

# LOMBARDO HOMES PRE-CONSTRUCTION ORIENTATION



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Lombardo Homes will not begin construction on your new home until your pre-construction meeting with your on-site Construction Coordinator has taken place. This meeting is vital to confirm your selected options and set proper expectations relative to the construction process. We will schedule this meeting once our selection process is complete and the permit for your new home has been obtained from the municipality.

As you will see from the contents of this document, the pre-construction orientation will cover a lot of information. This meeting will typically last 2 hours, depending on the questions you have and the details you want to discuss. We kindly request that children and other family members or friends not attend this meeting, as the discussions are detailed in nature. It is important that we are able to review your documents and set proper expectations on how the building and warranty process of your new home will take place. Thank you for choosing Lombardo Homes!

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# PART 1: INTRODUCTION

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This section covers general information regarding construction of your new home, from the Construction Coordinator's tasks to interior and exterior color selection policies.



## PART 1: INTRODUCTION

### YOUR CONSTRUCTION COORDINATOR

Your Construction Coordinator is in charge of managing the construction of your new home. This job entails the following:

- Coordinating your home's schedule with our trade partners
- Working with the municipalities
- Inspecting the work performed in your home
- Conducting homeowner meetings, including your pre-construction orientation, pre-drywall meeting, and the final verification walk of your home

### PRE-CONSTRUCTION ORIENTATION

During this meeting, your Construction Coordinator will review your house file with you. The house file is a tool the construction team uses to ensure each home gets built in accordance with Lombardo Homes' expert construction standards, as well as to verify personalizations found in your purchase agreement. The house file contains the following:

- Informational forms and checklists for each meeting between homeowner and Construction Coordinator to ensure all pertinent topics are discussed
- Five quality inspection files that will be filled out during specific inspection points throughout the construction process
- Your plot plan and any additional paperwork crucial to building your home

### MANAGING THE CONSTRUCTION SCHEDULE

Your home's construction schedule will be affected by a number of factors, including weather and contractor availability. Your Sales Manager will regularly communicate key construction milestones to you throughout the construction process. As part of our Promise to Promise campaign, we commit to a closing date before drywall but after utilities are installed in your home. It's at this time that you can begin to schedule the moving trucks and other moving day festivities.

### CONSTRUCTION COORDINATOR STATUS

Construction Coordinators will occasionally be moved to other communities. These moves are necessary to keep projects evenly distributed throughout our staff, ensuring our Lombardo quality is achieved in each home we build. When a Construction Coordinator changes communities, he/she will meet with the incoming Construction Coordinator, as well as the Sales Manager, to be updated on all the homes under construction. In order to allow for the smoothest transition possible, our team members work diligently to ensure the new Construction Coordinator fully understands your home and where it is in the construction process.





## PART 1: INTRODUCTION

### LOMBARDO HOMES' OPEN DOOR POLICY

We have an "Open Door" policy when it comes to visitation of your community and new home. However, safety is very important to us and we ask that customers understand they are visiting a construction site and should wear closed-toe shoes and proper attire. Children should wait to enter the premises until rough mechanicals, thus ensuring major hazardous areas are protected.

### COMMUNICATION THROUGHOUT CONSTRUCTION PROCESS

All communication during the homebuilding experience, including construction-related questions, should be directed through your Sales Manager. Maintaining your Sales Manager as the main point of contact will ensure all your questions and concerns will be documented in our computer system for review at the weekly sales and construction meeting. At this meeting the construction team will give sales any schedule updates for your home, as well as answer any inquiries about your home you may have made throughout the week.

### INTERIOR & EXTERIOR COLOR SELECTION POLICIES

Interior and exterior selections are final once the Design Studio appointment is completed. This policy exists to allow the following:

- We pull the necessary structural permits and begin ordering materials for your new home the moment your purchase agreement is signed and submitted.
- Adhering to this schedule allows us to build your home efficiently.
- Many city inspectors look to ensure the items built in your home match the approved permits for your home. If options are changed or moved out of the original location, the city can prolong the build process and potentially delay closing.

Some homeowners have requested to have a friend or family member work on their home before they move in. Having outside persons work on your home creates issues with safety and liability, quality, and warranty. As such, we have a strict policy that work on your home can only be performed by Lombardo Homes and Lombardo Homes trade personnel. Any work not performed by the above mentioned will be removed from the home.





## PART 2: PLOT PLAN REVIEW

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This section gives a plot plan overview, as well as information regarding utilities and delayed exterior work.





