

*Home Owners
Manual*

STONEBRIDGE

"Our Plans, Your Personality" Homes

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Dear Friend:

Thank you for your purchase of a new Stonebridge Home. I appreciate the confidence that you have shown in our company. Please know that we are committed to building to high quality standards. Your satisfaction and enjoyment are important to us.

We know you're proud of the home and we hope that you and your family will enjoy it for years to come.

To assist your understanding and enjoyment of your home, we offer this Homeowner's Manual. In the pages that follow, you'll find a summary of your home's many features and facts about the care and maintenance of these features. To protect your investment and to make life in your new home more enjoyable, we suggest that you read the manual thoroughly.

Sincerely,

Gordon Miller
President

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Customer Introduction Checklist

Stonebridge Homes

Purchasers Name _____

Address _____

Job # _____

Customer Introduction Procedures and Purpose

1. To establish an expectation of the overall process and the finished product.
2. To review the functions and systems of the home.
3. To ensure completeness and satisfaction with finish details and completion of the customer introduction items.
4. To review warranties and documents.

ACES Builders Warranty / Provide Home Owners Manual if buyer has not received theirs yet

1. What's covered

- a. First Year – refer to ACES Builders Warranty booklet
- b. Second Year – refer to ACES Builders Warranty booklet
- c. Third through tenth year – refer to ACES Builders Warranty booklet

2. Customer Service

- a. Hours of operation: 8:00 AM – 5:00 PM, Monday through Friday.
- b. Show location of the normal and emergency numbers in the homeowners manual.
- c. Importance of putting all requests in writing.
- d. Access to your home will become important should we need to perform any service work. (A key can be left with Customer Service if needed and a key agreement executed).

Paint

1. Exterior paint has a mildicide, but mildew may still collect on the outside of the home. Explain the procedure for cleaning as outlined on the Monarch Paint sheets in the Home Owner Manual.
2. Interior wall paint is latex based.

3. All woodwork is enamel and can be cleaned with soap and water.
4. Customer Service does not do paint touch up. Stonebridge Homes will repair settling cracks in excess of 1/8" one time within the first year.

Entry

1. Show how the de-master door lock system works (De-master all locks).
2. Marble and wood are not warranted against damage caused by neglect or movement of household appliances.
3. Exterior hardware is brass plated metal. The exterior hardware finish is warranted by the manufacturer for 10 years.
4. Explain U.V. light and water will deteriorate the finish on the STAINED front doors. The door should be re-varnished for the first time after six months and then yearly after that.
5. It is advisable to cover all wood floors during move-in operations.

Kitchen

1. Instructions on use of faucet.
 - a. Show how to clean the aerator
 - b. Use mild soap with water – no detergents or ammonia. The finish will scratch if abrasives are used.
2. Purpose and location of main water cut off valve.
3. Purpose and location of water supply cut-off for all sinks and dishwasher.
4. Explain use and show location of sink clean out and demonstrate how sinks hold water and do not leak. Present stoppers.
5. Show air gap and what it is for.
6. Instruction on use and care of disposal.
7. Show reset button.
8. A key for un-jamming the disposal is provided or wooden broom handle may also work.
9. Run disposal prior to using dishwasher to eliminate any material in the disposal as the dishwasher drains into it. Always use cold water when grinding material down the garbage disposal.

10. Review what can and cannot be put in the disposal. See disposal manual for these items.
11. Instruction on operation and care of dishwasher. (Run through complete cycle while going through walk through. Dishwasher will not drain completely; a small amount of water will always stay in the bottom.) Run sink for hot water at the beginning of the cycle.
12. Briefly show how each appliance operates and then refer to the instruction manuals in the Home Owners Manual for all appliances. Explain Magnuson/Moss Warranty Act and review document. (Manufactured items in the home are warranted by the manufacturer)
13. If appliances do not operate, check the breaker box to make sure the breaker is in the “on” position.
14. Counter top surfaces are sensitive to hot objects. The use of trivets or hot pads is advisable.
15. Counter tops are not cutting boards and are not warranted against cuts and scratches.
16. Icemaker connections. Home Owner should flush lines prior to final hook up. Many kitchen leaks occur due to refrigerator icemaker hook up. Check for leaks after hook up is complete.
17. Care should be taken when installing refrigerator. Flooring is not warranted due to neglect or damage.
18. Maintenance of vinyl or ceramic tiles. Use warm water only. Mild soap may be used if needed. The tile grout is **NOT** sealed.
19. GFI circuit breaker and associated outlets. (discuss and demonstrate)
20. All light fixtures are stamped with the correct maximum wattage light bulb.

Utility room

1. Gas, electric and water connections.
2. Explain the flush process on the washer water lines.
3. Washer drain location. Suggest they run the first load through the machine while the homeowners are at home to ensure a clear line.

4. Care should be taken when installing the washer and dryer. Flooring is not warranted due to neglect or damage.

Family Room and Game Room

1. Carpet has a tendency to stretch in damp weather, but will tighten in dry weather. Allow the A.C./Heat to run will prevent this.
2. Operation of fireplace:
 - a. Open and close damper.
 - b. A piece of lit newspaper stuck up the flue prior to lighting the fire will warm the column of air in the flue to start the fire draw.
 - c. May require opening a window slightly in order to get enough intake air.
 - d. Demonstrate gas log lighter and show that the key is removable so as to keep it away from children.
 - e. Due to the way smoke operates in a two-sided fireplace both sets of doors must be closed during operation.
3. Operation of A/C registers and dampers.
4. Explain the need for window coverings to allow A/C to perform correctly. Lack of window coverings may result in a hot or cold home. Explain the 20 degree differential in regard to heating and cooling their home (100 degree/80 Degree split).
5. Ceiling fan maintenance and operation.
6. Identification of any switched outlets. (1/2 hot outlets)

Study, formal living room, computer room, sun room

1. Show the location of the dedicated computer power circuit and phone line.

Master and Secondary Bedrooms

1. Instruction on use of whirlpool tub and cleaning procedures. Documents in Home Owners Manual.
2. Show the location of the tub motor/valve access panels.
3. Explain and demonstrate the GFCI's. Also where they are located.
4. Instruction on use of tub drain.
5. Inspect whirlpool and marble tops for scratches. (Not warrantable)

6. Location of main water cut off valve (may be located elsewhere in home)
7. Use and operation of the water supply cut-offs for sinks.
8. If the plumbing becomes clogged due to household items, the homeowner will be responsible for the plumber's call.
9. The plumbing fixtures and shower door may be cleaned with mild soap and water only. Detergents or ammonia will deteriorate the finish. Suggest the use of a squeegee on shower glass.
10. Minor cracks in tile grout and marble shower joints need to be filled with DAP (included in the PTU kit) on a regular basis. Need to remove old and let dry before applying new. Field areas of the tile may need periodic re-grouting.
11. Location and operation of G.F.I.
 - a. All bath plugs, all garage plugs except for the dedicated freezer plug and exterior plugs are connected to G.F.I.
 - b. If reset button is out, outlets will not work.
12. Check sinks for ability to hold water and for leaks.
13. Wallpapered walls can be gently washed with warm soapy water.
14. Minor scratches in mirrors, marble surfaces and the like are not warrantable after the walk through.
15. Demonstrate how to remove and clean the aerators located at each faucet location.

Hall

1. Location and operation of thermostat
 - a. During periods of hot weather long running times are to be expected in order for the system to give adequate performance. The system is designed to achieve a 20-degree differential.

(Example: Outside temperature is 95 degrees/the system is designed to achieve an interior temperature of 75 degrees)
 - b. When using the system the fan does not come on immediately when the thermostat is turned on as it takes a few moments for the heat exchanger to heat up.

