium Service Levels Only

At this meeting, the Structural Team will present to you an electronic 2D sketch drawing of your home's elevation and home plans. This will be based on the options that are selected and outlined in the Wish List Portal you created with your Sales Agent, as well as sketches created during your Redlines Meeting.

Appointment Set By: Home Creation Studio Coordinator

Appointment Availability: Monday – Friday 8:30 am – 5:00 pm

Length: 2 Hours

Where: 1188 East Paris Avenue, Grand Rapids, MI 49546

Attendees: Buyer(s) and Structural Designer

Goal: This meeting has two goals: to solidify your home's structure & options, and to provide you with a price estimate before you begin the selections process.

Pricing: Within a few days of the Structural Appointment, you will receive an Options Addendum that includes items from your Wish List Portal that are related to the structure of your home. This includes items such as foundations, expansions, facade, electrical, etc. This pricing is final for these specific structural items, as long as there are no more adjustments. No selection related items will be priced at this time.

Point Person: Your Structural Designer, who is determined on your Scheduling Call with the Home Creation Studio Coordinator (Please reference your appointment confirmation emails).

Designer Service Levels: You will not have a Structural Appointment, as you will have already solidified your options during your Redlines Meeting.

Selections Appointment(s)

Refer to your Selection Service Agreement to learn about the number of appointments you will have. This appointment(s) is where you will select your interior and exterior details including cabinets, countertops, paint, plumbing fixtures, grout colors, etc.

Appointment Set By: Home Creation Studio Coordinator

Appointment Availability: Monday – Friday 8:30 am – 5:00 pm

Length: 2 Hours

Where: 1188 East Paris Avenue, Grand Rapids, MI 49546

Attendees: Buyer(s) and Interior Designer

Goal: The goal of this appointment (s) will be to select all of the finishes for the interior and exterior of your new home.

Pricing: Within a few days of the Selections Appointment, you will receive an updated Options Addendum that includes items that are related to the structure and selections of your home. Items such as flooring, paint, siding, and cabinets, will be added at this time. This pricing represents the total investment you will be making. Your deposit that is **due at your final appointment** will be determined based on this price. This deposit percentage is found in your Purchase Agreement.

Point Person: Your Interior Designer, who is determined on your Scheduling Call with the Home Creation Studio Coordinator (Please reference your appointment confirmation emails).

Before Your Final Appointment:

Review the Home Creation Studio Release Form

- **Your home will be finalized at this meeting via updated Redline Plans, Option Addendum, and Selections Form.** Review these documents thoroughly prior to your appointment and be prepared to finalize your home at this meeting.
- **Your Final Deposit is due at this meeting.** This is required in order for your plans to be sent to our Architecture team.
- Requests for change after your Final Options and Selections authorization may not be available, will need to be reviewed by management, and may cause your entire Option Addendum to be re-priced at current levels. Your Agreement Pricing may increase significantly.

Final Appointment

Congratulations, you've finished designing your new home! At your Final Appointment, you will talk through any pricing questions, review your selections, sign final documents, and **provide your final deposit**.

Appointment Set By: Home Creation Studio Coordinator

Appointment Availability: Monday – Friday 8:30 am – 5:00 pm

Length: 2 Hours

Where: 1188 East Paris Avenue, Grand Rapids, MI 49546

Attendees: Buyer(s) and Interior Designer

Goal: The purpose of this appointment is to review and finalize all of the hard work you have put into designing your new home. No major structural or selection changes will be accommodated.

Pricing: Your Final deposit is required at this meeting. Please refer to your Purchase Agreement for the total required.

Point Person: Your Interior Designer, who is determined on your Scheduling Call with the Home Creation Studio Coordinator (Please reference your appointment confirmation emails).

Note: Once you have completed the Final Appointment, your home plans will go to our Architecture Team for drawing. Once your plans are complete, your Sales Agent will schedule your Pre-Construction Meeting with you and your Construction Manager to review them.

Release From Home Creation Studio

Once you have completed your selections, signed final documentation, and approved all items on your Home Creation Studio Release Form (See Page 3.15), your home will be released from the Home Creation Studio. In order to release your home to Architecture and Processing, we need to receive your Final Deposit and Loan Commitment for the full amount of your transaction.

Conversations vs Documentations

During your appointments you will have many conversations with your Structural and Interior Designer, some hypothetical or informative. Verbal commitments and conversations can result in confusion, delays, and disappointments. It is important that any conversations or commitments are documented in the Final Options Addendum for clarity and follow up. Review your final documents thoroughly as those will be the only items installed in your home.

Availability

If a selection you make becomes back ordered or discontinued, we will contact you and offer you a similar selection that you must choose within 5 business days. Eastbrook Homes is unable to predict when this may occur. We regret any inconvenience this causes.

Record of Selections

Please retain your Options Addendum for future reference. They are useful for matching paint colors, tile grout, and replacement items in your home. We make no representation there will be an exact match.

Final Deposit

At your final meeting in the Home Creation Studio, you will be required to remit a construction deposit on your new home, which is in ADDITION to your Earnest Money Deposit. This amount will be documented in your Purchase Agreement.

Kitchen Cabinet Elevations

In addition to your final plans, you will also be receiving artistic representations of your cabinet elevations. Please note that these drawings are only a representation and may not be exact. These elevations were created specifically for your home at the time we received your final plans. If you have any questions, please be sure to let us know.

Loan Commitment (Conditional Approval)

For our protection, and to assure a smooth closing you are required to provide a loan commitment before your Pre-Construction Meeting. The loan commitment must be for the full and final amount of your transaction. This requirement exists because of the financial risks and commitment that we are undertaking on your behalf. You need to provide confirmation of your lender and a loan commitment in order to complete the transaction. If you will be purchasing the home with cash, we will need verification of funds.

Your Home Design Timeline

This timeline provides an overview of your design meetings, homework items, and important emails & phone calls that you'll receive during the home design process.

Homework Checklist

Don't let the word "Homework" scare you! These are the items you'll want to review and complete before your first design appointment. This includes scheduling your first call with the Design Studio Coordinator. Be on the lookout for this email after your purchase agreement is accepted



Purchase Agreement

Congrats! Now that your Purchase Agreement is approved, your home design process can begin!



Appointment Scheduling

Schedule all of your design appointments (except your Redlines) with our Design Studio Coordinator via your [scheduled phone call](#). Please have your calendars ready!

Redlines

You will schedule this [meeting](#) with your [Sales Agent](#). The goal of this meeting is to get your home completely outlined on paper. For those in the Designer Service Level, this meeting solidifies your home's structure and options.



Structural

Enhanced, Deluxe, and McGraw Service Levels

This [meeting](#) is scheduled during your Appointment Scheduling Call. You will meet with the [Structural Team](#) to solidify your home's structure and options, using sketches from your Redlines meeting and your HPG.

Wish List Portal Link

After your [Redlines Meeting](#) you'll receive an email with login credentials to our [Wish List Portal](#). Feel free to add Selection Options to your Wish List, but please avoid making any changes to options already selected. All changes will happen during your Structural and Selections Appointments.

Selections

This [meeting](#) is scheduled during your Appointment Scheduling Call. Here you'll pick out all of your interior and exterior finishes with your Designer. The McGraw Service Level has an additional Selections appointment (two total).

Final

This [meeting](#) is scheduled during your Appointment Scheduling Call. Here, you'll meet with your Designer to review your home plans, go through documents, and provide a final deposit. Please note that all selections and options are final at this meeting.



Home Plans Finalized

After your Final Meeting, your home plans go to Architecture for drawing. Once your plans are complete, your [Sales Agent](#) will schedule a [Pre-Construction Meeting](#) with you to review your finalized plans.



Selection Service Level Agreement

We have created four unique Selection Service Levels for your home design experience. Each one offers you a professionally guided method in which you can personalize your new home specifically to your lifestyle. Your appointments will vary depending on which Selection Service Level best fits you and your new home build.

To ensure that your needs are being served, our team will help guide you to the Service Level that meets your personal design needs, home plan changes, and overall investment level. At any point in the home design process, Eastbrook Homes reserves the right to reassign your Service Level based on our industry expertise.

Once your contract is signed and accepted, you will receive an email called “The Homework Checklist” that details out all of your next steps. Your approval date (which is indicated in your Homework Checklist email and is generally 1-4 days after you submit your purchase agreement) marks day #1 of your timeline; the timelines are detailed out in the Selection Service Levels below. We ask that you follow this Homework Checklist closely to ensure that your timeline stays on target. Our team will work alongside you to help keep you informed.

Please note that if your home is not finalized in the Home Creation Studio within the time specified in your selected Service Level below, your contract and pricing will be reviewed and is subject to change. Additionally, any approved changes made after finalizing will be considered a custom change and will incur a \$200 late fee per change.

Appointment Availability


- Monday through Friday from 8:30 am to 5:00 pm.
- The length, structure, and quantity of meetings will vary depending on your Selection Service Level.
- Calendar days can be defined as every day on the calendar, inclusive of weekends and holidays.

Included Service Level: \$0

- **ALL the following criteria must apply to use this service:**
 - You agree to complete the structural/selections process within **21** calendar days of your approval date.
 - Your final appointment will take place within 7 days of your first appointment.
 - Budget is under \$475,000.
 - Only selecting from Included Features and Pre-Priced Options
 - Will make design choices quickly and decisively.
- **Benefits and Guidelines of this Service:**
 - Two (2) Appointments for a total of 4 hours of face-to-face appointment time:
 - One (1) 2-hour Selection Appointment
 - One (1) 2-hour Final Appointment
 - No Custom Changes Allowed.**
 - Purchase Agreement Terms and Base Pricing will be Protected for up to 21 calendar days from your approval date.
- **ANY additional time required to complete the selections process will be billed at \$125 per hour.**



Updated: January 2, 2024

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Enhanced Service Level: \$1,750


- **If ANY of the following apply:**
 - You agree to complete the structural/selections process within **32** calendar days of your approval date.
 - Your final appointment will take place within **18** days of your first appointment.
 - Budget is \$475,000 – \$650,000.
 - Budget of less than \$475,000, but desires additional time and service.
 - Interested in minor non-structural custom changes.
 - Will need time to discuss design choices before finalizing selections.
- **Benefits and Guidelines of this Service:**
 - Three (3) Appointments for a total of 6 hours of face-to-face appointment time:
 - One (1) 2-hour Structural Appointment
 - One (1) 2-hour Selection Appointment
 - One (1) 2-hour Final Appointment
 - The Team will design and provide sketches of approved options.
 - Purchase Agreement Terms and Base Pricing will be Protected for up to 32 calendar days from your approval date.
- **ANY additional time required to complete the selections process will be billed at \$125 per hour.**

Deluxe Service Level: \$2,750

- **If ANY of the following apply:**
 - You agree to complete the structural/selections process within **39** calendar days of your approval date.
 - Your final appointment must take place within **25** days of your first appointment.
 - Budget is \$650,000 – \$800,000.
 - Budget of less than \$650,000, but desires additional time and service.
 - Interested in structural custom changes.
 - Interested in modifying their kitchen (outside of standard options).
 - Will need time to discuss pricing and structural changes before making final design choices.
- **Benefits and Guidelines of this Service:**
 - Four (4) Appointments for a total of 8 hours of face-to-face appointment time:
 - One (1) 2-hour Structural Appointment
 - Two (2) 2-hour Selection Appointments
 - One (1) 2-hour Final Appointment
 - The Team will design and provide sketches of approved options.
 - Purchase Agreement Terms and Base Pricing will be Protected for up to 39 calendar days from your approval date.
- **ANY additional time required to complete the selections process will be billed at \$125 per hour.**



Updated: January 2, 2024

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Premium Service Level: \$4,250

- If **ANY** of the following apply:
 - You agree to complete the structural/selections process within **46** calendar days of your approval date.
 - Your final appointment must take place within **32** days of your first appointment.
 - Budget is \$800,000 or higher.
 - Budget of less than \$800,000, but desires additional time and service.
 - Interested in structural custom changes.
 - Interested in modifying their kitchen (outside of standard options).
 - Will need time to discuss pricing and structural changes before making final design choices.
- **Benefits and Guidelines of this Service:**
 - Six (6) Appointments for a total of 14 hours of face-to-face appointment time:
 - o One (1) 3-hour Structural Appointment
 - o Two (2) 3-hour Selection Appointments (Will occur in one full day, with a lunch break)
 - o One (1) 2-hour Additional Selections Appointment
 - o One (1) 1-hour Pricing and Questions Review Appointment (Will occur virtually)
 - o One (1) 2-hour Final Appointment
 - The Team will design and provide sketches of approved options.
 - Purchase Agreement Terms and Base Pricing will be Protected for up to 46 calendar days from your approval date.
- **ANY** additional time required to complete the selections process will be billed at **\$125 per hour**.

Fees & Cancellation Policy

- For each canceled Appointment, you will be subject to a **\$325 Cancellation Fee**.
- **ANY** additional time required to complete the selections process will be billed at **\$125 per hour**.
- If Eastbrook Homes, due to unforeseen circumstances, has to cancel your appointment, you will **not** be charged the cancellation fee.
- Reminder, if your home is not complete within the time specified in the Service Level you have selected, your contract and pricing will be reviewed and is subject to change.

Additional Scheduling Information

- Do you have any upcoming vacations planned that will limit your availability to schedule your appointments?
 - No
 - Yes
 - o Dates: _____
- Do you have any upcoming personal circumstances (ex. Doctors appointments, life events, etc.) that will limit your availability to schedule your appointments?
 - No
 - Yes
 - o Dates: _____

Date: # _____ Date: _____
 Buyer 1 Signature Buyer 2 Signature



Updated: January 2, 2024

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STRUCTURAL PLAN REVIEW CHECKLIST

Buyer Name(s): _____

Blueprint Review Date: _____

Job #: _____

Structural Rep: _____

DISCUSSIONS

- Value in Standard Options vs Customs

EXTERIOR

- Confirm Elevation (Materials/Details)
- Review foundation locations re: NHCS (Walkout/Daylight/Viewout)
- Michigan Room (12x12, 14x12, 16x12)
- Deck (Stairs Direction/Railing)
 - Treated vs Composite
- Patio
- Landscaping/ Gutters
- Covered Decks/Screens
- UDG Sprinkling/ Vacuum Breaker/Gate Valve
- Hose Bib (hot & cold in garage)
- Windows Single Hung/picture and operating

GARAGE

- 3rd Stall Size or Garage Bumpouts
- Garage size and Driveway
- Garage Service Door
- Garage Drywall/Insulation
- Garage Door Opener(s)
- Touch Pad at Garage door

INTERIOR

- Ceiling Heights (9' Options) – FND & 1st Floor
- Finish Basement
- Wetbar/Kitchenette or rough-in
- Any Window Relocation (Note New Locations)
- Solid Core Doors
- Fireplace (gas, electric, outdoor)
- Ceiling Details (Cathedral, Tray, etc)
- Double doors or Barn doors
- Double bowl option in baths
- Laundry options (sink/counter/cabinets)
- Mudroom options (bench/locker/org station)

KITCHEN/APPLIANCE

- Cabinet Review, pots and pans, trash cab
- 30" gas stove or other _____
- 36"x72" fridge or other _____
- 30" OTR micro or other _____
- 30" SS Hood or other _____
- Gas dryer or other _____
- Appliance specifications

MECHANICAL

- Insulation (Sound, Attic)
- Upgrade Water Heater (50/75)
- Trunk lines and Bulkheads
- Zoned Heating (2 or 3) – At Cost
- HVAC Rough-in lower level
- Gas Line for Outdoor Grill

ELECTRICAL

- Upgrade electrical Service (150 or 200 amp)
- Recessed Lights
- Kitchen Lighting (Pendent, Recessed, Under Cabinet, etc)
- Floodlights on Back of Home (Not typical in Community Settings)
- Ceiling Fan (No Light/With Light/Rough-in)
- Floor Outlets
- Additional Outlets - Garage, Pantry, Closets, Laundry, Built-ins, Outside (Holiday Lights)
- Dedicated Outlet for Refrigerator/Freezer
- Phone Jacks
- Cable jacks (router location)
- Cat 6
- Flat Screen Prewire
- Generator plug (30/50) or whole house prep
- Hot Tub Prewire
- 220 for Range, Dryer or other



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Updated: July 17, 2023

HOME CREATION STUDIO SELECTIONS CHECKLIST

Buyer Name(s): _____

Date: _____

Job #: _____

Designer: _____

CABINET OPTIONS

- Kitchen Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Island Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Hood Finish and Type
- Bathroom Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Laundry Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Wet Bar Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Built In Cabinets Layout Reviewed
 - Door Style and Finish Color Selected
- Crown Moulding
- Glass In Cabinets
- Toekicks Accounted For
- Dishwater Delete
- Appliances Added

TILE OPTIONS

- Backsplash Type Noted and Selected
- Selection Noted if Installing to Bottom of Hood or Ceiling at Kitchen
- Backsplash Tile: Pattern, Grout, Schluter
- Floor Tile: Style, Pattern, Grout, Location
- Wall Tile: Style, Pattern, Grout, Schluter, Location
- Shower Floor Tile
- Shower Shelves
- Soaking Tub or Other Tile Areas Specified
- Other Tile Areas Specified

FLOORING

- Hard Surface
- Sheet Vinyl
- Carpet
- Carpet Pad

DETAILS

- All Door and Drawer Hardware Selected
- Interior Door Hardware Style and Finish
- All Wainscotings accounted for with finish color noted
- Beams and Ceiling Details
- Trim Style and Finish
- Interior Door Style
- Fireplace Surround Noted
- Fireplace Mantle Type
- Fireplace Hearth Type

COUNTERTOPS

- Kitchen Counter
- Island Counter
- Bathroom Counters
- Laundry Counter
- Wet Bar Counter
- Built In Counter

PLUMBING OPTIONS

- Kitchen Faucet
- Kitchen Sink
- Soap Dispenser
- Bathroom Faucets
- Bathroom Sinks
- Tub/Shower Valves
- Shower Valves
- Shower Doors
- Water Closets
- Towel and TP Holders
- Wet Bar Sink
- Wet Bar Faucet
- Laundry Sink
- Laundry Faucet
- Mirrors (All)



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Updated: July 17, 2023

PAINT

- Interior Trim Color
- Handrail Stain
- Ceiling Type and Color
- Whole House Color
- Room Colors

LIGHTING

- All Decorative Lights Selected and Light Fixture Amount Added

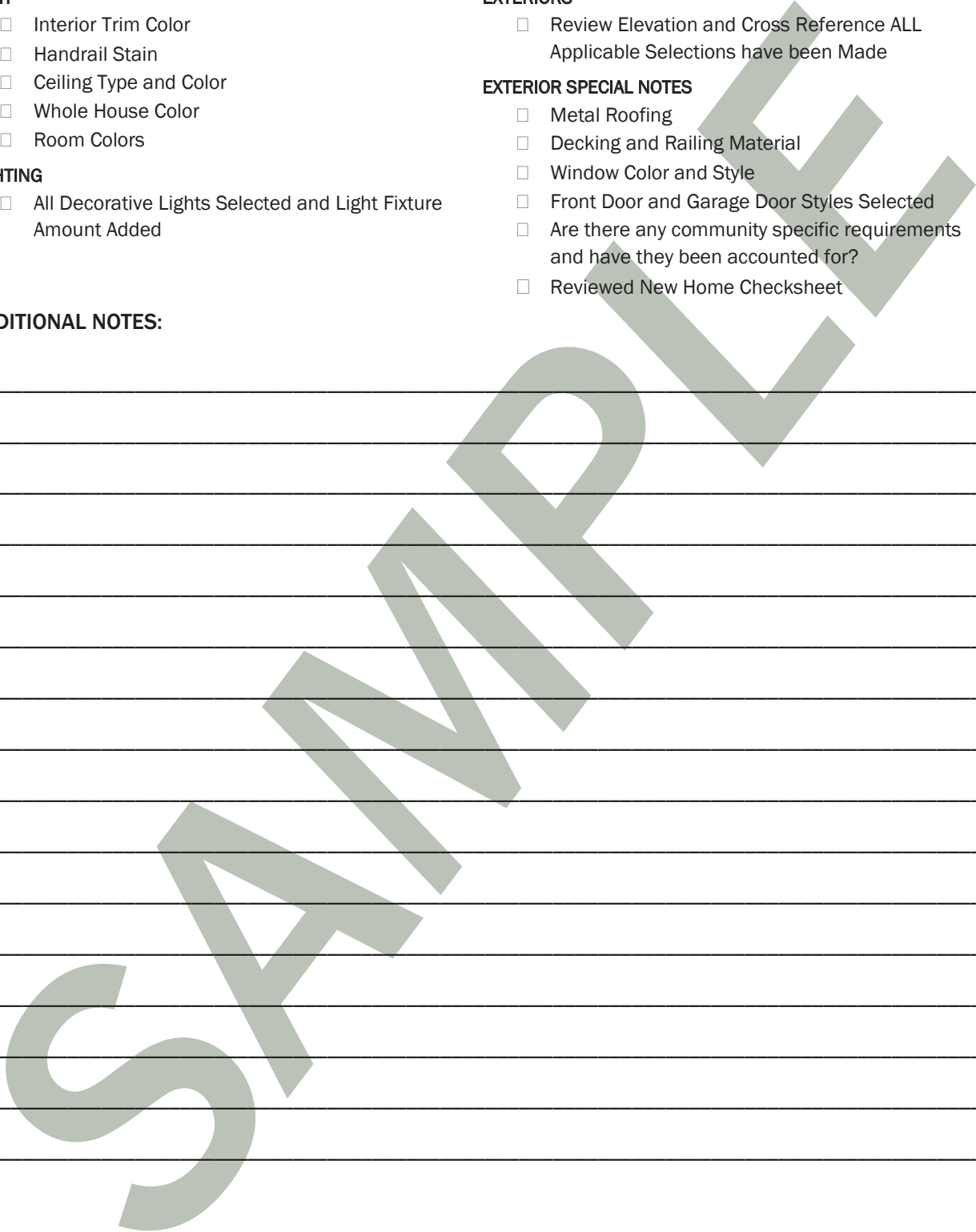
EXTERIORS

- Review Elevation and Cross Reference ALL Applicable Selections have been Made

EXTERIOR SPECIAL NOTES

- Metal Roofing
- Decking and Railing Material
- Window Color and Style
- Front Door and Garage Door Styles Selected
- Are there any community specific requirements and have they been accounted for?
- Reviewed New Home Checksheet

ADDITIONAL NOTES:



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Updated: July 17, 2023

Home Creation Studio Release Form

Buyer Name(s) _____

Contract Date _____ Job Number _____

HCS Release Date _____ Service Level _____

Thank you for working with us to create your new home in the Home Creation Studio. Together, we have worked to accurately document your desired options and selections. To ensure that your home is designed to your specifications, it is very important that you thoroughly review your redline plans, option addendum and selections. **Even if an option was discussed, if it is not documented on the Options Addendum (no matter how minor) it will not be added to your home plans or included in your home.**

Initials:

- All desired options are documented on the options addendum.
- Your home will be drawn and built according to your option addendum. The redline plan is used as a supporting document to clarify the options on the option addendum. Not all options are noted on the redline plans.
- All selections and colors are noted on the addendum form.

Requesting a Change after Final Options and Selections Authorization

Requests for change after your Final Options and Selections authorization may not be available, will need to be reviewed by management, and may cause your entire Option Addendum to be re-priced at current levels. Your Agreement Pricing may increase significantly. Please make sure that you are aware of this before you request a change. Additionally, all changes will be subject to the following:

- **Standard and Custom options.** “Standard options” can no longer be added to your home. Any option requested at this time is considered a custom request and custom pricing will apply. Each request will be significantly more than any previously quoted price. All requests require management approval and may not be possible. If your request is approved there will be an additional \$200 processing fee per request.
- **Estimated Completion of your home.** Any change after this point will cause a delay in the drawing of your home plans and or start/completion of your home. If additional appointments are needed in the Home Creation Studio a design fee will be applied.
- **Payment.** Any approved change will be added to an Option Addendum and will require an additional deposit for the full amount of the request.

Back Order or Discontinued Products

As we continue to experience supply chain disruptions it is possible that you may have to reselect products due to supply shortages or discontinuations. Per your contract Eastbrook reserves the right to make substitutions if alternative products are of equal or better value. Should a selection be required, you will be offered alternates in the same price category. If you choose an option outside of your original category you will be responsible for any price difference. Processing fees will not apply to back ordered or discontinued items.

Buyer 1: _____ Buyer 2: _____

Final deposit must be collected before Home Creation Studio release.

- Final Deposit Amount \$ _____ collected on _____



Updated: July 9, 2024

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1188 East Paris Ave SE, Ste 100, Grand Rapids, MI 49546

Action Items

Task	By	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmation

Your signature confirms we discussed the subjects checked above and noted any action items for attention

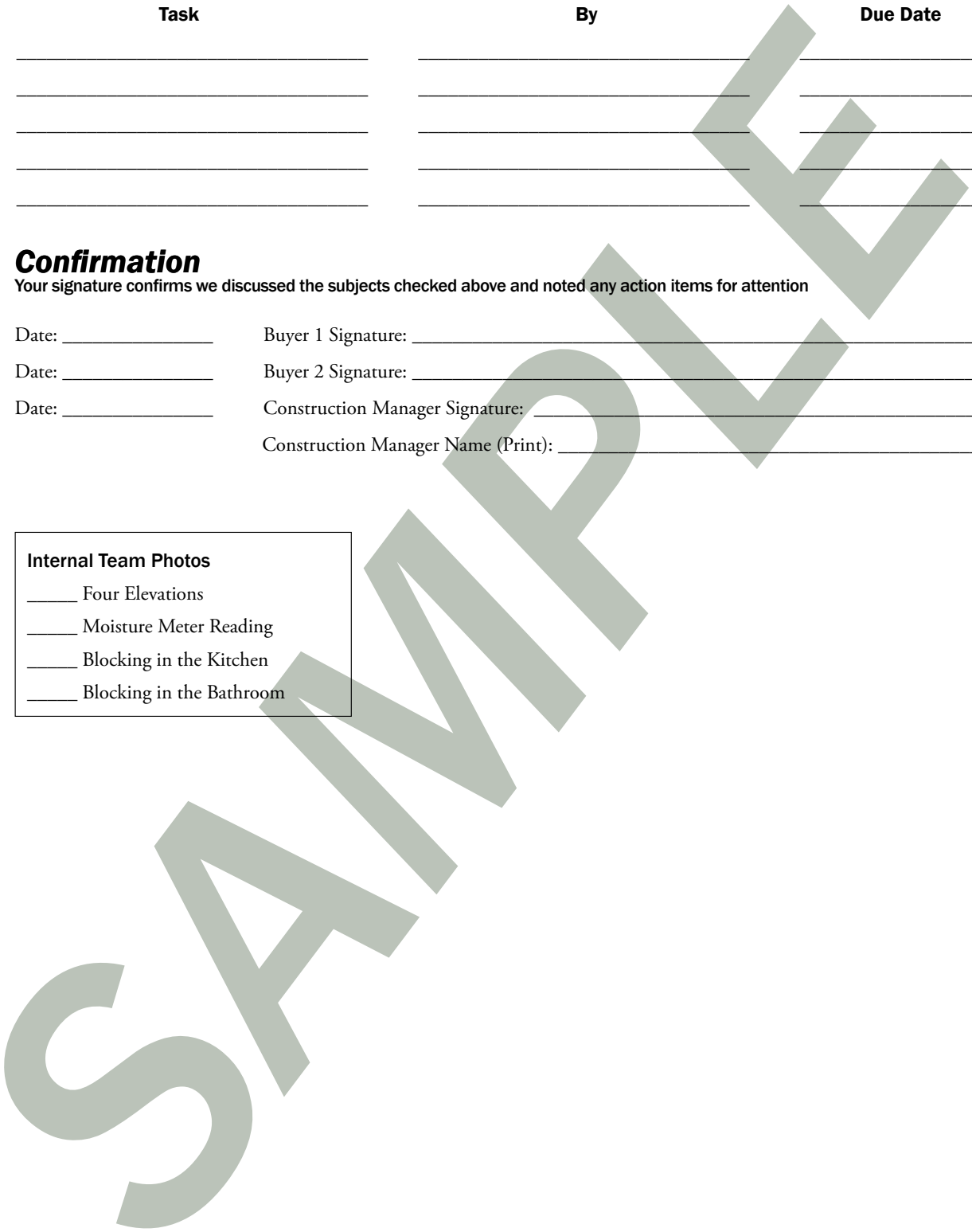
Date: _____ Buyer 1 Signature: _____

Date: _____ Buyer 2 Signature: _____

Date: _____ Construction Manager Signature: _____

Construction Manager Name (Print): _____

<p>Internal Team Photos</p> <p>_____ Four Elevations</p> <p>_____ Moisture Meter Reading</p> <p>_____ Blocking in the Kitchen</p> <p>_____ Blocking in the Bathroom</p>
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Updated: March 1, 2022

Chapter 4

Construction of Your Home

Architecture Plans

Plans Drawn

Your home plans will be drawn per the Option Addendum finalized during your Home Creation Studio experience, **no verbal commitments will be included**. Review your final documents thoroughly as those will be the only items included in your home. The timing of this process can vary depending on the complexity of your plans and the volume of work within our architecture department.

Plan Review

Inspect the plans completely to insure that all the items you selected while personalizing your home are included in the plans. While we recognize that you may not be an expert in reading architectural plans, it is important that you understand them as best you can. Please ensure your selections are accurate and your custom options have been interpreted correctly. Please contact your Sales Agent with any questions that you may have, and ask for clarification if you do not understand the plans prior to your Pre-Construction Meeting.

