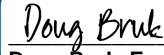
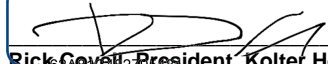


Policies and Procedures

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number: 5.1.1
 Policy Name: Spec Home Color Reselection and Cutoff
 Authorized By: 
 Doug Bruk, Executive VP Kolter Homes
 Authorized By: 
 Rick Covell, President, Kolter Homes

Issued Date: May 9, 2016
 Revised Date: **June 20, 2016**
 Date: 6/20/2016
 Date: 6/20/2016

Policy:

The Spec Home Color Re-Selection policy is to provide our sales staff a tool to determine the stage of construction for any lot and whether the sales representative can authorize making changes to the color selections.

Responsibility:

The Construction Manager is responsible for ensuring that all homes under their supervision currently and accurately reflect the stage of construction.

The New Home Consultant is responsible for checking the stage of the home and noting what, if any, changes will be permitted based on CMS.

The Project Director is responsible for ensuring that this policy is adhered to at all times.

Procedure:

New Home Consultant (NHC):

- Prior to any commitments to the Purchaser the NHC **MUST** check CMS for the stage of construction in the "lot popup" on the inventory grid within CMS. In the "lot popup" hover over the "stage" field and a pop up box will appear informing you of what alterations are allowed.
 - o In "Unit Information", click on "Lot" to open "Contract Approved Options List" pdf.
 - o The Contract Approved Options List will also state the stage of construction with a "Stage Number" (1, 2, 3 or 4).
 - o Construction Manager:
 - o The "Stage Number" determines the cutoff for the ability to make specific changes to the inventory home.
 - o The consultant is required to look at the "spec change cutoff" document to determine what changes if any may be accommodated based on the current stage number.
 - o The "Contract Approved Options List" must be printed at the time of contract included with the agreement & executed by the Purchaser.
 - o Contingencies are not permitted with this re-selection process.

- The NHC will be responsible for calling the Design Gallery and scheduling the appointment as well as including the “Spec Home Reselection” Addendum in the PASA, and ensuring that the Purchaser understands their limitations, the deadlines, and can perform their responsibilities according to the Addendum.
 - o DocuSign communities – the NHC must process the Purchase and Sale Agreement via DocuSign and send to all appropriate parties after the Purchaser has signed off. No contingencies are permitted with the Spec Home Reselection addendum.
 - o NON DocuSign communities - the NHC must forward the front page of the Purchase and Sale Agreement and the Spec Home Reselection addendum to the Project Director and the Design Coordinator for the community via email after the Purchaser has signed off. No contingencies are permitted with the Spec Home Reselection addendum.

Construction Manager:

- o BuildPro must be updated daily to ensure that the stages of construction are accurate.
- o Managing trades so that the home does not progress beyond the changes permitted at the time.
- o Receiving the revised Change Order from design, reviewing for completeness and correctness, disseminating to the trades, and ensuring the proper execution of the work pursuant to the revised Change Order.

Project Director/VP:

- **PRIOR TO EXECUTION of any Spec Home Options Reselections Addendum, the PD/VP MUST:**
 - o Contact the NHC and confirm that the proper expectations have been set with the Purchaser, and that they have committed to perform their obligations pursuant to the Addendum.
 - o Contact Design and confirm that they are able to meet with and accommodate the Purchaser in time for both Purchaser and Seller to perform their obligations pursuant to the Addendum.
 - o Contact the CM assigned to the affected lot that a Spec Home Options Reselections Addendum has been received and confirm that the options requested will be logistically possible.
- **AFTER EXECUTION of the Spec Home Options Reselections Addendum, the PD/VP MUST:**
 - o Ensure that all departments are tracking the change request.
 - o Ensure that both Purchaser and Seller are performing their obligations pursuant to the Addendum.
 - o Review and approve the Change Order within one business day of the Purchaser’s execution and return to Design immediately so that the reselections can be entered into New Star and Purchase Orders can be issued.
 - o Once the Change Order is counter executed, the Project Director/VP MUST notify the Construction Manager that it has been approved.

Design:

- Scheduling the Purchaser MUST be a high priority and scheduled around all other appointments. Every effort should be made to ensure that this Purchaser is able to perform their obligations pursuant to the Spec Home Options Reselections Addendum. If Purchaser fails to perform their obligations, it must not be due to any fault of Seller.
- The Change Order must be entered into Newstar to lock it from further changes within one business day of the PD/VP’s counter execution of same.
- Once the Change Order is completed, the Design Consultant MUST make a note in CMS that the Purchaser’s reselections have been completed.

Purchasing:

- Issue Purchase Orders reflecting all changes from the original spec selections within one business day of them being entered into New Star by Design.
- The Purchasing Agent or Coordinator issuing the PO's MUST contact the CM to advise them that they have been issued.
- The original color selection should not be canceled so that a history of the selections will be reflected.

CUT OFF DATES FOR SELECTIONS	
STAGE	NOT ALLOWED
After permit is issued or after structurals are selected <div style="text-align: center; font-size: 24pt;">1</div>	Mudd set floor tile or marble, Beach Entry Shower, add foam insulation, screen rooms, outdoor kitchens (complete or pre-plumb), air conditioning upgrades, addition of 3rd car garage, exterior paint package, impact windows, floor electrical outlets, tankless hot water heaters.
STAGE	SELECTIONS ALLOWED
BuildPro Milestones INTERIOR FRAME WALLS <div style="text-align: center; font-size: 24pt;">2</div>	Cabinets, granite selection, carpet, tile (floor, walls, backsplash, wood floor, interior paint, plumbing trim selection, shower enclosure, exhaust hood selection, shower niche, handicap accessory backing, crown molding Carpet, add wood floor in lieu of tile, rear paver patio, epoxy on Electrical.
STAGE	SELECTIONS ALLOWED
BuildPro Milestones DRYWALL HANG <div style="text-align: center; font-size: 24pt;">3</div>	Carpet, add wood floor in lieu of tile, interior paint color, shower rear paver patio, epoxy paint on garage floor.
BuildPro Milestones	
Drywall finish on	NONE and NONE
<div style="text-align: center; font-size: 24pt;">4</div>	

Task Description (NS)		BPMilestone (written key)
Permit issued, structurals selected		
	1	
Start Pack Received		Start Pack Received
Pool Stakeout		Pool Stakeout
Pool Dig/Form/Steel		Pool Dig
Pool Gunitite		Pool Gunitite
Homesite Clear/Balance		Lot Grubbed/Balanced
Lot Grubbed/Balanced		Lot Grubbed/Balanced
Pre-Construction Meeting		Pre-Construction Meeting
Survey Pinning/Stakeout		Stakeout
Dig Footers/Formboards/Foundation [JBST]		JBST (Dig Footers/Formboards)
Footer Steel		Footer Steel
Form Basement Walls		Form Basement Walls
Basement Walls Poured		Basement Walls Poured
Waterproof Basement		Waterproof Basement
Basement Walls Framed		Basement Walls Framed
Install Foundation Masonry Piers		Install Foundation Masonry Piers
Underground Plumbing		Plumbing Underground
HVAC Underground		HVAC Underground
Electric Underground		Electric Underground
Slab Steel Prep		Slab Steel Prep
Stem Wall Complete		Stem Wall Complete
Foundation Pour	2	Foundation Pour
Deliver Framing/Rough Lumber		Deliver Framing/Rough Lumber
Foundation Floor Framing Complete		Foundation Floor Framing Complete
Stucco Grade Complete		Stucco Grade Complete
1st Flr Block/Framing Complete		1st Flr Block/Framing Complete
Prep/Steel 1st Floor Beam		Prep/Steel 1st Floor Beam
Pour 1st Floor Beam		Pour 1st Floor Beam
Floor Trusses Installed		Floor Trusses Installed
2nd Floor Deck Complete		2nd Floor Deck Complete
1st Floor Stairs Installed		1st Floor Stairs Installed
Stairs Installed		Stairs Installed
2nd Flr Block/Framing Complete		2nd Flr Block/Framing Complete
Prep/Steel 2nd Floor Beam		Prep/Steel 2nd Floor Beam
Pour 2nd Floor Beam		Pour 2nd Floor Beam
Wall Sheathing		Wall Sheathing
Floor Trusses Installed - 3rd Floor		Floor Trusses Installed - 3rd Floor
3rd Floor Deck Complete		3rd Floor Deck Complete