- c. If heat or air conditioning does not operate, check the setting on the thermostat, then the service breaker box to make sure the breakers are in the “ON” position (discuss the attic switch and outside disconnect.)
 - d. Do not place heat-emitting objects, such as lamps near thermostats, since it will affect its operation.
2. Locate A/C filters. Filter should be changed every 30 days or sooner depending on local conditions. Avoid blocking the airflow to the return air grill with objects such as tables and other decorator items that might impede airflow.
 3. A/C has one full year warranty on parts and labor. The outside compressor has a 5 year limited warranty and a 10-year limited warranty on the heat exchanger (warranty on parts only).
 4. Air conditioning contractor will balance the system one time in the first year free of charge. The homeowner can schedule directly with the A/C contractor, after window coverings have been installed. The A/C contractor’s phone number is in your Home Owner Manual.
 5. Show locations and operation of smoke detectors including beep tones when battery needs replacement. The smoke detectors are wired into the house electricity and the battery is for backup only.

Attic

1. Locate A/C drains, switches, water heater(s) (set on medium).

Garage

1. Garage door opener operation (if applicable). Locate wires for garage door opener safety beam.
2. Garage floor, porches, drives and sidewalks, patios and foundations may get hairline cracks that cannot be prevented and are not warranted.
3. The G.F.I. plug will not handle a freezer or refrigerator, so if one is to be placed in the garage, the dedicated plug must be used. Using the G.F.I. could cause loss of goods, if the G.F.I. trips.
4. Garage doors should be oiled periodically and inspected for loose screws and bolts.
5. Garage joists were not designed for storage (live loads).

Outside / Back yard

1. If not solid sodded explain the need to plant grass and/or shrubbery as soon as possible. Erosion is not warranted.

2. Discuss drainage.
 - a. Water will flow through the yard during rains.
 - b. Do not alter or block drainage patterns. Proper drainage diminishes the likelihood of excessive foundation movement.
 - c. Water may temporarily stand during long periods of heavy rain (up to 24 hours/48 hours in swales). Swales may be damp all the time. In wooded areas, this period may be longer.
3. Phone service locations.
4. Utility service areas (transformer, cable T.V., phone, gas). Explain easements and access to them. Also digging will require the homeowner to first have the utilities marked.
5. Location and operation of sewer clean out (may be located in front).
6. Need to protect against insects and pests by treating the home personally or professionally, (after move in occurs).

Side Yard

1. Locate water heater safety pan drain and water heater pop off valve termination points.
2. Locate A/C secondary drain line. Call A/C Company if it has water flowing from it.
3. A/C disconnect explanation.
4. Foundation maintenance
 - a. The foundation will move depending on the moisture in the soils. Maintaining moisture equilibrium is very important.
 - b. Water entire area around home during summer dry spells to maintain even moisture content in the soils surrounding the foundation.
 - c. Explain brick expansion joints
 - d. Automatic sprinklers for the total yard help to maintain a foundation's integrity through consistent moisture levels around the perimeter of the home.
5. Electric meter and breaker box discussion.
 - a. Utilities will be removed from Stonebridge Homes name immediately after closing, but service should not be interrupted.

- b. Breaker boxes should be labeled. Make sure all breakers are on.
6. Importance of unrestricted air circulation to compressor. Keep the unit clear of all grass, pine needles, leaves, etc.
7. Locate gas meter and show how to shut off in case of an emergency.

Driveway

1. Driveways, walks and patios are NOT warranted against cracking, chipping or other cosmetic issues.

Front yards

1. Explain weep holes.
 - a. Important not to plug up.
 - b. Flowerbed dirt cannot cover weep holes. Water and insects can migrate inside and cause damage to your home.
2. Water cut-off at meter location and sewer clean out. (May be in the back yard.)
3. Exterior G.F.I. plug location and how to reset.

Exterior Maintenance

1. Windows should be inspected and re-caulked yearly or as needed.
2. Exterior caulking will crack due to weather and movement and should be maintained to prevent damage to the wood.
3. All painted exterior surfaces and roof flashings must be maintained to prevent deterioration.

Miscellaneous Items

1. Architectural Control Committee function. Encourage reading of the deed restrictions.
2. Necessity to keep all P-traps wet, to keep the sewer gas smell out of their home. If a tub or sink is not used regularly, run water in it once a month to keep the trap wet.

Cold Weather Precautions

1. Windows will condensate when the weather conditions are right. This is not due to improper installation, but is due to moisture inside the house and cold temperatures outside.
2. Possible normal freeze precautions:

- a. Keep interior of the room warm. Do not lower thermostat when away at work.
- b. Open doors of cabinets containing plumbing to allow heat in.
- c. Turn water off at main shut off and drain lines in all sinks and tubs.
- d. Wrap or cover outside hose faucets.
- e. Water lines in the attic (within 3 ft. of exterior wall) and exterior walls are insulated, but this does not necessarily mean that they can't freeze in prolonged below freezing weather.
- f. Open attic accesses so as to provide some heat to the attic during extremely long freezes.

Explanation and listing of any items unique to this community.

Care Manual

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AIR CONDITIONING & HEATING

One of the most important things you can do to adequately heat and cool your home is to install window coverings. By installing these, the temperature inside the home is less affected by outside conditions.

Your air conditioning system is designed to produce a temperature that is 20 degrees cooler than outside temperatures. For example, if the outside temperature is 101 degrees, your system is designed to cool your home to 81 degrees. Lower temperatures are achievable, but not promised by the manufacturers.

Your heating system is designed to produce a temperature of 70 degrees. Higher temperatures are achievable but not promised by manufacturers.

Heating System

When the weather starts to cool down, test your heating system for correct operation. It is important to do this before the first freeze to identify a potential problem before the A/C-Heat contractors get overbooked which may cause a delay in receiving service.

To perform a test, simply turn the system to the off position and shut it down for 15 minutes. Turn the setting to heat and turn the thermostat up to a comfortable temperature. Please be aware that unlike your air conditioning system, your heater will not start up instantly. You will probably notice a burning odor following the start of the furnace. This may activate the smoke detectors. After you feel heat coming from any register, turn the heat off and turn the fan setting to on. By doing this, it will help dissipate the smoke that has ignited the smoke detectors.

Do not turn the cooling system on a low setting directly after testing the furnace. An abrupt change in temperature could result in the “freezing up” of your system.

Use caution not to overheat your home. Overheating can result in excessive cracks in drywall, caulk, and other building materials.

Once a year, your entire system should be checked by a professional to insure its proper operation.

Air Conditioning

Return Air Ducts

Make sure that all return air ducts are not blocked by furniture, drapes, plants, etc. In addition, change filters every 30 days for proper operation. A clogged filter can cause unnecessary strain on your system. In addition, never operate your system without a filter in place.

Compressor (*Outside unit of system*)

Be sure to keep the compressor level at all times. Compressors need adequate clearance to operate, therefore, do not plant bushes, trees, or other foliage within 2 feet of the compressor.

APPLIANCES

For all care and information regarding appliances, refer to instruction booklets provided by manufacturers.

BRICK

No maintenance is required on brick exteriors. Brick exteriors will expand and contract due to different weather conditions. When mortar cracks appear, it is usually a sign of normal expansion or contraction due to heat or cold weather.

Weep holes

Weep holes should be kept free of landscape and sod. By covering weep holes with any type of solid material, the function of the weep holes is impaired, thereby causing moisture to back up into the home.

In addition, keep weep holes free of ant beds. Ground termites will use live or dead ant beds to gain entry to your home through weep holes.

Use caution when watering the yard around weep holes. Water sprayed into weep holes can seep into living areas causing damage to flooring, sheetrock, trim, and other related items.

CABINETS

Cabinets are a fairly low- maintenance item in your home. To protect the finish, (Stained cabinets only) periodically wipe entire surface with lemon oil. Do not use water or high-based wax sprays.

Be careful when distributing the load in each cabinet. Be careful not to overload hanging cabinets, as they will jeopardize the integrity of the cabinet. When loading cabinets, be sure that none of the contents are sticking out. Closing doors with protruding items can result in broken doors and hinges.

Use caution when loading drawers. Closing drawers hard with heavy loads could result in broken front sand/or drawers.

If slides, hinges, or tracks become abrasive, apply a small amount of lubricant to the area.

CARPET

Vacuuming on a regular basis will help extend the life of carpet and help reduce the lint that new carpet produces. In addition, frequent vacuuming will help support the position

of carpet fibers, thereby helping to hide seams. Consult manufacturers booklet for instructions on stain removal.

CEILING FANS

Ceiling fans must be maintained by tightening the set of screws, which are located near the housing of the down rod. If this is not periodically checked, the fan could eventually fall.

