



BUILDING YOUR CUSTOM HOME AT HIGHLAND GREEN

The decision to build a custom home can seem exciting and overwhelming at the same time. At Highland Green, we try to eliminate the stress of making many decisions by helping you each step of the way, giving you the confidence that our builder and the construction team will hear and understand what you want for the home of your dreams. The home design and construction process is an important stage in your Highland Green experience. While each customer's process can vary somewhat, this guide is meant to give you a general outline of the steps in building your future home.

CONSTRUCTION PLANNING

Construction Timeline

Our typical home construction timeline is estimated to be 6 months from when the foundation is poured. The actual construction timeline will depend on the site work needed and size and/or degree of customization of your home. Once the foundation is poured, the Project Manager can give you an estimated completion date.

Throughout the process of building your home you will be meeting with the Highland Green Sales & Marketing staff, Construction Design Coordinator, Builder and Project Manager, each with important roles and responsibilities in making this a successful and smooth process.

Cost of Your Home

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 size, style, and customization of the home you want to build. The base cost starts with the HG Standard Building Specifications (Exhibit A) and the size, structural and mechanical modifications, additional options, and allowances all contribute to determining the Contract Price. Allowances are estimates for items that you will select during the construction design process.

While we encourage you to customize the interior and select amenities to create the home that best fits your lifestyle, it is important to note that the degree of customization directly affects the overall design, price and construction timeline for your new home. For this reason, we strongly encourage you to finalize as many details as early in the process as possible. This advance planning is crucial for three reasons. First, it will allow us to provide you with a more accurate cost of the completed home. Second, it will reduce the likelihood of making time consuming and costly changes during actual construction. Third, it will help ensure that your home is completed on schedule. Any Change Orders approved during the construction process may affect the final cost of building the house.

THE HOME PURCHASE AND DESIGN PROCESS

Step 1. Selecting and Reserving a Home Site

Selecting a Home Site

The first step in the construction process is to select a home site. The Sales and Marketing staff will help you select a site that is best for you.

Reservation Agreement

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

Initial Floor Plan

There are eight basic Highland Green floor plans from which to choose, as well as countless custom derivations of these plans. Working with the Builder and Design Coordinator, you will choose one of these plans as a starting point, and then modify to fit your lifestyle to create your Initial Floor Plan and establish your list of custom features. This Initial Floor Plan will be included in your Purchase & Sale Agreement, identifying the size of your home, floor plan, and allowances, will form the basis of the Contract Price for your Purchase & Sale Agreement.

Allowances

Allowances for items such as flooring, counters, and cabinets will be based on your description of your desired finishes and your “wish list” items, and will become your shopping allowance for when you make selections during the process.

Step 2. Signing the Purchase and Sale Agreement

Once your Initial Floor Plan, custom features, allowances, and contract price are established, you’ll sign a Purchase and Sale Agreement, 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:

- The Contract Price
- Estimated Construction Start Date and Completion Date
- Initial Floor Plan
- Payment Schedule

Step 3. Engineered House Plans & Change Orders

Once the Purchase and Sale Agreement is signed, you will meet again with the Builder and the Construction Design Coordinator to review the details of your house plans and finalize any changes before it is forwarded to a structural engineer for creation of a full set of Final House Plans. A complete set of plans, including floor plans, foundation plans, elevations, and building material schedules will be reviewed with you for approval. The Builder will refer to these plans for all structural specifications and material orders.

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

Meeting with the Construction & Design Coordinator

The Construction & Design Coordinator will guide you through each step of the building process and be your liaison to the Builder. She will arrange meetings and join you with vendor partners to design kitchen & baths, select finish options, and will schedule meetings with the electrician and plumber to assure your electrical, heating, and plumbing needs are met.

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 make all the selections for your new home including but not limited to, cabinetry, countertops, major appliances, lighting fixtures, plumbing fixtures, flooring choices etc., through these approved vendors so that we can safeguard the quality of your home and the warranties that accompany your new materials and installations. (See page 7 for List of Vendors)

Allowances

Allowances are your shopping credits for those items you'll personally select with our vendor partners, and will be clearly itemized in your P&S Agreement. Allowances will be given for: appliances; kitchen cabinets and counters; bathroom vanities; flooring; light fixtures; plumbing fixtures; shelving; and landscaping. Once you have made your final selections at each vendor, you will be asked for your approval by signing off on each order. For any selections that are made that exceed the Allowance amount, there will be a 10% fee for the amount over the Allowance. Any unspent Allowances will be credited. 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

You'll have an allowance for landscaping and irrigation. Our experienced landscape architect will meet with you to discuss your personal style and taste in landscape design. You'll work together to design a beautiful setting to compliment your new home and lifestyle. The plan will be implemented as weather permits.



