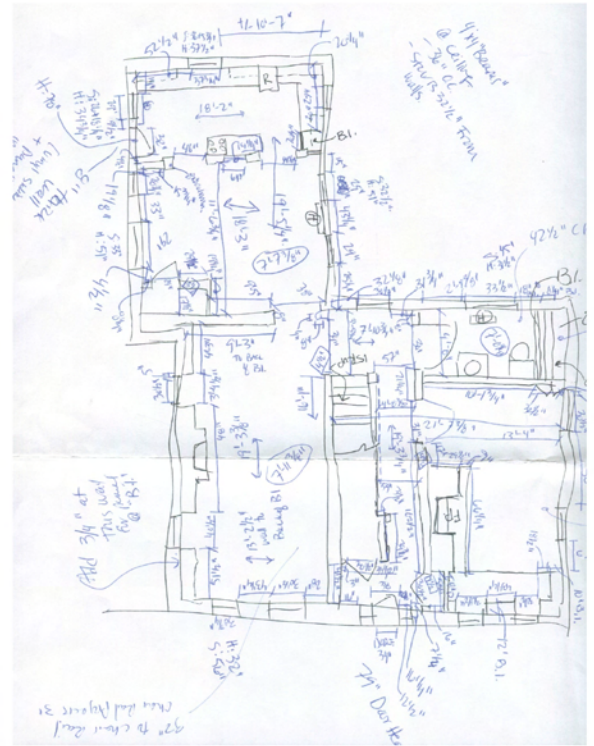




DESIGN ASSOCIATES INC

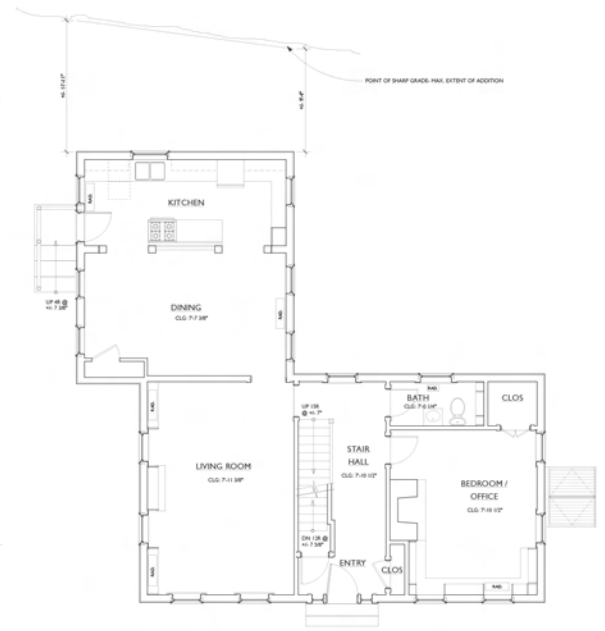
WORKING WITH DESIGN ASSOCIATES

Design Associates, Inc. has been providing comprehensive architectural services for residential, commercial and institutional clients since 1979 throughout New England. As members of The American Institute of Architects and The Boston Society of Architects, our architectural process guides our clients, enabling them to make informed choices from the early design phases through to the completion of construction.



PREPARATION OF EXISTING CONDITION DRAWINGS

If your project goals are to renovate, restore, add or alter an existing building, our first, initial step will be to prepare Floor Plan and Building Elevation drawings of the present building. These drawings will provide Design Associates with the foundation to prepare design studies and, ultimately, to prepare the construction drawings for your project. On average, we expect that As-Built Existing Condition drawings are generally prepared in 2 to 3 weeks from the date that on-site field measurements are taken at your property.



1 FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

Outside:

Replace or repair all old windows with new, double pained windows and new screens
Replace rotted wood on house and shutters
Paint entire exterior of house
Add water to second floor porch

Repair fencing, power wash or clean, re paint
Look at eliminating current white fence and finding another "entry" to back driveway

Add basketball hoop to back driveway

Repair and add to outdoor lighting
Front driveway, terrace, back gate, motion sensors on back driveway, porches
need lighting

Replace/repair front door

Redo front portico entrance. New pillars (current too small)

Inside:

3rd Floor

Repair roof above third floor guest rooms (rooms 300, 304 and 308) and walls in "blue room" closet (room 304) and around window in 300 third floor bedroom repair water damage

Repair small 1/2 circle window in middle third floor room (room 300)

Replace fixtures (vanity, faucet, mirror) in third floor powder Room 305)

Replace all door knobs on third floor

2nd floor

Replace all door knobs new portion of second floor (Rooms 207 & 208)

Replace door second floor guest room (207)