COUNTERTOPS

Corian, Starstone, Granite, and Stonite

Refer to your manufacturers warranty for care and cleaning. Be careful to not drop or drag sharp objects on the surface. Granite countertops are not sealed and may retain stains from oils or colored products.

Laminate

Never place hot objects directly on laminate countertops. In addition, do not use tops for ironing or cigarette placement.

Use mild cleaners to clean the surface. Using abrasive cleaners will cause scratches or streaks. Harsh chemical will cause laminate tops to discolor. Avoid using rubber mats as they cause moisture to become trapped and cause warping of tops.

Marble Countertops

Great care should be taken to clean marble tops. Use only non-abrasive cleaners. Do not put any sharp objects or drop objects directly on tops.

Ceramic Tile

Visible defects such as chips and cracks in ceramic tile will not be repaired by the builder unless the defects are noted at the time of the Introduction to the home.

Expect to see cracks in mortar joints. Replacing the grout can easily repair these cracks. Grout sealer has ***not*** been applied to your ceramic tile grout. Please be advised that if you choose to seal your grout it must be maintained or recoated on a regular basis.

ELECTRICAL SYSTEM

The main component to your electrical system is the breaker box. The breaker box contains a main shut off switch for the entire house. In addition, each breaker should be individually labeled for each circuit it controls. Never attempt electrical repairs.

Electrical repairs should be done by a licensed electrician. Any repairs done by anyone other than the installing contractor can void the electrical systems warranty. **In addition, never attempt any electrical repairs, replacements, or modifications without turning the power off to the entire house.**

Breakers

Breakers have three positions: on, off and tripped. The on and off positions are clearly labeled. The tripped position is in the middle of these two positions.

When a breaker has been tripped, it is due to an overloaded circuit. When this happens, unplug all electrical items connected to the circuit before attempting to reset the breaker. Next, turn breaker to the off position and then to the on position. After completing this process, test affected area. If breakers trip excessively, call electrical contractor for inspection.

GFCI Receptacles

In conforming to National Electrical Code, all homes are designed with ground fault circuit interrupter (GFCI) receptacles, or outlets. These GFCI outlets are installed wherever water and electricity are in close proximity to one another, such as areas in kitchens, bathrooms, garage, and exterior outlets. Please realize that some of the outlets in these areas are not GFCI outlets. *Unless an outlet is labeled as a GFCI outlet, do not consider it as being a GFCI outlet (for safety reasons)*

GFCI outlets are designed to trip when there is even a slight interruption in electrical current. These are designed to prevent electrocution and, as a result, have a tendency to trip easily. When GFCI outlets are tripped, simply find the control outlet that contains the test and reset buttons. Push the red reset button to restore power to the tripped outlet or outlets.

Keep in mind that GFCI outlets are wired to control GFCI boxes, so if one outlet is tripped, they are all tripped. In addition, reset boxes might not be located in the same room as the tripped outlet. For example, exterior GFCI outlets are sometimes wired into bathroom or garage reset boxes. Therefore, check all reset boxes when outlets are not working. Do not plug refrigerators or freezers into GFCI outlets. If the outlet is tripped, food and/or other goods could spoil and the builder will not be liable for these items.

Undergrounds

Use caution when digging in areas that might contain underground utilities such as electric and gas undergrounds. Before digging, have utility companies mark where lines run.

Recess Can Lights

Recess can lights have a built in heat sensor. When the temperatures of the fixtures rise, the light may shut off. This is a safety feature to help prevent fires from starting, due to overheating. If this occurs, Stonebridge Homes should be contacted to correct the situation. *Recess cans are the only fixtures with this feature.*

Light Bulb Replacement

When replacing light bulbs, only use wattages recommended by manufacturer, which should be indicated on the fixture. Using a higher wattage bulb than recommended by the manufacturer could lead to fires, wallpaper peeling, and paint peeling

Smoke Detectors

Smoke detectors are installed in at least every bedroom and hall areas near bedrooms. *These are smoke detectors, not carbon monoxide detectors.* Smoke detectors should be tested and cleaned at least once a month. All smoke detectors are wired together and have a battery backup. When one smoke detector goes off, they all go off.

DOORS

Interior

Interior doors in your home are likely to expand and contract the same as most building materials. Rubbing and sticking doors are also the result of changes in the weather. Doors will expand in the summer and contract in the winter.

Do not attempt to fix doors during extreme weather, as the doors normally return to their original position when weather returns to normal conditions. If a problem appears under normal or moderate weather conditions, sand the edge of the door that sticks and repaint. For doors that won't latch, adjust the keeper plate on the doorjamb. When doors squeak, remove hinge pin and use a graphite lubricant.

Exterior

For exterior doors that stick, follow the above procedures. If door is made out of wood, re-stain and seal sanded area to prevent penetration of moisture. Use caution in opening exterior doors that stick. Do not pry open stuck doors. Excessive force on doors can cause damage to leaded glass, wood, and jambs.

When exterior doors start to stick, pay close attention to the severity. Occasionally doors will stick to the point where they are not easily operable. When this occurs, repair immediately to guarantee access if needed in an emergency situation.

Preventative maintenance is essential on all wood doors. Follow manufacturers specifications on preserving the stain on wood doors. Pay special attention to which direction the door faces. Doors that face east or west receive more damaging sun rays and need to be refinished more often than doors that face north or south. It is suggested that wood stained doors be re-varnished for the first time after 6 months and then yearly after that.

FIREPLACES

Always make sure the damper is open prior to opening gas valve. To ignite the fireplace, place a small compact piece of paper in the fireplace and light. Close screens and **slowly**

turn the gas supply on. Once gas has ignited, adjust gas control accordingly. Once logs have ignited, turn gas off. After the logs have burned out and the fireplace has cooled, close damper and clean out excess ashes. Always close damper when fireplace is not in use.

Due to an excessively air tight home, it might be necessary to slightly crack open a window to create an updraft in the fireplace

FLATWORK

All flatwork, to include driveways, patios and sidewalks, falls under the EXCLUSIONS of the ACES Builders Warranty. The flatwork areas have been designed for residential use only. Do not permit heavy vehicles such as commercial trucks on flatwork. Flatwork is not designed to bear excessive weight other than cars and other normal passenger vehicles.

To clean, sweep affected areas. Avoid spraying with water unless temperatures are moderate. Drastic temperature differences between the water and flatwork could result in additional cracking. Keep water from pooling around flatwork.

GARAGE DOORS

Always keep hands, fingers and feet away from tracks while the garage door is in motion. Occasional lubrication of wheels may be necessary to facilitate smoother door operation. Remember to remove all vehicles from garage while lubricating tracks. Excess lubrication may drip on vehicles and cause damage. Paraffin wax may be rubbed on the tracks to help operation.

Do not attempt to adjust the springs as they are under an extreme amount of tension.

GUTTERS AND DOWNSPOUTS

Periodic removal of leaves, pine needles and debris may be necessary to allow the flow of escaping water. Downspouts are designed to direct water away from the foundation and minimize erosion. No action should be taken to alter or remove this item (where installed).

FLOORING

Ceramic Tile

To clean ceramic tile, vacuum or mop with only warm water. Do not use soap or detergents. Cracks in grout between tiles are common. Cracks can be filled with the same color grout. Grout sealer has ***not*** been applied to your ceramic tile grout. Although if applied to the grout it must be maintained on a regular basis (per manufacturer specifications)

Vinyl

Great care should be taken not to drop sharp objects on vinyl. Tearing, denting, and smudging can occur. Use caution in moving appliances or other heavy objects across vinyl floors. Refer to manufactures recommendations for cleaning instructions.

Hardwood Flooring

Exercise caution when moving object over wood floors. In addition, do not drop heavy or sharp objects on floors. Do not walk on floors with high heels that have lost their protective cap or any type of cleated shoe. Install floor protection on your wood floors before either placing or moving furniture To clean wood floors, sweep as needed with a soft bristled broom, do not mop with water. Refer to manufacturers recommendations for cleaning instructions.