2nd Floor Stairs Installed		2nd Floor Stairs Installed
Install 3rd Floor Block		Install 3rd Floor Block
Prep/Steel 3rd Floor Beam		Prep/Steel 3rd Floor Beam
Pour 3rd Floor Beam		Pour 3rd Floor Beam
Install/Build Wall Panels		Install/Build Wall Panels
Install Party Wall Framing	2	Install Party Wall Framing
Install 3rd Floor Party Wall Framing		Install 3rd Floor Party Wall Framing
Install/Build 3rd Floor Wall Panels		Install/Build 3rd Floor Wall Panels
Block Rake Walls		Block Rake Walls
Pour Rake Wall		Pour Rake Wall
Roof Trusses Installed		Roof Trusses Installed
Roof Sheathing		Roof Sheathing
Sheathing and Engineering Complete		Roof Sheathing/Eng. Inspection
First Layer Firewall Complete		First Layer Firewall Complete
Firewall Complete		Firewall Complete
House Wrap Complete		House Wrap Complete
Roof Dry-In		Roof Dry-In
Framing Complete		Framing Complete
Hot Mop/Peel & stick	3	Hot Mop/Peel & stick
Hot Mop/Peel & stick		Hot Mop/Peel & stick
Roof Installed		Roof Installed
Window Install		Window Install
HVAC Rough		HVAC Rough
Plumbing Rough		Plumbing Rough
Electric Rough		Electric Rough
Management Frame Walk		Management Frame Walk
Framing Inspection		Framing Inspection
Homeowner Pre-Drywall Walk-Thru		Pre-Drywall Orientation
Stone Installed		Brick/Stone Installed
Brick Installed		Brick/Stone Installed
Siding Complete		Siding Complete
Stucco Plaster Complete		Stucco Plaster Complete
Exterior Paint Complete		Exterior Paint Complete
Spray Foam Insulation		Spray Foam Insulation
Insulation		Insulation
Drywall Hung/Installed		Drywall Installed
Drywall Screw Inspection	4	Drywall Screw Inspection
Drywall Finish		Drywall Finish
Drywall Finish/Spray		Drywall Finish/Spray
Interior Paint 1st Coat		Interior Paint 1st Coat
Install Garage Door		Install Garage Door

Sliding Glass Door Installed		Sliding Glass Door Installed
Gyp-Crete Complete		Gyp-Crete Complete
Partial Flooring Installed		Partial Flooring Installed
Flooring Complete		Flooring Complete
Marble Floors Installed		Marble Floors Installed
Wall Tile Complete		Wall Tile Complete
Install Hardwood Flooring		Install Hardwood Flooring
Interior Doors Complete		Interior Doors Complete
Interior Trim Complete		Interior Trim Complete
Cabinets Installed		Cabinets Installed
Driveway Installed		Driveway Installed
Landscape Installed		Landscape Installed
Drywall - Post Trim Punch		Drywall - Post Trim Punch
Countertops Installed		Countertops Installed
Rough Clean		Rough Clean
Interior Paint Complete		Interior Paint Complete
HVAC Trim Out		HVAC Trim Out
Plumbing Trim Out		Plumbing Trim Out
Electric Trim-Out Complete		Electric Trim-Out Complete
Low Voltage Trim Out		Low Voltage Trim Out
Electric Power Release		Electric Power Release
Electric Hot Check		Electric Hot Check
HVAC Start Up	4	HVAC Start Up
Electric Final Complete		Electric Final Complete
Development Compliance Inspection		Development Compliance Inspection
Trim Punch Out		Trim Punch Out
Drywall Punch Out		Drywall Punch Out
Carpet Installed		Carpet Installed
Vinyl Floors Installed		Vinyl Floors Installed
Wood Floor Acclimation		Wood Floor Acclimation
Install Wood Flooring		Install Wood Flooring
Install Wood Flooring		Install Wood Flooring
Hardwood Floor Finishing		Hardwood Floor Finishing
Paint Punch Out		Paint Punch Out
Builder Quality Assurance Inspection		Builder QA
QA Punch Out Complete		Punch Out Complete
Pressure Clean/Garage Floors		Pressure Wash
Inspection Final Building CO		Inspection Building Final
CO Received		CO Received
New Home Orientation [Sch Completion]		JBFN (New Home Orientation)
New Home Orientation Punch Out		New Home Orientation Punch Out
Homeowner/Customer Service Sign-Off		CLOSEHOME (Turnover)

Developer's lot reference %UnitAccountCode%

%C

ommunity%

SPEC HOME RESELECTION ADDENDUM

THIS SPECIAL ADDENDUM (this "**Addendum**") is executed in conjunction with and, by this reference, incorporated into the Purchase and Sale Agreement (the "**Agreement**") dated as of the %ContractCreatedDateLong%, between %AllBuyersFullName% (collectively, "**Purchaser**") and Seller, as defined in the Agreement, respecting lot %LotName% (the "**Lot**") at %LotStreetAddress%, in the community known as %Community% (the "**Community**").

1. **Defined Terms.** All initially capitalized terms not defined herein shall have the meanings set forth in the Agreement, and all references in this Addendum to the Agreement shall be deemed to include references to this Addendum and to any other addenda and riders attached to the Agreement, which are hereby incorporated by this reference.

2. **Modifications to the Agreement.** Purchaser and Seller hereby agree to the following conditions, modifications, and/or supplements to the Agreement:

The current stage of construction of the home, as of the date this Addendum was drafted, is **MERGE FIELD**.

Purchaser may reselect the following items at Purchaser's expense by executing a Change Order to the Selections Agreement:

This Addendum is not a Change Order. A Change Order for the items listed above must be executed by Purchaser on or before **MERGE FIELD**. In the event that Purchaser fails to execute the Change Order on or before this date, due to no fault of Seller, no reselection will be accepted by Seller and Seller shall install the selections indicated on the "Spec Options List" attached for reference to the Purchase and Sale Agreement.

3. **Obligation to Construct Residence.** Notwithstanding anything to the contrary herein, nothing herein shall be deemed to abrogate or limit Seller's obligation to complete the Residence such that it is physically habitable and ready for occupancy, with all necessary utilities extended to it, in accordance with the Federal Interstate Land Sales Full Disclosure Act ("**ILSA**"), within twenty-four (24) months after Purchaser's execution of the Agreement. Seller hereby affirms such obligation to complete the Residence in accordance with ILSA.