Pre-Construction Meeting

The purpose of the Pre-Construction Meeting is to conduct a comprehensive review of your final plans and specifications as well as the building process itself. We will discuss such things as site visit protocols, how to handle questions, trade contractor communication, change request policy, and Estimated Month of Completion. You will initial each page of the plans, authorizing them for completion. Ensure you have looked them over completely, asked all questions you have, and understand that the home will be built based on these plans. Please bring any additional questions that you were not able to ask your Sales Agent and this Homeowner Guide with you to this meeting. See page 4.9 for a Sample Meeting Agenda.

Estimated Month of Completion

At the Pre-Construction Meeting your Construction Manager will provide you an Estimated Month of Completion. This will supersede any dates you may have been provided prior to this point. Many factors can affect the completion of your home including weather, material/labor availability, and municipal inspections.

Request for Change

Any requests for changes must be done with the Construction Manager and will cost significantly more, even if discussed previously. Based on the timing of the job some requests may not be available. Each item will be custom priced based on the status of your home and will include a \$200 processing fee. All change requests **WILL REQUIRE ADDITIONAL DEPOSIT** equal to the total amount of the change request and fees. Requests for change during the construction process will delay the completion of your home.

Eastbrook Homes uses a change request form (See Page 4.11) to describe and document all changes you may request to your new home's plans and selections. Change requests generally fall into three categories.

- Add or delete an item after signing your Option Addendum.
- Change a selection previously chosen.
- Personalize your home plans further with a new feature.

Meeting Details

Appointment Set By: Sales Agent

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Eastbrook Homes Corporate Office, Community Clubhouse, or Showcase Home

Attendees: Buyer(s), Construction Manager, Sales Agent, and Real Estate Buyer's Agent if involved in the sale

Length: 2-3 Hours

Purpose:

- Introduce you to your Construction Manager.
- Review plans and selections.
- Initial and authorize plans for construction.
- Discuss what you should expect during the construction process.
- Provide an Estimated Month of Completion.
- Outline construction site safety, site visit protocols, and how to handle questions.

Preparation: Read Chapter 5, Construction Of Your Home, review your draft plans, and bring any and all questions.

Start of Construction

The Pre-Construction meeting is the kick-off for building your new home. It initiates several important tasks that will involve outside people, such as the permitting process, estimating teams, building materials, and our scheduling team will begin to target a specific slot for the excavation of your home.

Building Materials Ordered

After you've approved your plan at the Pre-Construction Meeting, we will begin placing orders for all the components and materials for your new home. Eastbrook Homes also notifies all of the trades and suppliers of their responsibilities and establishes schedules with manufacturers and installers.

Permitting

Residential construction requires that we obtain a building permit. The application process can take from many days to a few weeks depending on the volume of applications being processed by the municipalities building department where volume varies from month to month. The weather conditions may also affect the start and duration of construction.

Safety While Visiting Your Home Site

We understand that you will want to visit your new home during construction. A construction site is exciting, but can also be dangerous. Your safety is most important to us, which is why there are strict rules about your visits to the construction site. Please review the following policy and contact your Sales Agent if you have questions. We respectfully ask that you conduct all visits under these guidelines.

- Keep older children within view and younger children within reach or make arrangements to leave them elsewhere.
- Do not walk backward, even one step. Look in the direction you are moving at all times.
- Watch for boards, cords, tools, nails, or other construction materials that might cause tripping or other injury.
- Do not enter any level of a home that is not yet equipped with stairs and rails.
- Stay a minimum of six feet from all excavations.
- Give large, noisy grading equipment or delivery vehicles plenty of room. Assume that the driver cannot see or hear you.
- Be aware that mud, paint, and other construction materials are in use and can get onto your shoes or clothing.
- If work is in progress, please respect the time and work schedule of the construction team. A quick tour is fine during these times, but please avoid interfering with any work activity.
- There may also be times when you are asked not to visit your home site because of unusually dangerous work in progress on yours or adjacent homes.
- If you see something you feel needs attention, please contact your Construction Manager. Emails are a great way to communicate any questions or concerns. Please limit any phone calls and text messages to Monday - Friday 7:00 am to 5:00 pm. Many times, things that appear to need attention likely have already been (or are being) addressed and are simply awaiting the appropriate time (per the Construction Manager's schedule) to be rectified.
- Please confine your visit to your home site only and to any public areas. This helps assure the privacy of others and avoids conflicts with the construction process.
- The subcontractors are given instructions to build each home according to the local codes, and to the written orders, drawings and specifications provided by our Construction Manager. Therefore, please do not approach them with requests, suggestions, or questions. Instead, save these conversations for your Construction Manager or Sales Agent.
- You are moving into a new home in a new community with more homes to be built. Normal construction starts at 7:00 am during the week and at 8:00 am on Saturday.

Please keep in mind that your home site is located in an active construction area. Many homes nearby are in various stages of completion. Dozens of workers and their vehicles may be in the area. The construction team operates under rigid schedules, so they move about quickly and purposefully. Construction debris may be found throughout the area on the ground, in the streets, and in the homes that are under construction. We are not responsible for injury or damage you may sustain, including tire damage, during visits to your home/community. Our two primary concerns are to protect you from harm while providing you with access to your home during construction.

Pre-Drywall Presentation

Many buyers appreciate the opportunity to tour their home just after the rough mechanical stage, before drywall. The rooms have begun to take shape but the inner workings are still visible. This is an opportunity for you to see and learn what's "behind the walls" of your home.

At this meeting we will confirm your electrical, phone, and cable locations. This is not a time to make changes, but provides all of us with an opportunity to confirm that we are correctly installing your selections, explain the major components of your new home, and review options that are being installed.

Please understand that if for any reason you are unavailable to attend this meeting, we will continue with construction. Meeting details and a copy of a sample agenda follow

Meeting Details

Appointment Set By: Construction Manager

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Your New Home

Attendees: Buyer(s), Construction Manager, and Real Estate Buyer's Agent if involved in the sale

Length: 30-45 Minutes

Purpose:

- Identify and explain the major components of your new home.
- Review options that are being installed.
- Review interior and exterior quality.
- Confirm installation of selections up to this point.
- Confirm the Estimated Month of Completion.

Preparation:

- Do not bring small children or pets.
- Bring this Guide and any questions you wish to discuss.
- Wear appropriate shoes and clothing for a construction site as construction materials could damage your clothing.

Locks and Keys

Once exterior doors and locks are installed, we will access your home with a construction key. We will provide you a copy that you can use to access your home during construction. Final locks will be installed near the completion of your home. Your final keys will be presented to you at your closing. These keys are specific to your new home. We do not retain a copy of your keys.

Plans and Specifications

The building department of the municipality where your home is to be located must review and approve the plans and specifications for your home. We then construct your home to comply with these approved plans and specifications. They become part of our agreements with trade contractors and suppliers. Only written instructions from Eastbrook Homes can change these contracts. Even with this detailed documentation, each home is still unique. Many factors can cause variations between the other homes you may have viewed and the home we deliver to you.

Building Codes

From time to time, municipal agencies adopt new codes or regulations that can affect your home. Therefore, our on-site builders may construct the same floor plan slightly differently in two different jurisdictions or at two different times within the same jurisdiction.

Existing Trees

In an effort to preserve as many trees as possible on wooded home sites, Eastbrook Homes does not clear-cut the land in wooded locations. The home sites will be individually cleared in an effort to preserve trees wherever possible, however occasionally grading, drainage, and engineering requirements may require otherwise. The building site will be staked to show the area of tree clearing, which is typically a twenty-five (25) foot perimeter of your home. Retaining walls or specialized grading required to achieve these goals will be at the home buyers expense. If you desire additional trees cleared, Eastbrook Homes will prepare a Change Request Form for your approval and payment. Every effort will be made to save the trees discussed, however because the reaction of trees to construction activities and your new home are outside our control, we are unable to guarantee the health or survival of any existing trees. During the construction process, Eastbrook Homes may have to remove trees that were targeted to be saved, they are not responsible for the replacement of these trees or any trees that may die in the future.

Utilities and Mailboxes

The location of meters, phone, electrical junction boxes, and mailboxes are examples of items outside the control of Eastbrook Homes.

Changes in Materials, Products, and Methods

The new-home industry, building trades, and product manufacturers are continually working to improve methods and products. In addition, manufacturers sometimes make model changes that can impact the final product. For instance, appliance manufacturers generally make design changes every year. The showcase homes will contain the appliances that were current when they were built although your home may have a more recent version.

In all instances, as stated in your purchase agreement, any substitution of method or product that we make will be of equal or better quality than that shown in our showcase homes. Since such substitutions or changes may become necessary because of matters outside our control, we reserve the right to make them without notification.

Showcase Homes

Showcase homes often display many options, decorator items, window coverings, and furnishings. Mature landscaping, extra walks, and lighting, are other examples of items which are not part of the home we will be building for you. Please carefully review your home's specifications as well as information Eastbrook Homes provides about available choices displayed in the models to avoid misunderstandings. Contact your Sales Agent with any questions.

Measurements

Because finish sizes can vary, you should measure for window coverings in your home once it is complete.

Natural Variations

Dozens of trade contractors work to assemble your home. The same individuals rarely work on every home and, even if they did, each one would still be unique. The exact placement of switches, outlets, registers, and so on will vary from the showcase home and other homes of the same floor plan.

Quality

Our company will build your new home to the quality standards described in our documents and demonstrated in our showcase homes. Each new home is a handcrafted product—combining art, science, and raw labor. The efforts of many people come together to build your home. Our commitment to stand behind our work and our quality Customer Service is evidenced by our more than 50 years of history. We assure you that the home we deliver you will meet the quality standards as laid out in this Homeowner Guide.

Quality Control

From time to time, during a process that takes several months and involves dozens of people, an error or omission may occur. Weather can also affect the timing and procedures used in your home. We have systems and processes for inspecting our homes to ensure that the level of quality meets our requirements. We inspect every step of construction and are responsible for quality control. In addition, the municipalities conduct a number of inspections at different stages of construction. Your home must pass each inspection before construction continues.

Your Questions

Your input into our system is welcome, however to avoid duplication of efforts, confusion, misunderstandings, or compounding errors, we ask that you first check your purchase documents to review what you ordered and the selections for the construction of your home. If you still believe we are in error, please contact your Construction Manager by email. We will respond within 1 business day to address your concerns.

Also keep the following points in mind once you have notified us of a concern:

- Your concern may involve a detail Eastbrook Homes has already noticed, but your pointing it out is appreciated. The correction may not occur immediately. In an effort to conserve resources we want to schedule the correction for the next routine visit.
- Work may simply be incomplete. An early stage can look wrong and be correct when complete.
- Methods and materials vary from region to region and change over time. When you are familiar with one method, you naturally question a different one. That does not make the new method wrong. Ask questions until you are comfortable.

In-Process Stages

During the construction process, every new home experiences days when it is not at its best. Homes under construction endure wind, rain, snow, foot traffic, and activities that generate noise, dust, and trash. Material scraps are a byproduct of the process. Although your new home is cleaned by each trade upon completion of their portion of the work, during your visits you will encounter some messy moments. Keep in mind that the showcase homes you toured also once endured these in-process stages.

Trade Partners and Suppliers

Eastbrook Homes selects all personnel and companies who supply materials to or work in your new home. We order all materials and products from suppliers with whom we have established relationships. Trade Partners who work on our sites are subject to review and evaluation by construction and warranty personnel.

Your home is built through the combined efforts of specialists in many trades—from excavation and foundation, through framing, mechanicals, and insulation, to drywall, trim, and finish work. In order to ensure the Eastbrook Homes standards of construction, only authorized suppliers, trade contractors, and Eastbrook Homes employees are permitted to perform work in your home.

The home you are purchasing does not become your property until after closing. Therefore, it is not permissible for you to make any changes, alterations or additions to the home until then. We ask that you do not install any items, including wiring or antennae, in the home during construction. We reserve the right to remove any unauthorized changes and to charge you for any costs involved.

Each trade partner works on a limited portion of the home; they are unaware of all the details that affect the entire home and are therefore unable to offer accurate judgments.

Suppliers and trade partners have no authority to enter into agreements for Eastbrook Homes. For your protection and theirs, the terms of our trade contractor agreements prohibit alterations without written authorization from Eastbrook Homes. Their failure to comply with this procedure can result in termination of their contract. All questions or requests for changes should go through Eastbrook Homes. We will obtain input from trades when that is appropriate.

Construction Schedule

The finish date for your new home begins as an estimated month of completion. Until the roof is on and the structure is enclosed, weather can dramatically affect the delivery date. Even after the home itself is past the potential for weather-related delays, weather can severely impact installation of utility services, grading, and concrete flatwork, to mention a few examples. Extended periods of wet weather or freezing temperatures bring work to a stop in an entire region.

When favorable conditions return, the trades go back to work, picking up where they left off. Please understand that they are as eager as you are to get caught up and to see progress on your home.

- “Nothing is Happening”: Expect several days during construction of your home when it appears that nothing is happening. This can occur for a number of reasons, and is common.
- Lead Time: Each trade is scheduled days or weeks in advance of the actual work. This period is referred to as “lead time.” Time is allotted for completing each trade’s work on your home. Sometimes, one trade completes its work a bit ahead of schedule. The next trade already has an assigned time slot, which usually cannot be changed on short notice.
- Building Department Inspections: Progress also pauses while the home awaits building department inspections. This is part of the planned sequence of the construction steps and occurs at several points in every home, and can consume multiple days at a time while we are waiting on an inspection.
- Detail Work: Additionally, throughout construction of a home, work progresses rapidly at times as highly visible stages are completed (such as hanging drywall) and more slowly at others (such as the finishing process of drywall). If you have questions about the pace of work, please contact your Construction Manager.
- Weekly Updates: Eastbrook Homes recognizes that timing is critical to planning your move. Although a guaranteed date is unrealistic in the early stages of construction, we will provide weekly updates for your home during construction.
 - Estimated Month of Completion: This is the most accurate estimate we can provide until you receive a 45 Day Email from our Closing Department. We suggest that, until you receive this notification, you avoid finalizing arrangements for your move. Until then, flexibility is the key to comfort, sanity, and convenience. We want you to enjoy this process and avoid unnecessary stress caused by uncertainty that is unavoidable.
 - Please keep in mind that your belongings may only be brought into the home and garage after the closing due to insurance and building department regulations.

Team Walk

Near the completion of your home the Eastbrook Team will do our quality control “Team Walk” to ensure that your home meets our standards and includes all the features and options that you selected for your home. There will be sticky notes on the walls and a “Punch List” generated of items to be corrected prior to closing. This is the last step in our quality control process before closing.

Construction Cleaning

The final step in the construction process for your new home is construction cleaning which will prepare your new home for occupancy. Note that we provide a “construction” cleaning which may not be as detailed and thorough as you might clean your home yourself. You may need to spend more time cleaning cabinets and other parts of your home to meet your personal cleaning requirements.

Construction Sequence

The specific sequence of construction steps can vary somewhat and in later stages, interior and exterior work occurs simultaneously. Generally we build your home in the following order:

*** This is a meeting or task that you are required to complete.**

Pre-Construction Meeting*

Foundation

- Excavation
- Footings
- Form and pour walls
- Waterproofing
- Perimeter drain, if applicable
- Inspections
- Backfill

Framing

- First floor
- Second floor

Roofing

- Roof trusses/sheathing

Exterior

- House Wrap
- Windows and doors
- Exterior Trim
- Exterior Painting
- Siding
- Masonry
- Concrete
- Decks
- Final grade
- Landscaping, if applicable

Interior

- Mechanical systems rough-in
 - HVAC (heating, ventilating, and air conditioning)
 - Plumbing
 - Electrical
- Framing punch
- Rough inspections
- Insulation

Pre-Drywall Presentation*

- Drywall
- Prime
- Interior trim and cabinets
- Paint and stain
- Countertops
- Tile
- Hard Surface Flooring
- Final mechanicals
- Inspections
- Carpet
- Hardware/shelving
- First Clean
- Paint touch-ups
- Team Walk
- Certificate of Occupancy
- Complete punch list
- Second paint touch-up
- Second clean

Celebration*

Closing*

Transfer Utilities and Register Appliances*

Pre-Construction Meeting Agenda

Date/Time: _____

Buyer Name(s): _____

Job #: _____

Agenda

___ Homeowner Guide

Exterior Plan Review

- ___ House layout on Home Site/Review Dimensions
- ___ Drive and walks
- ___ Excavation - final grade Dozer only
- ___ Tree removal
- ___ Retaining walls
- ___ Final landscaping
- ___ View out windows-Egress
- ___ Underground sprinkling
- ___ Landscaping (rough grade only)
- ___ Front elevation
- ___ Gutters and downspouts - drain tile
- ___ Street trees (depending on location)

Electrical Plan Review

- ___ Ceiling fan locations
- ___ Cable and phone locations
- ___ Flat Screen / Audio Wiring
- ___ Dedicated circuits for freezers or microwaves
- ___ Recessed light locations
- ___ A/C location
- ___ Electric service location and size (100, 150, 200)
- ___ Stairway lighting
- ___ Dimmers

Foundation Plan Review

- ___ Water and sewer service
- ___ Review finished & unfinished space
- ___ Well and septic locations
- ___ Electric panel location / Disconnect
- ___ Outside faucet locations
- ___ Mechanical review
- ___ Plumbing chases and bulkheads
- ___ Zone Trunkline
- ___ Zero step entry
- ___ 8' or 9' foundation

First and Second Floor Plan Review

- ___ Plumbing review
- ___ Cabinet review - island detail
- ___ Refrigerator size-swing review
- ___ Flooring location & backsplash
- ___ Deck and stairs
- ___ Appliances (gas or electric stove and dryer)
- ___ Whirlpool tub/access
- ___ Microwave or Hood venting
- ___ Laundry room washer and dryer size
- ___ Special appliances
- ___ Picture window locations
- ___ Garage size

Selection Review

- ___ Review change orders
- ___ Dishwasher color
- ___ Interior trim style (colonial, cottage, other)
- ___ Fireplace style and hearth height
- ___ Specification and selection review
- ___ Built ins, lockers, bench, trimmed mirrors
- ___ Railing Finish (finger jointed stock)
- ___ Wainscot, feature walls

Miscellaneous Reviews

- ___ Site Safety
- ___ Winter construction issues
- ___ Paint details and trim color
- ___ Sign all sheets
- ___ Full lite doors
- ___ Trash service
- ___ Shower doors
- ___ Wire or wood shelving
- ___ Mailboxes
- ___ HVAC vent location may differ from plan
- ___ Communication Guidelines (Evenings & Weekends)
- ___ 1 Business Day to Respond



EastbrookHOMES

EastbrookHomes.com | concierge@eastbrookhomes.com | 616-455-0200 | 1188 East Paris Ave SE, Ste 100, Grand Rapids, MI 49546

Updated: March 1, 2022

Your Estimated Month of Completion is: _____

Outside influences like weather, product availability and subcontractor schedule can affect your completion date. Eastbrook will schedule (build) your home as efficiently as possible, but we will not sacrifice quality for timeliness. When Eastbrook completes the interior paint we will narrow down the completion date for you since most of the outside influences have been removed. Rate locks and move out dates should not be set until painting is complete and you have been given an estimated completion date by Eastbrook Homes. Eastbrook will complete your home and receive Certificate of Occupancy or Temporary Certificate of Occupancy; however, we cannot control the closing which involves your lender, appraiser and Realtor. Updates during construction will reference your Estimated Month of Completion until painting is complete.

I (we) verify that I (we) have reviewed my (our) plans, specifications and customer selection sheets. I (we) realize that our plans and specifications were drawn or modified especially for us and WILL NOT necessarily be EXACTLY like any other Eastbrook home that we have toured. I (we) further acknowledge that my (our) home will be constructed only to the plans, specifications and customer selection sheets that I (we) have reviewed and initialed or signed. I (we) also agree that there are no other verbal agreements or promises from any Eastbrook sales personnel that are not contained in these plans, specifications or in the purchase addendum or change orders. _____

All selections are complete. All questions and options have been answered and/or selected. The ability to add or delete options will be greatly reduced after this meeting. Any requests for changes must be done with the Construction Manager and will cost significantly more, even if discussed previously. Based on the timing of the job some requests may not be available. Each item will be custom priced based on the status of your home and will include a \$200 processing fee. All change requests WILL REQUIRE ADDITIONAL DEPOSIT equal to the total amount of the change request and fees. Requests for change during the construction process will delay the completion of your home. _____

Action Items

Task	By	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmation

Your Signature (Physical or Electronic) confirms we discussed the subjects checked above and noted any action items for attention

Date: _____ Buyer 1 Signature: _____
 Date: _____ Buyer 2 Signature: _____
 Date: _____ Construction Manager: _____
 Date: _____ Sales Agent: _____

Internal Plan Review	Internal Schedule Review
_____ Setback distance confirmed	_____ Framing
_____ Check cabinet notes and sizes	_____ Drywall Finish (not stock or hang)
_____ Electrical service located properly	_____ Trim
_____ Check slope of drive (drop garage-raised walk?)	_____ Interior Painting
_____ Confirm community specific requirements	_____ Ceramic Tile and Vinyl
_____ Front elevation review for flashing	_____ Hardwood

Updated: March 1, 2022

The Collections Pre-Construction Meeting Agenda

Buyer Name(s): _____ Date/Time: _____
 Job #: _____

Agenda

___ Homeowner Guide

Exterior Plan Review

- ___ Drive and walks
- ___ Final landscaping
- ___ View Out, Daylight, Walkout, Windows (Egress)
- ___ Underground sprinkling
- ___ Front elevation
- ___ Gutters and downspouts - drain tile

Electrical Plan Review

- ___ Ceiling fan at Michigan Room (If Applicable)
- ___ Recessed light locations - Pre-determined Locations
- ___ Owner's Suite recessed light package (If Applicable)
- ___ Electric service location and size (100 amp)

Electrical Convenience Package (If Applicable)

- ___ 1 Dimmer at Family Room
- ___ 1 Dimmer at Kitchen
- ___ 1 USB at Kitchen Island
- ___ 1 USB at Owner's Suite
- ___ 1 CAT 6 at Family Room
- ___ 1 CAT 6 at Finished Recreation Room
 - ___ At Owner's Suite if Rec Room is not Finished
- ___ 1 Flat Screen Pre-Wire at Family Room

Foundation Plan Review

- ___ Water and sewer service
- ___ Review finished & unfinished space
- ___ Electric panel location / Disconnect
- ___ Outside faucet locations
- ___ Mechanical review
- ___ Bulkhead Locations

First and Second Floor Plan Review

- ___ Plumbing review
- ___ Cabinet review - island detail
- ___ Comfort Height Package (If Applicable)
- ___ Appliance Package Review
- ___ Flooring location & backsplash
- ___ Deck
- ___ Microwave or Hood (If Applicable) Venting
- ___ Laundry room (Set up for Gas Dryer)
- ___ Garage size

Selection Review

- ___ Collection Selected
- ___ Interior trim style
- ___ Electric Fireplace Package (If Applicable)
- ___ Tile Shower Package (If Applicable)
- ___ Trimmed Mirrors (If Applicable - Per Package)
- ___ Wainscot, feature walls (If Applicable - Per Package)

Miscellaneous Reviews

- ___ Site Safety
- ___ Winter construction issues
- ___ Paint details and trim color
- ___ Sign all sheets
- ___ Trash service
- ___ Wire shelving
- ___ Mailboxes
- ___ Communication Guidelines (Evenings & Weekends)
- ___ 1 Business Day to Respond to Emails or Texts



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Updated: July 24, 2023

Your Estimated Month of Completion is: _____

Outside influences like weather, product availability and subcontractor schedule can affect your completion date. Eastbrook will schedule (build) your home as efficiently as possible, but we will not sacrifice quality for timeliness. When Eastbrook completes the interior paint we will narrow down the completion date for you since most of the outside influences have been removed. Rate locks and move out dates should not be set until painting is complete and you have been given an estimated completion date by Eastbrook Homes. Eastbrook will complete your home and receive Certificate of Occupancy or Temporary Certificate of Occupancy; however, we cannot control the closing which involves your lender, appraiser and Realtor. Updates during construction will reference your Estimated Month of Completion until painting is complete.

I (we) verify that I (we) have reviewed my (our) plans, specifications and customer selection sheets. I (we) realize that our plans and specifications were drawn or modified especially for us and WILL NOT necessarily be EXACTLY like any other Eastbrook home that we have toured. I (we) further acknowledge that my (our) home will be constructed only to the plans, specifications and customer selection sheets that I (we) have reviewed and initialed or signed. I (we) also agree that there are no other verbal agreements or promises from any Eastbrook sales personnel that are not contained in these plans, specifications or in the purchase addendum or change orders. _____

All selections are complete. All questions and options have been answered and/or selected. The ability to add or delete options will be greatly reduced after this meeting. Any requests for changes must be done with the Construction Manager and will cost significantly more, even if discussed previously. Based on the timing of the job some requests may not be available. Each item will be custom priced based on the status of your home and will include a \$200 processing fee. All change requests WILL REQUIRE ADDITIONAL DEPOSIT equal to the total amount of the change request and fees. Requests for change during the construction process will delay the completion of your home. _____

Action Items

Task	By	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmation

Your Signature (Physical or Electronic) confirms we discussed the subjects checked above and noted any action items for attention

Date: _____ Buyer 1 Signature: _____
 Date: _____ Buyer 2 Signature: _____
 Date: _____ Construction Manager: _____
 Date: _____ Sales Agent: _____

<p>Internal Plan Review</p> <p>_____ Setback distance confirmed</p> <p>_____ Check cabinet notes and sizes</p> <p>_____ Electrical service located properly</p> <p>_____ Check slope of drive (drop garage-raised walk?)</p> <p>_____ Confirm community specific requirements</p> <p>_____ Front elevation review for flashing</p>	<p>Internal Schedule Review</p> <p>_____ Framing</p> <p>_____ Drywall Finish (not stock or hang)</p> <p>_____ Trim</p> <p>_____ Interior Painting</p> <p>_____ Ceramic Tile and Vinyl</p> <p>_____ Hardwood</p>
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Updated: March 1, 2022

Request For Change

Buyer Name(s): _____ Date/Time: _____
 Job #: _____

Description:

Description:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Current Status of Home: _____
 Request Plan Update: Final Amount: _____
 Request Cabinet Update:

Confirmation

Any requests for changes must be done with the Construction Manager and will cost significantly more, even if discussed previously. Based on the timing of the job some requests may not be available. Each item will be custom priced based on the status of your home and will include a \$200 processing fee. All change requests WILL REQUIRE ADDITIONAL DEPOSIT equal to the total amount of the change request and fees. Requests for change during the construction process will delay the completion of your home.

Date: _____ Buyer 1 Signature: _____
 Date: _____ Buyer 2 Signature: _____
 Date: _____ Eastbrook Representative Signature: _____
 Eastbrook Representative Name (Print): _____

Internal Use Only

All "Request For Change" forms must be delivered or faxed in to the TRANSACTION COORDINATOR at (616) 455-7208. All final change requests and addendums must be signed by the buyer.

Contractors to fax to:

Architecture changes By and Date: _____ Estimating Changes By and Date: _____



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Updated: December 18, 2023

Pre-Drywall Presentation Agenda

Buyer Name(s): _____ Date/Time: _____
 Job #: _____

Agenda

___ Homeowner Guide

Structure

- ___ Engineered trusses
- ___ Outside bearing walls
- ___ Window headers
- ___ Bearing points to foundation
- ___ Interior non-load bearing walls
- ___ Center load bearing walls
- ___ Glued and screwed 3/4" tongue-and-grove OSB
- ___ Engineered floor joists

Exterior

- ___ Exterior details
- ___ Drainage
- ___ Home Site stakes
- ___ Concrete-No salt

Plumbing

- ___ PEX supplies and PVC drains
- ___ Air chambers to reduce noise
- ___ Pipe clearance to framing
- ___ Air pressure test
- ___ Nail plates and spray paint
- ___ Fiberglass tub/showers
- ___ Traps for sewer gas

Basement

- ___ Center load bearing wall
- ___ 8" reinforced concrete wall
- ___ Watchdog waterproofing
- ___ Electric panel location
- ___ Perimeter drain system

Heating

- ___ Forced air system supplies and returns
- ___ Supply air registers locations
- ___ Return air vents locations

Attic Ventilation

- ___ Vent chutes to fully ventilate
- ___ Energy heels for added insulation
- ___ Ridge vent at peak (not pot vents)

Electric

- ___ Switch locations
- ___ 3 ways and 1/2 hot switched plugs
- ___ Switched outlets (upside down)
- ___ Phone and Cable homeruns

Insulation

- ___ Open cell insulation in walls
- ___ R-13 Energy wall in basement
- ___ Energy corners
- ___ Low E windows
- ___ Sealed plates

Appliances

- ___ By Eastbrook
- ___ By Buyer - Install after closing
- ___ Appliances Allowance Through Eastbrook
- ___ Has the customer confirmed an order with Gerrit's?
- ___ Construction Manager contact Gerrit's to confirm
 - ___ Have quote with model numbers faxed in



Chapter 5

Celebration and Orientation

Your Celebration and Orientation is an opportunity to celebrate the completion of your new home with your Construction Manager and Sales Agent. We will then introduce you to your new home and its many features. We follow a preplanned agenda that will cover:

- Demonstration of your new home.
- Review of key points about maintenance and home warranty coverage.
- Confirmation that the overall quality of your home is equal to the overall quality of our showcase home.
- Some manufacturer's documentation is included in the home.
- Warranty information can be found at eastbrookhomes.com/warranty.
- All cosmetic surfaces are in good and acceptable condition.
- The items noted on your Celebration and Orientation Form will be corrected by your Construction Manager. Any future items will be corrected by your Service Manager.

Quality

The overall quality of your home should equal that shown in our showcase homes and described in your purchase documents. We list action items for further attention and arrange appropriate work for all items that do not meet the performance standards outlined in this book and displayed in our Showcase Homes.

