UNDERSTANDING THE CONSTRUCTION PROCESS

Welcome! And THANK YOU for choosing Screen Enclosure Specialists LLC. We appreciate the confidence you have placed in us be assured that all our efforts from now until the completion of the project will be directed towards your total satisfaction. The following is a brief outline of the necessary steps taken to complete your project. Please be aware that this is a construction project and at times you may feel like your home and yard have become a construction site. THEY HAVE! However, our goal is to keep your property as neat and organized as possible.

The process will begin once all necessary paperwork and information is received. The documents needed to proceed may include but are not limited to: land survey, ARC submittal and approval (Notice to St. Johns County residents: ARC and ARB committees registered with the county require approval prior to submittal or permit paperwork to the county), loan approval and closing, etc.

ONCE EVERYTHING IS RECEIVED AND/OR COMPLETED THE PROCESS BELOW CAN BEGIN.

1. Engineering and design phase. Paperwork prepared to submit permit application to appropriate building jurisdiction. (PLEASE NOTE: Site specific engineering, variances. etc., will add an additional 6 to 10 weeks to complete this process.)
2. Submit permit package to appropriate building department. PLEASE N OTE: This process may take 2-4 weeks or longer. For example, ARC or ARB committees may only meet once a month.
3. Receive permit from building department. Schedule concrete (if applicable). (Courtesy call from Construction Department.)
4. Prep work, inspection and pouring of concrete. Final site measurements. (1-3 weeks, weather permitting)
5. Ordering of materials and scheduling of installation.
6. Installation of structure and schedule electrical work.
7. Order your site-specific windows (window order takes 2-3 weeks), electric (if applicable) and punch items completed.
8. Schedule any necessary warranty work (final payment due).

Please keep in mind this is a ROUGH SCHEDULE of events and can vary greatly depending on the specific details of your project. Inclement weather: i.e., rain, extreme heat, high winds, etc., can also prolong completion. Also, in some cases you may be required by the Building Department to meet on site with a Building Inspector. Please feel free to contact your rep or our construction department with any questions and/or concerns you may have.

CHIMNEY CHASE BULLETIN

In the course of looking over your proposed job, we have noticed that part of the job includes putting the new roof around and/or onto a chimney chase. This is a space created to encase the fireplace and chimney components, usually a pre-fabricated fireplace. The most difficult of these chases is a wood-frame, wood-sided chase.

Most probably the builder of the home intended that the interior of the chase be kept relatively dry, however, since it is not actually living space, there was probably minimal care taken in that effort. Moreover, the builder of the home typically made no provision for the future attachment of a room such as the kind, which we normally install.

It has been our experience that attaching to these chases poses special problems. That is to say, rainwater can enter the chase at any point above the new roof's attachment point and circumvent to new roof and enter the room anywhere below. To keep this from occurring we typically seal (caulk) above the attachment point all the way to the top, and this usually solves the problem. However, there are occasions when the water path is so well concealed that we are unable to find the entry point and a persistent leak problem can be the result.

Please note that part of the contract that you have or may sign specifies that we warrant the workmanship and material that we install, we do not however, warrant the chases. If a leak situation develops at or near the chimney chase, at or near the attachment point of the patio roof, we will service the leak two (2) times and try to find and correct the problem, but beyond that, we will act in an advisory capacity only.

We will make very reasonable effort to provide you with the finest of products and service, and feel we are obligated to you to inform you of any and all problems that may occur in the future with regard to your installation. If you have any further questions, please do not hesitate to call. One of us can meet with you and discuss this situation in further detail.

LEAK BULLETIN

In the course of looking over your proposed job, we have noticed that part of the job includes attaching the new roof around or onto an existing roof. It has been our experience that attaching to an existing roof poses special problems. Most probably the builder of the home intended the fascia area to be kept relatively dry, however, it is not actually living space, there was probably minimal care taken in that effort. Moreover, the builder of the home typically made no provision for the future attachment of a room such as the kind we normally install. That is to say that rainwater can enter the chase at any point above the new roof's attachment point, circumvent the new roof, and enter the room anywhere below. To keep this from occurring, we typically seal (caulk) this attachment point. However, there are occasions wherein the water path is so well concealed that we are unable to find the entry point and a persistent leak can be the result.

Please note that part of the contract that you have or may sign specifies that we warrant the workmanship and materials that we install. We do not, however, warranty construction of an existing roof. If a leak should develop at or near the attachment point of a patio roof, we will service the leak two (2) times and try to find and correct the problem, but beyond that we will act in an advisory capacity only.

VOIDING OF WARRANTY

ONLY WORK PERFORMED BY SCREEN ENCLOSURE SPECIALISTS LLC. AND AUTHORIZED SUB-CONTRACTORS SHALL BE COVERED UNDER OUR WARRANTY. IF AT ANY TIME WORK ALTERATION S, OR REPAIRS ARE PERFORMED IN, ON, OR EAR OUR EN CLOSURE WITHOUT PRIOR WRITTEN CONSENT OF SCREEN ENCLOSURE SPECIALISTS LLC ALL WARRAN TIES SHALL BE N ULLIFIED AND VOID. EXAMPLES, SUCH AS, BUT NOT LIMITED TO(HOST STRUCTURE RECEIVIN G NEW ROOF OR REPAIR, ADDITIONAL ELECTRIC, CON CRETE, OR SIDIN G).