4. **Counterparts.** This Addendum may be executed in counterparts, a complete set of which shall form a single Addendum.

5. **Conflicts.** In the event of any conflict between this Addendum and the Agreement, this Addendum shall control. In all other respects, the Agreement shall remain in full force and effect.

6. **Entire Agreement.** The Agreement, together with this Addendum and any other addenda and riders to the Agreement, contains the entire agreement between Purchaser and Seller concerning the matters set forth herein. All prior discussions, negotiations and contracts, if any, whether oral or written, are hereby superseded by these documents. No addition or modification of this Addendum or the Agreement shall be effective unless set forth in writing and signed by Purchaser and an authorized officer of Seller.

PURCHASER(S):

SELLER: %CommunityLegalName%

By: _____

%CommunityLegalName2%

%CommunityLegalName3%

%CommunityLegalName4%

Print Name: %BuyerFullName% _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: %SecondBuyerFullName% _____

Title: _____

Date: _____

Date: _____

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number: 5.5.1

Policy Name: Model Estimate Reporting

Authorized By:

Doug Brink

Doug Brink, Executive VP Kolter Homes

Authorized By:

Rick Cornell

Rick Cornell, President, Kolter Homes

Issued Date: April 12, 2016

Revised Date:

Date: 4/14/2016

Date: 4/13/2016

Policy:

This policy will ensure that all regions are utilizing the same tools to analyze model estimates in preparation for monthly finance meetings.

Responsibility:

The Purchasing Department is responsible for creating, maintaining, and reviewing model estimates. Model Estimates must be reviewed on a monthly basis with the Project Directors, so that they can update their Margin Analysis and change their base model sales prices.

Procedure:

Threshold for systemically Changing Budgets:

- **MATERIAL CHANGES: Increases/Decreases to Model Cost Estimates totaling the lesser of \$2,000 or 1.5% of the total Direct Cost** that are identified in between budget updates (since last PCN) are considered material and MUST be accounted for within one calendar day from being identified.
 - o Project Directors must be notified immediately so that they can account for material changes in pricing strategies to avoid margin erosion.
 - o Project Directors should process a PCN as soon as possible but in no event later than five calendar days from the cost being identified.
- **IMMATERIAL CHANGES: Increase/Decreases to Model Cost Estimates less than a Material Change defined above** that are identified in between budget updates **do not** need to be accounted for immediately.
 - o Project Directors must be notified during the Monthly Financial Review process so that they can prepare a PCN in advance of the Monthly Budget Meeting.

Directors of Purchasing:

- When there are known material changes or anticipated future increases, the Director of Purchasing must:
 - o Coordinate with the Project Director/VP to determine if a PCN is required prior to the actual increase effective date.
 - o Prepare a list of lots effected and assist the Project Director in identifying lots that are to be grandfathered by either holding subcontractor prices or changes in specifications, whichever is the cause of the price change.
- Run the Model Estimate MoM Analyzer on the first business day of every month and compare it to the previous month (Location: N:\informXLPurchasing and Operations\Master Analyzers\Purchasing)
- Paste data into a blank Excel spreadsheet. Save spreadsheet in Finance Folder on Common Drive

Kolter Homes Policies and Procedures

Policy No. 5.5.1 Model Estimat eMonthly Reporting

- (Location: **M:\Operations\Purchasing\Finance Meetings**)

Directors of Purchasing (cont):

- Instruct Purchasing Agents to review
- Any cost changes made throughout the month to the model estimate must be approved by the Project Director/VP on a Master Budget Update Form (**N:\Operations\Purchasing\Procedures\Budget Changes**)

Purchasing Agents:

- Add detailed explanation column to spreadsheet saved in Finance Folder
- Sort the file, so that only variances appear
- Provide detailed explanations for the variances

Project Director:

- Receives completed review from Directors of Purchasing
- Asks for further explanation/clarification if needed
- Signs documents and returns to Director of Purchasing
- Updates Margin Analysis & executes a Price Change Notification (PCN) if necessary
- The Project Director has five calendar days to complete items above

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number: 5.5.2

Issued Date: February 24, 2016

Policy Name: House Book Review

Revised Date:

Authorized By:

Doug Brink

Date: _____

Doug Brink, Executive VP Kolter Homes

Authorized By:

Rick Covell

Date: _____

Rick Covell, President, Kolter Homes

Policy:

This policy will ensure that all regions are utilizing the same tools to analyze housebooks in preparation for monthly finance meetings. Reference: Network Diagram & Swim Lane Diagram
M:\Operations\Purchasing\Procedures\Purchasing Policy Manual\Current

Responsibility:

The Purchasing Department is responsible for creating, maintaining, and reviewing lot anchor estimates in Newstar, which drives housebook reporting. The Purchasing Agents or Managers will review housebooks for homes that have closed on a monthly basis. This review will include explanations for variances and provide Purchasing Coordinators with direction so necessary revisions can be completed.

Procedure:

Directors of Purchasing:

- Run the Closing Report on the first business day of every month
(Location: N:\informXL\Purchasing and Operations\Master Analyzers\Purchasing)
- Assign specific lots for the Purchasing Agents or Managers to review
- Review with assigned Project Director once all steps below have been completed during days 11-14
- Final of exceptions of \$2,000 per lot total review with VP of Purchasing during days 14-15
- Final changes for housebooks must be completed no later than the 15th of each month
- Director will coordinate with the assigned Financial Analyst to provide a summary description for cost changes. This summary must be included in the monthly Finance meeting packet
- Any cost change must be logged into the Cost Change Form **(N:\Operations\Purchasing\Bid Documents & Lineups\Cost Tracking)**

Purchasing Agents:

- Run the Housebooks for Homes Closed Analyzer
(Location: N:\informXL\Purchasing and Operations\Master Analyzers\Purchasing)
- Paste data into a blank Excel spreadsheet. Save spreadsheet in Finance Folder on Common Drive
(Location: M:\Operations\Purchasing\Finance Meetings)
- Add detailed explanation and action columns to spreadsheet saved in Finance Folder
- Review all budget line items that are both below and over original budget
- Provide detailed explanations for the discrepancies using exceptions \$200 per line item, \$2,000 per lot total
- Provide direction in the action column if action (void PO, approve PO for payment, complete lot anchor estimate revision, etc.) is required during days 2-8
- Work with appropriate Purchasing Coordinator to ensure that action items are completed during days 6-12

Purchasing Coordinators:

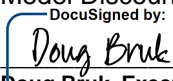
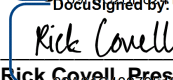
Kolter Homes Policies and Procedures

Policy No. 5.X.X, [Policy Name]

- Execute action items provided by Purchasing Agents in Newstar during days 6-12
- Inform Purchasing Agent or Manager when action items have been completed
- For any PO that requires change, the anchor estimate for each lot must be completed at the same time

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number:	5.5.3	Issued Date:	April 25, 2016
Policy Name:	Model Discount Tracking	Revised Date:	
Authorized By:	 Doug Bruk, Executive VP Kolter Homes	Date:	4/27/2016
Authorized By:	 Rick Cavell, President, Kolter Homes	Date:	5/4/2016

Policy:

The purpose of this policy is to address the proper accounting, coding and capturing of Manufacturer and trade discounts pertaining solely to Model Homes for materials and labor. **Reference: Model Home Discount Tracking Master spreadsheet** M:\Operations\Purchasing\National Agreements\02 Model Discount Tracking.