## PART 2: PLOT PLAN REVIEW

### PLOT PLAN OVERVIEW

The construction team will review the approved plot plan with you in detail. The plot plan will show:

- The exact size of the lot including the lot dimensions from property line to property line
- Where the house will sit on the lot with setback dimensions to show how far the foundation will be from each property line
- Exterior concrete locations, including grade height, which will be discussed
- Manholes
- Easements
- Catch basins
- Water, sewer and sump line locations

In an effort to keep appropriate driveway pitch, your garage handing (whether your garage is on the right or left of your home) is pre-determined and cannot be changed. It is important to protect exterior concrete by sealing it before the first winter you move in and then every other winter thereafter.

### UTILITIES

Underground utilities have been previously installed on your lot during the development process. These utilities include:

- Gas main
- Electric main
- Water main
- Sewer main
- Storm water mains
- Phone and cable

The utilities are connected to your home from the main lines at various stages of construction. Manholes, indicated on the plot plan, are permanent and will be discussed during the review. An easement is a non-possessory right to use and/or enter onto the real property of another without possessing it. Easements exist to provide contractors the availability to access these utilities in case any issues arise.

### UTILITIES *(continued)*

Easement dimensions vary depending on what type and how many utilities are in the area. Permanent structures may not be installed on easements. A good rule of thumb is to not install anything on an easement that two people and a hammer cannot remove. Gas, electric, phone and cable locations, including transformers and pedestals, are determined by the utility provider and cannot be moved.

Grade elevations are shown on the plot plan and dictate how the lot will accept and rid itself of rain water. The numbers represent how high the grade is relative to sea level. Note the grade numbers are higher next to the foundations and lower as they get to the swale in between each property in an effort to keep water away from the foundation. A swale is a path for rain water to travel down until it eventually runs off into the street or in to the rear yard catch basin(s). It's important that you understand these grading numbers were drawn up by an engineer and confirmed and approved by the city. Therefore, any modification to the property after final grading has been completed may impact the draining quality. Planting of any trees, shrubs or building anything directly in the swale can cause damming and flooding of the property. As long as the grading has not deviated from the plan, swales should be dry enough to mow within 48 hours of a rain event or irrigating your lawn.

Covered patios, decks, or any other permanent structural options locations will be discussed. Any area on the house that requires steps like the door wall to grade/patio or from the garage floor to the garage entry door will be established, as well.

### DELAYED EXTERIOR WORK

If your home is constructed in winter, there are a few items the weather simply will not allow us to complete before closing. Incomplete items will be documented as "delayed exterior work" and will be completed by August 15.

## PART 2: PLOT PLAN REVIEW

### DELAYED EXTERIOR WORK *(continued)*

Items may include, but are not limited to:

- Exterior concrete (driveway, porch slab, sidewalks, and covered patios)
- Final grade
- Exterior paint
- Irrigation and landscaping, if applicable.

These items will not delay closing, as the home will be closed with a temporary Certificate of Occupancy. The full Certificate of Occupancy will be issued once the above mentioned items are complete.

In the spring and summer, the property will need ample time to dry before delayed exterior work can begin in the neighborhood. Lombardo Homes utilizes one person to manage delayed exterior work. We have found this to be more successful than having numerous Construction Coordinators making requests of the same trade partners for delayed exterior work.

Lombardo Homes does not hire additional contractors for the delayed exterior work for several reasons:

- Any contractor that performs exterior work is very busy in the spring and summer in Michigan due to the small window of opportunity
- We would not be able to ensure enough work to keep trades satisfied year round, outside of the three-month influx of work in the spring and summer
- The contractors we have in place are qualified to perform the work to our standards and honor the warranty that is put in place.

Please remember our Promise for a Promise program. If we cannot provide the Final or Temporary Certificate of Occupancy in time to close as scheduled, we will pay you \$150 per day until we receive it. In return, you promise to close as scheduled or agree to pay Lombardo Homes \$150 per day until closing occurs. We extend this promise to all our homeowners, including the ones who close in the spring and summer months. Municipalities will cut off temporary Certificate of Occupancies around May 15th. Therefore, all homeowners who close after that date will

### DELAYED EXTERIOR WORK *(continued)*

be required to have all work completed before closing. You may see homes under construction getting their exterior work completed prior to someone that closed during the winter months. We understand this can be frustrating, but we work diligently to get the winter construction work completed and closed under a full Certificate of Occupancy as quickly as possible, as most municipalities and lenders require large bonds to be posted for a temporary Certificate of Occupancy to be issued.





# PART 3: BLUE PRINT REVIEW

This section covers information discussed during the blue print review, including minimizing water in your home, electrical service, foundation wall height, and products used in your home.