THE DESIGN CHECKLIST

The following is a basic list to help you strategize your planning based on what decisions need to be made and in what order. The Design Coordinator will assist you with information needed to make your decisions, and the timeline for making final selections.

- Color of House & Roof Shingles
- Solar Panels
- Kitchen Design; Cabinets & Countertops
- Appliances
- Flooring
- Plumbing & HVAC
- Plumbing Fixtures
- Electrical Plan
- Lighting Fixtures
- Fireplace
- Doors and Door Hardware
- Custom Built-ins and/or Trim
- Interior Paint Colors
- Shower Doors, Mirrors & Bathroom Hardware
- Storm Doors
- Shelving
- Walkway & Landscaping Design

Step 5. Building the House

Project Management

You will meet with the Project Manager at the time the framing is starting or about to start, giving you both the opportunity to review the Final Plans in detail and ask questions or clarifications. The Project Manager will oversee and schedule the sub-contractors, and will see the 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 for safety purposes. There will be several key times you'll be asked to meet on site with the Project Manager and Design Coordinator. These times include: during interior framing for an electrical and plumbing review and walk through; post electrical and plumbing rough-in; post sheetrock for trim and custom built-in review; final walk-through before Closing, and as requested by the Project Manager and Design Coordinator.

Electrical and Mechanical Systems

You'll meet with the electrician and plumber during the construction process to address upgrades, modifications, and special requests. You will review the electrical plan with the electrician, and have the opportunity to walk through the framed site with the electrician before the rough in begins. You'll also meet with the plumber to review all 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 be to code and will be inspected by the town as required.

Utilities and Alarm System

The utilities will be in service and working order, and will be in the Builder's name during construction. By closing, the utilities should be transferred to the homeowner's name. The utilities include: Maine Natural Gas, Central Maine Power, and Brunswick-Topsham Water. A 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 done 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 timely manner (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 & jmittleton@highlandgreenlifestyle.com

Jon and/or Julie will help you begin your home construction process by helping you determine the location and initial style of 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 works together with you and the builder on your house plan, and with the Project Manager to coordinate on-site meetings. She'll 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. Danica works closely with you, Sales & Marketing, the Builder and Project Manager, vendors, and our accounting office.

Dan White, President, Hildreth and White (Builder, Contractor)

Dan.white@hwfinehomes.onmicrosoft.com

Dan White has been building custom homes at Highland Green for almost 10 years, and building homes in Southern Maine for over 30 years. Dan will meet with you to design your floor plan, based on your style and need for living space, and works with the engineer to obtain a complete set of Final Plans and pricing all the options for customizing your house plans. Once the engineered plans are approved, Dan will oversee and coordinate the excavation of the site, pouring the foundation, and ensuring adequate drainage and backfill for the site. Dan works closely with the Tim, the Project Manager, to ensure the entire construction process is done with the best quality and professionalism as possible.

Tim Follo, Project Manager for Hildreth & White

Tim.follo@hwfinehomes.onmicrosoft.com

Tim will review your Final House Plans with you, picking up the lead from Dan White when the foundation is complete and framing begins, and gathers much of your interior design selections from Sandra. Once the framing is complete and the doors and windows are installed to make the building weather-tight, Tim can determine a more accurate timeline for your construction schedule. Tim works with and oversees the sub-contractors, and can design custom built-ins such as cabinets, window seats, mantels and stairways. Tim works closely with you, the design coordinator, sub-contractors, and vendors 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.

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

<p>Kitchen Design, Cabinets & Countertops, Bathroom Vanities & Countertops</p>	<p><u>Indisco of Maine</u> David Robinson (207) 883-5562 197 U.S. Route 1, Scarborough, ME 04070</p> <p><u>Hancock Lumber</u> Angella Spugnardi (207) 837-6311 18 Yarmouth Crossing, Yarmouth, ME 04096</p>
<p>Plumbing Fixtures</p>	<p><u>F.W. Webb</u> 207-541-3555 150 Postal Service Way, South Portland, ME 04106</p>
<p>Lighting Fixtures</p>	<p><u>The Lighthouse</u> Beth Fossett (207) 895-3501 88 York Street, Kennebunk, ME 04043</p>
<p>Flooring & Tile</p>	<p><u>Classic Flooring</u> Jessica Dearborn (207) 883-7847 429 U.S. Route 1, Scarborough, ME 04074</p>
<p>Appliances</p>	<p><u>Agren Appliance</u> Kyle Giguere (207) 330-3617 78 Mallett Drive, Topsham, ME 04086</p>
<p>Solar</p>	<p><u>Revision Energy</u> Stefan Apse Solar Design Specialist (207) 221-6342 758 Westbrook Street, So. Portland, ME</p>