Responsibility:

The Purchasing Department is responsible for creating, maintaining and reviewing costs, as well manufacturer and trade rebates associated with the construction of each Model home.

The Project Director / VP of the project is responsible for ensuring that this policy is adhered to.

Procedure:

Project Directors:

- Work with assigned Purchasing Director upon the selections of a model home during the planning and construction of that model to ensure that budgets are properly created and discounts are accurately accounted for on behalf of the owner.

Directors of Purchasing:

- Create Model home tracking sheet (one lot per sheet) and save it on the common drive at: N:\Operations\Purchasing\National Agreements\02 Model Discount Tracking\community.
- Direct Purchasing Agents to update the tracking spreadsheet and monitor to ensure proper procedures are followed.
- Manage team members to ensure that this policy is correctly implemented so that ALL discounts are properly budgeted for prior to commencement of construction and follow up during and after construction is properly administered to account for receipt of ALL discounts.

Purchasing Agents:



- Notify applicable vendors/suppliers of models in the pipeline so they can begin the material ordering process (must specifically inform supplier of model prior to vendor placing order to ensure discounts are received).
- Contact trade base to obtain labor discounts pursuant to subcontracts.
- Obtain lot specific bids from vendors and save in the "Lot Specific" folder of the community being tracked. **Example: (N:\Communities\Active\Florida\Verandah\Purchasing\Submitted Bids\1-Lot Specific\FC. 008).**
- Input participating vendor information, including contribution amount, into tracking spreadsheet.
- Work with Purchasing Coordinators to ensure that all applicable model discounts are accounted for and captured by purchase orders.

Purchasing Coordinators:

- Create PO's, inclusive of options, as typically done.
- Create offsetting VPO, coded to minor code 06 (Model Discounts) for total credit amount as defined on tracking sheet per National Agreement or Vendor specific model discount bid for materials and labor.
- Input actual Vendors and discounts into tracking spreadsheet for Purchasing Director review and future reporting.
- Coordinate with Purchasing Agents to ensure all discounts are accounted for.

KOLTER

KOLTER HOMES DIVISION Policies and Procedures

Policy Number:	5.5.4	Issued Date:	April 12, 2016
Policy Name:	Lot Unique Budgeting	Revised Date:	
Authorized By:	 Doug Bruk, Executive VP Kolter Homes	Authorized Date:	4/25/2016
Authorized By:	 Rick Cornell, President, Kolter Homes	Authorized Date:	4/25/2016

Policy:

The below list of procedures is to clarify the process in which permitting, project management, construction, and purchasing interact with regards to ordering and reviewing plot plans, field verifying lot conditions, and having the budgets updated in Newstar.

Responsibility:

The Project Director/VP, Construction Manager, Permitting Coordinator and Purchasing Coordinator all perform key roles in the accurate and timely submission and updates of our lot unique budgeting process. The Construction Manager and Project Director / VP work together to identify any additional cost related activities and provide budgets to the Purchasing Coordinator prior to initial PO Generation.

Procedure:

Production Report Tool:

- Construction Coordinator updates the Production Report tool every Friday with new starts.
- From the posting of the start on the Production Report tool, the job site condition review process will take fourteen (14) days to complete.

Plot plans:

- Will be sent to the Construction Manager automatically within two (2) weeks of the posting of the start. If not, the Construction Manager is to follow-up with the Architecture Manager.

Permitting:

- Send an email to Surveyor requesting a plot plan.
- Permitting Coordinator provides the surveyor the correct lot, block, product and garage handing from the Start Request.
- Surveyor has seven (7) days to complete the plot plan and return it by email to the Permitting Coordinator.
- Permitting Coordinator will review it for accuracy and forward a copy, by email to the Construction Manager.
- Architecture Manager starts the permitting process at the same time the job conditions (JC's) are being reviewed by the Construction Manager.

Construction Manager:

- Confirms job site condition due dates on the Production Report tools.
- Construction Manager has approximately two (2) weeks to review the lot unique budget conditions worksheet with the Project Director / VP and return them to the Purchasing Coordinator via email on or before the due date.

Kolter Homes Policies and Procedures

Policy No. 5.5.4 Lot Unique Budget Adjustment

- Construction Manager can refer to the community / phase level worksheet prepared with the Project Director.
- Construction Manager uses the Pre-Start Review Form (Lot Unique Budget Form).
 - o Prints Start Request.
 - o Review plot plan against Master Drainage Plan and meets with the grading contractor to calculate any haul off or fill.
 - o Review plot plan against Landscape Plan for street trees, corner lots, etc.
 - o Review plot plan against Sidewalk Plan.
 - o Construction Manager must walk site to verify existing trees and document possible utility issues.
 - o Meets with Project Director / VP to discuss any additional landscape.
- Construction Manager completes the job site conditions review process, which includes the revised quantities take-offs.
 - o Construction Manager provides the Purchasing Coordinator with a copy of both the signed plot and job site condition form by email.
 - o Construction Manager shall scan copy of the job site conditions to the share drive for archival purposes.
 - o Construction Manager shall place a copy in house file.
 - o Should an issue arise that would delay the permitting process, the Construction Manager must email the Project Director / VP, Area Construction Manager and Permitting Coordinator *immediately, and note the issue in the subject line/title of the email.*

Permitting Coordinator:

- Updates the Production Report tool as complete.

Purchasing:

- Purchasing Coordinator will contact Construction Manager if Job Conditions worksheet is not returned at least 15 days before the scheduled PO release date in the Production Report tool.
- Purchasing Coordinator updates quantities in Newstar and adjust soft cost budget
- Purchasing Coordinator notifies trades affected that their budgets for that lot / block will be adjusted manually and no ePO's will be required by the field.
- For items that are estimated, such as dirt work, the lot unique budgets will be updated and an ePO should be issued to the vendor by the Construction Manager.

KOLTER

KOLTER HOMES DIVISION Policies and Procedures

Policy Number: 5.5.5	Issued Date: April 12, 2016
Policy Name: Inventory & Model Home Maintenance Cost Management	Revised Date:
Authorized By: <small>DocuSigned by:</small> <i>Doug Brink</i> _____ Doug Brink, Executive VP Kolter Homes	Authorized Date: 4/14/2016 _____
Authorized By: <small>DocuSigned by:</small> <i>Rick Cornell</i> _____ Rick Cornell, President, Kolter Homes	Authorized Date: 4/13/2016 _____

Policy:

The policy imposes authorization and approval measures for our inventory homes and model homes relating to costs to maintain these units. Once the homes are completed and punch out has been completed 100% the homes will be turned over to the Customer Service Department. The Customer Service Department will authorize any work related to maintaining our sales models and inventory homes in pristine condition.

The Customer Service Representative that authorized the work will review and approve the invoices submitted by the trades and / or suppliers. Any work order that is over \$500 requires the Project Director / VP's approval prior to authorization of the work and will require the Project Director / VP's signature on the invoice.