The quality standards we hold ourselves to are created using the Residential Construction Performance Guidelines provided by the National Association of Home Builders. Since quality is less scientific and more a matter of personal taste, we strive to meet or exceed these standards, and build each home as if it were our own. We understand that this is one of your most important investments and that your quality standards may be higher than ours in some cases. Our commitment to you is that we will deliver what we promised.

Post Team Walk Activity

If you visit your home prior to Celebration and Orientation, you may notice details that need attention. During the last few days just prior to your Celebration and Orientation, many trade partners and Eastbrook Homes employees will be working in your home. They are completing last-minute adjustments and fine-tuning your home. These finishing touches cannot be performed until all of the parts have been installed. What seems like a rush of activity is a normal part of the construction process.

Cosmetic Surfaces

Cosmetic surface damage caused during construction is readily noticeable during the Celebration and Orientation. Such damage can also occur during the move-in process or through daily activities. During Team Walk we will confirm that all surfaces are in good and acceptable condition. Details that need attention will be listed on your Celebration and Orientation forms and corrected by your Construction Manager

Repair of cosmetic surface damage that occurs after move-in is your responsibility. Our home warranty specifically excludes repairs for damage caused by moving in or living in the home. If your movers scratch your flooring bringing the furniture in, notify the moving company. If you slide a packing box across a counter and a staple scratches the surface, repair of the counter is your responsibility.

Seasonal Work

Any construction tasks that cannot be completed during the winter months are classified as “Spring Items” meaning that they will be completed when weather permits in the spring and summer.

We maintain a list of all Spring Items that remain on homes delivered during the winter. Our trade partners receive copies of these lists so that they can plan the most efficient way of completing spring work. This sometimes means that jobs will be done one neighborhood at a time, instead of in the chronological order in which the houses were delivered.

Factors that affect Spring Items include temperature, precipitation, frost penetration, and the inspection process. If your home faces north it may take a lot longer for the ground to thaw versus your neighbor who has a south facing driveway.

Scheduling

We schedule your Celebration and Orientation with you as your home nears completion, typically the same day as your closing. We will meet at your new home. Appointments are available Monday, Tuesday, Thursday, and Friday, 8:00 a.m. to 4:00 p.m. or Wednesday 9:00 a.m. to 4:00 p.m., beginning by 4:00 p.m. assures sufficient day light to view all surfaces adequately. Expect your Celebration and Orientation to take approximately two (2) hours.

Preparation

Following the hints listed below will assure that you get the maximum benefit from your Celebration and Orientation. Of all the meetings we host with home buyers, this one of the most detailed and many would agree it is the most important.

- **Allow Enough Time:** Arrange your schedule so you can use the full amount of time allotted—we plan on two (2) hours
- **Bring this Guide:** Any questions about the items installed in your home can be answered conveniently and immediately.
- **Avoid Distractions:** Our experience shows that the Celebration and Orientation is most beneficial when buyers focus all their attention on their new home and the substantial information we present. Although we appreciate that friends and family are eager to see your new home, it would be best if they visit after your Celebration and Orientation. We also suggest that, if possible, children and pets not accompany you at this time. We also recommend that, you turn your cell phone off during this meeting. If a real estate agent has helped with your home purchase, he or she is welcome but not required to attend.
- **Review Celebration and Orientation Agenda:** We have included a copy of a typical Celebration and Orientation agenda at the end of this chapter. We document action items just as we have at other meetings.
- **Bring Your Questions:** If you have not already done so, please read the maintenance information and warranty guidelines in Chapter 7 of this guide. If you have questions, bring them to the meeting.
- **Get Involved:** Plan to listen carefully and take a hands-on approach. Push buttons, lock locks, and flip breakers. This helps you remember the details we cover.

Celebration and Orientation

Meeting Details

Appointment Set By: Eastbrook Home Closing Department

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Your New Home

Attendees: Buyer(s), Construction Manager, Sales Agent, and Real Estate Buyer's Agent if involved in the sale

Length: 2 Hours, depending on your questions

Purpose:

- Celebrate the completion of your new home.
- Demonstrate components in your home.
- Review care and maintenance tasks.
- Confirm that quality reflects the standards shown in our showcase homes.
- Confirm manufacturer literature and small parts are accounted for.
- Confirm the good condition of cosmetic surfaces.
- Discuss planned warranty visits and reporting procedures.

Preparation:

- Attend alone—We need your undivided attention.
- Bring this Guide and any questions you wish to discuss.
- Plan to participate in a hands-on way.
- Plan to turn your cell phone off.

Preparation: Read Chapter 7, Caring for Your Home.

Celebration and Orientation Agenda

Buyer Name(s): _____

Date/Time: _____

Job #: _____

Checklist

___ Homeowner Guide

Warranty Information

___ Warranty Info/Booklets/Keys

___ Utilities/Trash Pickup

Kitchen & Living Area

___ Faucet Aerators

___ Disposal Operation

___ Dishwasher Operation

___ Vent/Microwave Operation

___ Vinyl Care/Condition

___ Countertop Care/Condition

___ Ceramic Tile

___ Cabinet Care/Condition

___ Sliding Door Operation

___ Screen Door Adjustment

___ Window Removal

___ Window Condensation

___ Window Screens

___ Smoke Alarm Operation

___ Smoke Alarm Battery Backup

___ Carbon Monoxide

___ Carpet - Vacuum

___ Wood/Laminate Floor Care

___ No Water or Steam

Misc. Items

___ Pocket Doors

___ Bifold Adjustments

___ Whirlpool Operation

___ Fireplace Operation

___ Thermostat Operation

___ GFI Reset/Locations

___ Trim

___ Drywall

___ Paint - Owners Responsibility

___ Guild Quality Surveys (2)

___ Laundry Drain Open/Tape Over

Basement

___ Back Flow Valve

___ Main Water Supply Shut Off

___ Sump Pump Maintenance, Clean, GFI

___ Breaker Operation/Reset

___ Hot Water Heater - Drain Annually

___ Exterior Hose Removal

___ Furnace Operation (Filter/Removal/Care)

___ Furnace Breaker Reset

___ Furnace Fresh Air Intake

___ Humidifier Operation

___ First Year - Basement Dehumidify

___ Condensation Sticker

___ Well - Iron/Hardness

___ Septic - Pump every 2-3 Years

___ Propane

___ Touch-Up Kit

Exterior Areas

___ Garage Door Operation

___ Siding

___ Grading/Drainage

___ Property Corners

___ Exterior Trim

___ Gas Meter Shutoff

___ Concrete - No Salt or De-Icer

___ Decks

Care & Maintenance

___ Filters

___ Toilets

___ Caulking - Owner's Responsibility

___ Concrete Sealing Every Other Year

___ GFI & Arc Fault

___ Sillcocks

___ Sumps/Insurance for Sump Failure

___ Walls/Floors

Warranty Review

___ Introduction and Paint Touch-Up

___ Primary Warranty Meeting

___ Anniversary Warranty Meeting

___ Emergency Service/Sticker

___ Drainage

___ Concrete

___ Floor Squeak

___ Drywall

___ Ductwork



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Updated: March 1, 2022

Action Items

Items	Complete
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For all issues after this list, email: customerservice@eastbrookhomes.com

Confirmation

Your signature confirms the "Checklist" items have been discussed in detail and all "Action Items" are noted for attention.

Date: _____ Buyer 1 Signature: _____
Date: _____ Buyer 2 Signature: _____
Date: _____ Construction Manager Signature: _____
Construction Manager Name (Print): _____

Completion

Your Signature confirms all "Action Items" noted above have been completed to your satisfaction.

Date: _____ Buyer 1 Signature: _____
Date: _____ Buyer 2 Signature: _____
Date: _____ Construction Manager Signature: _____
Construction Manager Name (Print): _____

PROMPT RETURN OF SIGNED FORM WILL INSURE ACCURATE RECORDS REGARDING ALL WARRANTIES

Updated: March 1, 2022

Chapter 6

Closing on Your Home

At closing, the ultimate purpose of your purchase agreement is achieved: Ownership of your new home is transferred from Eastbrook Homes to you. This process involves several steps and detailed preparation.

Eastbrook Closing Types

- End Loan: There will only be one closing appointment, which will take place at the end of construction. This closing will include signing all required documents (loan and otherwise) before possession is granted.
- Finance First: This exclusive construction loan program with our preferred lenders will require two closing appointments.
 - Loan Closing: This will take place near the start of construction and will include signing all required loan documents.
 - Home Closing: This will take place at the end of construction and will include signing all additional documents as well as the completion of any requirements noted in the Finance First Addendum before possession is granted.

Closing Notification

Eastbrook Homes recognizes that timing is vitally important in planning your move. We can specify an estimated delivery window when construction reaches a certain point. This occurs approximately 45 days before completion of your home.

Many factors can influence the schedule:

- Weather can delay getting the foundation in and can affect framing, roofing, and exterior finish.
- Material shortages, supply chain issues, and labor availability may also affect the construction schedule.
- If you are delayed in responding to a request from your lender, this can delay the closing.
- Change requests signed after selections were completed can impact the construction schedule.
- Delays in municipal inspections can add time to the schedule as well.
- Your choice of lender affects the timeliness of closing. We strongly recommend one of our Preferred Lenders. Per our Purchase Agreement, we will close 5 days after the Certificate of Occupancy is issued. You may be charged a fee per day if you or your lender causes a delay.
- Rate locks are between you and your lender and are at your own risk. We make no promises on rate locks or closing dates and can only provide estimates.
- Eastbrook Employees will never send closing instructions, change instructions, or ask you to wire money. If you receive an email or other communication that contains instructions to wire funds, consider it suspicious and call a number you can trust. However, wire instructions can be sent securely from the title company only. If wiring funds is preferred please set up a secure portal with First American Title.

Closing Department Notification

Our closing department will contact you prior to closing to review details and assist you with any questions. If you have questions the closing department cannot answer, they will research the issue to determine what is needed or help you contact someone who can answer your questions. Our goal is to have the steps in your closing progress go smoothly and without surprises.

Closing Location

We will confirm the location prior to your closing. Closing appointments will take place at one of these locations:

- Eastbrook Homes Corporate Office
- A First American Title Agency Office
 - In some instances these are conducted as “Curbside” with you signing all documents in your car.
- Community Clubhouse
- Showcase Home
- Realtor Office
- Your New Home

Documents

The materials involved in a closing include such items as the settlement statement of closing costs, mortgage loan documents, disclosures, the deed, homeowner association items, and some Eastbrook warranty documents. You will also receive items in the mail in the weeks following your closing. You can also expect correspondence from your homeowner's association, Eastbrook Homes Customer Service Department, and Guild Quality, an independent customer satisfaction survey organization. We suggest that you store the legal documents from your closing with other valuable papers, in a safe place. You may need them for tax purposes and when you refinance or sell your home.

Title Commitment

Before closing, we will order a standard form for an American Land Title Association (ALTA) owner's title insurance commitment to insure warrantable title of your home to you in the amount of the purchase price, subject to the permitted title exceptions that may be described in the purchase agreement.

Eastbrook Homes provides you with an owner's policy to protect your interest in the property. Discuss any title questions with your Realtor or the title company. The title insurance company will provide the policy of title insurance after the closing. When you receive this, keep it in a safe place with your other important papers. Lenders require title insurance in the amount of the mortgage. This insurance protects the lender's mortgage interest in the property.

Preparation

Several tasks need to be completed prior to your closing appointment. Double check this list several weeks prior to your expected closing date to avoid last minute stress. We recommend that you plan deliveries of any kind for one or more days after the closing date since unexpected delays can prevent us from delivering keys to you on the day of closing.

Insurance

Your lender will require proof of a homeowner's policy from your insurance company. Your insurance agent should know exactly what is needed. We suggest that you arrange for this at least three weeks before the expected closing date and confirm that your lender has received it. This proof of insurance must be provided to your lender before they approve the loan for closing.

Eastbrook Homes or Lender Questions

Please discuss and resolve any questions, agreements, or other details regarding your home with your Sales Agent and Closing Manager well in advance of the closing. Likewise, confirm with your lender that all necessary closing preparations have been addressed.

Certified Funds

Plan to bring certified funds made payable to the title company, which can be provided to the title escrow closer at your closing appointment. In your planning, be sure to allow time to arrange for and obtain these funds.

- Eastbrook Employees will never send closing instructions, change instructions, or ask you to wire money. If you receive an email or other communication that contains instructions to wire funds, consider it suspicious and call a number you can trust. However, wire instructions can be sent securely from the title company only. If wiring funds is preferred please set up a secure portal with First American Title.

Keys

Keys are delivered after documents are finalized and funding confirmation has been received. The keys are specific to your new home and we do not retain a copy. Therefore, please schedule all deliveries for after your Closing Appointment to avoid stress and inconvenience. Our insurance prohibits us from permitting you to store items in the home prior to closing.

Utility Services

Eastbrook Homes cannot have utility service transferred into your name on the closing date. You must notify all applicable utility companies of your move so that service is provided in your name on the date of Closing. We suggest that you contact these companies well ahead of time to avoid any interruption in service. If you fail to transfer these utilities by your closing date they may be disconnected.

Closing Disclosure: The “Final Number”

Certain customary items in connection with the property will be prorated to the date of closing such as property taxes, or reserves required by your lender and homeowners association, if applicable. Prorations of real property taxes and applicable assessments will be based on the current year’s taxes and assessments or, if they are unavailable, on the taxes and assessments for the prior year.

The final cost figure is available near to the actual closing. Although a reasonably close estimate may be determined before the date of closing, the proration of several items included is affected by the closing date and cannot be calculated until that date is known. Your lender should provide you with the draft settlement statement that lists costs you will be paying at closing at least three (3) business days before the closing appointment.

Moving Tips

As you move into your new home, take precautions to protect vulnerable surfaces such as hardwood floors, cover railings with moving pads or blankets, remove doors where furniture might be a tight fit, and protect carpet with ribbed plastic runners.

Professional movers should have insurance for any damage that they might accidentally cause. Friends and relatives will not. They are also unlikely to have the training and practiced skills of professional movers. If you are moving yourself, organize the schedule to avoid rushing and include rest breaks. People who are tired or in a hurry are more likely to injure themselves or damage your belongings.

Moving Preparation Checklist

- Transfer utility services into your name as of the date of closing
- Give the forwarding order to your former post office one month prior to assure uninterrupted service
- Homeowner insurance policy has been issued and evidence of it forwarded to your lender
- Order checks with your new address; update financial records.
- Update your driver’s license, car, and voter registration.

Closing Appointment

Meeting Details

Appointment Set By: Eastbrook Homes Closing Department

Appointment Times: Monday – Friday, 9:00 a.m. – 4:00 p.m.

Where: Eastbrook Homes Corporate Office, a First American Title Agency Office, Community Clubhouse, Showcase Home, Realtor Office, Your New Home, or other predetermined location.

Attendees: Buyer(s), Title Company Closing Representative, Lender, Sales Agent, and Real Estate Buyer's Agent if involved in the sale.

Length: 30–45 Minutes, depending on your questions and the lenders document package.

Purpose:

- Sign final documents.
- Make final payment.
- Receive the keys to your new home if all details have been finalized.

Preparation:

- Bring Driver's License(s) for identification of all signing.
- Arrange for homeowner insurance and forward evidence of insurance to your lender.
- Transfer utility services into your name as of the date of closing.
- Confirm with your lender that financial arrangements are finalized and all documents are ready for closing.
- Transfer funds, if necessary, sufficiently in advance to allow for processing.
- Obtain a certified check in the amount of the "final number" and made out to title insurance company.
- Bring this Guide and any questions you wish to discuss.
- Plan to turn your cell phone off.

Closing On Your Home Agenda

Buyer Name(s): _____ Date/Time: _____
 _____ Job #: _____

Agenda

- Copy of Driver's License for Identification
- Closing Documents Signed and Received (Title Company)
 - Receive Copies: Paper Emailed Mailed
 - Contact Information
 - Receive Site Survey
 - Soil Erosion Transfer Form (If Applicable)
 - Customer Closing Survey
- Action Items/Warranty Summary
 - Homeowner Guide & Warranty Explanation
 - Summarize Warranty Meetings
 - Manufacturer Warranties
- Register Furnace
- Utility Transfer Form
- Summarize Action Items
- Homeowner's Association Information
 - Monthly Coupons (If Applicable)
 - HOA Request Form
- Receive Property Keys
- Receive Mail box keys (If Applicable)
- Guild Quality Surveys Explanation
- Any Questions?

Action Items

Task	By	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmation

Your signature confirms we discussed the subjects checked above and noted any action items for attention

Date: _____ Buyer 1 Signature: _____
 Date: _____ Buyer 2 Signature: _____
 Date: _____ Closing Representative Signature: _____
 Date: _____ Closing Representative (Print): _____



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<p>Internal Use: Closing Documents Received</p> <p><input type="checkbox"/> Customer Closing Survey</p> <p><input type="checkbox"/> Site Survey</p> <p><input type="checkbox"/> Closing Agenda</p> <p><input type="checkbox"/> Soil Erosion (If Applicable)</p> <p><input type="checkbox"/> Contact Form</p> <p><input type="checkbox"/> Utility Form</p> <p>Internal Use: Closing Process Completed</p> <p><input type="checkbox"/> Greeted in Lobby</p> <p><input type="checkbox"/> Offered Snacks and/or Beverages</p> <p><input type="checkbox"/> Thank You Card for Buyer(s)</p> <p>Personal Touch: _____</p> <p>Who Congratulated Buyer(s): _____</p> <p>Photo Taken By: _____</p> <p><input type="checkbox"/> Photo Sent to marketing@eastbrookhomes.com</p>



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7 Caring for Your Home

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12	Concrete Flatwork (Driveway, Patio, Sidewalk)	48	Shut-Offs
14	Counter Tops	48	Siding
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22	Energy and Water Conservation	50	Termites, Pests, and Wildlife
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24	Exterior Trim	51	Utility Locations
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26	Fireplace	51	Vents
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31	Foundation	52	Well and Septic
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33	Garage Overhead Door	53	Windows, Screens, Sliding Glass Doors
		54	Home Care Supplies
		55	Maintenance Schedule
		56	Appliance Service
		57	Emergency Warranty Service
		58	Limited Warranty
		60	Performance Standards

7 Caring for Your Home

2	Use and Maintenance Guidelines	33	Garage Overhead Door
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4	Warranty Meetings	37	Interior Trim
7	Warranty Repairs	38	Landscaping
8	Care and Maintenance of Your New Home	41	Mold
9	Appliances	42	Neighborhood Lifestyle
9	Brick and Stone	43	Plumbing
10	Cabinets	48	Property Boundaries
11	Caulking	48	Railings
12	Concrete Flatwork (Driveway, Patio, Sidewalk)	48	Roof
14	Counter Tops	48	Shut-Offs
15	Decks	48	Siding
16	Doors and Locks	49	Smoke Detectors
18	Drainage, Grading, and Easements	49	Sump Pump
19	Drywall	50	Termites, Pests, and Wildlife
20	Electrical System	50	Utility Locations
22	Energy and Water Conservation	51	Vents
23	Extended Absences	51	Water Heater
24	Exterior Trim	52	Well and Septic
25	Fencing	52	Windows, Screens, Sliding Glass Doors
26	Fireplace	53	Home Care Supplies
27	Flooring	54	Maintenance Schedule
31	Foundation	55	Appliance Service
32	Framing	56	Emergency Warranty Service
		57	Limited Warranty
		58	Performance Standards
		60	

Chapter 7

Caring for Your Home

We construct your home with carefully selected materials and the effort of experienced craftsmen and laborers under the supervision of our field personnel. A home is one of the last hand-built products left in the world, each one is unique and over time each behaves differently. Similar to an automobile, your home requires care from the first day. Regular attention is essential to maintaining a quality home for a lifetime. This chapter was assembled to assist you in that effort.

Use and Maintenance Guidelines

We are proud of the homes we build and the neighborhoods in which we build them. We strive to create lasting value. This is best achieved when you know and perform appropriate maintenance tasks. Periodic maintenance is necessary because of normal wear and tear, the inherent characteristics of the materials used in your home, and normal service required by the mechanical systems. Natural fluctuations in temperature and humidity also affect your home, resulting in maintenance items.

We recognize that it is impossible to anticipate and describe every attention needed for good home care. We focused on items that homeowners commonly ask about. The subjects are listed in alphabetical order to make finding answers to your questions convenient. Because we offer a variety of floor plans and optional features, this homeowner guide may discuss components that are not present in your home.

Checklists

You will find several checklists included in this homeowner guide. These cover fire prevention reminders, energy and water conservation tips, suggestions for extended absences, appliance service information, home maintenance supplies list, and a maintenance schedule. It is impossible to include every detail so we have allowed space for you to add your own notes and checklists.

Prompt Attention

In many cases, a minor maintenance attention provided immediately saves you a more serious, time-consuming, and sometimes costly repair later. Note also that neglecting routine maintenance can impact applicable limited warranty coverage on all or part of your home.

By caring for your home attentively, you ensure uninterrupted warranty coverage as well as your enjoyment of your home for years. The attention provided by each homeowner also contributes significantly to the overall value of your home and of the community.

We make every effort to keep the information in this homeowner guide current. However, if any detail in our discussion conflicts with the manufacturer's recommendations, you should follow the manufacturer's recommendations.

Some manufacturer's warranties may extend beyond the first year and it is in your best interests to know about such coverage. Remember to either register online or mail in any registration cards you receive with manufacturer materials. Being in the manufacturer's system assures that in the event of a recall the company can contact you and arrange to provide the needed correction.

One-Year Limited Warranty Guidelines

A new home is a unique product and we recognize that the compilation of products may fail to perform as it should. While we strive to build a flawless home, we are realistic enough to know that, with repeated use, an item in the home may fail to perform as it should. When this occurs, we will make necessary corrections so the item meets our performance standards. In support of this commitment, we provide you with a one-year limited warranty. The guidelines described in the pages that follow apply to the one-year time period unless otherwise stated.

Performance Standards

Each category includes a Performance Standards section that is intended to give you and Eastbrook Homes the information necessary to determine whether an item is in need of repair. Items may appear to need repair, but are within accepted “construction standards”. Eastbrook Homes will make repairs based on the Performance Standards listed in this chapter. Please take time to familiarize yourself with them.

Homeowner Responsibility

As the homeowner, you will be required to perform a number of maintenance tasks to reduce the likelihood of damage to your new home. We ask that you document these tasks as you perform them. Failure to do so may affect your warranty. Each section includes Maintenance Guidelines. Please reference the Maintenance Schedule at the end of this chapter.

Warranty Service

Providing warranty service for a new home is more complicated than for other products. When you purchased your home, you actually purchased hundreds of items and the work of many independent trade partners. With so many details and people involved, a planned system is essential. Our system includes numerous types of service. If you are ever in doubt as to which applies to your situation, contact our warranty office for assistance.

- Emergency service
- Manufacturer’s Warranty Service (direct from the manufacturer)
- Warranty Introduction and Paint Touch-Up (Within 30 days of closing)
- 90-Day Meeting (Typically 90 days after closing)
- 1-Year Warranty Meeting (11 months after closing, Warranty period ends at 1 Year)
- Interim warranty service (for items that cannot wait for your next pre-planned meeting): Put all non-emergency service requests in an email to customerservice@eastbrookhomes.com or on our website at eastbrookhomes.com/warranty

Emergency Service

While emergency warranty situations are rare, when they occur, prompt response is essential. Begin by checking items you can check. Troubleshooting tips appear in this homeowner guide for several of your home’s components: plumbing, heating, electrical, roofing, and water heater.

Please refer to the individual categories to review these hints. An action by you may solve the problem immediately or mitigate the situation until a technician arrives. If your efforts do not cure the problem, the information you gather will be useful to the service person you contact.

During business hours, Monday-Friday 8:00am-4:00pm please call the Eastbrook Homes Customer Service Department at 616-988-1351. After hours, or on weekends or holidays, use the contact information listed on your electrical panel. Additionally, inform our Customer Service Department on the next business day so they can document the situation and follow up as appropriate.

Note that if a utility service (gas, electricity, water) is out in an entire area, attention from the local utility company is needed. Trade Partners are unable to help with such outages.

Guidelines for Emergency Warranty:

- Electrical
 - A lack of significant power within the home when all breakers are on and power is on in the community.
 - If you lost power to half your home or panel, call the utility company.
 - Sparks from breakers, wiring or outlets.
- Plumbing
 - No water supply is available. As long as you have fresh water at some point inside your home, an emergency does not exist and corrective action will be taken during normal business hours.
 - All water closets in the home are stopped up. If this condition results from improper use by the homeowner, a charge will incur for the emergency service call.
 - Uncontrollable leakage that may cause significant property damage.
- Heating
 - When heat is lost due to a malfunction in the furnace and when the temperature is 50 degrees or below
- Air-Conditioning
 - Air-Conditioning outage is not considered an emergency unless there is a health risk to the occupants of the home.

Roof Leak

While we agree with homeowners that a roof leak is indeed an emergency, the reality is that repairs cannot safely or effectively be performed while the roof is wet. During business hours, contact our warranty office with the information, take all possible steps to mitigate damage, and we will follow up when conditions make repairs possible. (See Page 7.48 for more details.)

Other Emergencies

In addition to emergency situations covered by our limited warranty, be prepared for other kinds of emergencies. Post phone numbers for the fire department, police, paramedics, and poison control near phones in your home. Have companies in mind in the event you need a locksmith, water extraction, glass breakage repair, or sewer router service. If you are new to the area, neighbors may be able to recommend good service providers.

Appliance Warranty Service

The manufacturers of appliances have asked to work directly with you if any repairs are needed for their products. They may be able to resolve the issue by talking with you by phone and or they might set an appointment directly with you.

Appliance service phone numbers are listed in the use and care materials for each appliance. The manufacturer or their service provider will ask for the model and serial number of the item and the closing date on your home. A form is included at the end of this homeowner guide so you can record these details in one convenient location for future reference.

Appliance warranties are generally for one (1) year but can be longer. Refer to the literature provided by the manufacturer for complete information.

Warranty Meetings

Your New Home Warranty includes a Warranty Introduction Meeting and two (2) Warranty Meetings at your home with your Service Manager. The Eastbrook Homes Customer Services Department will email you reminders to set these appointments. We schedule appointments on a First-come, First-served basis, so it is important that you contact us in a timely manner. Prior to your appointment, create a list of all items you want to review with your Service Manager. Submit your list on our website at eastbrookhomes.com/warranty or send an email to customerservice@eastbrookhomes.com. Please ensure that the person at home for the warranty visit is over the age of 18 and is familiar with any concerns or questions you have.

Warranty Introduction and Paint Touch-Up (Within 30 days of closing)

At your request, Eastbrook will set an appointment that will include an introduction to your Service Manager, a review of your New Home Warranty, and a paint touch-up with one of our trade partners. The touch-up will include two-and-a-half total man hours of time for the painter to correct any nicks, dings, or areas you feel need to be improved. Mark the areas with sticky notes and be sure you are pleased with their work before they leave, as they are working for you. Our Service Manager will also be present to review this guide and your warranty with you.

Meeting Details

Appointment Set By: You, contact our Customer Service Department within 30 days of closing to schedule this meeting. You can complete the request on our website at eastbrookhomes.com/warranty or send an email to customerservice@eastbrookhomes.com

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Your New Home

Attendees: Homeowner(s), Service Manager, Paint Contractor

Length: 2.5 Hours, depending on your questions and paint touch-up needs

Purpose:

- Meet your Service Manager.
- Answer any questions you have about the care and operation of components in your home.
- Spackle small dents and touch-up interior walls, interior and exterior trim.

Preparation:

- Have this Guide with you and any questions you wish to discuss.
- Read the Chapter 7, Caring For Your Home.
- Mark any spots that will need to be touched up with Spackle or paint.

90-Day Meeting (Typically 90 days after closing)

Repairs that are not of an emergency nature should be compiled into a list for your Primary Warranty Meeting. Approximately 75 days after closing, our Customer Service Department will contact you to set an appointment and to review your warranty list. Once we have your list we will schedule a review of that list to determine what is warranty and what is homeowner maintenance. At that point, we will schedule warranty items to be completed in 3-4 weeks.

Meeting Details

Appointment Set By: Eastbrook Homes Customer Service Department

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Your New Home

Attendees: Homeowner(s), Service Manager

Length: 1-2 Hours, depending on your list and questions

Purpose:

- Review key maintenance points.
- Answer any questions you have about the care and operation of components in your home.
- Review any items you believe require warranty attention and determine appropriate action.
- Submit work orders to our trade partners for any repairs that are needed.

Preparation:

- Submit list of warranty items to be reviewed.
- Read Chapter 7, Caring For Your Home.
- Have this Guide available and any questions you wish to discuss.

1-Year Warranty Meeting (11 months after closing, Warranty period ends at 1 Year)

Our Customer Service Department will contact you around 10 months after closing to schedule your Anniversary Warranty Meeting for any additional items you feel should be covered by your warranty. During the meeting we will review your list of items, including any potential drywall repairs. If normal drywall repairs are required, you will be responsible for the re-painting of the repair area. Once we have your list we will schedule a review of that list to determine what is warranty and what is homeowner maintenance. At that point, we will schedule warranty items to be completed in 3-4 weeks.

Meeting Details

Appointment Set By: Eastbrook Homes Customer Service Department

Appointment Times: Monday, Tuesday, Thursday, Friday, 8:00 a.m. – 4:00 p.m. and Wednesday, 9:00 a.m. – 4:00 p.m.

Where: Your New Home

Attendees: Homeowner(s), Service Manager

Length: 1-2 Hours, depending on your list and questions

Purpose:

- Review key maintenance points.
- Answer any questions you have about the care and operation of components in your home.
- Review any items you believe require warranty attention and determine appropriate action.
- Submit work orders to our trade partners for any repairs that are needed.