Sub-flooring (Second Floor)

Your floors may squeak from time to time due to drying wood, weather, uneven temperatures and normal settling. This is common with new construction, and a squeak-free floor cannot be guaranteed. However, if the squeaking is caused by an underlying construction defect, Stonebridge Homes will correct the problem during the first year. Warning: According to the International Residential Code, all second stories shall be able to sustain 30 pounds per square foot of live load, which shall include floor coverings, furniture, etc. However, Stonebridge Homes designs to 40 pounds per square foot of live load. This amount must be taken into consideration prior to placing heavy objects such as waterbeds, pool tables, exercise equipment, pianos, etc. in second floor rooms. Overloading of second floor sub-flooring could result in sags in the ceiling joists.

LANDSCAPE

Grading and Drainage

At the time of closing the necessary grades and swales have been established to insure proper drainage of your lot. The homeowner is responsible for maintaining the proper grades and swales once they are established. Any drainage problems that result from the altering of the present grade by excavating, filling and landscaping, or from erosion, are not covered under the ACES Builders Warranty. Additionally the installation of a pool will void any responsibility of the builder in regard to the back yard drainage.

Sod

Sod must be continuously watered until roots take. It is vital to make sure that sod is excessively watered. It is easier to kill sod by under watering than by over watering. Do not use any type of fertilizer on newly laid sod, as it will most likely kill the sod.

Machine Planted Trees

It is imperative to water machine planted trees at least 2-3 times per week until their root systems have developed. The trees are warranted for a period of 90 days from date of closing, with proper maintenance.

Native Trees

Native trees are not warranted by the builder. Additionally it is the responsibility of the buyer to prune limbs and/or vines after closing on the home at the buyer's expense.

Plants

As with the other landscape items, make sure plants are thoroughly watered. During the hottest months of the summer, this is especially important. The plants are warranted for a period of 30 days from date of closing, with proper maintenance.

Sprinkler Systems

For all sprinkler maintenance, refer to your manufacturers instruction booklet. Be sure to protect sprinkler system during freezing weather

MIRRORS

Take care to not use any sharp objects to clean or scrape mirrors. Use a non-abrasive, liquid glass cleaner. Do not splash water around the top, bottom, or side edges. Moisture will cause the backing to deteriorate and cause black spots.

PAINT

Interior

The paint on all trim and doors is enamel-based paint. This type of paint can be washed.

The walls and ceilings are latex- based paint and are non-**washable**. Latex paint should be touched up when necessary, not cleaned. When latex paint is touched up, it might not exactly match and blend in with the surrounding areas.

Items that are stained, can easily be touched up with Old English furniture polish

Exterior

Exterior paint will fade and crack due to weathering and other conditions. Plan on repainting the exterior every three to five years depending on color of paint and exterior conditions. To avoid premature wear and flaking, be sure to avoid spraying exterior paint with sprinklers or water hoses.

Caulking

Due to time and weather, caulking will dry and crack to the point where replacement is necessary. During your periodic inspection of your home, re-caulk all cracked caulking where air and/or water penetration can take place. A small amount of settling cracking can occur and is considered a homeowner maintenance item.

Lumber and millwork

The joists, studs, framing and rafters in your home are construction-grade lumber. Some shrinkage of the wood may occur, causing some moldings or trim to move out of its

original position. The shrinkage can also cause joints in the woodwork to open, cause doors to warp, and cause cracks to appear in drywall.

This minor shrinkage and its effects are considered normal, and do not constitute a defect in material, construction or workmanship. You can help prevent such effects by keeping an even temperature in the house, and by not allowing any room to become too humid.

PLUMBING

Main Water Shutoff

The main water shutoff to your house is located where the water line enters your home. During freezing conditions, or if a leak develops inside the walls, water should be shut off at the main water shutoff inside the home as well as at the meter.

Secondary Water Shutoff

All fixtures with the exception of hose bibs, tubs and showers, have valves to cut off the water supply. These shutoffs control the water from the valve to the fixture. If a leak develops in this area, turn valves clockwise to shut water off.

Main Gas Shutoff

The main gas cutoff is located on the riser of the main gas line near the meter. On an occasion where a gas leak is suspected, leave the home, shut off gas from the meter, and call the gas company immediately from a neighbors or a cellular phone (away from the home).

Secondary Gas Shutoff

All gas appliances have a cutoff valve located on the flexible pipe supply line. In case of a leak, turn the red knob perpendicular to the supply line. This should form a cross. Always remember that the red knob on gas lines indicates the flow of gas. When parallel with the flex pipe, the line is open.

Freezing Pipes

The best way to prevent freezing pipes is to turn the water off and drain pipes during a freeze. Other steps to take during a mild freeze is to leave a faucet dripping, open cabinet doors, open attic pull down doors and wrap all exterior pipes with insulating material. When turning water back on after a freeze, slowly let the water run through the pipes. A sudden heavy burst of pressure could cause remaining ice crystals to burst through pipes and cause damage.

Aerators

While doing routine maintenance on your home, unscrew aerators on all faucets and remove dirt and foreign matter from strainer screens.

Clogs

Improper items being disposed of sometimes cause clogs in toilets. Unless the blockage is due to a construction defect, it will be the responsibility of the homeowner to correct. Most clogged toilets are easily freed by the use of a plunger.

Care of Plumbing Fixtures

All plumbing fixtures can be cleaned with soap and water. Avoid ammonia-based cleaners. Consult manufacturers directions for additional care. Do not put cleaners containing chlorine directly into tanks. Chlorine will damage rubber and plastic parts controlling the flush.

Water Heater

Temperature

Use caution when adjusting the temperature of your water heater. A setting that is too high will result in scalding water and excess use of gas.

Safety

Never light the pilot light or start electricity on water heaters that are empty. In addition, keep a five foot radius around the water heater free from all combustible material.

Pilot

To light the pilot, first remove cover panel. Then, turn the on/off button to the “pilot” setting. Depress the red button and hold a lit match (long fireplace match) to the pilot until it ignites. After the pilot ignites, keep depressing the red button for 45 - 60 seconds. After letting the red button return to its normal position, the pilot light should remain lit. If pilot light goes out, let gas dissipate and repeat instructions. If pilot stays lit, rotate the button to the “on” position and replace cover. After lighting the pilot, adjust the temperature control accordingly.

Water Heater Maintenance

As with all plumbing fixtures, water heaters will retain residue and foreign material. It is necessary to periodically drain the water heater. Consult manufacturers instructions for proper method. The aluminum pan that the water heater sits in is to minimize damage in case of a potential burst, not to drain water into the pan as part of regular maintenance.

Stainless Steel Sinks

Stainless steel sinks should be cleaned with soap and water. Do not use cleanser with abrasives, as they will scratch the surface.

ROOF MAINTENANCE

Periodic inspection of the roof is necessary to identify potential problems. For safety reasons, only qualified roofers should walk on roof areas. Homeowner should keep valleys free of leaves, pine needles and any other debris. Excess debris on roof could cause water to back up into shingles causing leaks. When leaks occur, it is important for

homeowner to try to locate the exact position of the leak it is occurring. After severe storms or periods of high winds, a visual inspection is necessary to see if shingles have blown off or other damage has occurred.

SHEETROCK

Slight cracks in drywall are a normal occurrence. For hairline cracks, a latex caulk should be used to fill. Due to the complex nature of drywall labor, nail pops, cracked corner beads, and bubbles in tape should only be repaired by a drywall contractor.

SLAB MAINTENANCE

One of the most important steps to prevent slab failure is to maintain even moisture content around the foundation. Post tension slabs are called “floating slabs”, which means they are subject to movement. Watering one side excessively and rarely on the other side will result in differential settlement. Imagine your home as sitting on a sponge. When only one side of a dry sponge gets wet, it lifts up. The same effect on the soil under and around your foundation will cause your home to tilt or cause slab failure. In addition, do not let water pool around your foundation.

WINDOWS

Clean surfaces of window frames with warm water as needed. After cleaning, spray tracks with silicone lubricant. For sticking windows or locks on windows, spray affected areas with silicone lubricant.

Windows are designed for minimal pressure to open. Using excessive force to open windows could result in damage to glass and/or frame. Horizontal sliding windows are designed with a weep holes at the bottom of the track to let water escape. These tracks should be kept free of debris at all times.