### MINIMIZING WATER IN YOUR HOME

Drain tile is installed around the basement footing to take on any water that finds the foundation wall, or hydrostatically comes from under the basement floor. The exterior drain tile is attached to the interior basement perimeter storm piping by cross overs or bleeders in the footing. The storm pipe inside the basement is pitched to drain any water that is collected, directly to the sump basket. As the sump basket fills with water the sump pump motor float will raise, eventually triggering the motor to turn on to push the water to the underground storm sewer. The pipe will discharge into the catch basin or daylight on the property depending on the development.

### STANDARD LOCATIONS

Furnace, water heater, electrical panel and sump pump locations are predetermined and cannot be moved.

### HVAC

The furnace and air conditioner brand is specified on your Standard Specifications. All trunk lines and ductwork are sealed with mastic. Each heat run is labeled with a damper to adjust flow of heat to better balance the heating and cooling in the home.

### PLUMBING

Your home will be installed with a PEX plumbing system (short for cross-linked polyethylene). Cold water from the water meter and hot water from the water heater are run to a common location, which is anchored to the floor system.

PEX pipes are ideal for new construction because:

- The system does not require as many connections as copper water line, meaning there is less chance for failure.
- If a PEX waterline freezes, then the manufacture specifications say the pipe will swell twice its size before it bursts.

### PLUMBING *(continued)*

Standard water heaters are installed in each Lombardo Home (details are provided in your Standard Specifications).

The 3-piece plumbing prep is an option to prep for a future bathroom's drain system in the basement. The pipes are prepped for one sink, one shower or tub and one toilet. The 3-piece location is predetermined per plan and cannot be moved. Please note: you should plan to break up about 2' of concrete around each pipe to reposition the pipes to accept the finished bathroom units you choose to install.

### RADON SYSTEM

We install a passive radon system in most homes as a preventative measure. The passive system includes a pipe that goes under the basement floor concrete up through the home and vents through the roof. Penetrations in the basement concrete slab are caulked in, except for any control joints to prevent any gases from entering the home. The 6 mill vapor barrier underneath the concrete is continuous under the control joints thus rendering the caulking of these joints unnecessary. We do NOT test the home for radon. Therefore, it's your responsibility to do so after closing. If the test comes back positive and requires an active system, there is a power source already installed next to the pipe in attic to install a fan.

### ELECTRICAL SERVICE

The standard electrical service will be installed in your home, unless an upgraded option was purchased. The service panel breakers will be labeled for easy identification. There will be extra space inside the panel to add circuits, should you choose to finish your basement. The panel will also have approved final mechanical inspection stickers as well as an energy efficiency certificate sticker. Low voltage wires such as cable and phone will be terminated above the electrical panel for easy hook up for the cable/phone service provider.



### WINDOWS

Vinyl windows are installed in each Lombardo Home (window details are available in your Standard Specifications). They are a superior vinyl window installed by a specialized window installation contractor. This confirms installation is done properly per manufacturer specs. This also ensures that each window is flashed properly to prevent water penetration.



### BASEMENT STAIRS AND STAIRWELL

The basement is not considered a finished space therefore the stairwell does not get carpeted. The stairwell, however, will be painted unless otherwise specified. The stairwell will be drywalled inside the well but not on the outside. So if you were standing in the basement looking at the side of the stairwell you would see raw wood. The garage is also considered an unfinished space although Lombardo will drywall the ceilings and walls and apply tape and one coat of mud. To finish the drywall after closing the homeowner would have to apply two more coats of mud, sand the mud smooth, then prime and paint.

### FOUNDATION WALL HEIGHT

Standard foundation wall height is 7'-10" before the basement slab is poured. The finish dimension will be roughly 7'6". If an 8'-10" basement option is purchased, then the finish number will be approximately 8'6".

### FOUNDATION WALL HEIGHT *(continued)*

The foundation walls will get coated with either basement waterproofing or damp-proofing per manufacturing specs.

### ENGINEERED FLOORING SYSTEM

Each floor system is engineered using I-Joists. The I-joists are built flat so there is no need to crown each joist as it gets installed. The tongue and groove sub-floor sheathing used is one of the industry's top rated. We also use engineered trusses. Each home has a roof plan designed by an architect to vent the attic properly to maximize the longevity of the roof shingles and attic structure.

### LOW MAINTENANCE EXTERIOR PRODUCTS

We offer an array of elevations for each home plan. Each beautiful elevation has different features but all are very low maintenance. Miritec is used instead of actual rough sawn lumber around garage jambs and at porch posts. Miritec is a great product that does not swell or rot over time, as long as the homeowner maintains the paint. The use of vinyl siding is a great feature as well as there is no need to paint the siding as the years pass.