Preparation:

- Submit list of warranty items to be reviewed, including one-time year end repairs.
- Read Chapter 7, Caring For Your Home.
- Have this Guide available and any questions you wish to discuss.

Interim Warranty Items

If you feel an issue cannot wait for your 90-Day or 1-Year Warranty Meetings, you are welcome to submit a request with your name, address, phone numbers and item of concern on our website at eastbrookhomes.com/warranty or send an email to customerservice@eastbrookhomes.com.

Homeowners due for 90-Day or 1-Year Warranty Meetings receive priority scheduling. As a result, service on interim requests may take longer to address or we may decide to address them at one of our two routine visits.

Put It in Writing

A written report of items provides documentation for your warranty file and allows us to operate efficiently, thereby providing faster service to all homeowners.

In each case, retain a copy of what you submitted with the date you reported the items. Send us notice in writing by:

- Submitting request on our website at eastbrookhomes.com/warranty.
- Sending request by email to customerservice@eastbrookhomes.com.

Help Us to Serve You

We can provide faster and more accurate service if we have all the necessary information. With any warranty request, please include:

- Your name
- Address
- Preferred method of contact during business hours
- Complete description of the problem, for example, “guest bath—cold water line leaks under sink,” rather than “plumbing problem.”
- Any additional information you think we should know to expedite service.

Access to Your Home

Whether for inspection or repair appointments, we will not accept keys or enter your home in your absence, without written approval. While we recognize that this means that resolving warranty items may take longer, we believe your peace of mind and security should be our first concern.

We conduct warranty visits when an adult is available to accompany our representative and point out the items you have listed. Our in-house Service Managers and Trade Partners will perform repairs only when an adult is available to admit them to your home. An adult is a person 18 or older who has your written authorization to admit service personnel and sign completed work orders.

Warranty Repairs

Items listed on warranty requests fall into one of four (4) categories:

- Trade Partner item
- In-house Service Manager item
- Home maintenance item
- Manufacturer Warranties

If a trade contractor or an in-house Service Manager is required to perform repairs, we issue a warranty work order describing the situation that needs to be addressed. If the item is a home maintenance task, we will review the maintenance steps with you and offer whatever informational assistance we can.

Warranty Decisions

In addition to the information contained in the limited warranty document itself, the Performance Standards located in this Homeowner Guide includes details about the criteria we will use to evaluate concerns you report. The purpose is to let you know what our warranty commitment is for the typical concerns that can come up in a new home. Descriptions include the corrective action we will take in many common situations. If a warranty question arises other than those discussed here, we will assess them according to national practices.

Home Maintenance Item

With a product as complex as a home, differences of opinion can occur regarding which tasks are homeowner maintenance responsibilities and which are our warranty responsibilities. If you request warranty service on a maintenance item, we will explain the steps you should take to care for the item. We are available to answer your home-care questions during and after your warranty period. Providing normal maintenance for your home is your responsibility.

Trade Partner Items

If an item requires a Trade Partners attention, we will send them a work order for the repair needed. On occasion work must occur in sequence and more than one appointment may be needed. Please be sure that you are available the entire time that the Trade Partners are working in your home. The appointment day and the time will be set between you and your Service Manager.

Exterior Items

Exterior items can usually be inspected or repaired without an adult present provided access is available (for instance, gate is unlocked and pets are restrained).

Children

Children are naturally curious about tools and work in progress on your home. However, to protect them from possible injury and to allow repair personnel an uninterrupted opportunity to work, we ask that children be cared for away from ongoing work. This policy is for the protection of your children, our employees, and Trade Partners.

Pets

We recognize that many homeowners count their pets as members of their households. To prevent the possibility of a pet becoming injured or lost, we ask that you restrict all pets to a comfortable location during any warranty meeting, whether for inspection or warranty work.

Your Belongings

In all work that we perform, we want to ensure that your furnishings and personal items are protected. When warranty work is needed in your home, we will ask that you remove vulnerable items or items that might make performing the repair difficult. This includes furniture or personal items in or near the work area.

Surfaces

We expect all personnel who work in your home to arrive on time, park in the street, and have appropriate materials to cover the work area, protecting your home from damage and catching any dust or scraps from the work being performed. Similarly, all personnel should clean up the work area, removing whatever excess materials they brought in.

Completion Time

Regular review of outstanding work orders is part of our office routine. Checking with Trade Partners and homeowners alike, we strive to get warranty work completed within an appropriate and reasonable amount of time or to identify and address the cause for a delay.

We intend to complete warranty work orders within 15 workdays of the inspection unless you are unavailable for access. If a back-ordered part or similar circumstance causes a delay, we will let you know. Likewise, when weather conditions prevent the timely completion of exterior items, we track those items and follow up to ensure that they are addressed when conditions are right. This can mean a wait of several months.

Missed Appointments

Good communication is one key to successful completion of warranty items. We strive to keep homeowners informed and to protect them from inconvenience. One of our challenges in this regard is when unexpected events sometimes result in missed appointments.

If an employee or a trade contractor will be late, he or she should contact you as soon as the delay is recognized, offering you a choice of a later time the same day or a completely different appointment.

If you must miss an appointment, we appreciate being alerted as soon as you realize your schedule has changed. We can put work orders on hold and re-activate them when you inform us of a better opportunity to arrange access to the home.

Care and Maintenance of Your New Home

It will be your responsibility to complete regular maintenance and preventive care for your new home. This helps prevent costly repairs later. The following sections provide an overview of the features, materials and maintenance requirements of your new home.

Please study each section carefully and become familiar with the maintenance your home requires. Failure to properly maintain your home can void all or portions of your warranty. If you have any questions on how to perform proper maintenance, please contact your Service Manager.

Be sure to follow all manufacturer Care and Maintenance instructions. In addition, you must update the included Maintenance Schedule at the end of this chapter with the specific dates for maintenance in your home. Recommended levels of care may not be adequate as your requirements may be higher due to weather, usage, and lifestyle.

Appliances

Home appliances such as cooktops, dishwashers, and refrigerators come with an explanation of features, care and cleaning requirements, and directions on obtaining warranty service. See the manufacturer instructions at the time of your Celebration and Orientation. Appliances are considered “consumer products” and are covered by a manufacturer’s warranty. To activate your warranty and service, simply complete the warranty registration cards after you move in. In some cases, the manufacturer may extend warranty coverage beyond the first year. Any extended warranty information will be explained in the materials that are provided by the manufacturer.

Please read and follow the manufacturer instructions for the use and care of your appliances. The Appliance Service sheet at the end of this chapter offers a convenient location for details about appliances whether they are part of your original home purchase or you have them delivered subsequent to closing. By gathering these details as part of getting settled into your new home you will have them readily available in the event you need to call a manufacturer for service.

Performance Standards - Appliances

- **Manufacturer’s Warranty:** Be sure to register each appliance and contact the appliance manufacturer if any questions or problems arise. Service numbers are listed in the use and care materials for each appliance.
 - They will ask for the model and serial number of the item.
 - A form is included at the end of this chapter to record these details in one convenient location for future reference.
 - Please alert us as well so that we can document the item for your file and follow up with you.

Brick and Stone

Brick and stone are among the most durable and lowest maintenance finishes for a home’s exterior.

- **Efflorescence:** The white, powdery substance that sometimes accumulates on masonry surfaces is called efflorescence. This is a natural phenomenon and cannot be prevented. In some cases, you can remove it by scrubbing with a stiff brush and vinegar. Consult your local hardware store for commercial products to remove efflorescence. Scrubbing cultured stone can affect coloration; check manufacturer instructions for cleaning directions.
- **Tuck-Pointing:** After several years, face brick may require tuck-pointing (repairing the mortar between the bricks). Otherwise, no regular maintenance is required.
- **Weep Holes:** You may notice small holes in the mortar along the lower row of bricks. These holes allow moisture that has accumulated behind the brick to escape. Do not fill these weep holes or permit landscaping materials to cover them.

Performance Standards - Brick or Stone

- 1 Year: Cracks 1/8” or greater in mortar will be repaired (not responsible for color variations).
- 1 Year: Efflorescence on masonry walls will be repaired as needed.
- 1 Year: Moisture entering home through masonry will be repaired as needed.

Cabinets

If you selected wood or wood veneer cabinets, expect differences in grain and color between and within the cabinet components due to natural variations in wood grain and the way each piece takes stain. It is typical for the color of installed cabinets to be different from samples shown at the time of selection.

- **Cleaning:** Consult your manufacturer's recommendations regarding product to use in caring for your cabinets. Follow container directions. Use such products a maximum of once every six months to avoid excessive build-up.
- **Hinges:** If hinges catch or drawer glides become sluggish, a small amount of silicone lubricant may help.
- **Moisture:** Damage to cabinet surfaces and warping can result from operating appliances that generate large amounts of moisture (such as a Crockpot) too close to the cabinet. When operating such appliances, place them in a location that is not directly under a cabinet. Turn on the range hood fan while preparing meals to minimize or avoid this problem.
- **Wood Grain:** Each type of wood shows unique characteristics. Expect variation in the original materials and in the way those materials accept stain and finish products. These properties are part of the beauty of wood.
 - Oak has a long linear grain, often displaying rays; it may exhibit small pinholes and tight knots. Color can range from golden to deeper tones, including grays and even greens.
 - Maple has a fine, smooth grain. Color can vary from nearly white to slightly reddish brown. Mineral or sugar streaks occur in maple and vary from piece to piece.
 - Cherry is a soft wood with a vibrant grain. Color will darken with age and exposure to sun.

Maintenance Guidelines - Cabinets

- **Every 6 Months:** Clean and polish your wood cabinets as you would your fine wood furniture. Clean painted or stained surfaces with a mild soap and damp sponge. Make sure no water remains on the surface.
- **Annually:** Inspect, adjust, and tighten hinges.
- **As Needed:** Lubricate the hinges on your cabinet doors with a very small drop of oil to the top of the hinge and work the door back and forth several times so the oil will penetrate the hinge. Wipe the excess oil with a dry paper towel.
- **Standing water** should never be left on any wood product. Consult a professional refinisher for scratches and/or gouges.

Performance Standards - Cabinets

- **1 Year:** Cabinets separating 1/4" or more from wall or ceiling will be repaired.
- **1 Year:** Cracks in door panels will be replaced.
- **1 Year:** Door warpage exceeding 1/4" high and wide will be replaced.
- **1 Year:** Misalignment of cabinet doors will be adjusted.
- **Not Covered:** Door panels will shrink and expose unfinished wood.
- **Not Covered:** Grain and stain variations will occur.

Caulking

Over time, and particularly during the heating season, caulk will dry and shrink. Additionally, expansion, contraction and settling can cause caulking to separate. When these natural conditions occur the caulk no longer provides a good seal against air or moisture.

- Latex Caulk: Latex caulking is appropriate for an area that requires painting, such as along the stair stringer or where wood trim meets the wall.
- Silicone Caulk: Caulking that contains silicone will not accept paint and works best where water is present, for example, where tub meets tile or a sink meets a counter top.

Maintenance Guidelines - Caulking

- Annually: Inspect, and repair when necessary, caulking that has cracked, shrunk or discolored. Caulking is not covered by the warranty and the following areas must be re-caulked as necessary:
 - Baseboards
 - Crown moulding
 - Doors and door jambs
 - Fireplace tile
 - Tubs/showers/sinks
 - Windows

Performance Standards - Caulking

- Not Covered: **Caulking is homeowner responsibility.**

Concrete Flatwork (Driveway, Patio, Sidewalk)

Your exterior concrete was installed following the recommended practices in a cold weather climate. Freeze/thaw cycles in our climate are responsible for most of the homeowner concerns with concrete. The constant expansion and contraction of the soil under the concrete and the concrete itself causes shifting and movement that can result in cracks.

- **Basement Floor:** Underneath is a vapor barrier to prevent water vapor from coming up through cracks.
- **Color:** Eastbrook Homes does not add color to concrete. By its very nature, concrete will vary in appearance from batch to batch and from those that originate with different suppliers. We are not responsible for color variations in exterior concrete or color differences if warranty replacement is necessary.
- **Control joints:** Grooves tooled or sawed into concrete flatwork in an effort to keep cracks in those locations rather than having them occur randomly.
- **Cracks:** Because concrete is a water based product, shrinkage and cracking will occur. Some of this shrinkage shows up as cracks. Cracking of concrete flatwork also results from temperature changes that cause expansion and contraction.
 - **Soil and climate conditions** in our area can cause frost heave, which may cause concrete movement and may result in concrete cracks. During the summer, moisture finds its way under the concrete along the edges or through cracks in the surface. In winter, this moisture forms frost that can lift the concrete, increasing the cracking. Maintaining drainage away from all concrete slabs will minimize cracking from this cause.
- **Hairline cracks:** These will appear in the concrete at your new home. Most hairline cracks are cosmetic in nature and may be repaired according to established standards.
- **Heavy Vehicles:** Prohibit commercial or other extremely heavy vehicles such as moving vans and large delivery trucks from pulling onto your driveway. We design and install concrete drives for conventional residential vehicle use only: family cars, vans, light trucks, bicycles, and so on.
- **Ice, Snow, and Chemicals:** Driving or parking on snow creates ice which magnifies the effects of snow on the concrete surface. Remove ice and snow from concrete slabs as promptly as possible after snowstorms. Protect concrete from abuse by chemical agents such as fertilizers, radiator overflow, or de-icing agents such as road salt that can drip from vehicles. All of these items can cause spalling (chipping of the surface) of concrete.
 - **Caution:** The use of de-icers or salt on your concrete may damage the surface and will void warranty coverage.
- **Power Washing:** Use of the wrong attachment can cause permanent damage. Use caution when cleaning.
- **Sealer:** To slow down the drying process, an initial curing compound was applied after it was poured. Salt, freeze thaw cycles and frost heave are detrimental to the performance of concrete, but you can prolong the life of your exterior concrete by sealing it. The curing compound must wear off (usually in about four months) before a concrete sealer can be applied. Please follow the manufacturer's instructions for the preparation and application of the sealer. The frequency of applications depends on the quality of the product and the manufacturer's recommendations. The best sealers will contain silanes or siloxanes, which help repel water and salts but need periodic re-application.
 - *The only product Eastbrook Homes recommends is Barricade Silane 40. It can be purchased at Concrete Central, 1301 Century Avenue, Grand Rapids, Michigan 49503, telephone 616.475.8800. In the event of a warranty claim, please be aware that Eastbrook Homes will require dated receipts and dates of application.
- **Spalling (Surface Chips):** Causes include radiator overflow, fertilizer, uncleared snow and ice, ice-melting agents, and road salts from vehicles. Repair is a home maintenance task unless it results from faulty material or workmanship.

Maintenance Guidelines - Concrete Flatwork

- Every 2 Years: Seal walks and driveways with Barricade Silane 40.
 - It can be purchased at Concrete Central, 1301 Century Avenue, Grand Rapids, Michigan 49503.
 - Eastbrook Homes will require dated receipts and dates of application for any concrete warranty claim.
- Do not use salt or other de-icing products on concrete. Despite other claims, there is no deicing product that is safe.
- Minimize salt runoff from cars by removing melted slush and ice.
- Sweep off fertilizers from concrete areas.
- Maintain good drainage to protect your home's foundation and concrete flatwork.
- Reinforcing concrete using wire mesh or reinforcing bars does not eliminate cracking, it only helps control the cracking that will naturally occur.

Performance Standards - Concrete Flatwork

Eastbrook Homes will require dated receipts and dates of application of sealer for any concrete warranty claim.

Basement Floor

- 1 Year: Cracks exceeding 3/16" wide or 1/8" vertical displacement will be repaired.
- 1 Year: Uneven floor areas where crown or depression exceeds 1/4" in 32" length will be leveled to tolerance level.

Driveway, Garage Floor, and Exterior Concrete

- 1 Year: Depressions that retain water in excess of 1/2" deep will be repaired or replaced.
- 1 Year: Concrete will heave under extreme conditions. Surfaces that settle or heave in excess of 3/4" where it abuts another concrete surface will be repaired if condition does not correct in warmer weather.
- 1 Year: Cracks exceeding 1/4" wide or 3/8" vertical displacement will be repaired or replaced.
- 1 Year: Concrete that settles, heaves, or separates in excess of 3/4" from home will be repaired or replaced.
- 1 Year with exceptions: Disintegration of more than 10% of the concrete section resulting in the appearance of coarse aggregate below the surface will be repaired.
 - Not covered if caused by salt or chemical damage.
 - Not Covered if documentation and receipts of sealing maintenance cannot be provided.
- Not Covered: Color variations in original work or repair work. Eastbrook Homes does not add color to concrete.

Counter Tops

The caulking between the counter top and the wall, along the joint at the backsplash (the section of counter that extends up the wall along the counter area), and around the sink may shrink, leaving a slight gap. Maintaining a good seal in these locations is important to keep moisture from reaching the wood under the laminates or granite and to prevent warping. It is typical for the color and pattern of installed counter tops to be different from samples shown at the time of selection. Most kitchen configurations will require multiple seams. Most counter tops are larger than available pieces of laminate, granite, or quartz and will require a seam. Location of the seams will be determined by the trade partner.

Maintenance Guidelines - Laminate

Laminate counter tops are made of a thin sheet of hard plastic laminate applied to a wooden substrate.

- **Cleaning:** Clean with a mild detergent followed by a water rinse and drying. Do not use harsh and abrasive cleansers.
- **Cutting:** Use a cutting board to protect your counters when you cut or chop.
- **Heat:** Protect the counter from heat sources such as toaster ovens, hot pans, or hot plates. To prevent possible damage, use a protective pad under the item. If you cannot put your hand on it, do not put it on the counter.
- **Moisture:** Coffee pots, electric fry pans, slow cookers, and other similar items are the major cause of swelling problems.
 - Rubber drain mats can trap moisture causing the laminated plastic to warp and blister. Dry the surface as needed.
- **Seams:** Most counter tops are larger than the width of standard laminate sheets. This requires that they be made with seams. Buckling of your counter top can occur if standing water is not removed promptly.
- **Staining:** Laminate counter tops may become stained by the inks used to mark grocery products, especially meat and produce. Avoid placing these items directly on the counter tops.

Maintenance Guidelines - Granite and Quartz

Granite is a term used to refer to a family of natural quarried stone products that come from various parts of the world. No two pieces will have the same pattern or exactly the same color, an exact match is not possible. Granite and Quartz are known for its variations in color and grain.

- Your granite has been sealed, but it remains porous. Sealing products permit the stone to breathe while protecting it from damage. Please consult a professional stone cleaning service for more information on sealing your granite.
 - If droplets of water on the counter top bead up, the sealer is still doing its job. If not, the sealer should be applied.
 - Thoroughly dry the granite surface before any sealers or are applied. A chamois skin is ideal for drying stone.
 - Quartz is porous and does not require sealing.
- Clean regularly with a “soapless” cleaner then rinse with clean water. Thorough rinsing is very important because residual soap or the crystals from cleaners can cause permanent damage.
- **Acids:** Citrus fruit or soda can etch natural stone surfaces. Wipe off counter tops promptly when there is a spill
- Avoid colored/tinted cleaning products, including dishwashing products, because they can transfer color to the stone.
- Do not use colored waxes, polishes, abrasive cleaners, or highly alkaline cleaners (lye).
- Avoid dropping pots, pans and other kitchen items onto your stone counter tops.
- Don't sit on stone counter tops. The weight can cause them to break and pull away from the wall mount.

Performance Standards - Counter Tops

- 1 Year: De-lamination of counter top material will be repaired.
- 1 Year: Open seams in counter tops exceeding 1/16” will be repaired.
- 1 Year: Gaps between counter top and wall in excess of 1/4” will be repaired.
- Not Covered: Caulking is homeowner responsibility.
- Not Covered: Chips in counter tops will not be repaired unless noted on Celebration and Orientation Form.

Decks

Wood decks are subject to shrinkage, cracking, splitting, cupping, and twisting. Nails or screws may work loose and will need routine maintenance. Composite decking options are available and are less susceptible to environmental influences.

- Plan to inspect your decks regularly—a minimum of once each year—and provide needed attention promptly to maintain an attractive appearance and forestall costly repairs.
- Foot Traffic: As you use your decks, abrasives and grit on shoes can scratch or dent the wood surface. Regular sweeping and mats can mitigate this but will not completely prevent it.
- Outdoor Furniture: Moving grills, furniture, or other items can damage the surface of the decking. Use caution when moving such items to prevent scratches, gouges, and so on.
- Sealing or Water Repellent: To prolong the life and beauty of your wood deck, treat it periodically with a water repellent or wood preservative. Local home centers or hardware stores offer several products to consider for this purpose. Always follow manufacturer directions carefully.
- Snow and Ice: Heavy snow or ice that remains on the deck over long periods increases wear and tear on the deck. Prompt removal can reduce adverse effects. Use caution in shoveling to avoid needless scratching of the deck boards.
- Stain: Exposed wood decks that have been stained will show readily noticeable variation in color. Each board takes the same stain differently at installation and over time further variations in color will occur.

Maintenance Guidelines - Decks

- Sweep, blow, or hose off your decks to keep them clean.
- Avoid power-washing at high pressure that can damage the surface.
- Check spindles annually to make sure they continue to be secure.
- Seal wood decks annually or as recommended by manufacturer.

Performance Standards - Decks

- 1 Year: Gaps between deck boards greater than 3/8" will be replaced.
- 1 Year: Deck boards cupping greater than 1/4" will be replaced.
- 1 Year: Spindles warping more than 3/8" or becoming loose will be repaired or replaced.

Doors and Locks

- **Bi-Fold Doors:** Interior bi-fold doors sometimes stick because of weather conditions. Apply a silicone lubricant to the tracks to minimize this inconvenience. These doors can easily lose alignment if something as minor as a coat sleeve is caught between the two doors as they close. A misaligned bi-fold door can be re-adjusted to its proper position. This is part of the routine homeowner maintenance.
- **Exterior Paint Finish:** Your exterior doors will be painted according to your exterior selections. The frequency of maintenance needed for painted finishes on exterior doors will be influenced by your home's exposure to sun or orientation on the home site.
 - Darker colors will absorb more heat than lighter ones and will shorten the performance of the finish and the door.
- **Door Hardware:** Should operate correctly with little attention. Over time they may need slight adjustments due to normal shrinkage of the framing. Occasionally, you may need to tighten screws or provide lubrication.
- **Hardware** has a very durable finish, but constant exposure to weather, sunlight, salt, or dirt build-up can cause the hardware to lose its brilliance.
 - Clean with a soft, dry, clean cloth.
 - Do not use chemical or abrasive cleaning solutions.
 - The mechanical components of the hardware must also be maintained to keep the door functioning properly.
- **Hinges:** You can remedy a squeaky door hinge by removing the hinge pin and applying a silicone lubricant to it. Avoid using oil, as it can gum up or attract dirt. Graphite works well as a lubricant but can create a gray smudge on the door or floor covering beneath the hinge if too much is applied.
- **Locks:** Over time they may need slight adjustments due to normal shrinkage of the framing. Occasionally, you may need to tighten screws or provide lubrication. If required, lubricate exterior door locks with silicone spray or other waterproof lubricant. Avoid oil, as it will gum up.
- **Slamming:** Slamming doors can damage both doors and jambs and can even cause cracking in walls. Teach children not to hang on the doorknob and swing back and forth; this works loose the hardware and causes the door to sag.
- **Sticking:** The most common cause of a sticking door is the natural expansion of lumber caused by changes in humidity. When swelling occurs during a damp season it may cause sticking. A simple way to solve this is to tighten the hinge screws at the door and the jamb.
- **Storm Doors:** Heat will be trapped between the storm door and your entry door. This heat can make your door and finish fail quicker. Storm Doors require unique and specific dimensions for installation. You can expect to have to re-trim your door for your specific storm door.
- **Warping:** Some minor warping of interior doors is normal due to natural fluctuations in humidity caused by forced air furnaces, showers, dishwashers, and so on. Interior doors may occasionally require minor adjustments. If a door warps slightly, keeping it closed as much as possible often returns it to normal.
 - The exterior doors installed in your home are made of fiberglass materials with wood frames. These products can also be subject to shrinkage and warping due to temperature differential between inside and outside surfaces.

Maintenance Guidelines - Doors and Locks

- Every 6 Months: inspect, adjust and/or replace the weatherstripping, sweeps, and/or thresholds
- Annually: Inspect, repaint, and/or refinish your interior and exterior doors as necessary.
- Annually: Lubricate the lock assembly according to manufacturer's directions. Protect hardware finish from lubricants.
- Every 2 Years: Protect your exterior stained doors by using a high quality exterior finish with UV protection.

Performance Standards - Doors and Locks

Interior Doors

- 1 Year: Door that is loose or rattling will be repaired as needed.
- 1 Year: Door that rubs on jamb will be repaired as needed.
- 1 Year: Split door panel will be repaired with fill and finish, exact match not possible.
- 1 Year: De-lamination of door frame will be repaired with fill and finish, exact match not possible.
- 1 Year: Warping that exceeds 1/4" vertically or horizontally will be repaired or replaced as needed.

Exterior Doors

- 1 Year: Binding, sticking, not latching, or not sealing will be corrected as necessary.
- 1 Year: Cracking or runs in the door finish will be repaired.
- Not Covered: Dents and damage will not be repaired or replaced unless noted on Celebration and Orientation Form.

Drainage, Grading, and Easements

Your home site has been engineered to standards established by local government jurisdictions to insure adequate drainage of rain and irrigation water. All home sites have been rough-graded to move water away from the house to the drainage areas within 25 feet of your home. Topsoil is not included unless specifically added to your contract. All drainage or erosion issues are your responsibility unless landscaping was installed by Eastbrook Homes, not a landscaping allowance.

Backfill Settlement

The area we excavated for your home's foundation was larger than the home to allow room to work. In addition, some trenching is necessary for installation of utility lines. Although we replaced the soil, it does not return to its original density. Some settling will occur, especially after prolonged or heavy rainfall or melting of large amounts of snow. Settling can continue for several years. Inspect and fill signs of settling around the perimeter of your home regularly.

Drainage and Soil Erosion

The grade around your home should slope away from the house. Maintain the slopes around your home to permit the water to drain away from the home as rapidly as possible. Until your yard is established and stable, erosion will be a potential concern. Heavy rains or roof runoff can erode soil. The sooner you restore the grade to its original condition, the less damage will occur. This is essential to protect your foundation and concrete. Failure to do so can result in major damage and void your structural warranty.

Erosion is of special concern in drainage swales. If swales become filled with soil runoff, they may not drain the rest of the yard, causing further problems. Correcting erosion is your responsibility, per the soil erosion and sedimentation control permit that was transferred to you at closing.

Easements

Many lots have an easement; these are recorded and permanent and are shown on the approved community plans. These can be a section of land where public utilities or drainage pass through your property. The runoff in drainage easements may pass across your property or water from your property may run across a neighboring lot.

Utility easements permit service to your home site and adjacent lots, now and in the future. Utility companies and others have the right to install equipment in easements. Trees, shrubs, gardens, play equipment, storage sheds, fences, or other items which you install in or across these easements may be disturbed if service entities—such as the gas, electric, or phone companies—need access to lines for repairs or to connect service to nearby properties. Neither you or Eastbrook Homes has the authority to prevent, interfere with, or alter these installations.

Homeowner Responsibilities

For any drain or drainage easement, whether improved, unimproved, public or private, you and the owner of the adjacent property have the responsibility for managing the drainage. No filling, blocking, fencing or above the surface vegetation planting is recommended in a drainage easement or swale. This includes but is not limited to swimming pools, sheds, garages, patios, decks, play structures, swing sets or any other permanent structure or landscape feature that may interfere with surface drainage. Installation of any of the above is at the sole risk of the property owner and in many cases may require written approval from a government agency.

Each adjacent property owner will be responsible for maintaining the surface drainage across their property. Maintenance of the final grade to ensure proper drainage shall be the responsibility of the landscape contractor and the property owner. Transfer of the soil erosion and sedimentation control permit and transfer responsibility under Part 91, Soil Erosion & Sedimentation Control of the Natural Resources and Environmental Protection Act, its rules and local ordinances. As the owner of a newly constructed home, you are responsible for controlling soil erosion on your land. In some instances, the home builder has been issued permit(s) by the county enforcing agency to assure the installation and completion or soil erosion measures. If we required to obtain a permit for this purpose, it will be transferred to you at closing.

Performance Standards - Drainage, Grading, and Easements

Settling

- 1 Year: Settling in excess of 4" that is not caused by erosion will be filled and seeded as needed.
 - Not Covered: Removal and or replacement of bark or landscaping.
 - Not Covered: If you alter the drainage pattern or fail to maintain drainage.
 - Not Covered: Lack of maintenance may void the limited structural warranty.
 - Not Covered: We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.

Drainage

- 1 Year: If water remains standing, outside a drainage easement, after 48 hours of dry conditions we will repair.
 - Not Covered: If you alter the drainage pattern or fail to maintain drainage.
 - Not Covered: Lack of maintenance may void the limited structural warranty.
 - Not Covered: We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.

Erosion

- 1 Year: Soil erosion will not be repaired unless noted on Celebration and Orientation Form.
 - Not Covered: Minor erosion and seeding.
 - Not Covered: If you alter the drainage pattern or fail to maintain drainage.
 - Not Covered: Lack of maintenance may void the limited structural warranty.
 - Not Covered: We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.

Drywall

Slight cracking, nail pops, or seams may become visible in walls and ceilings. These are caused by the shrinkage of the wood and normal deflection of framing members to which the drywall is attached.

Maintenance Guidelines - Drywall

- Annually: Inspect and Repair cracks and nail pops.
- For minor cracks and nail pop: Spread spackling with a blade or your finger, wipe repaired area with a moistened towel or sponge. After drying, complete the repair with touch-up paint.