MISC.

Candle burning in tightly constructed homes sometimes causes an accumulation of “black soot” in homes. This is caused by the incomplete combustion of a yellow flame. If soot is noticed in your home, discontinue candle burning. In particular, the burning of colored and scented candles has proven to be the major source of the “soot” in homes. Modern candles have a substantial amount of chemical pollutants. The soot is not being caused by the heating/air conditioning system throughout the home.

Warranty Procedures

Request Forms

Coverage Examples

STONEBRIDGE

“Our Plans, Your Personality” Homes

WARRANTY PROCEDURES

We have included “Warranty Request” forms in this manual for your use when a warranty issue arises. It is very important that **all requests be in writing or E-Mailed to our Main Office**, so that we can document any issues for future reference. **Even when you have spoken with a Stonebridge representative about a warranty issue, it is necessary to follow up that conversation with a written request or an E-Mail, which can be either E-Mailed, faxed or mailed to our main office.** It is not necessary to use the included forms, although it is necessary to provide the same information in any E-Mail or written form.

In the event of an emergency, and you cannot contact a Stonebridge representative, we have included a list of contractors which can be called directly for service. In an emergency, it is imperative that you only contact the listed contractors for service. If you use a contractor not listed, it may result in warranty on that item becoming void and Stonebridge Homes Inc. will not be responsible for any expenses incurred by a non-listed contractor. If you contact one of our listed contractors directly, please follow up to let us know that you have requested warranty service by either fax or mail.

In some instances, you may want to schedule your own service calls directly with the contractors on the list provided. By scheduling the calls directly, you will save the normal time involved in submitting your warranty request and Stonebridge Homes Inc. contacting you. In addition, you might have better flexibility in scheduling the necessary repair. Again, please contact us if you have requested warranty service directly from one of the listed contractors, as we like to stay advised of any repairs that are being made. As always, we enjoy hearing from our Homeowners about a particular contractor that went out of their way to service your home or was enjoyable to work with.

If items for service are not covered on the contractors list, you will need to fill out a warranty request form or E-Mail. Upon receipt of your request, we will notify you within forty-eight hours to schedule service. If you are not contacted within this period of time, please call our warranty department to verify the receipt of your request.

Service calls will only be scheduled Monday through Friday, from 8:00 a.m. to 5:00 p.m. Stonebridge Homes must be provided access to your home, either by leaving a key or having someone over the age of 18 home for all scheduled repairs. When leaving a key, be assured that the workers will not be left alone in your home, without supervision from a Stonebridge Homes employee.

Mail:

Stonebridge Homes – Attention Warranty department
10601 S. Sam Houston Parkway W., Suite # 100
Houston, Texas 77071

Fax:

Stonebridge Homes, Main Office
281-495-6777

E-Mail:

warranty@stonebridgehomes.net

Emergency Items

If any emergency items appear such as A/C, Electrical, Water Leaks, etc., first call the appropriate contractor and then call Stonebridge Homes Inc. Warranty Department. Although we might not have the expertise to fix mechanical problems, due to the fact that we are usually in the neighborhood, we might be able to minimize damage until the appropriate contractor arrives.

WARRANTY REQUEST FORM

Stonebridge Homes

Date _____

Closing Date _____

Name _____

Address _____

Home Phone _____

Work Phone _____

Other Phone _____

ACCESS TO HOME

_____ Leave key with Stonebridge Homes Construction (Key agreement must be signed)

_____ Will be home for service call (Monday – Friday 8am-5pm only)

Service request items

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Fax Request to:

Stonebridge Homes, Main Office

281-495-6777

E-Mail to:

warranty@stonebridgehomes.net

or

Mail to:

Stonebridge Homes – Attn: Warranty
10601 S. Sam Houston Parkway W., Suite 100
Houston, TX 77071

WARRANTY REQUEST FORM

Stonebridge Homes

Date _____

Closing Date _____

Name _____

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WARRANTY REQUEST FORM

Stonebridge Homes

Date _____

Closing Date _____

Name _____

Address _____

Home Phone _____

Work Phone _____

Other Phone _____

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Stonebridge Homes, Main Office

281-495-6777

E-Mail to:

warranty@stonebridgehomes.net

or

Mail to:

Stonebridge Homes – Attn: Warranty
10601 S. Sam Houston Parkway W., Suite 100
Houston, TX 77071

Warranty Coverage Examples

Stonebridge Homes

HEATING, COOLING & VENTILATION SYSTEMS

Observation	Coverage Period	Action
System fails to heat or cool properly	1 year	Will correct in accordance with manufacturers' warranty
Separation of ductwork	1 year	Will correct affected ductwork unless problem was caused by homeowner negligence
Leak in refrigerant lines	1 year	Will correct lines and affected areas
Duct work leaks air	1 year	Will seal leaks
Settling of A/C compressor	1 year	Will correct unlevelled compressor one time
Condensation lines blocked	1 year	Will clear lines and fix affected areas
Excessive noise from HVAC system	1 year	Ductwork expansion and contraction sounds are to be expected. Only excessive sounds associated with broken equipment will be corrected to manufacturers specifications
Rattling of vent fans	N/A	Rattling of vent fans is to be expected. Unless due to improper installation, builder will take no corrective actions.

PLUMBING

Observation	Coverage Period	Action
Pipes freeze and burst	N/A	During construction, the builder will take measures to prevent pipes from freezing under normal weather conditions. No action will be taken in regards to frozen pipes.
Leaky faucets	1 year	Leaks will be corrected
Leaks in pipes	1 year	Will correct leaks in pipes and affected areas
Defective fixtures	1 year	Will fix or replace defective fixtures
Clogged drains	90 days	Builder will fix clogged drains if due to improper construction or construction debris. If clog is due to homeowner negligence, a service fee will be charged to the homeowner.

Noisy water pipes	N/A	Ticking and noises due to expansion of water pipes should be expected. Excessive hammering noises will be corrected.
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ELECTRICAL SYSTEM

Observation	Coverage Period	Action
Switch, receptacle or fixture malfunction	1 year	Will correct or replace defective electrical components
Circuit Breakers trip excessively	1 year	Builder will correct if problem occurs under reasonable usage and the system has not been adjusted by an outside source.
Dimming of lights	N/A	Dimming of lights during start up of mechanical systems and appliances is normal. No corrective action will be taken.
Failure of wiring to carry specified load	1 year	Will correct if due to installation or material related causes.
Light bulbs and smoke detector batteries	N/A	Will take no corrective action regarding burnt out light bulbs or smoke detector batteries.
Arch Fault Breaker	1 Year	Builder will correct any deficiencies that are caused by either improper installation or defective materials installed. If the problem is deemed to be caused by products purchased and installed by the Homeowner, a service fee will be charged to the Homeowner.

FOUNDATION & FLATWORK

Observation	Coverage Period	Action
Large cracks in foundation	1 year	Will be corrected per original designated engineering specifications.
Hairline cracks in foundation, sidewalks, driveways, patios and stoops	N/A	Hairline cracks are normal in all concrete surfaces. Builder will take no action regarding hairline cracks.
Uplifting or movement of sidewalks, driveways, patios and stoops	1 year	Will replace sections that rise more than 2" or separate from neighboring concrete surfaces more than 1". Watering of grass at outer edges of concrete will help prevent movement.
Corner cracks on sidewalks, driveways, patios and stoops	N/A	Corner cracks are common in concrete surfaces. Builder will take no action to correct corner cracks.

Water pooling on flatwork	1 year	Will fix sections where water pools more than 2 inches over a 24-hour period.
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FRAMING

Observation	Coverage Period	Action
Bows in walls, unlevelled ceilings and unlevelled floors	1 year	Will fix if affected non-structural failure related areas exceeding ¼" in a 32" area. Will repair affected wall and floor coverings.
Squeaks in floors	N/A	Floor squeaks cannot be prevented. Incorrectly nailed sub-floor that pops will be fixed during the first year.
Warped rafters and floor joists	1 year	Will fix warped rafters and floor joists only if the problem poses a threat to safety or structural integrity.
Severe structural failure to load bearing component	1 year	The builder will correct severe structural failures that jeopardize the load bearing capacity of the home
Split rafters	1 year	Will correct split rafters that pose a significant threat to safety or structural integrity of the home
Floor and roof sheathing	1 year	The builder will repair floor or roof sheathing if the defect is a threat to safety or structural integrity.