Responsibility:

Customer Service Representatives authorize and approve invoices submitted by our vendors for model maintenance and inventory maintenance. Project Directors / VP's pre-approve any work over \$500. Accounts Payable processes vendor invoices.

Procedure:

Sales Associates will walk sales models weekly and provide a punch list to the Customer Service Technicians identifying any maintenance requirements (i.e. lawn mowing, pool service, extra cleaning, pressure washing, burned out light bulbs, paint touch-ups, etc.). The Customer Service Representative will contact the appropriate vendors to schedule work and negotiate cost of work and / or materials required. The goal is to have the sales model punch lists complete by Friday each week.

The Customer Service Representatives and / or the Project Directors/VP's will walk the inventory homes once a week and put together a punch list. The Customer Service Representative will contact the appropriate vendors to schedule work and negotiate cost of work and / or materials required. The goal is to have the inventory homes punch lists complete by Friday each week.

Vendors will submit invoices for work and / or materials identifying the name of the Customer Service Representative, Community, Lot, and Address that the work and / or materials will be supplied to our Accounts Payable Department. Upon receipt of the invoices Accounts Payable will sort invoices by Customer Service Representative for approval. Any invoice over \$500 will require a second approval from the Project Director / VP of the community.

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number:	5.5.7	Issued Date:	April 13, 2016
Policy Name:	Vendor Change Process	Revised Date:	
Authorized By:	<u>Doug Brink</u> Doug Brink, Executive VP Kolter Homes	Date:	<u>4/14/2016</u>
Authorized By:	<u>Rick Cornell</u> Rick Cornell, President, Kolter Homes	Date:	<u>4/14/2016</u>

Policy:

To release and replace a vendor that is not working according to the Kolter Homes standards which could include, but not limited to lack of performance and/or pricing issues. Also adding a new vendor to a community.

Responsibility:

The purchasing department will work in conjunction with the construction department during all phase of this process

Procedure:

Expectations:

- Release and Replace a vendor in a timely manner, without interrupting work schedules at the community

Request and Coordination:

- Request can come from either Construction or Purchasing, request to release needs to include the reason for release and replacement of the vendor
- Coordination of the release and replacement will be done by the Purchasing Director once the letter is sent to the subcontractor. The Purchasing Agent or Director of Purchasing will obtain new pricing from tentative vendors and/or re-open the communities for bidding if necessary.

Processing:

- Performance warning
 - o A meeting will be scheduled with the vendor to outline any and all issues. Kolter Homes representatives and the vendor will come to an agreed upon timeline to rectify the said issues (between 5 to 30 business days) and a letter will be sent or given to the vendor
- 48 hour warning (receiving the certified letter back)
 - o A letter will be sent to the vendor via certified mail to notify them of Kolter Homes intent to replace them if immediate action is not taken to resolve said issues within 48 hours
- Termination letter
 - o A termination letter will be sent to the vendor via certified mail to notify them of Kolter Homes intent to replace them

Processing a release and replacement:

- Director /VP of Construction will fill out the "Release of a Vendor Change Form", date, subdivision(s) and reason for the changing of a Vendor
 - o Construction Department will obtain the following signatures:
 - Construction Manager
 - Area Construction Manager

Kolter Homes Policies and Procedures

Policy No. 5.5.7 Vendor Change

- Release and Replacement form will then be turned over to Director of Purchasing for that community to schedule appropriate meeting
- The Director of Purchasing will place the original Release and Replacement form on the common drive
- Director of Purchasing will approve all new cost and final changes
- Purchasing Agent will notify the Construction Department of any change and all new vendor information
- New costs for Base & Option needs to be completed and turned over to contract coordinators for entry into new contract/documents
- The Purchasing Agent will adjust the sales prices and profit margins for options
- Contract Coordinator will process exhibits, un-commit appropriate lots, recommit new vendor and regenerate community

Adding a vendor:

- Director /VP of Construction will fill out the “Vendor Change Form” , date, Task type, subdivision(s) and reason for the adding a vendor one week prior to start of any work
- Purchasing will request the vendor to complete the following documents
 - New trade packet, master contract (if applicable), certificate of insurance, W-9, and pricing
- Accounts Payable will add the new trade (if applicable) in to the system
- Purchasing will release PO's

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number:	5.5.8	Issued Date:	April 13, 2016
Policy Name:	National Agreement Tracking	Revised Date:	
Authorized By:	<u>Doug Brink</u> Doug Brink, Executive VP Kolter Homes	Date:	<u>4/14/2016</u>
Authorized By:	<u>Rick Cover</u> Rick Cover, President, Kolter Homes	Date:	<u>4/13/2016</u>

Policy:

This policy will ensure that all regions are utilizing the same tool(s) to collect, track, and analyze Closed Home Rebates. **Reference: Rebate Tracking Master spreadsheet XXXX (current year)**
M:\Operations\Purchasing\National Agreements\01 Rebate Tracking

Responsibility:

The Purchasing Department is responsible for submitting for, tracking, and collecting rebates in accordance with each "Partner Agreement", "National Agreement", "Supplier Agreement", et al. as specified therein, to ensure all appropriate rebates are collected and accounted for.

Procedure:

Rebate Manager:

- Run closing report based on reporting criteria, i.e.: monthly, quarterly, and yearly.
- Request specific product usage information, as required, from Director(s) of Purchasing
- Modify report to fit required reporting structure (if required) per Agreement
- Submit report to Manufacturer Representative or to parties, as specified, in Agreement and save to applicable directory.
- Enter in Submittal Date and Submittal amount in tracking spreadsheet.
 - o If reporting for 1st quarter of year erase all input data and **SAVE AS** new tracking spreadsheet
- Save all files to appropriate network directory as described below
- Any prior quarter rebate(s) not received when submitting for current quarter should be followed up at this time with appropriate parties.
- Update Tracking spreadsheet when rebate is received. Enter the date received and verify the amount
- Initial the check stub of any received rebate prior to forwarding to accounting for processing.
- Attach closing/lot specific detail to check and forward to accounting for processing
- If a check/wire/direct deposit is received at accounting (or a check without Rebate Manager initials on it) a copy should be forwarded by accounting to Rebate Manager for tracking data entry.

Director(s) of Purchasing

- Provide specific materials usage information as requested/required by agreement to Rebate Manager
- Forward any rebates received locally/directly to Rebate Manager for tracking

Accounting

- Deposit a check or wire upon receipt and will post it to the correct company's General Ledger
- A copy of the check, deposit receipt, and support documentation is forwarded to the Rebate Manager and retained with the recording of the journal entry.
- If a check or wire is received without any documentation accounting will request documentation from the Rebate Manager

Kolter Homes Policies and Procedures

Policy No. 5.5.8, National Agreement Rebate

Default File Locations:

- All directories will be in the N:\Operations\Purchasing\National Agreements\01 Rebate Tracking\....
- **Closing report** = ...*Closings*\20xx where xx identifies the current year
- **Submittal report** = ...*Submittals*\xQ20xx where x identifies the quarter and xx is the current year
- **Tracking spreadsheet** = ...*Rebate Tracking Master* 20xx where xx is the current year

Kolter Signature Homes Standards

The Kolter construction standard consists of value construction engineering related to means, methods, and materials in order to reduce cost where the customer does not notice