Performance Standards - Drywall

- One-Time: Cracks in drywall, nail pops, blisters in tape, and corner bead pops will be repaired at Anniversary Meeting.
- One-Time: Excessive waviness or seams visible in normal light will be repaired per restrictions.
- Not Covered: Drywall in garage is not warranted.
- Not Covered: Painting of normal drywall repair is not covered.

Electrical System

Electricity is delivered through the electrical meter (located on the side of your home) to your breaker panel or sub-panel. From there, the power is distributed throughout your home and controlled by switches and outlets.

Each Eastbrook home has a 100-200 amp service panel, which is more than adequate for typical daily use. The electrical circuits in your home are designed to handle today's heavier demands. However, some major appliances and tools will perform better if they have dedicated circuits. If you are considering the purchase of these items, please consult a professional electrical contractor to discuss your needs and possible addition of dedicated circuits.

All lighting fixtures have bulb specifications imprinted on them. For safety and fixture longevity, use only the size and type specified. Light bulbs are consumer items covered only by a manufacturer's warranty. **Do not** install clear bulbs in fixtures encased by a globe because of the additional heat they generate. Indoor and outdoor fixtures and bulbs should be inspected and replaced as needed.

Circuit Breakers

Circuit breakers are the safety valves of your electrical system and are situated in an electrical panel. Circuit breakers have three positions: on, off, and tripped. When a circuit breaker trips, it must first be turned off before it can be turned on. Switching the breaker directly from tripped to on will not restore service.

- Breakers trip because of overloads caused by plugging too many appliances into the circuit, a worn cord or defective appliance, or operating an appliance with too high a voltage requirement (such as a power tool) for the circuit. The starting of an electric motor can also trip a breaker.
- If any circuit trips repeatedly, unplug all items connected to it and reset the breaker. If it trips when nothing is connected to it, you need an electrician. If the circuit remains on, the items you unplugged is defective.

GFCI (Ground-Fault Circuit Interrupters)

Ground fault interrupter (GFI) outlets are sensitive safety devices installed in the electrical system. The GFI will "trip" or turn off the circuit if a direct ground occurs or if a situation imitates this. GFI receptacles are in water sensitive areas including kitchens, bathrooms, exterior yard areas and the garage.

- Other outlets in water sensitive areas may have what looks like a standard receptacle but is on a circuit protected by a GFI receptacle in another location. When a malfunction occurs, check all GFI receptacles in the area.
- Do not plug your refrigerator or freezer into a GFI outlet as it may "trip" due to the motor. Especially avoid plugging a refrigerator or freezer into the garage GFI outlet. A "tripped" garage outlet could go undetected for quite some time, resulting in food spoilage.
- GFI outlets are designed to "trip" easily for your protection; expect this to occur from time to time. If the outlet will not reset after a few attempts, do not continue to use the outlet until the "trip" cause is determined.

Dimmable Fixtures/Dimmers with CFL Bulbs

Dimmers have changed a lot in recent years. The old dimmers were a buzzing heat source that didn't save any power at all. Today's dimmers are much improved and actually save power. Please note that if you are using compact florescent lights (CFLs) for lighting, use dimmable bulbs. A little buzzing with CFLs or LED lighting is normal.

Fixture Location

We install light fixtures as near as possible to the locations indicated on the plans. Structural elements sometimes require location changes. Moving fixtures to accommodate specific furniture arrangements or room use is your responsibility.

Modifications

If you wish to make any changes or modifications, contact a licensed electrician. If you make modifications without the proper permitting or licensing you will void your one year warranty.

Outlets and Switches

Electrical outlets can be found in every room of your new home. Do not exceed the device capacity for which the outlets were designed. Increasing the capacity of electrical outlets or the use of multiple extension cords can cause a fire.

- **Some outlets are controlled by a wall switch, these are typically installed upside down for easy identification.**
- If an outlet fails to work, check first to see if it is controlled by a wall switch or GFCI. Next, check the breaker.

Troubleshooting Tips:

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call. If electrical failure occurs and the below troubleshooting tips do not fix the problem, only contact a qualified electrician to repair or alter any part of your wiring or electrical system.

- No Electrical Service Anywhere in the Home? Check to confirm that:
 - Service is not out in the entire area. If so, contact the utility company.
 - Main breaker and individual breakers are all in the on position.
- No Electrical Service to One or More Outlets? Check to confirm that:
 - Main breaker and individual breakers are all in the on position.
 - Applicable wall switch is on.
 - GFCI is reset.
 - Item you want to use is plugged in.
 - Item you want to use works in other outlets.
 - Bulb in the lamp is good.
- Electrical Service to only half of your home or half of the electrical panel? If so, contact the utility company.

Underground Cables

Before digging, check the location of buried service leads by contacting “Miss Digg” at 311. Maintain positive drainage around the foundation to protect electrical service connections.

Maintenance Guidelines - Electrical System

- Annually: Check GFI outlets for proper functioning
 - With a small appliance (perhaps a hair dryer, electric toothbrush, small fan, etc.) plugged into the GFI outlet and running, press the “test” button. The appliance should shut off. Press the “reset” button and the appliance should start running again.
 - If this does not occur, discontinue use of the outlet until the cause of the malfunction can be determined.

Performance Standards - Electrical System

- 1 Year: Circuit breaker that trips excessively will be repaired if it is defective.
- 1 Year: Malfunction of outlets, switches, or fixtures will be repaired as needed.
- Not Covered: We are not responsible for food spoilage or damage resulting from any loss of power or a power surge.

Energy and Water Conservation

A home built with respect for our environment is even more effective in achieving that goal when your daily use of features and products is well-informed. In the process of conserving, you also save money as an additional benefit. Keep these hints in mind as you use your home's features.

Appliances

- In selecting your home's appliances, compare the information on the (black and yellow) EnergyGuide sticker. Sometimes spending more up front can reduce operating costs over the life of the appliance.
- Use cold water when operating your disposal. This saves hot water and preserves the disposal motor.
- If your oven includes a convection setting, use it regularly—it can save both time and energy, allowing you to set the temperature 25 degrees lower for most recipes.
- Use a phosphate free detergent.
- A full refrigerator or freezer works less to keep cool but do not pack it too tightly—good air circulation is important to efficient operation.

Electrical

- Light emitting diode (LED) bulbs, while expensive, last for 50,000 hours (5 times longer than CFL and 65 times longer than incandescent bulbs) and they do not contain mercury.
- Unplug small appliances when they are not in use. Small items such as hair dryers and MP3 players draw electricity even when they are not in use. Unplug them or plug them into power strips that you can conveniently turn off when they are not in use.

Heating and Cooling

- Maintain your home's heating and cooling systems in clean and good working order to prevent inconvenience and maximize efficiency. Arrange for a professional to service heat and air conditioning systems a minimum of once every two years.
- Keep filters clean or replace them each month.
- Learn how to use your programmable thermostat for comfort and efficient energy use.
- If you have a zoned system (one furnace with separate thermostats) think through operating schedules and temperature settings to maximize comfort and minimize energy consumption.
- Plan landscaping elements that support efficient energy use:
 - Deciduous trees provide shade during the summer and permit solar warming in winter.
 - Evergreen trees and shrubs can create a windbreak and reduce heating costs.
 - Position trees to shade the roof and still allow good air flow around the home.
 - Plant shrubs/trees to shade the air conditioner without obstructing air flow around it.
- Keep the garage overhead doors closed.
- If you expect a house full of dinner guests, you can turn the heat down a few degrees as body heat will make up the difference.

WINTER

- During cold days, open window coverings to allow the sun to warm your home. Close them 90% when the sun sets.
- During the winter, humidifying the air in your home allows the air to retain more heat and is a general health benefit. Note: If condensation develops on your windows, you have taken a good thing too far and need to lower the setting on the humidifier. The setting requirements change with the outside temperature; your Homeowner Guide contains a table defining these.

SUMMER

- If you include them in your home, ceiling fans use only one tenth as much electricity as air conditioners and the moving air allows you to feel comfortable at temperatures several degrees higher. Fans should operate forward to blow air down.
- On hot days, close all windows and the window coverings on windows facing the sun to minimize solar heat gain.

Water Heater

- Keep your water heater set at 120 degrees to reduce the opportunity for scalding.
- Follow the steps outlined in the manufacturer's directions for draining water from your water heater to remove accumulated hard-water scale that builds up inside the tank. Timing will depend on the nature of your water supply.
 - If you have a tankless water heater, follow manufacturer instructions for the timing and steps to clean the unit.
- Correct plumbing leaks, running toilets, or dripping faucets as soon as possible.
- Keep aerators clean.
- Front loading washing machines require less than half the water of top-loaders. They also cause less wear and tear on clothing and because they wring more water out in the spin cycle, laundry dries faster. Front load washing machines can create excessive vibrations during the spin cycle.

Extended Absences

Whether for a vacation, business travel, or other reasons, nearly all of us occasionally leave our homes for days or weeks at a time. With some preparation, such absences can be managed uneventfully.

Plan in Advance

- Ask a neighbor to keep an eye on the property. If possible, provide them with a way to reach you while you are away.
- If applicable, arrange for someone to mow the lawn or shovel snow.
- Stop mail, newspapers, and other deliveries.
- Consider the use of lighting timers.
- Confirm that all insurance policies that cover your property and belongings are current and provide sufficient coverage.

As You Leave

- Unplug computers and other electronic devices that might be harmed in an electric storm.
- Leave window coverings in their most typical positions. Remember not to close 100% in the winter.
- Confirm that all doors and windows are locked and the deadbolts are engaged.
- Shut off the main water supply.
- Set the thermostat on the water heater to "vacation" to save energy or shut off the water heater. Check manufacturer's directions for instructions on the steps involved in this process.
- Store items such as your lawn mower, bicycles, or ladders in the garage.
- Be energy conscious—change the settings on your thermostat for both summer and winter usage. Leaving the temperature in the home at a minimum 55 degrees in cold weather and 80 in warm weather will help to eliminate any problems in the home. In winter months, leave room doors open and also open doors on cabinets that contain plumbing allowing heat to circulate.

Exterior Trim

Regular attention will preserve the beauty and value of your home. Check the painted and stained surfaces of your home's exterior annually. Caulk and paint maintenance of exterior trim is a homeowner responsibility. Repaint before much chipping or wearing away of the original finish occurs; this will save the cost of extensive surface preparation.

Plan on refinishing any painted exterior surface of your home approximately every two to three years or as often as your paint manufacturer suggests for your area and climate. Climatic conditions control the chemical structure of the paint used on the exterior. Over time, this finish will fade and dull a bit. Depending on the exposure to weather of each surface, the paint on some parts of your home may begin to show signs of deterioration sooner than others.

When you repaint the exterior of your home, begin by resetting popped nails and caulking open joints. Remove blistered or peeling portions of paint with a wire brush or putty knife. Sand, spot with primer, and then paint the entire area. Use a quality exterior paint formulated for local climate conditions.

- **Fading:** Expect fading of exterior paint or stain caused by the effects of sun and weather.
- **Touch-Up:** Paint touch-up is visible under certain lighting conditions.
- **Wood Grain:** Because of wood characteristics, color variations will result when stain is applied to wood. This is natural and requires no repair. Today's water-base paints often make wood grain visible on painted trim.

Exterior Millwork – Wood and Composite Wood

Some of the exterior trim around windows and doors may be wood or composite wood products. Certain imperfections, knots and movement should be expected in these natural and man-made materials. The area subject to wear is not the wood, but the paint and caulk.

No absolute schedule for re-painting can be established because weather, wind and sun exposure affect building surfaces differently. If you decide to repaint the exterior of your home, your best choice is a qualified painting contractor who is expert in surface preparation and applications.

Maintenance Guidelines - Exterior Trim

- **Every 6 Months:** Inspect the surfaces that receive direct sun as they require more frequent repainting, Any touch ups may not match exactly.
- The exterior surface of your home may have exposed wood. You can maintain its appearance by hosing the surfaces clean with a low pressure stream of water.
- New wood will require repainting more frequently than expected because it absorbs more paint than older wood. Being a natural material, wood trim will expand and contract with temperature and humidity changes, so caulking requires periodic repair and replacement as needed.
- Caulking should be inspected periodically and replaced or repaired as necessary.
- Look for gaps in caulking or caulking that is pulling away.
- Remove loose or peeling caulking, clean surface of dirt and dust debris and re-caulk the dry surface with an exterior, paintable caulk.
- Look for fading, peeling or bubbling paint. Remove loose or bubbling paint, sand and prime with an exterior primer and repaint as needed.

Performance Standards - Exterior Trim

- **1 Year:** Excess warping, cupping, splitting or rotting of wood or composite trim will be repaired or replaced as necessary.
- **1 Year:** If exterior trim pulls away from its surface it will be re-attached if trim is properly maintained with caulk.
- **Not Covered:** Exterior caulking is homeowner responsibility.

Fencing

Depending on the community in which your home is located, fencing may be an item you add after your closing.

Drainage

Fencing should be installed only after the final grade has been established and approved. In planning, installing, and maintaining fencing, ensure that existing drainage patterns function unimpeded. When installing a fence, use caution in distributing the soil you removed to set posts to avoid blocking drainage swales. Plan enough space under the bottom of a wood fence for water to pass through.

Developer/Homeowner Association Architectural Guidelines

If you choose to add fencing after moving into your new home, keep in mind the architectural requirements of your community may dictate the type and style of fence allowed.

Specific community requirements about style, height, and position on your home site are described in the current architectural guidelines, which you receive as part of your purchase documents or can obtain from the association or developer's office. Type, style, color of fencing are addressed in these guidelines.

Special requirements apply to homes on corner lots where drivers must have adequate visibility. Additionally, in some communities, zoning laws may impact your fencing. Your responsibilities include checking on such details.

We recommend that you engage the services of professionals to install your fence. Be certain to inform any fence installer of your architectural requirements.

Fireplace

Before using your fireplace, read the manufacturer's operations manual carefully. By understanding and observing the operating guidelines, you will be able to enjoy safe and comfortable warmth from your fireplace.

Gas Fireplace

The fireplace was professionally installed and started before you closed on your home. To operate the fireplace, turn on the wall switch. A slight delay between turning the switch on and flame ignition is normal. If you notice a gas smell, immediately shut off the switch and turn off the gas supply located behind the removable face underneath the fireplace.

Materials found on the exterior surfaces of either wood or gas fireplaces (paints, sealants, lubricating oils and gasket adhesives) can produce odors the first few times the fireplace is used. This is called curing or burning in. It may take as much as 24 hours of use before the fireplace is cured.

In the event of a power outage, your fireplace can operate without electricity by installing two "D" cell batteries in the location described within the manufacturer's operating instructions. **These batteries must be removed when household power is resumed.**

Many of the gas fireplaces come equipped with a fan that is controlled by a switch located next to the fireplace switch. If you enjoy the fan to circulate the air just leave the switch in the "on" position. The fan will turn on and off automatically after 9 minutes of use or shut down. There is a speed control located underneath the fireplace.

Maintenance Guidelines - Fireplace

- You must know where your main gas shut off valve is located. In an emergency, turn off your main gas valve if you smell gas or hear a hissing sound of gas escaping.
- If you shut off the gas, contact the gas company or a certified repair technician when the emergency is over to have your meter turned back on and your appliances inspected. Do not attempt to restore your own service—there may be leaks or pilot valves in the "on" position.
- The exterior vent cover for a direct-vent gas fireplace becomes extremely hot when the fireplace is operating.

Performance Standards - Fireplace

- 1 Year: A fireplace that fails to light will be repaired to proper working order.
- 1 Year: Circulating fan that fails to operate will be repaired or replaced. There is a 9 minute delay before fan operation.
- 1 Year: Mantel that separates from the wall more than 1/8" will be caulked or repaired as needed.
- 1 Year: Ceramic tiles that crack or become loose will be repaired or replaced.
- 1 Year: Masonry that comes loose or mortar cracks that exceed 1/8" will be repaired or replaced.
- Not Covered: Feeling of cold air near the surface of the fireplace.

Flooring

Carpet

- Regularly: protect carpet by vacuuming often. It is recommended that you vacuum every carpet one (1) time per week for each member of your family (four family members = four weekly cleanings), including pets.
 - Use a vacuum approved by the Carpet and Rug Institute (CRI). See website for details.
- Remove spots and stains as soon as they are discovered according to manufacturer's guidelines.
- Professionally clean your carpets according to the manufacturer's recommendations.
- Refer to your manufacturer's recommendations for additional information on the care of your carpet.

Vinyl Flooring

This type of flooring material will provide years of service when properly maintained. Although vinyl floors are designed for minimum care, they do have maintenance needs. Follow manufacturer's recommendations for care and cleaning.

- Limit Water: Wipe up spills and vacuum crumbs instead of washing resilient floors frequently with water. Avoid getting large amounts of water on the floor from baths and showers. Limit mopping or washing with water; excessive amounts of water on resilient floors can penetrate seams and get under edges, causing the material to lift and curl.
- Moving Furniture: Moving appliances across resilient floor covering can result in tears and wrinkles. Install coasters on furniture legs to prevent damage. If you damage the resilient floor, you can have it successfully patched by professionals. If any remnants remain when installation of your floor covering is complete, we leave them in the hope that having the matching dye lot will make such repairs less apparent.
- Seams: Any brand or type of resilient flooring may separate slightly due to shrinkage. Seams can lift or curl if excessive moisture is allowed to penetrate them. You can use special caulking at tub or floor joints to seal seams at those locations.

Maintenance Guidelines - Vinyl Flooring

- Every 6 Months: Inspect all vinyl flooring and caulk. Repair or replace if necessary with 100% silicone caulk.
- Weekly: Use a damp mop and clear water to lightly wash the flooring surfaces
- Sweep or vacuum daily to prevent particles from being ground into the surface of the flooring.
- Remove spills immediately to avoid staining. Use a sponge or soft cloth. Dry the floor after removing the spill.
- Do not use abrasive cleansers or full strength bleach as they will dull the finish and cause permanent damage.
- If the flooring surfaces receive hard use and become extremely dirty, use a mild detergent with water and apply with a sponge mop. After the soil deposits have become loosened, mop-up excess detergent and water. Rinse the mop thoroughly with clear water to remove all the detergent, then rinse the floor using clean, fresh, warm water to remove the soapy residue. Any detergent film left on the floor can hold tracked-in dirt and leave the surface dull and cloudy.
- Avoid extended exposure to direct sunlight. During peak sunlight hours the use of drapes or blinds is recommended.
- Use mats at entries to reduce soil and moisture. Do not use with latex or rubber backing to avoid "yellow" discoloration.
- Protect your floor against burns, including cigarettes, matches and extremely hot items.
- Vinyl flooring is soft and will tear if heavy appliances, such as refrigerators, washers or dryers, are improperly moved across the surface. This damage is permanent and cannot be repaired. Use appropriate appliance dollies. Heavy furniture should be placed on pads to avoid point loads, such as sofa legs or table legs, from penetrating the surface.
- High heeled shoes can be particularly damaging to vinyl, causing permanent dents and gouges.
- Small cuts may be repaired with seam sealer.

Luxury Vinyl Flooring (Plank or Tile)

Unlike standard vinyl flooring, “Luxury” is able to closely mimic the look of natural materials, such as wood or stone. It accomplishes this by a surface layer that has a very realistic photo-created image, combined with textures.

Maintenance Guidelines - Luxury Vinyl Flooring

- Wet mop with a mild cleaner, such as Shaw’s R2X® Hard Surface Cleaner. Always pre-vacuum or dust mop first.
- Do not use abrasive cleansers, full strength bleach, or vinegar as they will dull the finish and cause permanent damage.
- Prevent accumulation of dirt and grit that can scratch or dull the floor finish.
- Use mats at entries to reduce soil and moisture. Do not use with latex or rubber backing to avoid “yellow” discoloration.
- Use floor protectors and wide-load bearing leg bases/rollers to minimize the chance of indentations and scratches.

Ceramic Tile & Grout

Ceramic tiles are available in a wide variety of colors and sizes. Glazed ceramic tile is identified by its shiny, smooth finish. Cracked or chipped tiles must be noted on the Celebration and Orientation form in order for us to repair or replace. We are not responsible for discontinued patterns or grout color variations. The color of your grout may vary due to the wide variety of tiles available, environmental conditions, and finishing techniques. Elements of nature may combine with the aging process to change the color of the grout in varying degrees. Over time, cracks that occur in grout between tiles are normal and considered a regular maintenance item. If repair or replacement of tile or grout areas is required, matching the color of the tile grout may be impossible. Included in your Ceramic Tile Shower is the Kerdi Waterproofing System, which protects you home from water leaks.

Maintenance Guidelines - Ceramic Tile & Grout

- Ceramic tile is brittle and can be broken. Avoid dropping or hitting tile.
- Metal will scratch and even chip the hardest tile. Protect Ceramic floors with furniture casters.
- Ceramic tile should be cleaned on a regular basis to eliminate grit and dirt particles that can scratch or dull its finish.
 - Soap and warm water, detergent, or a commercial tile cleaner can be used to keep your tile clean and bright.
- Always clean up spills and excess water quickly to avoid staining and seepage damage to the substructure.
- Light colored grouts will show dirt faster than mid-tone colors and may require more frequent cleaning.
- Routine cleaning of grout with warm, soapy water will keep it looking fresh.
- If grout becomes stained, use a mild bleaching solution (diluted to 1 part bleach to 9 parts water). Simply apply a small amount of this mixture and scrub with a small brush. Don’t let this mixture stand on the tile for more than 10 minutes.
 - Strong cleaners such as Lysol can stain the grout.
 - Acidic solutions such as vinegar will damage grout over time.
- Bathtubs, Hearths, and Shower Pan areas must be inspected and new grout applied as necessary.
- Grout sealers can change the color of the grout.
- Grout can often separate from the area between tiles. If this happens, re-grout the area promptly.
- As a part of routine grout maintenance, repair cracking, shrinking or discoloration when it occurs.

Laminate Flooring

Plastic laminate flooring is very durable. The high-pressure laminate surface prevents almost all dirt and grime from sticking to the floor. It is very hard and scratch resistant, but it can chip if hard objects are dropped onto it.

Maintenance Guidelines - Laminate Flooring

- Clean regularly by vacuuming and/or sweeping. Prevent accumulation of dirt that can scratch or dull the floor finish.
- For thorough cleaning, use a soap-free cleaner designed for laminates, such as Shaw’s R2X® Hard Surface Cleaner.
- Crayon, asphalt, shoe polish, paint and nail polish can be removed with a soft cloth moistened with a citrus cleaner.
- Do not use wax, sand, lacquer, scouring powders, steel wool, or abrasive cleansers on laminate flooring.
- Do not wet wash, wet mop, or allow water to stand on laminate floors. Wipe up spills of any kind immediately.
- Use floor protectors and wide-load bearing leg bases/rollers to minimize the chance of indentations and scratches.

Hardwood Floors

Even the highest quality wood floors and stairs will scratch and dent, regardless of the finish or wood type. Water, sand, children's toys, animals, and shoes are among the things that will damage them. The care tips below will help keep your wood floors as beautiful as possible for many years to come. In daily care of hardwood floors, preventive maintenance is the primary goal. Please see your flooring manufacturer's instructions.

- **Appliances:** Delivery, installation, and moving appliances for cleaning purposes may damage the hardwood floor surface. Use extreme caution when moving appliances; repair of such damage is your responsibility.
- **Cleaning:** Sweep on a daily basis or as needed. Never wet-mop a hardwood floor. Do not use floor steamers on hardwood flooring. Excessive water causes wood to expand and can possibly damage the floor. When damp-mopping, remove all excess water from the mop. Check with the hardwood company if your floor has a water-based finish. Do not use bleach or one-step floor cleaners on hardwood floors.
- **Dimples:** Placing heavy furniture or dropping heavy or sharp objects on hardwood floors can result in dimples.
- **Filmy Appearance:** A white, filmy appearance can result from moisture, often from mopping, wet shoes, or boots.
- **Furniture Legs:** Install proper floor protectors on furniture placed on hardwood floors. Protectors will allow chairs to move easily over the floor without scuffing. Regularly clean the protectors to remove any grit that has accumulated.
- **Humidity:** Wood floors respond noticeably to changes in humidity in your home. Especially during winter months, the individual planks or pieces expand and contract (sometimes causing gaps) as moisture content changes. Your humidifier can help, but does not eliminate this reaction. If gapping occurs, increase the humidity level of your home on your humidifier, but do not raise it high enough to cause condensation on your windows.
- **Mats and Area Rugs:** Use protective mats at the exterior doors to help prevent sand and grit from getting on the floor. Ensure you clean any sand and grit that is left to accumulate under these mats to prevent damage to the flooring surface. Be aware that rubber backing on area rugs or mats can cause yellowing and warping of the floor surface.
- **Separation:** Expect shrinkage around heat vents, any heat-producing appliances, or during seasonal weather changes.
- **Shoes:** Stiletto shoes can focus the weight of a 125 pound person to more than 2000 pounds per square inch—that is enough weight to damage hardened concrete; it will mark your wood floor.
- **Spills:** Clean up food spills immediately with a dry cloth.
- **Splinters:** When floors are new, small splinters of wood can appear, especially in hand scraped products.
- **Sun Exposure:** Most finishes and some wood varieties darken when exposed to sunlight, even with low-E protection on your windows. To preserve the beauty of your hardwood floors, install and use window coverings in these areas. Rugs should be moved or removed periodically to allow different areas of the floor to age consistently.
- **Traffic Paths:** A dulling of the finish in heavy traffic areas is likely.
- **Warping:** Warping, or cupping will occur if the floor repeatedly becomes wet or is thoroughly soaked even once. Slight cupping in the area of heat vents or heat-producing appliances is also typical.
- **Wax:** Waxing and the use of products like oil soap are neither necessary nor recommended.

Maintenance Guidelines - Hardwood Floors

- Clean your hardwood floors and stairs as often as you vacuum your carpets.
- Sweep the floors and wipe with a soft, dry cloth.
- Do not use water, water-based cleaners or steam cleaners.
- Follow the manufacturers recommendations for floor care products.
- Flooding hardwood floors with water will cause stains, warping and the destruction of the flooring.
- Do not permit water or other liquids to stand on hardwood flooring.
- Wipe up spills immediately.
- If gapping occurs, increase the humidity level of your home on your humidifier. Be sure that you do not raise it high enough to cause condensation on your windows.
- DO NOT use bleach or one-step floor cleaners on hardwood floors.
- Apply felt pads to the bottoms of chairs and tables to help reduce scratches.
- Do not drag heavy appliances or furniture across hardwood flooring. Permanent scratches in the finish can result.
- Most finishes and some wood species darken when exposed to sunlight even with low-E protection on your windows. Rugs should be moved or removed periodically to allow different areas of the floor to age consistently.

Performance Standards - Flooring

Carpet

- 1 Year: Carpet that becomes loose at edges will be repaired.
- 1 Year: Visible gaps in seams will be repaired as needed.
- One-Time: Carpet that buckles will be re-stretched on a one-time basis.
- Manufacturer's Warranty: Fading, staining, discoloration, and premature wearing.

Vinyl

- 1 Year: Vinyl flooring that becomes loose or bubbles will be repaired.
- 1 Year: Gaps in seams (sheets still good) will be repaired as needed.
- 1 Year: Gaps in seams that exceed 1/8" will be repaired as needed.
- 1 Year: Sub-floor causing depressions or ridges exceeding 1/8" on 6" span will be repaired as needed.
- 1 Year: Fasteners popping through will be repaired as needed.
- Not Covered: Fading or discoloration will be covered by the Manufacturer's warranty.
- Not Covered: Indentations due to normal traffic are not covered.

Ceramic Tile

- 1 Year: Loose tile will be repaired as needed (not responsible for color variations in tile or grout).
- One-Time: Cracks in grout will be repaired if in excess of 1/16" on a one-time basis.
- Not Covered: Cracks in tile will not be repaired unless noted on Celebration and Orientation Form.

Hardwood

- 1 Year: Gaps and cupping are typically caused by improper humidity settings in the home. If 1/8" gaps appear, humidity levels will be adjusted before they will be repaired or replaced.
- 1 Year: Loose boards will be repaired as needed.
- One-Time: We will take corrective action to eliminate loose flooring and minimize squeaks. The absence of noise cannot be guaranteed
- Not Covered: Indentations due to normal traffic.

Foundation

Even though great care was taken during its installation, the very nature of concrete makes it impossible to prevent some minor cracking. This cracking does not affect your home's structural integrity. In fact, an important step in concrete installation is the deliberate cutting, and/or installation of special products, meant to encourage the inevitable cracks along control joints.

Various protective coatings are available for concrete floors. Unfortunately, many of them fail in garages because of chemical actions created by oil and solvents and because of severe temperature fluctuations. We are not responsible for adverse results from the use of after-market concrete coatings.

Cracks

Surface cracks can develop in foundation walls. Surface cracks are not detrimental to the structural integrity of your home. If a crack develops in a foundation wall that allows water to come through, follow the procedures for submitting a warranty request.

Dampness

Due to the amount of water in concrete and the temperature of the surrounding soils, basements may be damp and have condensation form on them. **Homeowners should dehumidify their basement for the first year of occupancy to reduce the latent moisture in the concrete.**

Future Construction in Basement

If you decide to perform additional construction in the basement, obtain guidelines from a licensed builder, obtain a building permit, and comply with all codes and safety requirements. We do not warrant that you will be able to obtain such a permit due to proposed use or code changes.

Performance Standards - Foundation

Foundation

- 2 Years: Cracks in the foundation that exceed 1/8" wide or allow water into the home will be repaired.

Waterproofing

- 2 Years: The cause of leaks through the foundation walls will be repaired.
- Not Covered: Damage to your belongings due to leaks.

Framing

The inner and outer walls of your home are made of a system that includes wood studs, steel posts, and wood beams on a steel reinforced foundation. Many of the walls in your home are considered structural or bearing walls.