BRICK & STONE

Observation	Coverage Period	Action
Hairline cracks in brick, stone and stucco	1 year	Hairline cracks in brick and stone will be patched with mortar one time during the first year. Because mortar is mixed in small batches the "exact" match cannot be attained. The builder will match the existing mortar as close as possible.

ROOFING

Observation	Coverage Period	Action
Roof leaks	1 year	Will repair roof leaks and affected areas provided leaks are not caused by wind driven rain or homeowner negligence
Shingles blown from roof	1 year	Will replace shingles unless wind speed exceeds manufacturers limits
Variations in shingle color	N/A	Differences in shingle color are common. Builder will take no corrective action.

DRAINAGE

Observation	Coverage Period	Action
Water pooling within 10 feet of foundation for more than 24 hours or in swales for more than 48 hours	1 year	Will correct pooling water within 10 feet of the foundation unless drainage has been altered by homeowner. Will correct pooling water standing in swales for more than 48 hours unless drainage pattern has been altered by homeowner.
Sunken utility trenches	1 year	Builder will correct sunken utility trenches that subside. Builder can not be held responsible for any additional lines or subsidence of soil for additional lines installed after closing

EXTERIOR SIDING & TRIM

Observation	Coverage Period	Action
Chips and cracks in exterior siding and trim	N/A	Unless noted on final walk, builder will take no action
Nails popping out of siding and exterior trim	1 year	Nails popping out of the surface will be reset and repainted.

WINDOWS

Observation	Coverage Period	Action
Window is hard to open	1 year	Will correct and/or adjust the window
Condensation	N/A	Condensation on windows is due to high humidity inside the home and low outside temperature. No corrective action will be taken.
Broken or scratched glass	N/A	Broken or scratched glass will not be repaired unless noted before closing.
Condensation between panes of double pane windows	1 year	Refer to manufacturer's warranty
Excess drafts or air leaks	1 year	Will correct drafts or leaks.

EXTERIOR/INTERIOR PAINT

Observation	Coverage Period	Action
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Paint fades or peels	N/A	Will not warranty any paint unless due to improper installation or manufacturers defect.
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SHEETROCK

Observation	Coverage Period	Action
Cracks, nail pops, corner bead cracks, bubbling or tape	1 year	ONE TIME during the first year, nail pops, cracked corner beads and bubbling of tape in areas where problem is visible under normal lighting conditions will be corrected. Affected areas will be repainted.

INTERIOR & EXTERIOR DOORS

Observation	Coverage Period	Action
Doors won't latch, rub when closing or stick	1 year	Will adjust doors
Splitting and separation of door panels	1 year	Will re-nail or patch needed
Flaking of exterior finish	1 year	Will correct if damage due to normal use
Exterior doors leak	1 year	Will correct leaks and affected areas unless caused by wind-driven rain.
Warping doors	1 year	Will replace doors that warp more than 1/4". from top to bottom

CABINETS

Observation	Coverage Period	Action
Warped doors	2 years	Cabinets are covered by a two year manufacturer's warranty against defective workmanship
Misaligned doors	1 year	Doors will be adjusted
Cosmetic flaws	N/A	Dents, scratches, cracks and chips will only be corrected if noted prior to closing
Variation of color	N/A	Variation of color on cabinets is to be expected. Only variations noted prior to closing will be addressed.
Separation from wall or ceiling	1 year	Cabinet will be adjusted

CARPET

Observation	Coverage Period	Action
Gaps between seams	1 year	Will repair seams
Carpet buckles or stretches	1 year	Will re-stretch carpet one time during first year. NOTE: NOT COVERED WHEN USING 5/8" PAD
Fading or discolorations	N/A	If fading or discoloration are due to defect in carpet, manufacturers warranty will apply

CERAMIC TILE

Observation	Coverage Period	Action
Cracks in grout	1 year	Will patch cracked grout. Builder will not be responsible for color variations of repairs.
Cracks in tile	1 year	Will replace cracked tiles unless caused by falling object. Builder will not be responsible for color variations of repairs.
Loose tile	1 year	Will reset tile
Hollow tile	N/A	Unless tile is cracked, no corrective action will be taken.

HARDWOOD FLOORS

Observation	Coverage Period	Action
Loose/popping boards	1 year	Will refasten affected areas
Scratches/dimples in boards	N/A	Will be repaired if noticed prior to closing. No corrective action will be taken after closing.

VINYL

Observation	Coverage Period	Action
Visible gaps in seams	1 year	Obvious gaps in seams will be corrected
Bubbling or loose vinyl	1 year	Bubbled areas will be repaired
Discoloration of vinyl	N/A	Discoloration of vinyl not caused by homeowner negligence will be referred to manufacturers warranty

Dimples, scratches or scuffs in vinyl	N/A	Will be repaired if noted prior to closing.
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LAMINATE COUNTERTOPS

Observation	Coverage Period	Action
Visibly open seams between pieces	1 year	Will seal visibly open seams
Loose or bubbling sections	1 year	Will repair provided the cause was not homeowner neglect.
De-lamination of tops	1 year	Manufacturer warranty will apply
Scratches, chips and dents	N/A	Unless noted before closing, no action will be taken in regards to scratches, dents or chips.

SOLID COUNTERTOPS

Observation	Coverage Period	Action
Top becomes loose	1 year	Builder will re-fasten top
Top discolors	1 year	Manufacturers' warranty will apply
Variation in color or pattern	N/A	Counter tops will vary in pattern and color. No action will be taken to correct minor imperfections and patterns.
Chips, scratches, cracks, swirls or dents	N/A	No action will be taken unless noted before closing.

KITCHEN APPLIANCES

Observation	Coverage Period	Action
Malfunctioning kitchen appliances	1 year	Manufacturer warranty will apply.

HARDWARE

Observation	Coverage Period	Action
Door handles or locks malfunction	1 year	Will correct or replace

Cosmetic finish fades or tarnishes	N/A	No action will be taken unless manufacturer warranty states otherwise.
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WALLPAPER

Observation	Coverage Period	Action
Plainly visible gaps in seams and peeling of wallpaper	1 year	Will fill seams/glue loose paper. NOTE: Not covered in wet areas.
Discoloration of wallpaper	1 year	Manufacturer warranty will apply

CEILING FANS

Observation	Coverage Period	Action
Fan rattles	1 year	Will tighten and/or adjust loose components
Fan fails to operate	1 year	Manufacturer warranty will apply

GARAGE DOORS

Observation	Coverage Period	Action
Lock doesn't operate	1 year	Will repair or replace lock
Door sticks	1 year	Will adjust unless caused by homeowner negligence
Track or door components malfunction	1 year	Manufacturer warranty will apply

FIREPLACE

Observation	Coverage Period	Action
Water seeps into box from flue	1 year	A small amount of water can be expected to infiltrate during heavy or wind blown rain.
Paint on interior of firebox fades	N/A	Due to high temperatures inside the firebox, paint is not warrantable after closing.

Emergency Procedures

Stonebridge Homes

Certain situations that may occur in your home should be considered emergencies. The following conditions have been established with our vendors as emergency situations:

1. A total stoppage of the plumbing drain system. In this situation, all sinks, toilets or tubs will not drain.
2. A water leak that requires water service to your home to be shut off in order to avoid serious damage to the building, its contents, or both.
3. Any problem with the electrical wiring system.
4. Failure of the heating or cooling system.

It is your responsibility to protect your home and personal property from possible damage in an emergency. In any plumbing emergency, your first step should be to turn off the water, then call the plumbing subcontractor listed on your vendor list.

During the warranty period, specific in the ACES Builders Warranty, emergency situation service will be provided by the vendors, listed on the Vendors List, as soon as possible. Non-emergency service requests will only be handled by Stonebridge Homes Inc. during our regular office hours. (8-5/M-F)

Emergency situations caused or created by homeowners negligence or improper maintenance will not be covered under the ACES Builders Warranty.