Count	Application	Trade Category	SFL	CFL	NFL	Georgia	So. Carolina	Description	Approval Date
1	Exterior	Gutters	X	X	X	X	X	Gutters - All down spouts to have splash blocks installed 2" minus crush stone or with egg rock surround	2/16/2016
2	Exterior	Driveway	X	X	X			Driveway Paver Install Detail - 5" shell or crushed concrete on compacted subgrade with minimum 1" concrete screenings with cement edging	2/16/2016
3	Exterior	Stucco	X	X	X	X	X	Wood Fascia: Stucco to be held back from all wood fascia, sub fascia, minimum 1/4" to allow for caulking. Fascia should never be buried in stucco i.e. fascia cut short to caulk	2/16/2016
4	Exterior	Stucco	X	X	X	X	X	Slab on grade Stucco to be minimum 2" above ground	2/16/2016
5	Exterior	Stucco	X	X	X	X	X	All Window sills and raised banding should consist of corner bead on the outside of the band and corner bead when returning to the window. Per standard details	2/16/2016
6	Exterior	Trim	X	X	X	X	X	All exterior doors to have security hinges, except inswing doors and are to be stainless steel	2/16/2016
7	Finish	Cabinets	X	X	X	X	X	Cabinets - All cabinets to be caulked to the tile using a matching acrylic silicone to create protection from mopping or spillage of liquids on the floor	2/16/2016
8	Finish	Cabinets	X	X	X	X	X	Cabinets to have applied molding/scrub at the end of all finished base cabinets at the floor and wall	2/16/2016
9	Finish	Cabinets	X	X	X	X	X	Laundry uppers to be 57" off finish floor bottom	2/16/2016
10	Finish	Electrical	X	X	X	X	X	Rough electrical boxes in the kitchen base cabinets to be roughed in with using a single gang mud ring, allowing the receptacle to be installed & trimmed with a trim plate	2/16/2016
11	Finish	Flooring	X	X	X	X	X	All edges of shower knee wall cap material to be finished (all sides). No rough or sharp edges. One piece of material	2/16/2016
12	Finish	Flooring	X	X	X	X	X	Wet Ceramic Tile Areas: Tile grout must be removed from all interior and exterior corners and replaced with solid bead of sanded grout caulk.	2/16/2016
13	Finish	Flooring	X	X	X	X	X	Ceramic Tile or Marble under Base Cabinets or Vanities: All floor tile will be installed to the wall under all Base Cabinets in all applications.	2/16/2016
14	Finish	Flooring	X	X	X	X	X	Tile to Wood Transition to have wood T-threshold.	2/16/2016
15	Finish	Flooring	X					Tile to Carpet Transition to have a schluter strip.	2/16/2016
16	Finish	Flooring	X	X	X	X	X	Wood to Carpet Transition to be tacked and tucked.	2/16/2016
17	Finish	Flooring	X	X	X	X	X	All Flooring Transitions at doorways must occur at the inside of the door stop, so the different materials are not seen when the door is closed.	2/16/2016
18	Finish	Flooring	X	X	X	X	X	Recessed showers in slab are not to have a curb. Must have a 3/4" marble threshold, or solid surface material, mounted on top of tile where curb has been omitted. No joint can be on the surface. Inside face of the shower recess to be wall tile (see sketch).	2/16/2016
19	Finish	Flooring	X	X	X	X	X	Showers installed on wood subfloors must have a 4" curb. Top of Curb cannot have grout joints and must have a 3/4" marble threshold, or solid surface material, installed to receive shower enclosure to promote a good bond with silicone caulk and prevent water intrusion.	2/16/2016
20	Finish	Flooring	X	X	X	X	X	All shower niches to be of one piece, pre made foam insert, to be sealed with 2" wide mesh tape and tiled.	2/16/2016
21	Finish	Flooring	X	X	X	X	X	Floor Covering: All Tile, Marble or Hardwood Floors are to be ultra-tough and waterproof Kraft paper immediately after installation and maintained until Final Clean.	2/16/2016
22	Finish	Flooring	X	X	X	X	X	Shower Knee Walls - Where tile runs out the door opening, hold back 3/8" from exterior corner bead. This gives a clean finish and a place to caulk the bullnose instead of trying to be flush	2/16/2016
23	Finish	Flooring	X	X	X	X	X	Tile crack suppressant over saw cuts and cracks	2/16/2016
24	Finish	Plumbing	X	X	X	X	X	Centerline of vanity sink side wall must be a minimum of 15" from side wall	2/16/2016
25	Finish	Trim	X	X	X	X	X	Trim - Double doors to any room to receive one active privacy handle, one dummy handle with T-Astragal: Active door per plan	2/16/2016
26	Finish	Trim	X	X	X	X	X	Install 2-1/4" casing under countertop at island and peninsula tops to match trim package. Should be ripped down to 2 1/4" if trim package is wider.	2/16/2016
27	Finish	Trim	X	X	X	X	X	All garage doors to house to have self closing hinges.	2/16/2016
28	Finish	Trim	X	X	X	X	X	All Exterior Doors to be Fiberglass Doors.	2/16/2016
29	Finish	Trim	X	X	X	X	X	All Exterior Door Thresholds to be protected with 3M Red Vinyl Tape (Spec to be provided) immediately after installation, and maintained until Final Clean.	2/16/2016
30	Finish	Trim	X	X	X	X	X	Dryer box to have door casing installed around 3 sides and base to run to it.	2/16/2016
31	Finish	Trim	X	X	X	X	X	Trim - Double entry door to receive one active handle, one dummy handle and one active dead bolt; NO DUMMY DEAD BOLT; When standing outside facing the doors the right hand door is active	2/16/2016
32	Finish	Trim	X	X	X	X	X	Full Height Backsplashes to only be on the rear walls unless on a wet counter top. In wet areas, it will terminate even with the upper cabinet, not the return wall.	2/16/2016
33	Mechanical	Electrical	X	X	X	X	X	Vanity light fixtures to be 86" off the floor to the center of the J-Box	2/16/2016
34	Mechanical	Electrical	X	X	X	X	X	Outlets in the kitchen backsplashes - decora type when using a GFI outlet for ground fault protection	2/16/2016
35	Mechanical	Electrical	X	X	X	X	X	Elevated TV Outlets: This option will consist of one additional outlet at selected height, the existing outlet and TV Outlet to remain at standard height. Along with the elevated outlet there will be an open chase behind the drywall with a mud ring and blank plate, one at standard outlet height and one at the option elevated height. Plywood backing will also be added for backing, approx. 2ft in height and 3ft in width centered on rough in. 60" AFF per detail/chase or min 1" conduit. See Sketch	2/16/2016
36	Mechanical	Electrical	X	X	X	X	X	Garage coach lamps to be 6" down from bottom of the garage door header for 7' tall door; 1'-6" for 8' tall door	2/16/2016
37	Mechanical	Electrical	X	X	X	X	X	All coach lights to be 3-way from the garage and front door. Does not apply to alley loaded plans.	2/16/2016
38	Mechanical	Electrical	X	X	X	X	X	36" vanity to receive 3-bulb fixture centered on vanity; Over 36" vanity to receive 4-bulb fixture centered on vanity; Double bowl vanity over 6'2" receives 3-bulb fixture over each bowl; Pedestal sinks 2-bulb fixture	2/16/2016
39	Mechanical	Electrical	X	X	X	X	X	All irrigation time clocks to be hard wired	2/16/2016
40	Mechanical	Electrical	X	X	X	X	X	All toilet rooms to have exhaust fans and recessed light switched separately	2/16/2016
41	Mechanical	Electrical	X	X	X	X	X	All guest bath tubs to have vapor proof recessed light over them	2/16/2016
42	Mechanical	Electrical	X	X	X	X	X	Switched outlets to be installed upside down to identify	2/16/2016
43	Mechanical	Flooring	X	X	X	X	X	A/C closets to receive tile floor and tile base	2/16/2016

