



## **BUILDING YOUR QUARRY COTTAGE**



The decision to build a Quarry Cottage at Highland Green is one of the best decisions you can make for yourself and your family. At Highland Green, you have a professional team of experts to help you each step of the way, and guide you through the construction process. The cottage design options have proven to be well-planned and very popular, allowing for modifications such as adding a loft, adding a basement (if site allows), or expanding the sunroom. You will have complete confidence that our experienced builder and the construction team will deliver a beautiful new Cottage home that you have helped to design to suit your taste and style. While each customer's experience can vary somewhat, this guide is meant to give you a general outline of the steps in building your future home at Highland Green.

## CONSTRUCTION PLANNING

### Construction Timeline

Our typical home construction timeline is estimated at 6 months from when the foundation is poured. Once the foundation is poured, the Project Manager will provide periodic updates about the estimated completion date of your new home.

### Cost of Your Home

An estimate of the cost of your home can be determined after thorough discussion with the Sales & Marketing team and the Builder. The cost will be determined by the Cottage Plan you choose, A, B, or C, and whether you add a loft, basement, or second bay in the garage. The HG Standard Building Specifications (Exhibit A) outline the materials and standard procedures for building the house, and the builder will follow all local, state and federal building codes. Allowances have been developed based on the Standard Options included in the Contract price, and are budgeted for items that you will select, such as appliances, flooring, lighting and counters, during the design process.

Any customization of the house plans or design/finish selections beyond the Allowances will be considered, but will be at an additional cost. Any changes to the plan will be documented in a Change Order, including details of any change and cost for each change, and may affect the final cost of building the house. For any costs on Allowance Item selected that are over the Standard Allowance amount, there will be an additional 10% charged on the overage amount. This fee has been established to cover the builder's additional labor costs to implement the requested changes. By minimizing changes to the plan or finishes outside the standard options, we can ensure your new home will be completed on schedule and on budget.

## THE HOME PURCHASE AND DESIGN PROCESS

### **Step 1. Selecting and Reserving a Home Site**

Selecting a home site will be your first step in the construction and design. Our Sales and Marketing staff will help you select a site that is best for you.

Once you've chosen your site, we ask you to sign a Reservation Agreement and make a refundable deposit in order to secure your site. Your Reservation Agreement takes the home site off of the market for approximately 30 days and allows us to work together to put your floor plan, pricing, and Purchase and Sale Agreement (P&S) in place.

You'll select the Cottage style that best fits your taste, Cottage A, B, or C. Some sites allow for a full walk-out basement, others will have a crawlspace. There is the option to add a 2<sup>nd</sup> floor loft to each style cottage. You'll have the opportunity to meet with the Builder and/or the Construction Design Coordinator about the building and design process. Our experienced team will answer any questions that you may have at this point.

If you choose to use the existing Cottage A, B, or C model home without requesting any changes to the plans, then we will use the Standard Quarry Cottage Architectural Plans. Modest floor plan customization such as adding windows and other limited modifications are permitted after the Purchase & Sale Agreement has been signed. If you request any changes to the plans that require the Architect or Engineer to modify the construction plan, then the cost for the additional work will be billed to you during the building process.

## **Step 2. Signing the Purchase and Sale Agreement**

Once your Cottage Floor Plan and contract price are established, you'll sign a Purchase and Sale Agreement (P&S), the binding contract outlining the terms of agreement between Highland Green Management Company and you.

The main components of the Purchase and Sale Agreement are:

- Cottage Floor Plan and 3-D renderings
- Any major options that are included (Basement, Loft, 2<sup>nd</sup> Bay Garage)
- The Contract Price
- Estimated Construction Start Date and Completion Date
- Payment Schedule

The contract price in your Purchase & Sale Agreement will reflect the Standard "A", "B" or "C" floor plan plus any major options such as walkout basement, loft, or 2<sup>nd</sup> bay garage.

## **Step 3. Final House Plans & Change Orders**

Once the Purchase and Sale Agreement is signed, you will meet with the Builder and the Construction Design Coordinator to review the details of your house plans and finalize any changes before a full set of Engineered House Plans are created. A complete set of plans, including floor plans, foundation plans, elevations, and building material schedules will be reviewed with you for approval. Any changes to your plan will be implemented through a Change Order request, and incorporated into the price of your home after the Purchase & Sale has been signed.

## **Step 4. The Home Design Process – Selecting Options and Finishes**

### Meeting with the Construction & Design Coordinator

Our Construction & Design Coordinator will guide you through the building process and be your liaison to the Builder. The coordinator will arrange meetings for you with vendor partners and join you, if needed. The coordinator will also track all the design decisions, costs, and coordinate the information that the builder needs to complete the construction. The Design Coordinator will also schedule the periodic walk-through meetings with the Project Manager and sub-contractors as necessary.