# PART 4: MATERIALS & INSTALLATION METHODS

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This section provides information on drywall, paint, and basement insulation in your home.





## PART 4: MATERIALS & INSTALLATION METHODS

### DRYWALL

Drywall is an imperfect product, especially in areas where drywall sheets meet each other. These seams are hidden with tape and multiple layers of joint compound. The joint compound or mud will be spread out roughly 6" on either side of the tape at tapered seams and 18" on either side of flat seams. The mud is then sanded as smooth as it can get without exposing the tape.

There will always be slight imperfections in the seamed drywall areas. When caught in certain light, seams may become visible after paint. Window treatments help obscure the sun and make the imperfections harder to see.

### PAINT

We apply two coats of paint to the walls and ceiling (one coat of primer and one coat of flat paint). One coat of finish paint is applied because we fix any screw pops and corner cracks caused by the acclimation of your new home during the warranty period. All paint touch-ups for this service are the homeowner's responsibility.

### BASEMENT INSULATION

Basement blanket insulation is installed from top of wall to approximately 48" down from top of wall. We recommend consulting an insulation specialist if you plan to use blanket insulation for a finished basement after closing.



# PART 5: INTRO TO THE WARRANTY PROCESS

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This section introduces ProHome, the third-party warranty company Lombardo Homes contracts to manage any warrantable items after closing.





## PART 5: INTRO TO THE WARRANTY PROCESS

### PROHOME

ProHome is a third-party warranty company that manages warrantable items after closing. The initial consultation between you and ProHome is approximately 2-3 weeks before closing. This meeting is to educate you on how to maintain your home as well as to get any documented open items completed before your home is closed. It is very important that you read through the warranty manual before the pre-settlement orientation as well as before scheduling any service after closing. This will ensure any questions about the manual and warranty will be answered before closing. Reading the manual will also ensure that the you will have good understanding on what is warrantable and what is not after closing.

### PROHOME *(continued)*

ProHome provides a 30-day and 11-month orientation. It's your responsibility to schedule both orientations. Any warrantable issues will be reviewed during these meetings. Any structural concerns that meet the guidelines provided to you should also be communicated through ProHome.





## PART 6: IMPORTANCE OF HUMIDITY CONTROL

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This section offers general notes regarding humidity in the home, as well as tips to keep humidity under control.





## PART 6: IMPORTANCE OF HUMIDITY CONTROL

### NOTES REGARDING HUMIDITY

Michigan's energy code requires new homes to be built to a standard that minimizes the number of air changes that occur in a home. This means that new homes are virtually airtight.

There are two ways to achieve the credentials to meet the energy code. One way is the prescriptive method, which would require trade partners to install products strictly called out in the code book. The other method, the performance method, is what we follow. This means a third-party company will come in and pressurize the home and measure the amount of air leakage when your home is complete.

We use a three-stage energy seal program.

- Stage one – before drywall all exterior penetrations are foamed in. All bottom plates are caulked to the subfloor and every exterior corner is caulked. All electrical boxes on exterior walls and attic areas are caulked or foamed in and all the bond penetrations are foamed.
- Stage two - after drywall an energy seal specialist will come back to the home to caulk the drywall to the bottom plate and caulk all exterior electrical boxes to the drywall.
- Stage three is the verification that the amount of air leakage falls within the code requirements.

Simply stated, homes built today do not “breathe” like they used to. This means great things for your utility bills and wallet, but requires you to constantly manage the levels of humidity in your new home.

Because there is little to no air exchange inside the home, humidity levels can become extremely high or extremely low which can have tremendous effect on the building materials used. Ideally, humidity levels should be kept around 35-45%. Humidity levels will be higher in the summer and lower in the winter.

### TIPS TO KEEP HUMIDITY UNDER CONTROL

There are a few things you need to do in order to keep the humidity levels under control:

- Install a humidistat on each level of your home in a common area to monitor the relative humidity levels.
- Since your home is sealed up tightly, you need to create some air exchange. It helps to open the windows from time to time and let the home breathe.
- Keep the furnace fan on all year. The furnace has a fresh air make up that pulls air from outside into the cold air system, which will filter throughout your home as long as the thermostat keeps the fan on. Leaving the fan on will also help keep the home at a balanced temperature throughout.
- Install a minimum of 50-pint dehumidifier in the basement to manage the excess humidity.
- Use a humidifier in the winter to bring moisture into the home at a time when the natural humidity levels are low. Shut down the humidifier for the season when summer rolls around – no need to dump extra humidity into the home!