BRICK KNEE WALL BULLETIN

In the course of looking over your proposed job, part of the job includes constructing a brick knee wall for your room. It has been our experience that adding a brick knee wall to the enclosure can pose special problems. That is to say, rainwater can enter at any point on or below the brick knee wall. Some brick can be very porous which would allow water to seep through it or the mortar joints. To keep this from occurring, we suggest that a water sealant be applied to the outside surface of the brick wall. It may take several coats of water sealant to stop any water from penetrating the brick.

Please note that part of the contract you have or may sign specifies we warrant the workmanship and material we install. WE DO NOT AND CANNOT warrant the brick and/or mortar from water penetration. We will add up to 2 coats of water sealant to the brick knee wall at **charge of $250.00 per coat.** Beyond that, we will act in an advisory capacity only.

History and experience has shown us that many things contribute to "leaks" and we believe you, as the consumer, should be made aware of. This bulletin serves to inform you before the construction process begins of the possibility of a leak or leaks, possibly correct the problem or act in an advisory capacity. If you have any further questions, please do not hesitate to call. One of us can meet with you and discuss this situation in further detail.

RISER WALL BULLETIN

In making the decision to enclose your porch using a Riser Wall configuration, we would like to point out some areas of concern in utilizing this type of roof system. While this is a very attractive and aesthetically pleasing design allowing additional headroom and natural light to enter the enclosure, there are several things to consider.

By installing a riser wall, we install a structural gutter system along the eave of your home, catching the rainwater from your house roof and diverting it in most cases to both sides of the enclosure. Much care will be taken to flash and seal this connection to ensure it to be watertight, and under normal circumstances the system will perform flawlessly. Here's the catch: if the gutter becomes obstructed by leaves, debris, pine cones, or child's ball, etc., the water will not expel from the gutter quick enough. In a heavy rain, the water continues to rise in the gutter, eventually causing the gutter to overflow (leak profusely into the enclosure). To correct the problem, simply remove the obstacle(s) clogging the gutter.

If your property is heavily treed, we would highly recommend NOT using this roof configuration unless you can develop a schedule maintenance plan keeping the gutter system free of debris, allowing the system to operate as designed. Or if this area is intended to be used only as a screen enclosure with minimal furnishings and/or outdoor furnishings only then this design may be fine. In most cases, we simply do not recommend using a Riser Wall Roof System.

We will make every reasonable effort to provide you with the finest of products and service, and feel we are obligated to you to inform you of any and all problems that may occur in the future with regard to your installation.