### Vendor Partners

Highland Green has formed partnerships with select vendors to provide you the very best in products and services at competitive prices. You will have the option to make selections for your new home including: cabinetry, countertops, major appliances, lighting fixtures, plumbing fixtures, and flooring through these approved vendors at their respective showrooms. Highland Green will safeguard the quality of your home and the warranties that accompany your new materials and installations by utilizing these preferred experts. (See page 9 for List of Vendors)

### Allowances

Allowances are the dollar amounts that have been established for items you'll select with our vendor partners. These amounts will be clearly noted in your P&S Agreement. Allowances are provided for:

- appliances
- kitchen cabinets
- bathroom vanities
- countertops
- flooring
- plumbing fixtures
- light fixtures
- landscaping

Once you have made your final selections at each vendor, you will be asked to approve each quote. If the cost of your selections exceeds the Allowance, an additional 10% fee on the overage amount will be added. This fee covers the builder's cost for additional labor to implement your changes. The Allowance items will be tallied at the end of construction, and all Allowance overages or credits will be listed on one final change order, due at the Closing.

### Landscaping Design

Our experienced landscape architect will meet with you 2-3 times to discuss your personal style and taste in landscape design. You'll work together to design a beautiful setting to compliment your new home. The plan will be implemented as weather permits.



## THE DESIGN CHECKLIST

The following is a basic list to help you understand many of the decisions you'll be making and in what order. The Design Coordinator will assist you with information and timeline needed to make your decisions.

- Color of House
- Appliances
- Kitchen Design; Cabinets & Countertops
- Flooring
- Plumbing Fixtures
- Electrical Plan & Lighting Fixtures
- Fireplace Surround and Mantel
- Interior Paint Colors
- Shower Doors, Mirrors & Bathroom Hardware
- Landscape Design

### **Step 5. Building the House**

#### Project Management

You will meet with the Project Manager when framing is starting or about to commence, giving you both the opportunity to review the final plans in detail. The Project Manager will oversee and schedule the sub-contractors, and will see construction through completion.

#### Site Visits

You are welcome to visit the construction site to see progress. For your safety, please notify either Highland Green or the Project Manager when you plan to visit. There will be several

key times you'll be asked to meet on site with the Project Manager and Design Coordinator including: during interior framing for an electrical and plumbing review; post sheetrock for finishes review; final walk-through before Closing, and as needed per the request from the Project Manager and Design Coordinator.

#### Electrical and Mechanical Systems

You have the opportunity to review the electrical plan to address upgrades, modifications, and special requests during the design process, and may choose to walk through the framed site with the electrician before the rough-in begins. You will also meet with the plumber to review the heating, air conditioning, and plumbing in the plans and have an opportunity to make adjustments prior to rough-in. All the electrical and plumbing in the house will comply with building codes and will be inspected by the town as required, prior to occupancy.

#### Utilities and Alarm System

The utilities will be in service and working order and in the Builder's name during construction. The utilities will be transferred to the homeowner's name at the time of completion. The Utilities include: Maine Natural Gas, Central Maine Power, and Brunswick-Topsham Water. A land phone line is required for the home safety and alarm system in your home.

#### Home Safety & Alarm System

Your home will be equipped with standard safety systems: smoke detectors, sprinklers, low temperature sensors, and carbon monoxide detectors. These systems are monitored by Cunningham Security, utilize a panel by your garage door, and require a phone line to communicate with Cunningham Security.

#### Completion

A Certificate of Occupancy will be issued by the Town of Topsham when the house is substantially complete and all utilities and systems are operational, including heat, gas, electricity, water & sewer, all fire protection systems. Prior to Closing on the house, a final walk through is conducted with the customers, Project Manager and Design Coordinator. A "punch list" may be created and agreed upon at that time, and the Builder will fix or address the punch list within a reasonable time frame (90 days) or as weather permits (such as exterior paint or landscape installation). Your new home will be cleaned and "move-in ready" at the time you close on your home.

## HIGHLAND GREEN CONSTRUCTION TEAM

**Jon Leahy & Julie Middleton**, Sales & Marketing, Highland Green  
jleahy@highlandgreenlifestyle.com & jmiddleton@highlandgreenlifestyle.com

Jon Leahy's involvement with Highland Green dates back to 2000 when the community was founded. Jon played a key role in the early branding, public relations, and sales strategy and served as Manager of Corporate Public Relations for Highland Green's parent company Sea Coast Management and eventually Director of Marketing & Sales at Highland Green. Jon is a licensed real estate broker and spent 12 years representing Buyers and Sellers up and down the coast of Maine before returning to Highland Green full-time in 2019.