Count	Application	Trade Category	SFL	CFL	NFL	Georgia	So. Carolina	Description	Approval Date
44	Mechanical	Garage Doors	X	X	X	X	X	Garage door sensors wire to be run and installed by garage door vendor	2/16/2016
45	Mechanical	HVAC	X	X	X	X	X	All A/C compressors to be fastened to concrete pad using tapcons and straps	2/16/2016
46	Mechanical	HVAC	X	X	X	X	X	Fresh Air Make Up (to be a standard when using spray foam insulation only)	2/16/2016
47	Mechanical	HVAC	X	X	X	X	X	New filters Filter Performance Rating (FPR) 4 installed prior to closing	2/16/2016
48	Mechanical	HVAC	X	X	X	X	X	Jumper ducts in all Bedrooms IF NOT direct return	2/16/2016
49	Mechanical	HVAC	X	X	X	X	X	Supply boxes should be taped and protected from drywall texture, paint over spray, or dust and NOT painted.	2/16/2016
50	Mechanical	HVAC	X	X	X	X	X	Aluminum A/C stands must be used where possible. EXCEPTION where there is a second floor air handler supplying the first floor air, a ducted drywall plenum can be used.	2/16/2016
51	Mechanical	HVAC	X	X	X	X	X	Exterior vented Range hood or microwave	2/16/2016
52	Mechanical	HVAC	X	X	X	X	X	Sealed Duct System. All joints shall be taped with aluminum mesh tape. Mastic shall be spread evenly to insure a leak free seal applied to exterior only	2/16/2016
53	Mechanical	HVAC	X	X	X	X	X	Bath venting CFM Requirements per code	2/16/2016
54	Mechanical	Plumbing	X	X	X	X	X	Disposals - when using a 50/50 sink the disposal is mounted closest to the dishwasher; 60/40 or anything different than 50/50 the disposal is to be mounted in the small bowl	2/16/2016
55	Mechanical	Plumbing	X	X	X	X	X	All countertops without a backsplash to use an air switch for the disposal in lieu of a surface mounted switch in the base cabinet. Switch to be located on the right corner of the sink	2/16/2016
56	Mechanical	Plumbing	X	X	X	X	X	Shower head height to be 82" from rough to finish floor of the bathroom. AFF on bathroom out floor, not shower floor	2/16/2016
57	Mechanical	Plumbing	X	X	X	X	X	Toilet flushing lever set to be white, bone or chrome	2/16/2016
58	Mechanical	Plumbing	X	X	X	X	X	All water supply shut off's (stops) to be valve stops not push pulls	2/16/2016
59	Mechanical	Plumbing	X	X	X	X	X	Pex A water supply lines (copper with chrome finish)	2/16/2016
60	Mechanical	Stucco	X	X	X	X	X	Stucco Veneer Behind Electric Meter Can: Stucco must be installed completely and painted prior to the meter being set.	2/16/2016
61	Mechanical	Trim	X	X	X	X	X	A/C closet louvered door with 2 1/4" spacing ONLY in locations where no AC Return Air is Available.	2/16/2016
62	Structural	Concrete	X	X				Complete house on a monolithic slab to have a 1-1/2" deep block recess. This will help direct the flow of moisture toward the exterior of the home.	2/16/2016
63	Structural	Concrete	X	X	X	X	X	All garage floors to be covered, where CMU, with minimum 90# felt and visqueen underlayment until Rough Clean stage.	2/16/2016
64	Structural	Concrete	X	X	X	X	X	Saw cuts on slab for garage must be every (cross cut) 4005F, cut within the first 24 hours of pour and no less than 1" in depth.	2/16/2016
65	Structural	Flooring	X	X	X	X	X	Wet areas, shower/tub areas - all horizontal and vertical joints to be sealed using self-adhesive 2" wide fiberglass mesh tape and imbed with a bead of flexible sealant. This is to create a backup for any water intrusion that may come through the grout joints (See Denshield installation specs)	2/16/2016
66	Structural	Framing	X	X	X	X	X	1-1/2" recess to be framed in behind the refrigerator where framing allows; 74" in rough off concrete floor 2'4" min distance required and 39" wide.	2/16/2016
67	Structural	Framing	X	X	X	X	X	Standard bath with a tub and a door perpendicular to the vanity should be 5'-4". Build out to be on toilet wall; Valve to be on toilet wall	2/16/2016
68	Structural	Framing	X	X	X	X	X	Island Knee walls to be 8'-2" from rear wall framing to near of knee wall framing.	2/16/2016
69	Structural	Framing	X	X	X	X	X	Knee wall on kitchen island to be 2x6 and on standard have a 12" wing wall on each end (WHERE APPLICABLE)	2/16/2016
70	Structural	Framing	X	X	X	X	X	Framing - Shower knee wall to be 46" High	2/16/2016
71	Structural	Framing	X	X	X	X	X	Sheathing Requirements - Roof 15/32" OSB minimum at roof	2/16/2016
72	Structural	Framing						Exterior Wall Sheathing: 1/2" ZIP System.	2/16/2016
73	Structural	Framing	X	X	X	X	X	Garage entry door to house - Wood 2x4 at jamb to be full height top to bottom core where metal framed only.	2/16/2016
74	Structural	Garage Doors	X	X	X	X	X	Garage door recess, we will be creating a 1-1/2" deep garage door recess.	2/16/2016
75	Structural	Garage Doors	X	X				Garage door bucks to be fastened to CMU with galvanized hardware, bolt, washer and nut or Topcon (per product approval)	2/16/2016
76	Structural	Gas	X	X	X	X	X	When using gas for the dryer - gas valve to be installed in the dryer box using prelocated knock out	2/16/2016
77	Structural	Gas	X	X	X	X	X	Dryer boxes to be used wherever allowable. Only exception is on exterior masonry walls	2/16/2016
78	Structural	Plumbing	X	X				Hot water heater bollard to be 3"x2-1/4" galvanized steel pipe with a galvanized 5" diameter base flange and threaded pipe cap. Bollard to be fastened with 3/8"x2" power concrete lag bolt (unless required by local building department to be poured in the slab)	2/16/2016
79	Structural	Plumbing	X	X	X	X	X	Hot water heaters to be at garage floor elevation (NOT AT FINISH FLOOR OF HOUSE)	2/16/2016
80	Structural	Plumbing	X	X	X	X	X	Washer boxes - to be used at all times with laundry rough-in, even when on the exterior CMU wall; Either create a 2x4 chase wall holding it off the exterior wall 1/2" or cut into the CMU for the rough-in add detail for washer box to include drain and supply	2/16/2016
81	Structural	Roofing	X	X	X	X	X	Peel N' Stick. If peel stick is used it must have 30lb felt underlayment minimum	2/16/2016
82	Structural	Roofing	X	X	X	X	X	Hot Mop 30#/90#	2/16/2016
83	Structural	Roofing	X	X	X	X	X	Shingles 30# underlayment	2/16/2016
84	Structural	Trim	X	X	X	X	X	All toilet rooms with an interior dimension of greater than 5ft the door must swing in	2/16/2016
85	Structural	Trim	X	X	X	X	X	Brick molding on exterior doors to be pvc or synthetic product, not wood (frame saver jambs)	2/16/2016
86	Structural	Trusses	X	X	X	X	X	Coffer Ceiling Details. 8" step in roof truss/6" step in floor truss	2/16/2016
87	Structural	Windows	X	X				Window openings that have a vertical mull bar will must have a formed and poured window sill with (1) #5 rebar, in a masonry application (see sketch). Where CMU is used	2/16/2016
88	Structural	Windows	X	X	X	X	X	Typical window size in the toilet room or powder bath to be H34 (26 1/2"x50 5/8")	2/16/2016
89	Structural	Windows	X	X	X	X	X	Typical window size in the tub/shower bath to be 26 1/2"x38 3/8" h33	2/16/2016
90	Structural	Windows	X	X	X	X	X	Typical Laundry Room window must be SH24	2/16/2016
91	Structural	Windows	X	X	X	X	X	Typical master bath tub window. Front elevation fixed 34, side elevation is fixed 24	2/16/2016
92	Structural	Windows	X	X	X	X	X	Typical window size in the laundry room must be SH24	2/16/2016
93	Structural	Trim	X	X	X	X	X	Bathroom baseboard should be wood (pine or MDF)	2/16/2016
94	Structural	Flooring	X	X	X	X	X	Detail for Waterproofing of balconies w/ different subst. Pending Final application process	Pending
95	Structural	Framing	X	X	X	X	X	Typical laundry room dimensions should be 40" on wall at the door	New
96	Exterior	Driveway	X	X	X	X	X	Driveway width related to the garage door should be 1'4" total wider than the garage door	New