Emergency Contacts

Stonebridge Homes

	Name of company	Office #	Emerg #
Air Cond/Heat	_____	_____	_____
Alarm	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Roofing	_____	_____	_____

Builder Checklist / Stonebridge Homes LTD.

The following information will need to be filled out and returned to the main office within 72 hours of each closing. This information is needed in order to complete the job file and also to have the necessary information for warranty purposes.

- 1) Vendor/Subcontractors list _____
- 2) Customer Introduction Checklist _____
- 3) Non-Warrantable Conditions _____
- 4) Utility Transfer/Change Over _____
- 5) Warranty Acknowledgement (acceptance) _____
- 6) Affidavit of Acceptance/Pre-Occupancy Form _____
- 7) Acknowledgement and Assignment _____
- 8) Homeowner's Inspection Package Checklist _____
- 9) Grading and Drainage _____
- 10) Landscape and Tree Acknowledgement _____
- 11) Customer Service Information _____
- 12) Customer Selection Sheets (Interior and Exterior) _____
- 13) "Passing" Burgess Inspections (Slab, Pre-Drywall, Energy & Final) _____
- 14) Inland 1/Building Code for Windstorm Resistant Construction _____

(Seabrook / Constellation Point / Tuscan Lakes Only)

*Please initial each box, attach copies of the information and complete the information at the bottom of the page

BUYERS NAME _____

JOB # _____

ADDRESS _____

SUBDIVISION _____

BUILDER _____

DATE _____

Official Use Only

Start Date: _____

Projected Completion Date: _____

Actual Completion Date: _____

_____ Days X \$ _____ = _____

Contractor List

Stonebridge Homes

Trade	Contractors		
<p style="text-align: center;"><u>Concrete</u></p> <p style="text-align: center;"><u>Framer</u></p> <p style="text-align: center;"><u>Roofer</u></p> <p>Plumber</p> <p>Electrician</p> <p>HVAC</p> <p>Std.light Fix.</p> <p>Fans</p> <p style="text-align: center;"><u>Customer Selects</u></p> <p>Bricklayer</p> <p>Insulation</p> <p>Sheetrock</p> <p>Gar.Door Opener</p> <p>Garage Door</p> <p>Formica</p> <p>Sod</p> <p>Trees</p> <p>Landscaping</p> <p>Sprinkler</p> <p>Fence</p> <p>Tile</p> <p>Wallpaper</p> <p>Entry Wood</p> <p>Vinyl</p> <p>Entry/Marble</p> <p>Window/Screens</p> <p>Carpet</p> <p>Mirror/Shower Dr.</p> <p>Front Door</p> <p>Hardware</p> <p>Tubs/Acrylic</p> <p>Painter</p> <p>Security</p> <p>Gutters</p> <p>Exterior Arch.</p> <p>Pre-Fab F/P</p> <p>Stucco</p> <p>Cultured Stone</p> <p>Interior Trim</p> <p>Trim Carpenter</p>	<p style="text-align: center;"><u>Keystone</u></p> <p>Victor Fierro</p> <p>Pedigo Roofing</p> <p style="text-align: center;"><u>T & S</u></p> <p>Grimmer</p> <p>Alpine</p> <p>Classic</p> <p>Gulf Coast Fans</p> <p>Classic</p> <p>R.T. Masonary</p> <p>Perfection</p> <p>Charter Drywall</p> <p>Hollywood</p> <p>Hollywood</p> <p>Venetian</p> <p>Ryan Landscape</p> <p>Ryan Landscape</p> <p>Ryan Landscape</p> <p>Ryan Landscape</p> <p>West Houston</p> <p>F.Herrera Tile</p> <p>Atlas Wallcover.</p> <p>Flooring Services</p> <p>Flooring Services</p> <p>F.Herrera Tile</p> <p>Champion</p> <p>Flooring Services</p> <p>Mirror Gallery</p> <p>Glass Craft</p> <p>Custom Hardware</p> <p>Bolfing Brothers / Jacuzzi</p> <p>Sergio Nieto</p> <p>Swartz Electric</p> <p>G & S Gutters</p> <p>Montalbano</p> <p>Perfection</p> <p>Precision</p> <p>Espinoza Stone</p> <p>Buell / BMC / Lone Star</p> <p>Valentine Vasquez</p>	<p style="text-align: center;"><u>Pace</u></p> <p>Azteca Construction</p> <p>Brinkman Roofing</p> <p style="text-align: center;"><u>Meistad</u></p> <p style="text-align: center;"><u>Houston-Stafford</u></p> <p>Capital</p> <p>Lighting Inc.</p> <p>Project Lighting</p> <p>Lighting Inc.</p> <p>Gonzalo Sanchez</p> <p>Marek Brothers</p> <p>Watson</p> <p>L & L Landscaping</p> <p>L & L Landscaping</p> <p>L & L Landscaping</p> <p>L & L Landscaping</p> <p>Precision Iron Works</p> <p>Brighton</p> <p>Jones Carpet</p> <p>Jones Carpet</p> <p>Brighton</p> <p>Alenco Windows</p> <p>Jones Carpet</p> <p>Southern Mirror</p> <p>Pearl Doors</p> <p>Jose Aguilar</p> <p>Bison</p> <p>Sammy Martinez</p>	<p>Rodolfo Jimenez</p> <p>Pinnacle Plumbing</p> <p>Swartz Electric</p> <p>Swartz Electric</p> <p>Lighthouse</p> <p>Apart Care</p> <p>Houston Countertops</p> <p>Harlien's</p> <p>Evergreen</p> <p>Sierra</p> <p>VM Custom Fence</p> <p>Jose Samano</p> <p>Floors by Bernard</p> <p>Jose Samano</p> <p>Gregorio Flores</p> <p>Houston Stafford Electric</p> <p>Guardian Building</p>

Buyers Name

Job #

Address

Customer Introduction Checklist

Stonebridge Homes

The undersigned hereby acknowledges that I/we have had the opportunity to fully inspect the home at:

Buyer's Signature

Date

Buyer's Signature

Date

Builder's Signature

Date

Stonebridge Homes

Non-Warrantable Conditions

Various conditions may arise in your home that is not preventable and therefore not warranted by Stonebridge Homes. In addition, conditions occurring due to misuse or neglect are not warrantable. The items listed below will help you to recognize these conditions before they arise and enable you to prevent or correct them. The homeowner may be billed for service calls for non-warrantable items.

1. Leaky faucets – Faucet should be in good working order at the time of your final inspection. Do not use force in turning off faucets and check aerators (filters) regularly for residue buildup.
2. Cracks in sheetrock – Cracks due to settlement, shrinkage, etc. may appear during the “drying out” process of your new home. This is a normal occurrence and can be easily corrected by filling the cracks with Dap and painting.
3. Cracks in concrete- Porches, patios, foundations, walks and drives can develop minor cracks due to concrete’s characteristics of expanding and contracting, or that of the soil on which it was laid. There is no known method for totally eliminating this condition.
4. Cracks in applied decorative materials- Minor cracks or loss of grouting may occur in ceramic wall or floor tiles. Minor openings in joints of resilient flooring, hardwood floors and interior trim, etc. may also occur. These are considered normal maintenance unless they widen enough to meet the criteria set out in the warranty standards.
5. Paver Discoloration- Pavers may discolor due to the elements, rain run-off, weathering of its base materials and exposure to the sun. Stonebridge Homes cannot guarantee the dye lot of pavers for repairs.
6. Mirror Defects- Top quality mirrors have been used in your home. Possible defects such as waves in the glass and silvering failure would have been obvious on your pre-move-in inspection. Mirror silvering can be affected by steam, oils and other chemicals. Take care not to touch the silvering with cleaning compounds or oils.
7. Paint items- you are provided with a paint touch up kit prior to closing. After closing, paint items will NOT be warrantable, unless there is a defect in material or application within the one-year warranty period.

*

Buyer’s Signature

Date

*

Buyer’s Signature

Date

*

Builder’s Signature

Date

Utility Transfer/Change Over Stonebridge Homes

<u>Purchaser</u>	<u>Address</u>	<u>Job Number</u>

Thank you for purchasing a Stonebridge Home. To facilitate your move, Stonebridge Homes has connected the water, gas and electric utilities. It is important that you call the following companies to have the utilities transferred to you. All utilities are to be transferred into the Homeowners name within 48 hours of closing on the home.