Julie Middleton joined the Highland Green sales team in May 2021 after falling in love with the mid-coast area while son Max was at Bowdoin College. The majority of her career has been as the Director of Admission at a Maine prep school with a focus on helping individuals and families realize best fit. Julie is proud to be part of this unique retirement community where she has found a welcome focus on the natural environment, where the homes and services represent a commitment to quality, and where the residents are genuine and enthusiastic participants in their surroundings.

Jon and/or Julie will help you begin your home construction process by helping you determine the home site and Cottage Plan for your home, and prepare the Purchase & Sale Agreement for you. When your project is turned over to the capable design and construction team, Jon and Julie will remain well informed about the progress of your new home construction from beginning to end.

**Danica Jacobson**, Construction & Design Coordinator, Highland Green  
design@Highlandgreenlifestyle.com

Danica has experience working with customers, Sales & Marketing, and new construction. She will work with you through the entire construction and design process, assisting with design selections as needed, and let you know when final decisions are due to avoid delays. She'll track allowances and prepare change orders, and closing construction costs. Danica works closely with you, Sales & Marketing, the Builder and Project Manager, vendors, and our accounting office to ensure your project stays on track and your completed home reflects your vision.

**Dan White**, President, Hildreth and White (Builder, Contractor)  
Dan.white@hwfinehomes.onmicrosoft.com

Dan White has been building custom homes at Highland Green for 10 years and building homes in Southern Maine for over 30 years. Dan is an active in participant in designing your home and will meet with you to review your floor plan; obtain engineered Construction Plans; and price all the options for customizing your house plans. Once the plans are approved, Dan will oversee and coordinate the excavation of the site and pouring the foundation. Dan works

closely with the Tim Follo, the Project Manager, to ensure the entire construction process is smooth and your home is completed with the highest standards and craftsmanship.

**Tim Follo**, Project Manager for Hildreth & White  
Tim.follo@hwfinehomes.onmicrosoft.com

As Project Manager, Tim oversees and coordinates your home building process from start to finish and move-in. Tim will review your construction plans with you, picking up the lead from Dan White when the foundation is complete and framing begins. Tim also gathers much of your interior design selections and preferences from Sandra. Once the framing is complete and the doors and windows are installed to make the building weather-tight, Tim can fine-tune your building timeline and construction schedule. Tim works with and oversees the sub-contractors, and will implement your design choices such as custom cabinets, bookcases, or window seats. Tim works closely with the construction team to ensure you have exactly what you want, to keep the pace of work manageable and on schedule, and to oversee a high quality of construction all the way to turn-key completion.

**JP White**, Assistant Project Manager, Hildreth and White  
JP.white@hwfinehomes.onmicrosoft.com

JP joined the Hildreth & White team in January 2020, after getting his BA in Architectural Studies and spent several years working as a Project Engineer for construction projects in California. JP attends all preliminary design meetings with the customer and Builder to review and develop the house floor plans. Since mastering the art of design and architecture with Chief Architect computer program, JP can easily make modifications to your floor plans and show you on Zoom, how the Cottage will look in 3D.

**Tom Farmer**, Landscape Architect  
tsffarer@gmail.com

Tom is a principal of a landscape architectural and land planning firm. He will work with you through a design process to create a landscape to surround your new home and work with the landscape contractor to price the project. Tom will help guide your selections with an emphasis on native Maine plantings that we know will thrive and look beautiful on our climate.





## HG VENDOR PARTNERS

Kitchen Design, Cabinets & Countertops, Bathroom Vanities & Countertops	<u>Indisco of Maine</u> David Robinson (207) 883-5562 197 U.S. Route 1, Scarborough, ME 04070
Kitchen Design, Cabinets & Countertops, Bathroom Vanities & Countertops	<u>Hancock Lumber</u> Angella Spugnardi (207) 837-6311 18 Yarmouth Crossing Drive Yarmouth, ME 04096
Plumbing Fixtures	<u>F.W. Webb</u> (207) 541-3555 150 Postal Service Way South Portland, ME 04106
Lighting Fixtures	<u>The Lighthouse</u> Beth Fossett (207) 985-3501 88 York Street, Kennebunk, ME 04043
Flooring & Tile	<u>Classic Flooring</u> Jessica Dearborn (207) 883-7847 429 U.S. Route 1, Scarborough, ME 04074
Appliances	<u>Agren Appliance</u> Kyle Giguere (207) 330-3617 78 Mallett Drive, Topsham, ME 04086
Solar	<u>Revision Energy</u> Stefan Apse Solar Design Specialist (207) 221-6342 758 Westbrook Street, So. Portland, ME