Improper modification to the individual framing components can cause stresses in areas of your home not designed to handle heavy weight loads, resulting in the potential for structural damage or failure.

Floor System

The floor system of your home is designed to meet or exceed local applicable building codes. All wood framed floor systems will move or deflect. If you are placing heavy objects on your floors such as pianos and pool tables, use floor coasters for each furniture leg to spread the weight and help prevent a puncture to the wood floor sheathing. Your floors may squeak from time to time because of drying wood, weather and normal settling. We will repair excessive squeaks that occur during the first year after closing, the absence of noise cannot be guaranteed. After that, these items will be considered normal maintenance and will be your responsibility as the homeowner.

Performance Standards - Framing

- 1 Year: Crowns or depressions in walls or floors exceeding 1/4" in 2" length will be repaired.
- 1 Year: De-lamination or deterioration of sub-flooring will be repaired or faulty materials replaced.
- 1 Year: A wall that is out of plumb over 3/8" in a 48" vertical measurement will be corrected.
- One-Time: We will take corrective action to eliminate loose flooring and minimize squeaks. The absence of noise cannot be guaranteed

Garage Overhead Door

As a safety measure, automatic garage doors use photo cells to detect items in their path before closing. If the photo beam is interrupted by something in its path, the door will not close. The door will also be prevented from closing if the photo cells are out of alignment with one another. Mis-aligned photo cells are not a warrantable item. If this occurs, simply realign the photo cells until the door functions properly.

Be sure to disconnect the electrical garage door opener prior to performing any repair work. If you need to raise or lower the door manually (instructions are on the release knob tag), pull the red emergency knob to release door from the rail assembly. To re-engage the door with the rail, pull the red emergency release knob toward the motor.

Maintenance Guidelines - Garage Overhead Door

- Every 6 Months: Lubricate door rollers, bearings and hinges with a silicone lubricant or light oil.
- Every 6 Months: Lubricate the drive chain with a lubricant recommended by the manufacturer.
- Annually: Inspect and tighten nuts, bolts and hinge screws.
- Keep the photo cell aligned and free of debris and other blockages.

Performance Standards - Garage Overhead Door

- 1 Year: Correct or adjust door if leaking through or under door occurs.
 - Some water can be expected in high wind conditions.
- 1 Year: Correct or adjust door that fails to operate.
 - Not Covered: Realignment of photo cells is not covered and may result in a charge if a contractor is called.

Gutters and Downspouts

Check gutters periodically and remove leaves or other debris. Materials that accumulate in gutters can slow water drainage from the roof, cause overflows, and clog the downspouts. The accumulation of natural debris (pine needles or leaves) or gravel from the roofing materials is a home maintenance concern. Removing such material is your responsibility. Surface drainage is far more efficient than weeping tile at keeping water away from your basement. Rainwater should be directed away from the perimeter of the home to reduce the opportunity for water to enter along basement walls.

- Downspout Extensions or Splash Pads: Extensions should discharge outside of rock or bark beds so that water is not dammed behind the edging materials that might be used. The downspouts that end on sod should have an extension or splash pad along the ground to move water away from the perimeter of the home. The extensions must be in place and in their lowered position to move water away from the foundation. Always return downspout extensions to their lowered position after mowing lawns.
- Ladders: Use caution when leaning ladders against gutters as this may cause dents.
- Leaks: If gutter seams leak, use a commercial gutter caulking compound to caulk the inside joint.
- Snow and Ice: Clear excess snow from downspouts as soon as possible to allow the gutter to drain and to prevent damage. Severe ice or snow build-up can damage gutters and/or cause ice damming and potential water leakage.

Performance Standards - Gutters and Downspouts

- 1 Year: Loose gutters or downspouts will be repaired.
- Not Covered: Non-functioning gutters or downspouts due to debris.

Heating, Air-Conditioning, and Humidifier

Your home is equipped with a heating and air-conditioning system. These systems have been designed to meet the heating and cooling requirements of your home in an energy efficient manner. These systems are designed to cycle longer with gradual change rather than quickly turning on and off (short cycle).

The heating and cooling of your home will be affected by its orientation to the sun, use of window draperies, zone systems, outside temperatures, and many other factors. Temperature variations will occur between levels and cantilevered/non-cantilevered areas. These variations can be minimized by balancing the airflow or using your zoned heating and cooling system. Set the thermostat switch to run the high efficiency fan continuously instead of automatic. This will continue to mix and move the air evenly throughout your home and the furnace or air-conditioner will cycle on-and-off to maintain your desired temperature.

Within 30 Days of Moving-In, ensure you complete the warranty registration card to the manufacturer. As with any piece of sophisticated machinery, your heating and cooling system should be checked periodically and cleaned by professionals. Mark inspection dates recommended by the manufacturer on your calendar. Schedule all work on your equipment early to avoid delays during peak demand periods.

Your home comes with a Honeywell Thermostat that operates Heating, Air-Conditioning, and Humidifier. All troubleshooting can be directed to the HVAC Installer.

Maintenance Guidelines - Heating, Air-Conditioning, and Humidifier

- Monthly: Replace the filter every month.
- Annually: Inspect the thermostat to ensure proper operation.
- Seasonally: Start your furnace or air-conditioner well in advance of the hot or cold season to ensure proper operation.
- Every 2 Years: Have your cooling and heating systems inspected and serviced.
- Do not run the air-conditioning system when outside temperatures are below 70 degrees for an extended period.
- Keep exhaust and intake free from debris.
- Seasonal Testing: Every effort has been made to test your equipment at the completion of your home to ensure that you will have a problem-free start up for the appropriate season. However, Eastbrook Homes highly suggests that you try the equipment early in the season so corrections can be made if needed before extreme temperatures make it absolutely necessary. In the spring, we suggest starting your air conditioning unit during the first few weeks of April or when the outside temperature reaches 55 degrees or greater. In the fall, we suggest starting your furnace during the first few weeks of September to make sure the unit works properly.

Heating

Recommendations

- Program the thermostat for desired temperatures and times. Manually adjusting the thermostat wastes energy.
- Do not set temperatures back by more than four (4) degrees during the day or during overnight periods.
- To vary the temperature in individual rooms, simply open or close the registers/dampers as desired.
- Adjust ceiling fan airflow in an upward direction for the winter months.

Troubleshooting:

- Are all the thermostats set above the room temperature?
- Are **ALL** thermostat selectors set to “heat”?
- Are the supply and return registers open and unobstructed?
- Has a circuit breaker controlling your heating system been tripped?
- Is the gas-cock turned to the “ON” position?
- Are the filters clogged?
- Are the exhaust and intake areas free of snow and debris?
- Confirm switch or breaker is in the “ON” position.
- Contact the HVAC Installer if you are not able to determine a solution.

Air-Conditioning

Recommendations

- Change your air filter consistently every month.
- Set thermostat at desired temperature and times.
- Be sure draperies and furniture do not restrict air circulation from registers or grilles.
- Keep exterior windows and doors tightly closed.
- Close or angle window coverings to keep out direct sunlight.
- Set the air-conditioner to cool gradually early in the morning when the house is still cool rather than have the system work harder to cool a hot house.
- Turn off lights when not needed.
- Clear away leaves, grass, paper, or anything that might impede air flow through the outdoor condenser grille.
- Adjust ceiling fan airflow in a downward direction for the summer months.
- During extreme temperatures the inside temperatures will be limited to 20 degrees below the outside temperature.

Troubleshooting

- Are the thermostats set below the room temperature?
- Are **ALL** thermostat selectors set to “cool”?
- Are the supply and return registers open and unobstructed?
- Has a circuit breaker controlling your cooling system been tripped?
- Are the filters clogged?

Air Filters

A dirty air filter will decrease air flow and heating/cooling capability. This causes the equipment to operate much longer in order to reach the desired temperature and will increase your operating costs. It may also cause the cooling system to freeze up and stop working completely. Change your filters monthly.

Condenser

If the condenser (outdoor air conditioning unit) is running and the cooling ability is unsatisfactory, it may be because the cooling coils inside the furnace have iced up. This is typically due to a dirty air filter. Turn the system off and allow the ice to melt before turning the system back on; this could take 24-48 hours. Keep bushes and trees trimmed back from the condenser. Also keep the unit free of grass clippings and leaves.

Forced Air Units

These units (which power both the heating and air-conditioning systems) house the fans and the air filters. The areas around your forced air unit must be kept clean and completely free of any combustible or flammable materials. You should have a licensed professional inspect this system before the cold season to ensure proper operation.

Humidifier

All Eastbrook homes come equipped with a humidifier connected to your heating system which provides additional moisture to the air during the dry heating season. This will also help minimize the shrinkage of wood floors and trim. Your humidifier will only operate during the heating season, make sure the water supply is turned on. If you notice moisture forming on your walls or windows, lower your humidity setting. A good starting setting is 35% but should be adjusted as necessary to prevent moisture accumulation on walls, windows and other surfaces.

Recommendations

- Check filter for mineral build up each fall before the heating season. Filters are readily available on the Internet.

Tips for Avoiding Condensation on Windows

To avoid condensation on your windows, it is imperative that you lower the humidity in your home with your humidistat as the temperature drops outside. Condensation begins to form on windows when warm, moist air inside your home comes in contact with the cold glass surface. The dew point (the point at which water vapor turns to a liquid) depends on temperature, pressure, and humidity. The easiest way to manage the dew point and avoid condensation is to increase the temperature of your windows above the dew point temperature. Without preventative action to manage the dew point, Eastbrook cannot guarantee the safety of your woodwork from water condensation on your windows. Damage due to condensation on windows is not covered by our warranty.

Adjust the humidistat down on your furnace as outside temperatures go down.

Below is a simple guide with suggestions for keeping your home at the optimal humidity. If condensation is still forming, lower your humidistat even further. As temperatures rise, adjust the humidistat up for additional comfort and to keep your hardwood floors and trim from separating. The hardwood floor industry would like your humidity at around 40%, but keep in mind that this will cause condensation on your windows at temperatures around 30 degrees.

<i>Outdoor-Indoor Relative Humidity</i>	
Outside Temperature	Recommended RH
+40°F	45%
+30°F	40%
+20°F	35%
+10°F	30%
+0°F	25%
-10°F	20%
-20°F	15%

Recommendations

- **During the first year in your home, we recommend that you dehumidify the basement. It is important to remove the latent moisture in your home.**
- Keep fresh air vents open in your mechanical room. This will provide fresh air and avoid putting your home under negative pressure, which are important factors in maintaining your quality of living.
- Keep blinds open when possible and, at the very least, leave them up a little at the bottom to allow warm air to come in contact with the window.
- Run the furnace fan in the “on” or “continuous” position. This will push the warm air on the windows.
- Keep the furnace filter clean to maximize air flow. Filters should be changed once a month.
- Keep the humidifier on and the damper open at all times. The humidifier will only run during the heating season.
- Run bath fans during and after showers or baths.
- If your range hood is vented to the outside, run it when boiling large amounts of water.
- Make sure the weep holes on your windows are clear in the spring and fall. The water you see could be from the tracks not draining properly.
- **Clean up any water quickly; do not let it accumulate on windows and sills.**

Performance Standards - Heating, Air-Conditioning, and Humidifier

- 1 Year: Condensation lines that clog will be repaired as needed.
- 1 Year: Ductwork that separates will be repaired as needed.
- 1 Year: A leak in refrigerant lines will be repaired as needed.
- 1 Year: If ASHRAE Standards are not met (7 degrees difference between floors), corrective action will be taken.
- One-Time: Settling of the exterior HVAC unit 2” or more will be corrected on a one-time basis.
- Not Covered: When metal is heated it expands and when it cools it contracts. A ticking or popping noise is expected.

Insulation

Even with the best modern construction techniques, your home still contains hundreds of joints and seams. These small leaks can amount to an opening of almost six square feet, equivalent to leaving a window open all year long. Most homeowners assume that standard fiberglass insulation will solve this problem. Unfortunately, while batt insulation does prevent passive heat transfer, it does not block air movement around and through the insulation, which can reduce its effectiveness by as much as 70%.

In accordance with the latest in building research, Eastbrook believes that preventing air leaks is the first step toward an energy efficient home. Your new Eastbrook home incorporates numerous techniques and materials designed to deliver a home that is both comfortable and cost effective all year long.

- R-38 Attic Insulation: Used in conjunction with Icynene for optimal effectiveness, traditional R-38 insulation serves as a further barrier to heat transfer.
- Open Cell Foam Insulation: Open Cell Foam Insulation is your home's first line of defense. Applied as a liquid, Open Cell Foam Insulation expands to form a continuous air barrier, sealing leaks and preventing both active and passive heat transfer. Open Cell Foam Insulation also offers the added benefits of dampening noise, and improving indoor air quality by reducing outdoor allergens.
- Micro-Seal Caulking: Filling gaps that Icynene can't reach, carefully applied caulking completes the air barrier that helps maximize the effectiveness the energy efficiency measures incorporated in your home.

Performance Standards - Insulation

- 1 Year: Insulation will be installed in accordance with applicable energy and building codes.
- 1 Year: If condensation appears on walls we will lower humidity settings or repair insulation as needed.

Interior Trim

Shrinkage of interior wood trim occurs during the first two years or longer, depending on temperature and humidity. All interior lumber is more vulnerable to shrinkage during the heating season. Maintaining a moderate and stable temperature and humidity helps to minimize the effects of shrinkage. Wood will shrink less lengthwise than across the grain. Wood shrinkage can result in separation at joints of trim. This condition can usually be corrected with caulking.

Stairs

No known method of installation prevents all vibration or squeaks in a staircase. Where wood trim is included, a shrinkage separation can develop where the stairs meet the wall. When this occurs, apply a thin bead of latex caulk and, when dry, touch up with paint.

Maintenance Guidelines - Interior Trim

- Cleaning: Occasional dusting is usually all the maintenance needed for casing and baseboards. Wiping with a slightly damp cloth may be necessary from time to time.
- Touch Up: Chips or scratches that occur can often be corrected with careful paint or stain touch up. In case of severe damage, wood filler may be needed. The appearance is likely to vary from the surrounding trim.

Performance Standards - Interior Trim

- Not Covered: Small cracks or separation less than 1/8" are typical and can be repaired with caulk by homeowner
- 1 Year: Joints in mouldings or joints to adjacent surfaces are typically caused by improper humidity settings in the home. If 1/8" gaps appear, humidity levels will be adjusted before they will be repaired or caulked.

Landscaping

Providing complete details on landscape design is beyond the scope of this homeowner guide. Many excellent books, videos, and computer software programs are available that offer you this information. Local nurseries and landscape professionals can also assist you. These entries will provide many of the most common points.

In planning your landscaping, think of proportion, texture, color, mature size, maintenance needs, soft and hard surfaces, lighting, fencing, edging, and water requirements. A beautiful yard requires considerable planning and regular attention. Most homeowners take years to achieve the yard they want. Planning to install items in stages can spread the cost and work over several seasons.

Plan to install the basic components of your landscaping as soon after closing as weather permits. In addition to meeting your homeowner association requirements to landscape in a timely manner, well-designed landscaping prevents erosion and protects the foundation of your home.

Architectural Requirements

Where landscaping is included with a home, the sod, shrub beds, shrubbery, and trees are chosen to adhere to the architectural requirements set by the developer for your community and the local building authority. Where applicable, when you sign your purchase agreement, you agree to maintain the landscaping according to these requirements.

Backfill Settlement

We construct the foundation of your home beginning with an excavation into the earth. When the foundation walls are complete, the area surrounding them is backfilled. Soil in this area is not as compact as undisturbed ground. Water can penetrate through the backfill area to the lower areas of your foundation. This can cause potentially severe problems such as wet basements, cracks in foundation walls, and floor slab movement. Avoid this through proper installation of landscaping and good maintenance of drainage.

Backfill areas may settle and require prompt attention to avoid damage to your home. Keep downspout extensions in the down position to channel roof runoff away from the foundation area of your home. Routine inspection of downspouts, backfill areas, and other drainage components is a good maintenance habit.

Bark or Rock Beds

Do not allow edging around decorative rock or bark beds to dam the free flow of water away from the home. You can use a non-woven landscape fabric between the soil and rock or bark to restrict weed growth while still permitting normal evaporation of ground moisture. Ensure that you leave a hole in the fabric large enough to provide good aeration around the base of trees or shrubs.

Erosion

Until your yard is established and stable, erosion will be a potential concern. Heavy rains or roof runoff can erode soil. The sooner you restore the grade to its original condition, the less damage will occur.

Erosion is of special concern in drainage swales. If swales become filled with soil runoff, they may not drain the rest of the yard, causing further problems. Correcting erosion is your responsibility. You may need to protect newly planted seed with erosion matting or reseed to establish grass in swales. Erosion is not covered unless Eastbrook Homes installed the landscaping (not just provide an allowance).

Fertilizing

Young turf is hungry turf. Apply fertilizer at light rates; one-half pound of nitrogen per 1000 sq. ft. every 2 to 3 weeks for the first 8 weeks after the seed has germinated. Fertilizer should contain equal parts of nitrogen, phosphorous, and potassium (the three numbers on the fertilizer bag.)

After eight weeks, fertilize monthly during the growing season with one half pound of nitrogen per 1000 sq. ft. until the lawn is one year old. For these applications the phosphorous (middle number on the bag) should be reduced or eliminated. One year after seeding, the grass is ready for an established lawn's fertilizer program.

Sweep the fertilizer from driveways, sidewalks, and streets to prevent its movement into a storm drain and eventually into bodies of water. Never use weed and feed on a freshly seeded lawn.

Your Contractors

You are responsible for changes to the drainage pattern made by any landscape, concrete, deck, or pool contractor. Discuss drainage with any company you hire to do an installation in your yard. Do not permit them to tie into existing drainage pipes without approval from the municipality or Eastbrook Homes.

The necessary grades and swales shall have been established within 3"-5" of final grade by our contractor to ensure proper drainage away from the home within the 25' perimeter. Final lawn grading to eliminate drainage problems is the responsibility of the homeowner and their landscaper. The possibility of standing water in swales and after an unusually heavy rainfall should be anticipated. Existing swales and drainage easements need to remain and be maintained.

Irrigation Sprinklers

Proper adjusting of irrigation sprinklers is your responsibility. Start by observing the timing, amount, and direction of the system. Adjust it to suit the needs of your irrigated areas. Do not permit the sprinklers to spray on the structure, fence, or gates. Remember that over-watering is not only more expensive, but can also damage your lawn.

Your sprinkler system must be "winterized" in the fall before freezing temperatures arrive. This process involves turning the system off and blowing the residual water out of the system. We recommend hiring a professional.

Follow these guidelines for your new lawn:

- At seeding time, water for 10 minutes per zone, twice daily between 7:00 and 9:00 AM and 1:00 and 3:00 PM.
- After 3 mowings; reduce the watering to once a day in the mornings (6 to 9 AM) for 10 minutes per zone.
- The goal in watering a new lawn is to keep it moist, not wet.
- Watering after 5:00 PM can encourage disease growth in the grass.

Mowing

The simple rule for a new lawn is to mow early and mow often. When the new grass has reached 2 to 3 inches in height, mow it for the first time to whatever your desired normal height would be. Then mow the grass as often as necessary being careful not to remove more than one-third of the grass blade. Mowing early and often will encourage the new remain grass to thicken and fill-in more quickly.

Trees and Shrubs

We respect and value trees as one of the features that make an attractive community and add value to the homes we build. We take steps to protect and preserve existing trees in the area of your home. In spite of our efforts, existing trees located on construction sites can suffer damage from construction activities, which can manifest months after the completion.

Damage to existing trees can be caused by such things as compaction of soil in the root zone, changing patterns of water flow on the home site, disturbing the root system, and removing other trees to make room for the home. The newly exposed tree may react to conditions it is unaccustomed to. Caring for existing trees, including pruning dead branches or removing these trees altogether is your responsibility.

- Trees and shrubs should be on the same watering schedule as the grass. However, trees and shrubs can be over watered. Therefore, attention is needed through the landscape season to determine how much and when to water.
- The leaves on trees and shrubs will turn yellow from over watering; they will turn brown if watering is insufficient.
- Landscape fabric holds moisture in the ground and can cause root rot. Avoid installing landscape fabric and rocks around trees and shrubs unless you leave a hole in the fabric large enough to provide good aeration around base.
- Avoid piling excess soil around the base of your trees and shrubs because this can also cause root rot.
- Avoid tilling or planting flowerbeds around trees. This is especially important while trees are recovering from the construction process.
- To encourage budding in the spring, water your trees and shrubs thoroughly in the late fall.
- If the weather turns warm during the winter, we recommend watering your trees and shrubs to help premature thawing.
- Freeze/thaw cycles may result in vertical tearing of tree bark; this usually repairs itself over time.
- Trees and shrubs require regular inspection for insect infestation. Early detection and prompt treatment are important.
- Choose plants for your local climate. Favor native over exotic species. Consider ultimate size, shape, and growth habit.

Utility Lines

A slight depression may develop in the front lawn along the line of the utility trench. To correct this, roll back the sod, spread topsoil underneath to level the area, and then relay the sod. Before any significant digging, check the location of buried service leads by contacting utility locators “Miss Digg” at 311.

Waiting to Landscape

If you leave ground unlandscaped, it erodes. **Correcting erosion that occurs after grading is your responsibility.** Erosion under concrete can make the concrete fail. Concrete failure due to erosion when Eastbrook Homes did not install the landscaping is not covered by warranty.

Weeds

Weeds will appear in your new lawn whether seed or sod is used. Left unlandscaped, your yard will quickly begin to show weeds. When soil is disturbed, dormant seeds come to the surface and germinate. The best control is a healthy lawn, achieved through regular care and attention.

Performance Standards - Landscaping

1 Year: If an Eastbrook installed nursery tree does not have summer growth on one half of the crown (deciduous), we will treat or replace the tree. Excessive over or under watering will void the warranty.

1 Year: If an Eastbrook installed nursery bush does not have summer growth on one half of the bush, we will treat or replace the tree. Excessive over or under watering will void the warranty.

Not Covered: Eastbrook installed perennials or annuals are not covered by warranty.

Not Covered: Trees and other plant materials that existed on the home site when construction began.

Not Covered: Developer placed trees and shrubs on the boulevards and common areas within a community.

Not Covered: Erosion if landscaping not installed by Eastbrook Homes.

Mold

Growth and Prevention

We can assume no responsibility for mold issues.

Currently there are no federal, state, or local standards that establish permissible limits for exposure to mold. Since microscopic mold spores exist naturally everywhere in our environment, mold cannot be prevented or removed entirely. It is impossible for a home to be entirely free of mold spores. Mold can grow on almost anything and the only way to prevent mold growth is to eliminate excessive moisture in your home. Visible mold must be removed immediately.

You must take positive steps to eliminate excessive moisture in your home to help prevent mold growth and the possible adverse effects that may be caused by mold growth. Your responsibilities for the prevention of mold growth include, but are not limited to the following:

- **Don't Bring Mold Home:** Before bringing items into your home, check for signs of mold. Potted plants (roots and soil), furnishings, stored clothing and bedding material, or other household items could already contain mold growth.
- **Keep It Clean:** Regular vacuuming and cleaning will help reduce mold levels. Mild cleaning solutions are generally effective in eliminating or preventing mold growth. After cleaning carpets, make sure that the carpets are completely dry before replacing furniture. Do not close closet doors or otherwise enclose spaces until the carpets have completely dried out.
- **Reduce Humidity:** Keep the humidity (water vapor in the air) in your home low by ventilating bathrooms using exhaust fans and by running the air conditioning which helps remove excess moisture in the air. Moisture sources that increase indoor air humidity include, but are not limited to, steam from showers, baths, cooking, indoor plants, washing dishes, washing clothes, hanging wet clothes on indoor drying lines and the use of humidifiers. Periodically ventilate enclosed spaces such as closets. Avoid propping large pieces of furniture against wall surfaces.
- **Promptly Correct Leaks, Moisture, and Water Damage:** Since mold will generally grow only in areas that have been exposed to moisture for more than 24 hours, it is critical that water leaks are repaired immediately. Please contact a licensed professional immediately upon discovery of any water leaks so that the situation can be assessed as quickly as possible. Thoroughly dry any wet surfaces or materials. Do not let water pool or stand in your home. Also, promptly clean spills, condensation and other sources of moisture.

Maintenance Guidelines - Mold

- Regularly maintain your home by caulking the windows, faucets, drains, tub and showers.
- Heating, ventilation and air conditioning systems should have the filters replaced monthly.
- Perform routine visual inspections for mold growth and signs of leaks, moisture, or water damage.
- Inspect under sinks for standing water, water stains, or mold.
- Take notice of musty odors and any visible signs of mold.
- Do not let water stand in air conditioning or refrigerator drip pans.
- Inspect condensation pans (refrigerators and air conditioners) for mold growth.
- Moldy or musty odors are also a reliable indicator as to the presence of mold.
- Look for discoloration or wet spots on ceilings, walls, floors, windowsills, etc.
- Maintain roofs and keep them in good repair.
- Ensure that sprinkler heads are not pointed toward your home and avoid over watering.

Mold Cleanup

If mold is found, it must be removed and the source of the water must be eliminated immediately. The measures taken to initiate the cleanup process are dependent upon the extent of the problem. In many cases, mold can be removed with a thorough cleaning using a mild cleaning solution. If you have an extensive amount of mold, or otherwise do not think you can manage the cleanup on your own, your Customer Service Manager can provide a list of professionals experienced in cleaning mold. Most items can be completely cleaned of mold, but care must be taken to insure that safe cleanup methods are used. Any item that cannot be completely cleaned of mold should be discarded.

Neighborhood Lifestyle

A neighborhood community offers many advantages, but living in close proximity to others also brings special responsibilities. You can help enhance the quality of life for everyone in your community by being a considerate “good neighbor.” Occasional issues can always arise, but they can be handled successfully with communication and cooperation between the parties involved if you follow a few simple guidelines.

If a neighbor appears to be violating local ordinances, community covenants, and restrictions or “good neighbor” issues, discuss with them in person. This usually brings about a much better solution. If this is unsuccessful, or does not apply, consider the following:

- Please consult your Community Covenants and Restrictions before you start any exterior improvements to your home.
- If you notice a violation of local ordinances, such as a stray dog, you should contact the government authority directly.
- If an issue persists, contact your Homeowners’ Association.

Construction

Like you were, your future neighbors are anxious to have their homes completed. The guidelines for construction starting are 7:00 A.M. Monday through Friday and 8:00 A.M. on the weekends.

Multi-Family Lifestyle

Condominium living offers many advantages. The close proximity makes a collection of appealing services possible. Depending on the features of your particular community you might enjoy concierge services like: access to shopping, restaurants, entertainment, fitness facilities, a roof garden, or private club, and so on. At the same time, each owner, their family, and their guests take on responsibilities for awareness and consideration of neighbors and common areas inherent to the multi-family lifestyle.

Exterior and Common Area Maintenance

Exterior and common area maintenance responsibilities vary depending on the services provided by the management company retained by the homeowners’ association and may change from time to time depending on the instructions of your board of directors. We recommend that you stay involved and apprised of the details included in the planned maintenance. Direct any questions you have to the management company or your board.

Noise Issues

Be aware that other homes are located near yours. Because of this, keeping noise levels low is always a good idea. Pets, music systems, television and musical instruments can produce sounds that are enjoyable to you, but might not be to your neighbors. Please keep the volume at a reasonable level.

- After 8:00 P.M., the volume level of all music and television systems should be reduced.
- If you are planning a repair or installation that might cause a temporary noise issue, it’s a good idea to alert your neighbors that it will be temporary.
- If your neighbor is producing unacceptable levels of noise, use a friendly neighbor approach and discuss it calmly with your neighbor. You may find that they are unaware of the noise transmission problem and understands your concern.

Plumbing

Your plumbing system has many parts, most of which require little maintenance. Proper cleaning, occasional minor attention, and preventive care will assure many years of good service from this system.

Aerators

In most cases, the plumbing lines are a closed system and should have a minimal amount of dirt or debris in them. However, foreign matter and small amounts of minerals may enter the lines. Aerators on the faucets strain much of this from your water. Clean the aerator when a distortion in the stream of water appears.

Basement Construction

If you perform any construction in your basement, to prevent freezing of plumbing lines, ensure that they are not isolated from the heating source without insulation being added.

Basement Bathroom Drains

This helpful checklist is designed to keep your home (and basement bathrooms) running smoothly. Basement bathrooms often are not used as frequently as other bathrooms in the home and need a little extra attention to ensure all systems are a go.

Recommendations:

- Give your drain a shower: Run the shower or faucet once a week for about 4 minutes to ensure your pipes are getting thoroughly flushed (this prevents clogs in the system).
- Shower care: Another reason to run your basement shower once a week is to ensure the shower drain is being flushed thoroughly as this keeps the trap seal full.

Bathtub

If your tub has whirlpool jets, thoroughly review the information for manufacturer's instructions for operation, controls, care and cleaning and for precautions/safety instructions.

- Every 6 Months: Tighten the tub overflow
- Periodic: Inspect the caulking for cracks or separation and replace if necessary

Ceramic Tile Showers and Tub Enclosures

Proper maintenance of your bath and shower areas will help prevent both mildew and water leakage which can cause structural damage to your home.

- Clean regularly with a tile cleaner or a fungicide such as ammonia to prevent mildew
- Every 6 Months: Inspect all caulking and grout and re-caulk as necessary. Scrape out loose, cracked, powdery joints, and refill with new grout.
- When repairing the joint between the tub or shower tile and your wall, fill the cleaned, dry joint with a flexible caulking compound such as silicone caulk according to the manufacturer's directions.
- Remove mold and mildew origination with a mold/mildew remover or chlorine bleach and water solution (1 part bleach to 4 parts water), or soap and water.