TERMS AND CONDITIONS

1. Definitions: In the following paragraphs Screen Enclosure Specialists LLC shall be used interchangeably with ··seller", '·contractor", or --company", and shall be understood to be the same entity. Likewise, '·client··. "purchaser", '·owner", shall be understood to be inter-changeable.
2. Should the city or state require certain set backs to be enforced on your property resulting in the enclosure. etc. not being installed, the deposit will be refunded to the purchaser less any cost incurred.
3. **Agreement subject to company approval.** This AGREEMENT is subject to approval by the company within a reasonable time from the date of the AGREEMENT. If not approved, all monies paid on deposit will be refunded to the purchaser.
4. **Officer approval required.** This AGREEMENT is not effective unless and until signed by an officer of the company. The AGREEMENT may not be amended or modified by any representative or sales person employed by the company. An officer of the company must approve any amendments or modifications in writing.
5. **Do not sign this AGREEMENT if blank.** You are entitled to keep a copy of the AGREEMENT at the time you sign. Keep it to protect your legal rights.
6. The purchaser acknowledges that this is a true copy of this AGREEMENT and that he/she has read and understands the contents herein, and understands that no other verbal agreements or warranties are binding upon either party and this AGREEMENT is the entire AGREEMEN T.
7. **All changes or additions** in work or materials required under this AGREEMENT must be authorized by a written change order signed by the client or by the client's representative. Should any change order result in additional cost for this job, said costs are to be paid in full at the time of signing.
8. It is understood and agreed that Screen Enclosure Specialists LLC shall not be liable for any lost, damage, or delays occasioned by fire, strikes, material stolen after delivery upon premises, acts of God, accidents, material shortages, delayed delivery of materials form the contractor's suppliers, inclement weather, freight embargoes, causes incident to national emergencies or other causes beyond reasonable control of contractor. Owner may not cancel this contract if the intended completion date is delayed for any of the foregoing reasons, and any other matter beyond the reasonable control of company, including, but not limited, delays resulting from: obtaining permits, neighborhood approvals, zoning variances or other government matters, or owner financing.
9. **Limited warranty:** The specified materials are hereby warranted for a period of one year from the date of substantial completion against original defects, unless specified under or structural limited lifetime warranty. Workmanship only is hereby warranted for a period of one year from the date of substantial completion against original defects and is limited to the original purchaser. (Purchaser understands there is no warranty on wood kickplate.)
   a.) This warranty applies only to products supplied or fabricated and installed by the contractor and does not apply to any portion of the existing structure or building to which our products are attached. It is further agreed and understood that any and all water penetrating any portion of the exiting (or original) building (or structure) and entering the described work (enclosure or room) is specifically not covered under this warranty and is not the responsibility of the contractor. and responsibility shall be only to remedy the defect and contractor shall not be held responsible for furnishing or inconvenience to the customer. PLEASE NOTE: The customer recognizes that he or she must keep roof and gutters free and clear of all obstructions such as leaves and debris or warranty will be voided. Accumulation of said obstructions can cause water to remain on roof resulting in leaks and damage to sealed areas. Also customer realizes that gutters are only designed to divert water flow and may often leak from gutter. Customer is advised pool enclosures are not sealed structures and that water will accumulate within beams and drip.
   b.) The described work is not warranted against water intrusion at ground level as a result of the flooding or improper drainage (when the existing slab, foundation or ground is inadequately sloped of drainage. or the area surrounding the described work is not properly sloped to promote drainage away from the work).
   c.) Any and all concrete specified shall be warranted only for size, shape, thickness and content (2,500 psi).
   d.) **Service after warranty:** All service, repairs and/or materials provided after the warranty period shall be performed pursuant to a new agreement and/or at the then existing rates charged by the contractor for labor and materials.
   e.) All warranty requests will be in writing and sent via US Postal Service Receipt Requested. Warranty repairs will not extend or restart the original warranty term of I Year period.
10. It is understood and agreed that Screen Enclosure Specialists LLC, it's personnel, do no electrical work except by subcontractor duly trained and licensed
    as an electrician.
11. **Balance due upon substantial completion:** Unless otherwise specified herein, the total due upon completion shall become payable immediately upon substantial completion of the project. If the balance remains outstanding at the completion of the project, the customer agrees to a finance charge of I ½ per month finance charge of the unpaid balance. **If a leak should occur before the balance due is paid**, the purchaser understands that leaks, etc. are warranty items, and the balance due is not to be withheld. If full payment is not received within 30 days of substantial completion, or if the enclosure/structure or the specific site of installation is altered or adjusted by any part other than an authorized Screen Enclosure Specialists LLC. employee, all warranties shall be considered null and void. After being notified that warranty work is needed, Screen Enclosure Specialists LLC. will contact the purchaser within 48 hours to schedule work needed.

11a. **Job Satisfaction:** Customer acknowledges that payment in part or in full constitutes satisfaction with work already performed. All issues after this point of completion shall be considered warranty items as covered in section (9) and shall in no way delay further payment of remaining construction.

12. The purchaser shall provide reasonable and timely access to the premises of job site as to not delay the contractor's performance under this contract.
13. Contractor, at is sole discretion, shall determine which of its crews or employees shall work on a particular job at any particular time during construction.
14. In the event the owner issues a worthless check which is dishonored, for any reason, to the contractor for any of the herein described work or payments. then owner shall pay an additional service charge to the contractor of the greater of $30.00 or 5% of the face amount of each worthless or dishonored check.
15. Screen Enclosure Specialists LLC. cannot be responsible for damage to electrical wires, cable. plumbing pipes, sprinkler systems or heads, etc. found under ground when cut1ing out for footings and/or concrete slab. If the homeowner can pinpoint the location of any of these items with wood takes or pipes in the ground. Screen Enclosure Specialists LLC. will take all the necessary precautions to prevent damage. When the footing and/or slab prep is completed and it becomes evident that it is necessary for electrical. plumbing, etc. to be changed or upgraded to meet City code, the cost for any required change or upgrade will be charged to the homeowner.
16. Screen Enclosure Specialists LLC. cannot be responsible for damage to sod, landscaping, etc. that may be damaged while performing concrete work or transporting concrete or materials to different areas of the property or while installing or performing our contractual work. Screen Enclosure Specialists LLC. will take all precautions so that property is not damaged.
17. **When digging a footer or preparing a slab.** Screen Enclosure Specialists LLC. has no way of foreseeing the extent of debris. rock, stumps, etc. under the sod. Any unforeseen debris, rocks. stumps, etc. beyond a reasonable small size will result in an additional charge to the homeowner.
18. If any particular provision of this contract is declared invalid in whole or in part, such invalidity shall not effect the other provisions of this contract.
19. **Notice to customer:** You may cancel this AGREEMENT by mailing a notice to the seller. Said notice must indicate that you do not want the goods or services specified herein and must be postmarked before midnight of the third business day after you sign this AGREEMENT
20. If you cancel this AGREEMENT after midnight of the third business day after you sign this agreement, the contractor may retain all sums paid as liquidated damages.

No additional work will be done without written authorization.