Please note, all utilities will be removed from Stonebridge Homes name and disconnected, 3 days after Closing on the Home! Stonebridge Homes will not be responsible any interruption of service and/or applicable reconnection fees!

Constellation Pointe

League City Water	Water	281-338-4880
Entex	Gas	281-331-4449
Texas-New Mexico	Electric	281-482-0453

Glenn Haven

Hayes Utility	Water	281-353-9756
Centerpoint	Gas	713-659-2111
Reliant – HL & P	Electric	713-207-7777

Royal Oaks

Severn Trent Service	Water	281-579-4500
Reliant Energy Gas	Gas	713-207-2222
Reliant Energy Electric	Electric	713-207-7777

Seabrook Island

City of Seabrook	Water	281-291-5678
Entex	Gas	281-291-5675
HL&P	Electric	713-207-7777

The Preserve

Hayes Utility	Water	281-353-9756
Entex	Gas	713-659-2111
Reliant – HL & P	Electric	713-207-7777

Stewart's Forest

City of Conroe	Water	936-760-4626
Centerpoint	Gas	713-659-2111
Entergy	Electric	800-ENTERGY

Tuscan Lakes

League City Water	Water	281-338-4878
Entex	Gas	281-534-4569
First Choice Power	Electric	281-482-7941

Buyer's signature

Buyer's signature

Date

Date

Builder

Date

WARRANTY ACCEPTANCE

Stonebridge Homes

I/We have received a copy of the “Warranty Coverage Examples” document and agree to be bound by the warranty contained in this book.

Buyers

Buyers

Date

Address

Acknowledgement and Assignment Stonebridge Homes

Purchaser	Address	Job#
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You are purchasing a home from Stonebridge Homes and the home includes certain items defined as “Consumer Products” (as that term is used or defined by the Federal Trade Commission in regulations executed pursuant to the Magnuson-Moss Warranty-Federal Trade Commission Improvement Act). These Consumer products are covered by written manufacturers’ and suppliers’ warranties, copies of which are maintained in a binder in the Stonebridge Homes sales office. We ask you to sign below to acknowledge that you had the opportunity prior to closing to review and/or make copies of the warranties applicable to your home; the written manufacturers’ and suppliers’ warranties are the only warranties applicable to the customer products; and Stonebridge Homes Inc. does not give any additional warranty on these items.

*Please note that some items listed may not be applicable to your home.

The consumer products are as follows:

Heating and Ventilation

- Boiler
- Heat Pump
- Electronic Air Filter
- Exhaust Fan
- Thermostat
- Space Heater
- Furnace
- Air Conditioning System
- Humidifier

Mechanical/Electrical

- Central Vacuum System
- Smoke Detector
- Fire Alarm
- Fire Extinguisher
- Garage Door Opener
- Chimes
- Water Pump
- Intercom
- Burglar Alarm
- Electric Meter
- Water Meter
- Gas Meter
- Gas or Electric Barbeque Grill

Plumbing

- Whirlpool Bath Tub
- Garbage Disposal
- Water Heater
- Water Softener
- Sump Pump

Appliances

- Refrigerator
- Freezer
- Trash Compactor
- Range
- Oven
- Kitchen Center
- Dishwasher
- Oven Hood
- Clothes Washer
- Ice Maker

Purchaser

Date

Purchaser

Date

Homeowner's Inspection Package Checklist

Stonebridge Homes

<u>Purchaser</u>	<u>Address</u>	<u>Job#</u>
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- _____ Homeowner's Manual
- _____ Pre-occupancy Inspection
- _____ Acknowledgement & Assignment
- _____ Utility Change Over
- Instruction Manuals and/or Warranties
 - _____ HVAC
 - _____ Thermostat
 - _____ Microwave
 - _____ Range/Oven
 - _____ Cooktop
 - _____ Dishwasher
 - _____ Disposal
 - _____ Garage Door Opener
 - _____ Gate Opener
 - _____ Security System
 - _____ Intercom
 - _____ Carpet
 - _____ Vinyl
 - _____ Hardwood Floors
 - _____ Cabinets
 - _____ Shingles
 - _____ Fireplace
 - _____ Smoke Detectors
 - _____ Paint Kit
- _____ Customer Selection Sheets
- _____ Brick and Paint Selection Sheet
- _____ ACES Builders Warranty

We/I have received copies of all items marked above.

Purchaser

Date

Purchaser

Date

Grading and Drainage

Stonebridge Homes

We, _____ are the buyers for the home located at _____ (“Property”), we agree to the following with regard to that property

Grades and Swales:

At the time of closing, Stonebridge Homes will have established grades and swales on the property to allow proper drainage. After closing, we become responsible for maintaining the proper grades, swales and drainage problems that result from the alteration of the present grading after closing by excavating, filling, landscaping, erosion or the like are not covered under the warranty and are not the responsibility of Stonebridge Homes. In addition, the installation of a pool in the back yard (after closing) voids the drainage warranty.

In addition, our Classic Homes do not include sod, of any kind, to be installed in the back yard as a Standard Installation. Being that the back yard grade can and will erode with any rainfall, it must be maintained and may be required to be redefined, by the Homeowner, prior to installing sod and/or landscaping in the back yards of these homes.

We have had the opportunity to inspect the grades in the yard; we understand the responsibilities stated above; and we understand and agree that it is our responsibility to maintain the correct drainage from the date of closing forward.

Accepted and agreed to this _____ day of, _____ 200_

Purchaser

Date

Purchaser

Date

Landscape and Tree Acknowledgment

Stonebridge Homes

The ACES Builders Warranty does not cover landscaping. However, when plants and trees are provided by Stonebridge Homes as part of your landscape package, Stonebridge Homes will provide a limited warranty covering plants for thirty days and transplanted trees for ninety days from your closing date. You, as the homeowner are responsible for maintenance, including watering, fertilizing, and pruning. Additionally, if there is native tree that is questionable, as to being alive at the time of closing. The Builder will make a notation as to which tree is in question on a site plan and Stonebridge will be responsible to remove that tree if it is deemed to be dead within 90 days of closing. If there is evidence of owner neglect or damage caused by acts of God, the warranty will be voided. **Native trees or backyard trees, which are provided by the developer, are not covered by this warranty.**

We have read and understand the limited warranty provided by Stonebridge Homes as it pertains to landscaping, transplanted trees and native trees.

Purchaser

Purchaser

Date

Date

Stonebridge Homes LTD.
Inland 1/Building Code for Windstorm Resistant Construction
(Seabrook Island/Constellation Point/Tuscan Lakes)

Please be advised that The Texas Department of Insurance, The City of Seabrook and League City, have adopted the requirement, that all Residential Builders, building in Inland 1 Areas, will be responsible for **“SUPPLYING ONLY”**, materials that comply with the wind loads specified the Windstorm Resistant Construction Guide, the Internal Residential Code (IRC) and the International Building Code (IBC).
*This is now a requirement of Seabrook and League City, prior to receiving a Certificate of Occupancy.

The Windstorm Protection (material) that Stonebridge Homes has purchased and is supplying to you is called “Galvanized Steel Storm Panels”.

Stonebridge Homes is *not* responsible for installing the necessary brackets and/or fasteners, to make this Windstorm material functional!

It is the sole responsibility and the choice of each Home Owner, to contract to have this Windstorm Material made readily able to be installed, in the event of an impending storm! This includes and is not limited to having fasteners and/or brackets installed on their home.

Please note that this type of installation can not be started, until the Customer Closes on this property!

Please be aware that the installation of these Windstorm fasteners and/or brackets, if not done properly, could void Stonebridge Homes Warranty, as it pertains to the Stucco, Brick or other materials affected by this installation!

We have read and understand our responsibility, as homeowners, as it pertains to Windstorm Requirements in an Inland 1/Windstorm Area.

We have received the “Galvanized Steel Storm Panels”, as note above.

Purchaser

Purchaser

Date

Date

Builder

Date