Humidity sensor bath fans are installed in rooms with showers. These fans will kick on and shut off automatically if humidity levels rise above 50% to remove excess humidity in that room.

If you don't keep the humidity at a neutral level, then unwarrantable damage can be done to your home. This can include shrinking/expanding/splintering of hardwood floor, bowed or cracked cabinet parts, doors that don't open because the slab is swelled in the jamb, bowed studs, drywall cracks, excessive screw pops, mold and/or mildew, floor pops/squeaks, moisture on windows in the winter months, etc.

# PART 7: NORMAL HAPPENINGS DURING CONSTRUCTION

This section provides an overview of normal happenings during construction, including damage, delays, construction meetings, wet basements, and jobsite cleanliness.





## PART 7: NORMAL HAPPENINGS DURING CONSTRUCTION

### DAMAGE

During the construction process, accidental damage can occur, but will be fixed or replaced. Damage could be broken windows, damaged drywall, bowed studs, water in the basement, etc. Items like these will be documented during inspections and scheduled to be fixed at an efficient time during the construction of your home. Repairs are scheduled for the next time a trade partner is on site, waiting on material, or grouped with a quality inspection list.

### DELAYS

Extra days have been incorporated into the construction schedule to allow for any unforeseeable delays. The schedule of your home will be provided to you by the sales team as part of their weekly updates. It is during these updates that any inquiries you may have will be discussed and answers communicated back to you.

### CONSTRUCTION MEETINGS

Your Pre-Drywall Orientation meeting will be scheduled a few weeks in advance, as the construction schedule may vary depending on happenings in the field. We want to ensure that all mechanicals are in the home at the time of your walk through so the meeting can be as thorough as possible. Once the closing is scheduled, you will receive a Pre-Settlement Orientation date as well as a Verification of Pre-Settlement Orientation date. The Pre-Settlement Orientation meeting can take 2-3 hours and is very informative. This meeting with Pro-Home is when you will learn to “use” your new home - be sure to bring a note pad! The Verification of the Pre-Settlement Orientation will last roughly one hour. This meeting, run by your Construction Coordinator, is to verify any open items are complete prior to closing.

### WET BASEMENTS

Wet basements are to be expected during the construction process. Silly things happen, like contractors using the sump pump plug and forgetting to plug the

### WET BASEMENTS *(continued)*

sump pump back in, or using a temporary water connection in the basement for drywall, paint, and masonry activities. Water meter installs also leave the basement wet from flushing the system. Basements are not considered a finished space. Any water staining on the floor is considered a normal happening.

### JOBSITE CLEANLINESS

After closing, please understand you will be living in a construction site. Just as the construction of your home caused noise, mud on the streets, and other inconveniences, after you move in there will likely be many more homes to be built in your community. We do everything we can to keep the sites clean, however the occasional nail or screw in a tire can occur. This is not something that we will cover. Street cleaning and site cleanup are normally done on a weekly basis in an effort to make the community a more desirable place to live during the construction process.





## PART 8: HOMEOWNER CARE/MAINTENANCE

This section provides general home maintenance notes, including sealing your concrete, cleaning your flooring, and caring for your street trees.





## PART 8: HOMEOWNER CARE/MAINTENANCE

### GENERAL MAINTENANCE NOTES

Concrete sealing is very important to protect exterior concrete from the elements as well as salt which can cause pitting. This should be done every other year to sustain the longevity of the exterior concrete.

Floor squeaks can come and go with season changes. Loose subfloor is covered under the warranty, but floor noises/creaking are not.

It's recommended to dry mop any wood flooring installed in the home. Please refer to the manufacturing specifications to verify what cleaner is suggested. Steam cleaning is not recommended on engineered floor products as it can cause delamination or damage. Direct sunlight can also cause fading to your wood floor. Try and keep window coverings closed in areas of direct sunlight.

The appliance manufacture has their own warranty program completely separate from the Lombardo Homes warranty program. It's important to register your new appliances with the manufacture upon closing of

### GENERAL MAINTENANCE NOTES *(continued)*

the home. The furnace manufacture provides a parts warranty, but it also needs to be registered upon closing to activate the warranty. Proper registration will ensure a prompt service response.

Street trees are not warrantable. You need to water and nourish the street trees on your homesite to ensure their survival. Sod needs the same treatment. Give the sod plenty of water for the first two weeks, then cut back on water to force the roots to reach deep into the ground.

### IN SUMMARY

We cover a lot of information about your new home during the Pre-Construction Orientation. This handbook is a resource to refer to as your home advances in construction, but we encourage you to contact your Sales Manager if you have any questions.