ARCHITECTURAL CHANGE FORM (ACF)

ATTN: PROJECT MANAGER - ARCHITECTURE

Date of Request: MM/DD/YYYY

Reference #: 16- [Click here to enter text.](#)

Originator: Construction Manager Project Director OPS Team Other

Signature:

Print:

Community:

Model Name / #:

Elevation(s): All

Reason for request:

- Plan Error Construction /Project Director Request Frame walk Revision
 Other (explain):

Est. Cost (\$):
 Confirm with Purchasing Director

Detailed description of work requested and drawing attached:

	Update Master Library	Update Community MM	Lots Affected
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Additional Notes:

Include/Attach required items: Mark Ups Photos
 Change to Kolter Standards: Yes No

REQUIRED APPROVALS ** IF DENIED, RESEND TO ORIGINATOR FOR REVISION **

APPROVED

DENIED

Reason for Denial:

Area President

Signature:

Date:

APPROVED

DENIED

Reason for Denial:

VP of Construction

Signature:

Date:

APPROVED

DENIED

Reason for Denial:

Director of Purchasing

Signature:

Date:

APPROVED

DENIED

Reason for Denial:

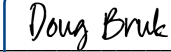

Executive VP

Signature:

Date:

KOLTER

KOLTER HOMES Policies and Procedures

Policy Number:	5.8.1	Issued Date:	May 11, 2016
Policy Name:	PASA DocuSign Process	Revised Date:	
Authorized By:	 Doug Brink, Executive VP Kolter Homes	Date:	5/13/2016
Authorized By:	 Rick Cowell, President, Kolter Homes	Date:	5/16/2016

Policy:

The Purchase and Sales Agreement (PASA) DocuSign policy is designed to expedite our PASA processing from the Customer signing the agreement, through approval by the Project Director/VP and entry into CMS by the Closing Department.

Responsibility:

New Home Consultant:

- Responsible for ensuring that all documents for the PASA are correct and processed through DocuSign at the time of the agreement is created using the correct DocuSign template.

Sales Director/VP:

- Responsible for checking the terms of the PASA and process approval through DocuSign.

Closing Coordinator:

- Responsible to audit the PASA and process approval through DocuSign.

Project Director/VP:

- Responsible to check the terms of the PASA and process approval through DocuSign.

Procedure:

New Home Consultant (NHC):

- The NHC creates the PASA and all applicable addenda within CMS.
- The NHC completes all the items required in the documents through Microsoft Word (check boxes, garage orientations, etc....) and saves the documents on the common drive community folder:
 - o Communities\Active\Florida\YOURCOMMUNITY\Sales\Agreements\.
- A lot folder must be created for the specific lot number in the "Agreements" folder.
 - o Communities\Active\Florida\YOURCOMMUNITY\Sales\Agreements\NAME=PROJECT-LOT#
- The NHC should save the documents (Naming the file as: the lot Reference number +the last name of the prospect + the name of the document) in the file folder:
- Example
 - o Florida\Naturewalk\Sales\Agreements\NW35.2-0164\NW 164 Hays PASA PKG
 - o Florida\Naturewalk\Sales\Agreements\NW35.2-0164\NW 164 Hays SALES INC ADDN
- The NHC will upload all files, creating the DocuSign Envelope and select the proper templates for the documents.
- The NHC will enter the email addresses for the envelope accordingly.
- If there is NO Realtor on the transaction the "Co-Broker" item on the template should be deleted.
- The NHC will personalize the email to the buyer and click "next" to view the envelope and documents.
- The NHC will verify the email addresses listed in the envelope to ensure any changes made on previous page are present.

Kolter Homes Policies and Procedures

Policy No. 5.8.1, PASA DocuSign Process

The process will flow in the following manner:

- 1) NHC initiates envelope by clicking "send". All documents loaded will be sent as one envelope. Recipients in the envelope will only see documents that are visible to them.
- 2) Buyer will receive email notifying them that they have a document to sign. Their email will include a link to the documents on DocuSign. Upon execution, the envelope will be routed to next buyer for signature.
- 3) Upon buyer(s) signing, the envelope is routed to Cooperating Broker, if applicable.
- 4) If Cooperating Broker exists, they will sign and envelope will be routed to NHC.
- 5) NHC will review and sign, routing envelope to Sales Director/VP.
- 6) Sales VP/Director will review and sign, routing to Audit by Closing Department.
- 7) Closing Coordinator will audit and sign, routing to Project Director/VP.
- 8) Project Director/VP will execute, completing the envelope.
- 9) Recipients will receive an email notification that the documents have been fully signed with a link to obtain a copy.
- 10) Closing Department will retrieve the fully executed copies and save on Common in the designated Buyer folders.
- 11) The Contract Coordinator will commence the existing agreement processing procedures for CMS and NS.

Sales Director/VP:

- The Sales Director/VP will review the terms of the agreement and sign the checklist.
- Sales Director/VP will sign the Cooperating Broker Agreement if applicable.

Closing Coordinator:

- The Closing Department will review all documents for completion, accuracy and execution.

Project Director/VP:

- The Project Director/VP will review the terms and execute the agreement.

Closing Coordinator:

- The Closing Department will upload the agreement for processing.