Cleaning

Follow manufacturer's directions for cleaning fixtures. Avoid abrasive cleansers. They remove the shiny finish and leave behind a porous surface that is difficult to keep clean. Clean plumbing fixtures with a soft sponge and soapy water (a nonabrasive cleaner or a liquid detergent is usually recommended by manufacturers). Then polish the fixtures with a dry cloth to prevent water spots.

Clogs

The main causes of toilet clogs are domestic items such as disposable diapers, excessive amounts of toilet paper, sanitary supplies, Q-tips, dental floss, and children's toys. You can usually clear clogged traps with a plunger. If you use chemical agents, follow directions carefully to avoid personal injury or damage to the fixtures.

Improper garbage disposal use also causes many plumbing clogs. Always use plenty of cold water when running the disposal. Allow the water to run 10 to 15 seconds after shutting off the disposal. Review the manufacturer's literature to learn which food items can be put in the disposal and which should be avoided.

Clean a plugged drain stopper—usually found in bathroom sinks—by loosening the nut under the sink at the back, pulling out the rod attached to the plunger, and lifting the stopper. Clean and return to the original position.

Drains

Grease build-up is the most frequent cause of drain stoppage. We recommend that you put cooking oils and grease in the household trash. If you must pour these down the drain, always run cold water at the same time. Warm water will cause the oil/grease to coat and eventually clog the pipes. Petroleum-based products, such as paint or lacquer thinner, can damage pipes and should never be poured down the drain.

- Every 6 Months: Clean sink overflows by pouring a mild bleach solution (1 part bleach, 4 parts water) down them.
- Every 6 Months: Inspect drain traps to confirm that waste is flowing smoothly.
- Every 6 Months: Inspect drains for leaks and ensure that all connections are tight.
- Open any cabinets and visually check all pipe connections and shutoff valves.
- Sink and tub stoppers designed to trap hair and foreign materials should be cleaned regularly to ensure good drainage.

Faucet

The best way to prolong faucet life is to avoid force when turning off the water. Unnecessary force may damage “O” rings, washers, sleeves or seats and require premature replacement of the entire faucet. Normal hand pressure should result in a full shutoff of water flow and drips. Loose or worn washers usually cause noisy pipes and faucets as well as drips. If extensive maintenance or overhaul of a fixture is required, your hardware store or home center can provide parts and instruction for the repair.

- Every 6 Months: Inspect and tighten faucets.
- Every 6 Months: Remove and clean faucet aerators.
- Use only a soft cloth to clean and shine all handles and decorative finishes. Use of polish, detergents, abrasive cleaners, organic solvents or acid may cause damage.
- Replace valve gaskets as necessary. Disassemble the faucet according to the manufacturer's guidelines in the information manual. Use only specified replacement parts for repairs.
- Keep a supply of “O” rings or cartridges for your faucets.
- Always turn off the water supply and relieve line pressure before working on your faucet.
- A leaking faucet may result from a worn-out washer or from excessive sediment collected on the valve seat. Replacement stem assembly cartridges can be purchased at any plumbing supply store.
- If a sink faucet develops a leak, turn the water stop valve clockwise to the off position. The water stop valve is located underneath the sink.
- For a tub or shower faucet leak within the wall, turn off the house water supply at the main valve control and notify a professional plumber.
- If the water heater, garden or washing machine faucet valves leak at the base of the handle, tighten the packing nut located on the top of the valve.

Fiberglass Showers, Tubs, and Enclosures

Fiberglass units require very little maintenance. Periodic cleaning will allow them to perform for a long period of time. For normal cleaning use a nonabrasive bathroom cleanser and sponge or nylon-cleaning pad. Avoid steel wool, scrapers, and scouring pads.

Freezing Pipes

Provided your home is heated at a normal level, pipes should not freeze. Keep the garage doors closed to protect plumbing lines running through this area from freezing temperatures. Set the heat at a minimum of 55 degrees during the winter.

In unusually frigid weather or if you will be gone more than a day or two, open cabinet doors to allow warm air to circulate around pipes. Use an ordinary hair dryer to thaw pipes that are frozen. Never use an open flame.

Garbage Disposal

Do not load a disposal with food items before turning it on. Turn on the cold water and start the disposal. Drop food items slowly into the unit. When the unit runs clear, turn the disposal off and leave the water running for several seconds. This allows the waste to be carried away.

Only foods that are non-fibrous and easily pulverized should be placed into the disposal. Examples of foods not to place in the disposal are corn husks, celery, onion skins, rice, potato skins, artichoke leaves, olive pits, bones and solid or liquid grease. These items may cause your unit to jam. If a jam happens or you experience other problems with your disposal, follow the corrective measures in the manufacturer's operating manual.

Your disposal is self-cleaning and self-contained needing no maintenance or lubrication of the motor. Because it is a consumer product, you must complete and mail-in the warranty registration card for service. For optimum performance with the least amount of wear and tear, run plenty of cold water when using the disposal. If the disposal will not start, follow the manufacturer's instructions.

Recommendations:

- The disposal unit can be "freshened up" with ice cubes made from a solution of one (1) cup vinegar per tray of water. Start the disposal and add a tray of vinegar ice cubes. After the grinding action is completed, flush the disposal with cold water.
- To clean the disposal, fill the sink with cold water, turn on the disposal and remove the stopper. While the water is draining through the disposal, allow the tap to continue running. When the sink is empty the disposal will be clean.
- If you hear loud noises when disposal is operating, turn the unit and water completely off, then remove the splash guard and investigate/remove any foreign objects. Replace the splash guard.
- If the disposal does not operate, check the breaker in your electrical panel.
- Never put lye or other chemical drainpipe cleaners into the disposal unit as they will cause serious corrosion of any alloy parts. This will also void all guarantees and warranties.

Jetted Tubs

If your home includes a jetted tub, follow manufacturer directions for its use and care. Never operate the jets unless the water level is at least one inch above the jets. Be cautious about using the tub if you are pregnant or have heart disease or high blood pressure; discuss the use of the tub with your doctor. Tie back or pin up long hair to keep it away from the jets where it might become tangled—a potentially dangerous event.

Clean and disinfect the system every one to two months, depending on usage. To do this, fill the tub with lukewarm water and add one cup of liquid chlorine bleach. Run the jets for 10 to 15 minutes, drain and fill again. Run the tub jets for 10 minutes with plain water and then drain. Avoid abrasive cleansers which will damage the surface.

Leaks

If a plumbing leak occurs, the first step is to turn off the supply of water to the area involved and minimize damage to your home and personal property. This may mean shutting off the water to the entire home. Then contact the warranty office or, if the leak occurs after hours, the appropriate trade contractor's emergency number.

Low Pressure

Occasional cleaning of the aerators on your faucets (normally every 3 to 4 months) will allow proper flow of water. The city or municipality water department controls the overall water pressure.

Outside Faucets

Outside faucets (hose bibs) are frost-free, but in order for this feature to be effective, you must remove hoses during cold weather, even if the faucet is located in your garage. If a hose is left attached, the water that remains in the hose can freeze and expand back into the pipe, causing a break in the line. Repair of a broken line that feeds an exterior faucet is a maintenance item. Remove any hose you use from any exterior or garage faucet.

Toilets

Toilets are made of vitreous china, a glass-like material that is almost impervious to staining. Clean your toilets with a toilet bowl cleaner and a brush or cloth. Vitreous china is brittle and will easily break or shatter if hit with a hard object.

Always keep a plumber's plunger on hand to use in the event of a stoppage of the toilet. If a stoppage occurs, close the shutoff valve on the back side of the toilet. Usually a few vigorous pumps with the plunger will free the obstruction.

Stoppages that occur due to construction debris are covered by the limited warranty. If you experience a total main line plumbing stoppage within the first 30 days after closing, contact our Customer Service Department. After that time we recommend that you contact a plumber. If the plumber can demonstrate that the stoppage was due to construction debris or a faulty installation, we will reimburse your cost for the plumber. This reimbursement does not include collateral damages and personal expenses.

Running Toilet

To stop running water, check the shut-off float in the tank. You will most likely find it has lifted too high in the tank, preventing the valve from shutting off completely. In this case, gently bend the float rod down until it stops the water at the correct level. The float should be free and not rub the side of the tank or any other parts. Also check the chain on the flush handle. If it is too tight, it will prevent the rubber stopper at the bottom of the tank from sealing.

Shut-Offs

In single family homes, the water supply can be shut-off entirely at the street and at the meter. Use the shut off at the meter for major water emergencies and sprinkler installation. Each toilet and sink has a shut-off on the water line.

Stainless Steel

Clean stainless steel sinks with soap and water to preserve their luster. Avoid using abrasive cleaners or steel wool pads; these will damage the finish. Prevent bleach from coming into prolonged contact with the sink as it can pit the surface. An occasional cleaning with a good stainless steel cleaner will enhance the finish. Rub in the direction of the polish or grain lines and dry the sink to prevent water spots.

Avoid leaving produce on a stainless steel surface. Prolonged contact with produce can stain the finish. Also avoid using the sink as a cutting board; sharp knives will gouge the finish.

Local water conditions affect the appearance of stainless steel. A white film can develop on the sink if you have over-softened water or water with a high concentration of minerals. In hard water areas, a brown surface stain can form appearing like rust.

Troubleshooting Tips

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call. If electrical failure occurs and the below troubleshooting tips do not fix the problem, only contact a qualified electrician to repair or alter any part of your wiring or electrical system.

- No Water Anywhere in the Home? Before calling for service, check to confirm that the—
 - Main shut off on the meter inside your home is open.
 - Main shut off at the street is open.
 - Individual item shut-off is open.
- Leak Involving One Sink, Tub, or Toilet? Before calling for service, check to confirm that the—
 - Caulking and grout are in good condition.
 - Shower door or tub enclosure was properly closed.
 - If these items do not resolve the issue, turn the water supply off to the item. Use other facilities in your home and report problem on the next business day.
 - If a leak involves a main line, turn water off at the meter in your home and call the emergency number for service.
- Back Up at One Toilet: If only one toilet is affected, corrections occur during normal business hours.
 - Shut off the water supply to the toilet involved.
 - Use a plunger to clear the blockage.
 - Use a snake to clear the blockage.
- Sewer Back Up Affecting Entire Home
 - Contact the plumber listed on your Emergency Phone Numbers sheet and notify our warranty office.
 - Remove personal belongings to a safe location. If items are soiled, contact your homeowner insurance company.

Maintenance Guidelines - Plumbing

- Water saver toilets have been installed in your home. Low flow or water saver toilets are designed to reduce water usage and are required by the building code. At times you will find a single flush does not clear the toilet bowl. When this happens, wait for the toilet tank to refill, and then flush again.
- Do not dispose of non-soluble or bulky matter, such as diapers or sanitary products, through your toilet. Such wastes should be discarded with other rubbish in the usual manner, rather than through sewer lines.
- Do not use drain cleaners in toilets. The harsh chemicals can damage the toilet seals and cause a leak.
- Do not lean back against the toilet tank; it is not a backrest.
- If your toilet is not filling properly, observe the level in the toilet tank when the valve shuts off. If the water level is too low, adjust the fill level using the adjustment on the float arm or on the fill tube, whichever is appropriate.
- The flush valve in your toilet should last for many years. If it fails or begins to leak, you can purchase a new flush valve at a home center or hardware store. If you are not entirely comfortable with this do-it-yourself project, a plumber can perform the task.

Performance Standards - Plumbing

- 60 Days: Leaks from toilet tanks will be repaired if they occur in the first 60 days.
- 1 Year: Defective plumbing fixtures, fittings, or appliances will be repaired or replaced as needed.
- 1 Year: If pipes freeze or burst they will be repaired as long as not caused by homeowner lack of maintenance.
- 1 Year: A defective water supply system will be repaired.
- 1 Year: Leaking pipes will be repaired.
- 1 Year: Plugged sewage lines will be repaired if caused by construction material or faulty work.
- Not Covered: Cracks or chips in fixtures will not be repaired unless noted on Celebration and Orientation Form.
- Not Covered: We cannot remove all noise due to the flow of water.
- Not Covered: Damage caused to your home or belongings is not covered by your warranty.

Property Boundaries

To construct the home we established the property boundaries and corners. However, during construction, some of the property line markers may be affected or covered up by grading, excavation, installation of utility lines, and other typical construction activities. Therefore if you wish to install a fence, invisible fence, swimming pool, a deck or patio to your home, or otherwise establish a permanent structure, you are responsible for retaining professional surveyors to locate and mark property boundaries to be certain they are accurate and that you have found all corners.

Railings

Stained railings in your home require little maintenance beyond occasional dusting or polishing. Protect railings from sharp objects or moisture. Cover them during move-in to avoid dents or scratches. Stained railings will show variations in the way the wood grain absorbed the stain. Some will show seams where pieces of wood came together to form the railing.

Roof

The less activity your roof experiences, the less likely it is that problems will occur.

- **Clean Gutters:** Maintain the gutters and downspouts so that they are free of debris and able to quickly drain precipitation runoff from the roof.
- **Frozen Attic Condensation:** Frozen condensation is a condition that can develop in an attic space. In spite of superior construction techniques, homes can be subject to attic condensation if the weather patterns are right.
- **Limit Walking:** Limit walking on your roof. Your weight and movement can loosen the roofing material and in turn result in leaks. Never walk on the roof of your home when the shingles are wet—they are slippery. Avoid walking in the valleys or on the ridges of your roof.
- **Severe Weather:** After severe storms, do a visual inspection of the roof for damages. When extremely windy conditions occur, if you find pieces of shingle in the yard or shingle edges are lifted on the roof, notify your insurance company. However, be aware that repairs are often less than the deductible.
- Maintain caulking of exposed roof nails.

Performance Standards - Roof

- 1 Year: If excessive ice is forming on roof, the insulation will be investigated and corrected if necessary.
- 1 Year: Roof or flashing leaks will be repaired unless leaks are due to winds greater than 52 mph.
- 1 Year: If individual shingles tear or blow off the roof, they will be repaired unless due to winds greater than 52 mph.
- 1 Year: Flashing leaks caused by improperly installed flashing will be corrected.

Shut-Offs

Gas Shutoff

You will find shut-offs on gas lines near their connection to each item that operates on gas. In addition, there is a main shut-off at the meter.

- If you suspect a gas leak, leave the home immediately and call the gas company for emergency service.

Water Main Shutoff/Supply Valve

If a water leak occurs in the system that you cannot control by closing the water stop located at the individual fixture, you must turn off the water at the main shutoff/supply valve. Make sure all members of your household are very familiar with the main water shutoff/supply valve location and operation.

- **Annually:** Open and close the valve at least to ensure that it operates freely. Lubricate the valve stem when needed.

Siding

Modern siding is manufactured of man-made composite materials that require less maintenance than traditional wood. Siding expands and contracts in response to changes in weather. Slight waves are visible in siding under moist weather conditions; shrinkage and separations will be more noticeable under hot or dry conditions. Typically, the south and west sides of a home show more weathering. Dark or intense colors may fade more rapidly than lighter colors. These behaviors cannot be eliminated. Avoid excessive overspray from sprinklers on any type of siding.

Maintenance Guidelines - Siding

- Annually: Inspect the exterior siding of your home, especially those exposed to direct sunlight, extreme temperatures, high humidity or direct rainfall.
- Do not permit irrigation water to spray directly on siding.
- Keep string trimmers away from all siding.
- Never clean the siding with chemicals, steel, wool or wire brushes.
- There is no effective remedy for scuffed or scraped aluminum or vinyl siding except replacement.
- Reset popped nails with a smooth finish hammer and touch-up paint as needed.

Performance Standards - Siding

- 1 Year: Vinyl siding that fades excessively will be replaced.
- 1 Year: Siding that becomes loose or detached will be corrected unless the result of catastrophic winds.
- One-Time: Vinyl siding that melts due to solar reflection from low E glass will be replaced.
- Not Covered: Siding materials that show signs of deterioration and/or de-lamination will be covered by the Manufacturer's warranty.
- Not Covered: Vinyl siding will be installed loose for expansion and contraction.

Smoke Detectors

A 110-volt smoke detector system with a battery backup is in each bedroom and in the vicinity of a bedroom and on each floor. The smoke detectors in the vicinity of bedroom areas also function as carbon monoxide detectors. These installations fully comply with all building code and fire safety requirements. The smoke detectors are powered by your home's electrical system. A 9-volt battery in each detector is your backup power in case of electrical power failure.

Maintenance Guidelines - Smoke Detectors

- Annually: Replace the battery located on the backside of the housing.
 - All batteries in every detector should be replaced at the same time.
- Annually: Test each smoke detector unit by pressing the "test" button, which should result in an audible warning.
- When the 9-volt battery is low, you will hear an intermittent beeping or chirping sound.
- To replace the battery, turn the detector housing counterclockwise and separate it from the base of the alarm.
- Read the manufacturer's manual for detailed information on the care of your smoke detectors.

Sump Pump

Your foundation design may include drainage tile and/or a sump pump. The drainage tile runs around the foundation to gather water and channel it to the sump pit or storm sewer. When the water reaches a certain level, the pump comes on and pumps the water away from your home.

- **Continuous Operation:** The pump may run often or even continuously during a heavy storm or long periods of rain. This is normal under such conditions.
- **Discharge:** Know where the discharge for your sump pump system is located and keep the end of this drain clear of debris so that water can flow out easily. In order to avoid re-circulating water through this system, maintain the distance of the discharge pipe as originally installed.
- **Power Supply:** The sump pump runs on electricity. If power goes off, the pump cannot operate. Storm water (not sewage) could then enter your basement. You may wish to install a back-up system to guard against this possibility. You may want to obtain a rider on your Homeowner insurance policy to cover this possible damage.
- **Roof Water:** Ensure that roof water drains quickly away from the home to avoid circulating it through your sump pump. Keep downspout extensions or splash blocks in place to channel water away from your home.
- **Routine Check:** Periodically check to confirm the pump is plugged in, the circuit breaker is on, and that the pump operates. To check the operation of your sump pump, pour five gallons of water into the sump pump crock (hole). The pump should come on and pump the water out. Follow this procedure once a year.
- **Trees and Shrubs:** Avoid planting trees or shrubs with aggressive root growth patterns near your home's foundation. The roots can make their way into the perimeter drain and eventually clog the system.
- Sump pumps are plugged into GFI outlets (code requirement) that are prone to tripping, so periodically check the power to your sump pump. Maintenance and cleaning of the sump pump is your responsibility.

Maintenance Guidelines - Sump Pump

- **Every 6 Months:** Check sump pump intake and impeller for debris or impediments, such as pea gravel.
 - Damage to your home or belongings resulting from failure of a sump pump is not covered by your warranty.
 - Ensure your homeowners insurance covers sump pump overflow.

Performance Standards - Sump Pump

- **1 Year:** Sump pump that fails due to electrical failure within the pump will be replaced.
- **Not Covered:** Failure of sump pump due to obstructions in impeller or lack of homeowner maintenance.
- **Not Covered:** Damage caused to your home or belongings due to failure of sump pump is not covered by your warranty. Ensure that your Homeowner's Insurance Policy covers damage due to failure of your sump pump.

Termites, Pests, and Wildlife

Insects such as termites, ants, spiders, wasps, and bees, and animal life such as woodpeckers, squirrels, mice, and so on, may fail to recognize that your home belongs to you. Addressing concerns involving these pests and wildlife goes with being a homeowner. Informational resources include: animal control, pest control professionals, and the Internet.

- Check for wrinkles or waves in wood trim.
- Watch for tubes of dirt, called mud tubes, which extend from the soil up to your home.
- Keep soil and mulch away from any wood parts of your home including siding.
- Be certain all roof water and precipitation moves quickly away from your home's foundation.
- Avoid storing wood against your home.
- If you believe you see signs of pests or termites, contact your termite treatment company for guidance.
- Pest and insect infestations are not covered by your warranty.

Utility Locations

Work that includes digging, augering, driving materials into the ground, or mechanical excavation, all require that you arrange to have utility lines located and marked before work begins.

Never assume that a gas line is deeper than your planned ground disturbance. The gas company responds to hundreds of damaged natural gas line calls each year. Contact “Miss Dig” at 311 before all excavation in your yard.

Vents

Homes today are built more tightly than ever. This saves energy dollars but creates a potential concern. If the ventilation system is not maintained and used regularly, condensation, cooking odors, indoor pollutants, and carbon monoxide may accumulate. We provide mechanical and passive methods for ventilating homes.

- Bathroom Fan Vents: These fans are low maintenance and require only occasional cleaning of fan blades and vent cover. The fan motor is self-lubricating.
- Laundry Dryer Vent: Your laundry room has been equipped with a dryer vent to exhaust the moist dryer air to the outside of your home.
- Stove Top Hood Fan Vent: These fans are low maintenance items and require only occasional cleaning of the fan blades and vent cover. The fan motor is self-lubricating.

Maintenance Guidelines - Vents

- Monthly: Remove and clean the grease filter on your Stove Hood Vent according to the manufacturer’s guidelines.
- Every 2 Months: Clean out the Laundry Dryer vent line to keep it clear and operational.
- Inspect the exterior dryer vent periodically to insure the vent is clear of any debris.
- Check the interior connection point of the vent to make certain lint has not built-up and that the flexible hose from the dryer to the vent connection isn’t crimped or clogged.
- Do not cover or interfere in any way with the fresh air supply to your furnace.
- Develop the habit of running the hood fan when you are cooking.
- Run your bath fans for a minimum of 10 minutes after bathing or showering.
- Proper ventilation will prevent excessive moisture from forming on the inside of the windows. This helps reduce cleaning chores considerably.

Water Heater

Your traditional tank water heater system is equipped with a relief valve that helps prevent damage from excessive pressure or temperature. If you notice water discharging from your water heater, it could indicate a temperature setting that is too high or that other service is needed. “Normal” (120 degrees) is the recommended water temperature setting for everyday use.

Maintenance Guidelines - Water Heater

- Annually: Drain and flush the water heater to remove any sediment and to clean the tank bottom.
- Annually: Lift and release the temperature relief valve handle to make certain it operates freely. Make certain the discharged water is directed to an open drain.
- Annually: Check temperature control (120F Maximum).
- Annually: Plan for an annual inspection of the water heater by a properly licensed technician.
- Annually: Check all gas connections for damage and/or leaks.
- Annually: Check the exhaust flue to make sure it is clear of snow and debris.
- Make sure all combustion air openings are unobstructed.
- Perform all repairs, adjustments and cleaning as needed.
- Remove combustible/flammable materials surrounding water heater.

Tankless Water Heater

Your tankless water heater is a highly engineered and efficient appliance in your home. Please reference the owner’s manual for troubleshooting techniques if issues arise.

Maintenance Guidelines - Tankless Water Heater

To ensure continued efficient operation of the appliance, checking and servicing the appliance at regular intervals is recommended. The frequency of servicing depends on the individual installation conditions and use profile, but in general, once a year should be adequate. Any maintenance work in the appliance must be carried out by a competent person such as a registered and competent technician. Before any service operation, turn off the gas supply at the main gas service valve upstream. Carry out the maintenance procedure as described in the manual.

The service partners have all necessary accessories and tools for maintenance tasks.

Well and Septic

If your home is in a more rural setting your home may have a well for your water and a septic system for sewage. During a power outage your well will not function but your septic will if a pump is not required for the sewage. If Eastbrook Homes builds on your lot outside of our neighborhoods we cannot guarantee the quality or volume of water available. Well water regularly requires filtration or softening, water treatment should be installed immediately before staining occurs.

Your septic system is made up of septic tanks and a drain field. Typically above grade floors will use gravity to take the waste away from your home. The tanks retain the solids and will need to be pumped regularly. The drain field disposes of the liquids through soil absorption and evaporation.

Maintenance Guidelines - Well and Septic

- Pump tanks every 3 years.
- Do not drive or park on tanks or drainfields.
- Do not plant trees or shrubs near or on the tanks or drainfields.

Windows, Screens, Sliding Glass Doors

- **Condensation:** Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low outside temperatures. Your family's lifestyle controls the humidity level within your home. Your home includes a humidifier, closely observe the manufacturer's directions for its use. Cleaning and repair of damage caused by condensation is your responsibility.
- **Screen Storage and Maintenance:** Some homeowners remove and store screens for the winter to allow more light into the home. To make re-installation more convenient, label each screen as you remove it. Use caution: Screens perforate easily and the frames bend if they are not handled with care. Prior to re-installing the screens, clean them with water.
- **Sliding Glass Doors:** Sliding glass doors are made with tempered glass, which is more difficult to break than ordinary glass. If broken, tempered glass breaks into small circular pieces rather than large splinters which can easily cause injury.
 - Keep sliding door tracks clean for smooth operation and to prevent damage to the door frame. Silicone lubricants work well for these tracks. Acquaint yourself with the operation of sliding door hardware for maximum security.
 - Under certain lighting conditions, door glass may be hard to see. If you keep the screen fully closed when the glass door is open, your family will be accustomed to opening something before going through. You may want to apply a decal to the glass door to make it readily visible.
- **Sticking Windows:** If sticking occurs or excessive pressure is required to open or close a window, refer to the manufacturer's information. You may also apply a silicone lubricant. This is available at hardware stores. Avoid petroleum-based products.
- **Tinting:** Applying tinting or foil lining to dual pane windows can result in broken windows due to heat build-up. Some manufacturers void their warranty on the windows if you apply tinting or foil lining. Contact the manufacturer to check on their current policy before you apply such coatings.
- **Weep Holes:** In heavy rains, water may collect in the bottom channel of window frames. Weep holes are provided to allow excess water to escape to the outside. Keep the bottom window channels and weep holes free of dirt and debris for proper operation.

Performance Standards - Windows, Screens, and Sliding Doors

- **1 Year:** A window that fails to operate properly will be corrected as needed.
- **1 Year:** Some air infiltration around windows is normal during high winds, corrective action by adjusting windows or weatherstripping will be taken if necessary.
- **Not Covered:** Defects, stress cracks, or failed seals in insulated windows will be covered by the Manufacturer's warranty.
- **Not Covered:** Condensation (or frost) on interior window surfaces is the result of extreme temperature differences and high levels of humidity inside the home. Correct this before damage occurs.

Maintenance Schedule

Begin care of your home with organized records, including information about all of its components and your furnishings. This information will make caring for your home easier, the records may be useful in completing tax returns, and they will be valuable when you sell your home. Another worthwhile step is to inventory all equipment, appliances, furnishings, and personal belongings. Photos of each room is an excellent supplemental item.

In addition to normal daily and weekly care, develop a schedule of preventative routines based on the information in this homeowner guide and the manufacturer literature you receive. A change of season creates special maintenance needs so plan for winterizing and summarizing your home.

Task	Frequency	J	F	M	A	M	J	J	A	S	O	N	D

Appliance Service

This sheet is for your convenience. For warranty service on an appliance, contact the appropriate manufacturer directly at the service number provided in the appliance literature. They will ask you for the model and serial number (usually located on a small metal plate or seal attached to the appliance in an inconspicuous location), and the date of purchase (your closing date): _____

Appliance	Manufacturer	Model #	Serial #	Phone #
<i>Air Conditioner</i>				
<i>Cooktop</i>				
<i>Dishwasher</i>				
<i>Dryer</i>				
<i>Furnace</i>				
<i>Garbage Disposal</i>				
<i>Heat Pump</i>				
<i>Humidifier</i>				
<i>Microwave</i>				
<i>Oven</i>				
<i>Range</i>				
<i>Range Hood</i>				
<i>Refrigerator</i>				
<i>Washer</i>				

Emergency Warranty Service

Emergency service is only available for homes within one year of commencement date.

- 1. Emergency Phone calls:** Before you contact Eastbrook Homes Service to report an emergency, please evaluate the problem conditions carefully in conjunction with the Guidelines for Emergency Warranty detailed on this page. Except under the circumstances listed below, all warranty requests must be made to the Eastbrook Homes Customer Service Department at customerservice@eastbrookhomes.com or 616-988-1351.
- 2. During Normal Business Hours:** Monday through Friday, 8:00 A.M. to 4:00 P.M.
 - If you contact a contractor outside of normal business hours for a non-emergency service item, you may be required to pay the contractor's representative the applicable charge for the service call before the work is started.
- 3. Storm Damage:** Storm related damage caused by strong winds, heavy rains or snow and ice are not ordinarily covered by the builder warranty. Contact your insurance company for resolution of the problem.

Guidelines for Emergency Warranty

- 1. Electrical:** An emergency condition exists when the following conditions exist:
 - A lack of significant power within the home when all breakers are on and power is on in the community.
 - If half the panel is not providing power contact your utility company.
 - Sparks from breakers, wiring or outlets.
- 2. Plumbing:** An emergency condition exists only when one of the following conditions exist:
 - No water supply is available. As long as you have fresh water at some point inside your home, an emergency does not exist and corrective action will be taken during normal business hours.
 - All water closets in the home are stopped up. If this condition results from improper use by the homeowner, a charge will incur for the emergency service call.
 - Uncontrollable leakage that may cause significant property damage.
- 3. Heating and Air Conditioning:** An emergency condition exists in the following case:
 - When heat is lost due to a malfunction in the furnace and when the outside temperature is below 50 degrees.
 - Cooling failures do not constitute an emergency condition unless a documented health problem requires conditioned air in the home.

Please Note: All service calls placed after normal business hours and before midnight will be taken care of as soon as possible. Calls placed after midnight will be handled the following morning.

Limited Warranty

Warrantor

This is a limited new home warranty issued by Eastbrook Homes Inc., a Michigan corporation, of Grand Rapids, Michigan, (hereinafter called “Eastbrook” or “builder”).

Beneficiary of Limited Warranty

This Limited Warranty is extended exclusively to the initial or original purchaser of a new home from Eastbrook.

Definitions

1. “Commencement Date” shall mean the date the original purchaser moves into the home or the date the purchase is closed, whichever date is earlier.
2. “Major Structural Defects” are defects in the foundation system, footings, beams, girders, lintels, columns, structural bearing walls and partitions, floor systems or roof framing systems which reduce their load bearing capacity and render the home unsafe or unlivable.

Warranty

1. Eastbrook warrants that for one (1) year beginning on the closing date the home will remain in compliance from defects due to noncompliance with the standards attached to this warranty.
2. Eastbrook warrants that for two (2) years beginning on the closing date, the home will remain in compliance from major structural defects due to noncompliance with the performance standards attached to this warranty.
3. This Limited Warranty is subject to all of the definitions, limitations and provisions of this entire document. All warranty work is to be completed during the normal work week, Monday through Friday, 8:00 A.M. to 4:00 P.M.

Scope of Warranty

1. This Limited Warranty covers only defects in work performed by Eastbrook or its Trade Partners and does not cover defects in work performed or completed by the purchaser/homeowner or by a subcontractor directed by the purchaser/homeowner. For purposes of such exclusions, the term “homeowner” shall include the homeowner’s agents, family, invitees, employees and Partners as well as the homeowner.

Exclusions

The following are specifically not covered by this Limited Warranty:

1. Any consequential damages to personal property.
2. Any item performed or completed by the homeowner or by any subcontractor directed by the homeowner.
3. Any defect which is caused or made worse by negligence or improper maintenance by the homeowner or his employees or Partners; any defect caused by the use of harmful products in the home such as scented candles; any defect caused or made worse by changes of grade around the home by the homeowner or his agents; any defect due to dampness or condensation due to the homeowner not maintaining adequate ventilation in the home; any increase in a defect due to failure of homeowner to notify Eastbrook promptly upon discovery, or due to homeowner’s failure to take timely action to minimize.
4. Conditions arising from normal wear and tear, alterations or additions by homeowner or defects caused by any actions of homeowner.

5. Any defects due to an outside force such as accidents, explosions, floods, earthquakes, windstorms, change in the level of the underground water table, radon gas or pollutants.
6. Any defects due to insect or pest damage, and their control or elimination.
7. Any bodily injury, adverse health effects or death to persons; or damage to personal property or other consequential or incidental damages arising from the defects.
8. Any condition that does not result in actual physical damage to the home.
9. Eastbrook is not responsible for any damage caused by mold, including but not limited to property damage, personal injury, adverse health effects, death, loss of value, or any other effects. Whether or not a homeowner experiences mold growth depends largely on how you manage and maintain your home.
10. Any defect that is not timely reported to Eastbrook according to the provisions of this Warranty.
11. Any damage due to sump pump failure of any kind. Make sure your homeowners insurance covers sump pump failure.

Inspections

Before Move In:

1. Purchaser must make a complete inspection of the home with the construction manager and/or service manager. A Homeowner Orientation form will be completed at that time listing any defects or incomplete items. Any item not reported on the Homeowner Orientation form will not be covered by this Limited Warranty unless it is convincingly established by the homeowner that such defect occurred before the date of such inspection.
2. Most repair items on the Homeowner Orientation form will be corrected prior to occupancy. However, there may be minor items that should be completed within 15 working days of the Homeowner Celebration.
3. Also during the Homeowner Celebration, the homeowner will be acquainted with a working knowledge of the home and will be informed of Eastbrook's warranty and homeowner maintenance. The homeowner will sign the Homeowner Orientation form at the completion of the Homeowner Orientation.

After Move In:

1. Emergency items after normal business hours such as furnace malfunctions, plumbing leaks or electrical failures (as described earlier) should be called in to the Eastbrook Homes emergency service at 616.455.0200 then enter 3 to connect with a representative.
2. Repairs that are not of an urgent nature should be held for the Primary or Anniversary Warranty Meetings. Approximately 70 days after closing, our Customer Service Department will contact you to set an appointment to review your warranty list and schedule a time frame for completion of your warranty work.
3. Near the end of your One-Year warranty you will need to compile a list of warranty repairs for your Anniversary Warranty Meeting. Our Customer Service Department will contact you to set an appointment to review your warranty list and schedule a time frame for completion of your warranty work. We will also be happy to discuss any maintenance questions you may have at that time. To initiate the procedure contact Customer Service Department by email, fax, phone or mail as listed on the next page.

Contact Methods:

Mail: Customer Service Department
Eastbrook Homes
1188 East Paris Avenue, Suite 100
Grand Rapids, MI 49546

Email: customerservice@eastbrookhomes.com

Phone: 616.988.1351

Fax: 616.455.7208

REMEMBER WE ARE MOST INTERESTED IN YOUR SATISFACTION. PLEASE NOTIFY US IF THE SERVICE BY OUR EMPLOYEES OR TRADE PARTNERS IS NOT COURTEOUS AND SATISFACTORY.

Performance Standards			
Section	Page	Performance Standard	Coverage
Appliances	9	Manufacturer’s Warranty: Be sure to register each appliance and contact the appliance manufacturer if any questions or problems arise. Service numbers are listed in the use and care materials for each appliance. They will ask for the model and serial number of the item. A form is included at the end of this chapter to record these details in one convenient location for future reference. Please alert us as well so that we can document the item for your file and follow up with you.	Varies, contact Manufacturer
		Food spoilage resulting from appliance malfunction.	
Brick or Stone	9	Cracks 1/8” or greater in mortar will be repaired (not responsible for color variations).	1 Year
		Efflorescence on masonry walls will be repaired as needed.	
		Moisture entering home through masonry will be repaired as needed.	
Cabinets	10	Cabinets separating 1/4” or more from wall or ceiling will be repaired.	1 Year
		Cracks in door panels will be replaced.	
		Door warpage exceeding 1/4” high and wide will be replaced.	
		Misalignment of cabinet doors will be adjusted.	
		Door panels will shrink and expose unfinished wood.	Not Covered
Grain and stain variations will occur.			
Caulking	11	Caulking is homeowner responsibility.	Not Covered
Concrete Flatwork: Basement Floor		Cracks exceeding 3/16” wide or 1/8” vertical displacement will be repaired.	1 Year (If dated receipts are provided.)
		Uneven floor areas where crown or depression exceeds 1/4” in 32” length will be leveled to tolerance level.	
Concrete Flatwork: Driveway, Garage Floor, and Exterior Concrete	12	Depressions that retain water in excess of 1/2” deep will be repaired or replaced.	1 Year (If dated receipts are provided.)
		Concrete will heave under extreme conditions. Surfaces that settle or heave in excess of 3/4” where it abuts another concrete surface will be repaired if condition does not correct in warmer weather.	
		Cracks exceeding 1/4” wide or 3/8” vertical displacement will be repaired or replaced.	
		Concrete that settles, heaves, or separates in excess of 3/4” from home will be repaired or replaced.	1 Year (If dated receipts are provided.)
		Disintegration of more than 10% of the concrete section resulting in the appearance of course aggregate below the surface will be repaired.	
		Color variations in original work or repair work. Eastbrook Homes does not add color to concrete.	Not Covered

Performance Standards			
Section	Page	Performance Standard	Coverage
Counter Tops	14	Delamination of counter top material will be repaired.	1 Year
		Open seams in counter tops exceeding 1/16” will be repaired.	
		Gaps between counter top and wall in excess of 1/4” will be repaired.	
		Caulking is homeowner responsibility.	Not Covered
		Chips in counter tops will not be repaired unless noted on Celebration and Orientation Form.	
Decks	15	Gaps between deck boards greater than 3/8” will be replaced.	1 Year
		Deck boards cupping greater than 1/4” will be replaced.	
		Spindles warping more than 3/8” or becoming loose will be repaired or replaced.	
Doors & Locks: Interior Doors	16	Door that is loose or rattling will be repaired as needed.	1 Year
		Door that rubs on jamb will be repaired as needed.	
		Split door panel will be repaired with fill and finish, exact match not possible.	
		Delamination of door frame will be repaired with fill and finish, exact match not possible.	
Doors & Locks: Exterior Doors		Warping that exceeds 1/4” vertically or horizontally will be repaired or replaced as needed.	1 Year
		Binding, sticking, not latching, or not sealing will be corrected as necessary.	
		Cracking or runs in the door finish will be repaired.	
Settling	17	Dents and damage will not be repaired or replaced unless noted on Celebration and Orientation Form.	Not Covered
		Settling in excess of 4” that is not caused by erosion will be filled and seeded as needed.	1 Year
		Removal and or replacement of bark or landscaping.	Not Covered
		If you alter the drainage pattern or fail to maintain drainage.	
		Lack of maintenance may void the limited structural warranty.	
We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.			
Drainage	17	We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.	Not Covered
		If water remains standing, outside a drainage easement, after 48 hours of dry conditions we will repair.	
		If you alter the drainage pattern or fail to maintain drainage.	1 Year
		Lack of maintenance may void the limited structural warranty.	

Performance Standards			
Section	Page	Performance Standard	Coverage
Erosion	17	Soil erosion will not be repaired unless noted on Celebration and Orientation Form.	1 Year
		Minor erosion and seeding.	Not Covered
		If you alter the drainage pattern or fail to maintain drainage.	Not Covered
		Lack of maintenance may void the limited structural warranty.	Not Covered
		We will only repair landscaping that was installed by Eastbrook Homes, not a landscaping allowance.	Not Covered
Drywall	18	Cracks in drywall, nail pops, blisters in tape, and corner bead pops will be repaired at Anniversary Meeting.	One-Time
		Excessive waviness or seams visible in normal light will be repaired per restrictions.	
		Drywall in garage is not warranted.	Not Covered
		Painting of normal drywall repairs are not covered.	
Electrical System	19	Circuit breaker that trips excessively will be repaired if it is defective.	1 Year
		Malfunction of outlets, switches, or fixtures will be repaired as needed.	
		We are not responsible for food spoilage or damage resulting from any loss of power or a power surge.	Not Covered
Exterior Trim	23	Excess warping, cupping, splitting or rotting of wood or composite trim will be repaired or replaced as necessary.	1 Year
		If exterior trim pulls away from its surface it will be re-attached if trim is properly maintained with caulk.	
		Exterior caulking is homeowner responsibility.	Not Covered
Fireplace	25	A fireplace that fails to light will be repaired to proper working order.	1 Year
		Circulating fan that fails to operate will be repaired or replaced. There is a 9 minute delay before fan operation.	
		Mantel that separates from the wall more than 1/8" will be caulked or repaired as needed.	
		Ceramic tiles that crack or become loose will be repaired or replaced.	
		Masonry that comes loose or mortar cracks that exceed 1/8" will be repaired or replaced.	
		Feeling of cold air near the surface of the fireplace.	Not Covered
Flooring: Carpet	26	Carpet that becomes loose at edges will be repaired.	1 Year
		Visible gaps in seams will be repaired as needed.	One-Time
		Carpet that buckles will be re-stretched on a one-time basis.	
		Fading, staining, discoloration, and premature wearing.	Manufacturer's Warranty

Performance Standards			
Section	Page	Performance Standard	Coverage
Flooring: Vinyl	26	Vinyl flooring that becomes loose or bubbles will be repaired.	1 Year
		Gaps in seams (sheets still good) will be repaired as needed.	
		Gaps in seams that exceed 1/8” will be repaired as needed.	
		Sub-floor causing depressions or ridges exceeding 1/8” on 6” span will be repaired as needed.	
		Fasteners popping through will be repaired as needed.	Not Covered
		Fading or discoloration will be covered by the Manufacturer’s warranty.	
		Indentations due to normal traffic are not covered.	
Flooring: Ceramic Tile	27	Loose tile will be repaired as needed (not responsible for color variations in tile or grout).	1 Year
		Cracks in grout will be repaired if in excess of 1/16” on a one-time basis.	One-Time
		Cracks in tile will not be repaired unless noted on Celebration and Orientation Form.	Not Covered
Flooring: Hardwood	28	Gaps and cupping are typically caused by improper humidity settings in the home. If 1/8” gaps appear, humidity levels will be adjusted before they will be repaired or replaced.	1 Year
		Loose boards will be repaired as needed.	One-Time
		We will take corrective action to eliminate loose flooring and minimize squeaks. The absence of noise cannot be guaranteed.	
		Indentations due to normal traffic.	Not Covered
Foundation	30	Cracks in the foundation that exceed 1/8” wide or allow water into the home will be repaired.	2 Years
Foundation: Waterproofing		The cause of leaks through the foundation walls will be repaired.	
		Damage to your belongings due to leaks.	Not Covered
Framing	31	Crowns or depressions in walls or floors exceeding 1/4” in 2” length will be repaired.	1 Year
		Delamination or deterioration of sub-flooring will be repaired or faulty materials replaced.	
		A wall that is out of plumb over 3/8” in a 48” vertical measurement will be corrected.	
		We will take corrective action to eliminate loose flooring and minimize squeaks. The absence of noise cannot be guaranteed.	One-Time
Garage Overhead Doors	32	Correct or adjust door if leaking through or under door occurs. Some water can be expected in high wind conditions.	1 Year
		Correct or adjust door that fails to operate.	Not Covered
		Realignment of photo cells is not covered and may result in a charge if a contractor is called.	
Gutters and Downspouts	32	Loose gutters or downspouts will be repaired.	1 Year
		Non-functioning gutters or downspouts due to debris.	Not Covered

Performance Standards			
Section	Page	Performance Standard	Coverage
Heating, Air-Conditioning, and Humidifier	33	Condensation lines that clog will be repaired as needed.	1 Year
		Ductwork that separates will be repaired as needed.	
		A leak in refrigerant lines will be repaired as needed.	
		If ASHRAE Standards are not met (7 degrees difference between floors), corrective action will be taken.	One-Time
		Settling of the exterior HVAC unit 2” or more will be corrected on a one-time basis.	
		When metal is heated it expands and when it cools it contracts. A ticking or popping noise is expected.	Not Covered
Insulation	36	Insulation will be installed in accordance with applicable energy and building codes.	1 Year
		If condensation appears on walls we will lower humidity settings or repair insulation as needed.	1 Year
Interior Trim	36	Small cracks or separation less than 1/8” are typical and can be repaired with caulk by homeowner	Not Covered
		Joints in mouldings or joints to adjacent surfaces are typically caused by improper humidity settings in the home. If 1/8” gaps appear, humidity levels will be adjusted before they will be repaired or caulked.	1 Year
Landscaping	37	If an Eastbrook installed nursery tree does not have summer growth on one half of the crown (deciduous), we will treat or replace the tree. Excessive over or under watering will void the warranty.	1 Year
		If an Eastbrook installed nursery bush does not have summer growth on one half of the bush, we will treat or replace the tree. Excessive over or under watering will void the warranty.	
		Eastbrook installed perennials or annuals are not covered by warranty.	Not Covered
		Trees and other plant materials that existed on the home site when construction began.	
		Developer placed trees and shrubs on the boulevards and common areas within a community.	
		Erosion if landscaping not installed by Eastbrook Homes.	
Plumbing	42	Leaks from toilet tanks will be repaired if they occur in the first 60 days.	60 Days
		Defective plumbing fixtures, fittings, or appliances will be repaired or replaced as needed.	1 Year
		If pipes freeze or burst they will be repaired as long as not caused by homeowner lack of maintenance.	
		A defective water supply system will be repaired.	
		Leaking pipes will be repaired.	
		Plugged sewage lines will be repaired if caused by construction material or faulty work.	Not Covered
		Cracks or chips in fixtures will not be repaired unless noted on Celebration and Orientation Form.	
		We cannot remove all noise due to the flow of water.	
		Damage caused to your home or belongings is not covered by your warranty.	

Performance Standards			
Section	Page	Performance Standard	Coverage
Roof	47	If excessive ice is forming on roof, the insulation will be investigated and corrected if necessary.	1 Year
		Roof or flashing leaks will be repaired unless leaks are due to winds greater than 52 mph.	
		If individual shingles tear or blow off the roof, they will be repaired unless due to winds greater than 52 mph.	
		Flashing leaks caused by improperly installed flashing will be corrected.	
Siding	48	Vinyl siding that fades excessively will be replaced.	1 Year
		Siding that becomes loose or detached will be corrected unless the result of catastrophic winds.	
		Vinyl siding that melts due to solar reflection from low E glass will be replaced.	One-Time
		Siding materials that show signs of deterioration and/or delamination will be covered by the Manufacturer's warranty.	Not Covered
		Vinyl siding will be installed loose for expansion and contraction.	
Sump Pumps	49	Sump pump that fails due to electrical failure within the pump will be replaced.	1 Year
		Failure of sump pump due to obstructions in impeller or lack of homeowner maintenance.	Not Covered
		Damage caused to your home or belongings due to failure of sump pump is not covered by your warranty. Ensure that your Homeowner's Insurance Policy covers damage due to failure of your sump pump.	
Windows, Screens, and Sliding Doors	51	A window that fails to operate properly will be corrected as needed.	1 Year
		Some air infiltration around windows is normal during high winds, corrective action by adjusting windows or weatherstripping will be taken if necessary.	
		Defects, stress cracks, or failed seals in insulated windows will be covered by the Manufacturer's warranty.	Not Covered
		Condensation (or frost) on interior window surfaces is the result of extreme temperature differences and high levels of humidity inside the home. Correct this before damage occurs.	

Chapter 8

Your Feedback and Referrals

We seek to maintain open communication throughout the buying process and beyond. In an effort to improve the homes and service we provide, we welcome your comments on how we've performed. Our goal is to build the best home and the best customer relationship possible and your feedback helps us reach that goal.

Guild Quality

Guild Quality is an independent, unbiased customer surveying company. Eastbrook Homes hires them to gather your feedback about your experience working with us. Your responses to the confidential survey questions will help us improve the way we do business, improve the way we build, and improve the service you receive.

You will receive 2 surveys after closing on your home:

- Shortly After Closing: 8 weeks after closing appointment
- Long After Closing: 13 months after closing appointment

You will be contacted directly by a Guild Quality representative to complete the survey:

- They will first contact you via Email:
 - Sent From: GuildQuality Survey <survey@guildquality.com>
 - Subject Line: EASTBROOK HOMES would appreciate your response to a very brief survey.
 - Sent To: Email listed on Purchase Agreement for Buyer #1.
- If you have not completed the survey by Email, they will contact you by phone:
 - Call From: 470-809-0851
 - Call To: Phone Number listed on Purchase Agreement for Buyer #1.
- If you have not received the email, phone call, or need to request a different email or phone number be used, please contact Guild Quality directly or marketing@eastbrookhomes.com.

The question topics cover the new home process, build quality, and warranty service. Your candid responses to this are much appreciated and any comments are encouraged as they will help provide context to the scores.

Examples of the surveys are included at the end of this chapter. The surveys use the "Likert Scale", which uses a short range of numbers to identify agreement about a statement. The scale indicators are:

1 Star - Bad

2 Stars - Poor

3 Stars - Average

4 Stars - Good

5 Stars- Excellent



GUILD  QUALITY

Love Your Home?

Share your Eastbrook Journey with us for a chance to be featured and to tell your unique home building story! If you're interested, contact us at marketing@eastbrookhomes.com

Homeowner Highlights

We will send you a short questionnaire, schedule a professional photographer to come take photos of your family and your home, and feature your unique story and photos on our social media platforms and our Testimonials page.

Online Reviews

When you love something, spread the word! Please leave us a review on any or all of these platforms, see links below:

- Guild Quality: <https://www.guildquality.com/pro/eastbrook-homes>
- Facebook: <https://www.guildquality.com/pro/eastbrook-homes>
- Yelp!: <https://www.yelp.com/biz/eastbrook-homes-grand-rapids>
- Google: <https://g.page/r/CZJvC7P4wDrKEB0/review>
- Houzz: <https://www.houzz.com/pro/eastbrookhomes>

Stay Connected

Stay updated on what's happening every day at Eastbrook Homes by following us on social media! Every week, we post new homeowner tips, design inspiration, industry wisdom, and information on our many Eastbrook events. Tag us in pictures and you may be featured!

 [guildquality.com/eastbrookhomes](https://www.guildquality.com/eastbrookhomes)

 facebook.com/eastbrookhomes

 bit.ly/EastbrookGoogleReview

 bit.ly/EastbrookHouzzReview

 pinterest.com/eastbrookhomes

 twitter.com/eastbrookhomes

 instagram.com/eastbrookhomes

 youtube.com/eastbrookhomes

1. Likely To Recommend

I am likely to recommend Eastbrook Homes to a friend.



Please leave a review about your experience. Be as descriptive as you'd like.

2. Sales Knowledge

The Eastbrook Homes salesperson was knowledgeable and helpful regarding my project.



Add comment

3. Sales Attentiveness

Jennifer Seguin was attentive and thorough.



Add comment

4. Designer Knowledge

Amanda Smit was knowledgeable on the product and was able to answer all of my questions and address my concerns.



Add comment

5. Options

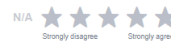
I was satisfied with the options available for my home.



Add comment

6. PM Professionalism

Solomon Lamb is knowledgeable and professional.



Add comment

7. PM Communication

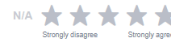
Solomon Lamb communicates with me effectively.



Add comment

8. Construction Quality

I am satisfied with the quality of materials and workmanship.



Add comment

9. Clean & Safe

The job site is kept clean and safe.



Add comment

10. Problem Resolution

Eastbrook Homes effectively addressed and resolved problems.



Add comment

11. Professional & Organized

Eastbrook Homes was professional and organized.



Add comment

12. Schedule

Eastbrook Homes adhered to our agreed upon schedule.



Add comment

13. Trust

I trust Eastbrook Homes to follow through on commitments.



Add comment

14. Warranty Explanation

I have a clear understanding of how warranty issues are handled.



Add comment

15. Value

I received a fair value for my money.



Add comment

16. Eastbrook Homes Comments

Sometimes Eastbrook Homes will use comments from their clients in future printed and online marketing. May they use the comments you have made here today?

Yes

No

Add comment

17. Areas For Improvement

Which areas, if any, did Eastbrook Homes fall short of your expectations?

Add comment

18. Areas Of Satisfaction

Which areas, if any, did Eastbrook Homes meet or exceed your expectations?

Add comment

19. Home Creation Studio

How would you describe your overall experience with the Home Creation Studio?

Add comment

20. Additional Comments

Is there anything else you'd like to share about your experience?

Add comment

1. Likely To Recommend

N/A Strongly disagree Strongly agree

I am likely to recommend Eastbrook Homes to a friend.

[Please leave a review about your experience. Be as descriptive as you'd like.](#)

2. Professional & Organized

N/A Strongly disagree Strongly agree

Eastbrook Homes was professional and organized.

[Add comment](#)

3. Communication

N/A Strongly disagree Strongly agree

Eastbrook Homes communicated with me effectively.

[Add comment](#)

4. Problem Resolution

N/A Strongly disagree Strongly agree

Eastbrook Homes effectively addressed and resolved problems.

[Add comment](#)

5. Construction Quality

N/A Strongly disagree Strongly agree

I am satisfied with the quality of materials and workmanship.

[Add comment](#)

6. Warranty

N/A Strongly disagree Strongly agree

Eastbrook Homes has been accessible and responsive regarding warranty issues.

[Add comment](#)

7. Warranty Explanation

N/A Strongly disagree Strongly agree

I have a clear understanding of how warranty issues are handled.

[Add comment](#)

8. Warranty Work

N/A Strongly disagree Strongly agree

I am satisfied with the work completed by the warranty and service technicians.

[Add comment](#)

9. Warranty Satisfaction

N/A Strongly disagree Strongly agree

I am satisfied with my warranty program.

[Add comment](#)

10. Trust

N/A Strongly disagree Strongly agree

I trust Eastbrook Homes to follow through on commitments.

[Add comment](#)

11. Value Received

N/A Strongly disagree Strongly agree

I feel I received a fair value for my money.

[Add comment](#)

12. Eastbrook Homes Comments

Sometimes Eastbrook Homes will use comments from their clients in future printed and online marketing. May they use the comments you have made here today?

Yes

No

[Add comment](#)

13. Most Liked

What is the one thing you like most about your home?

[Add comment](#)

14. Any Changes?

If you could change anything about your home, what would it be?

[Add comment](#)

15. Recognized Excellence

Is there anyone at Eastbrook Homes you would like to recognize for their exceptional service?

[Add comment](#)

16. Areas Of Satisfaction

Which areas, if any, did Eastbrook Homes meet or exceed your expectations?

[Add comment](#)

17. Areas For Improvement

Which areas, if any, did Eastbrook Homes fall short of your expectations?

[Add comment](#)

18. Additional Comments

Is there anything else you'd like to share about your experience?

[Add comment](#)

Chapter 9

Homeowners' Association

Most communities have homeowners' associations that are established by the Developer to maintain the common areas and amenities of the community. The associations vary from community to community, depending on the types of houses and features of the community.

As a homeowner, you are automatically a member of the homeowners' association. Whether or not you choose to actively participate in the association, the cooperation of all residents is essential for the community to be successful. We recommend all homeowners read the community documents thoroughly as it is important that you are familiar with them.

Overview: Who Does What?

Developer

The Developer creates the legal documents to design the community and form the homeowners' association. Articles of Incorporation are filed with the state to form a non-profit corporation to handle association matters. In platted communities, a Declaration of Covenants, Conditions and Restrictions is filed with the county. In condominium and site condominium communities, a Master Deed and Bylaws is filed with the county.

Builder

Eastbrook Homes, Inc. helps homeowners design and build their dream home in their desired community. In addition, Eastbrook Homes provides warranty services for individual homes upon completion. During and after the building process, any association questions should be directed to the association contact person and not to your builder contact. If you are uncertain about your association contact, feel free to email HOA@eastbrookhomes.com for clarification.

Homeowners

In communities with associations, all homeowners are members of the association and should be familiar with the community documents establishing the association. We also recommend all homeowners attend association meetings and vote in association elections. Homeowners who are interested can serve on a committee or be elected as a board member when elections begin. All homeowners are required to pay the fees and assessments set by your association board.

Homeowners' Association

The purpose of the homeowners' association is to maintain the common areas and amenities of the community and to enforce the bylaws, rules, and regulations of the association. This includes determining providers for the maintenance of common areas and communicating any pertinent information to the homeowners. If homeowners are interested in exterior changes/additions/modifications, projects must first be approved by the Architectural Control Committee, which is a sub-committee of the association (see Architectural Control Committee Section below for additional details).

Association Board of Directors

When an association is first formed, typically the Developer appoints the Board of Directors and manages the association. The Developer may hire an outside management company rather than manage the association itself. In either case, once the project is partially complete, the Board of Directors is elected by the owners in the association and they may decide to hire a management company of their choosing.

Keep in mind, Eastbrook Homes is not the Developer in every community. In some communities, lots are purchased from other Developers, who make their own arrangements for management of the association. Whether managed by Eastbrook or another Developer, the Board is responsible for making decisions on behalf of the community. The Board of Directors, sometimes in conjunction with an outside management agent, analyze the association's income and expenses to create an annual budget. The Board also schedules annual association meetings to review the financial statements, budgets, and other association matters.

Management Company (where applicable)

In some communities, Eastbrook Homes is the Developer and manages the association for the first few years. In some communities, the association is managed by an outside management company. Much of the daily attention to the community is contracted for and overseen by the appointed management company. Homeowners will be given the management company's information at closing. Questions or concerns about the association should be directed to the management company. Additional responsibilities of the management company include:

- Maintain a current membership list.
- Receive and deposit assessment payments from the members.
- Follow up on delinquent accounts.
- Receive, review, and approve invoices for work done for the association.
- Obtain bids for services to maintain the common areas.
- Perform accounting functions and present financials to the Board of Directors.
- Prepare and distribute association notices and correspondence.

Township, City, or County Government

Not all community matters are handled by the association. The township, city, or county are responsible for many services such as:

- Emergency medical service
- Fire protection
- Law enforcement
- Road maintenance of public roads
- Snow removal of public roads
- Street signs, traffic control for public roads
- Zoning ordinances and enforcement for some exterior improvements (such as swimming pools, fences, and sheds)
- Animal control laws

Architectural Control Committee

This committee assures that the architectural design and quality of exterior changes and additions will be consistent with community standards. If you are uncertain whether a proposed change or addition requires approval, please contact the association contact or management company for guidance. Items which generally require approval are:

- Sheds
- Fences
- Swimming Pools
- Unusual landscape features
- Sports courts
- Play structures
- Flag holders/poles
- Satellite dishes
- Storm Doors

Additional Homeowner Information

Lawn & Landscape Maintenance

Only specific communities include a landscaping package in the contract. If the landscaping is Eastbrook Homes' responsibility, the completion date will depend on weather conditions. If a closing occurs in the winter, typically Eastbrook Homes will complete it in summer. If the landscaping is the responsibility of the buyer, the buyer must install the landscape in a timely manner specified by the homeowners' association. Please be aware of any deadlines for establishing grass under the Soil Erosion Permit granted by the municipality. After the landscaping is installed, the lawn and shrubs should be maintained in a professional manner in accordance with the standards of the community. Mowing and appearance standards exist in all communities.

Snow Removal

If the roads in the community are private, snow removal is the responsibility of the association. Questions about snow removal on private roads should be directed to the management company. If the roads are public, snow removal is the responsibility of the county road commission. Snow removal on sidewalks varies in different communities. Therefore, the owner should read the association documents to understand their responsibilities regarding sidewalks adjacent to their home.

Trash

In most communities, trash collection is provided by a private trash removal company. The developer or association will select the trash removal company and all residents must use the designated provider. Details will be given to you as part of the closing process.

Mailboxes

The style of mailboxes varies by community. In communities with individual mailboxes, the maintenance of the mailbox is the homeowner's responsibility. If the mailbox needs to be replaced, it should be replaced with one similar in style. In some communities the US Postal Service requires developers to use Cluster Mailbox Units (CBU), which are located in designated areas in the community. The CBUs will be maintained by the association. CBU keys will be given to homeowners at closing. If the keys are lost, the homeowner must contact the US Postal Service.