Find solution to step up to exit second floor porch

Replace decking on second floor porch

PROGRAMMING

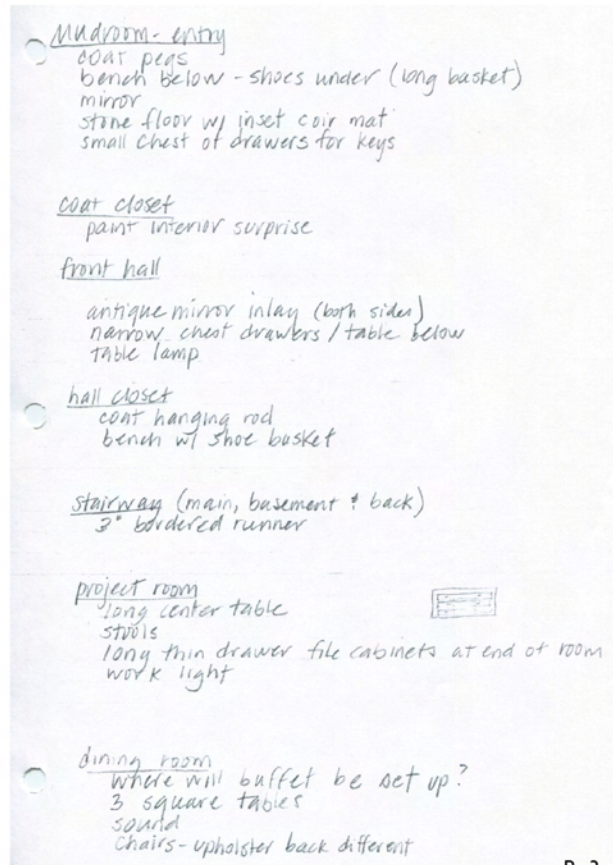
A program, or wish list, is your list of instructions to us. It is your opportunity to define your requirements for the project, in both quantitative and qualitative terms. At the beginning of your project, we can provide you with a Program Outline to help you fully assemble your program. We encourage our clients to provide us with magazine images, photo images, drawings and any other media that will help communicate their interests and intentions to us. Consider assembling a binder of images and written requirements for us. We view a program as an evolving document, meaning to say that you don't need to fully identify all of your needs and requirements at the outset of the project.

BAR/PANTRY

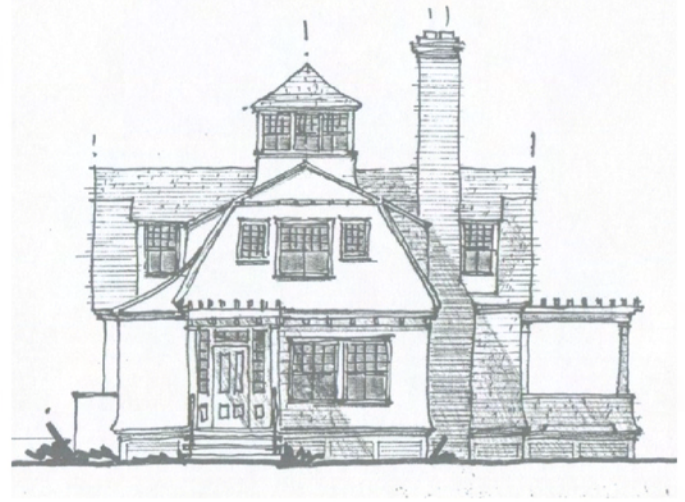
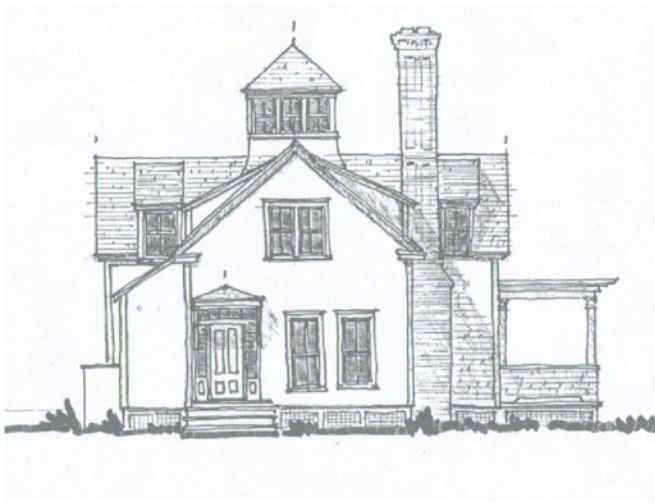
- Dish Washer #2
- Glass/China Storage
- Locking Liquor Cabinet
- Serveware
- Dining stuff-placemats, napkins, candles
- Sink
- Mirror backed areas
- Fold down bar top at formal end for "bar station" when entertaining
- Wine/beer fringe

FAMILY ROOM

- Official "dog" space (built-in crate/sleep cabinet)
- Dog sofa! Separate from people sofa...
- TV that can turn towards kitchen area (pull-out bracket)
- TV to play continuous photo slide show
- Large seating/sectional sofa(s)
- Family sturdy upholstery
- Guinea pig cage shelf
- Access to back stair up and down
- Bathroom

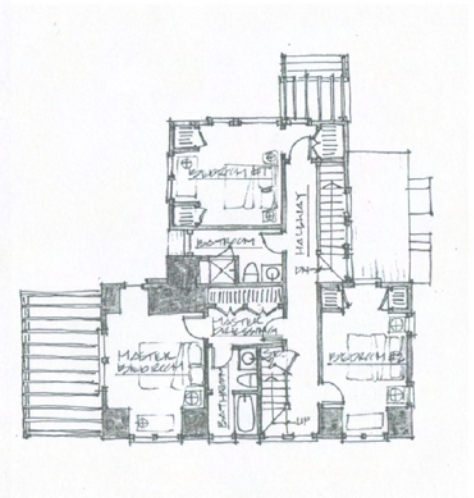
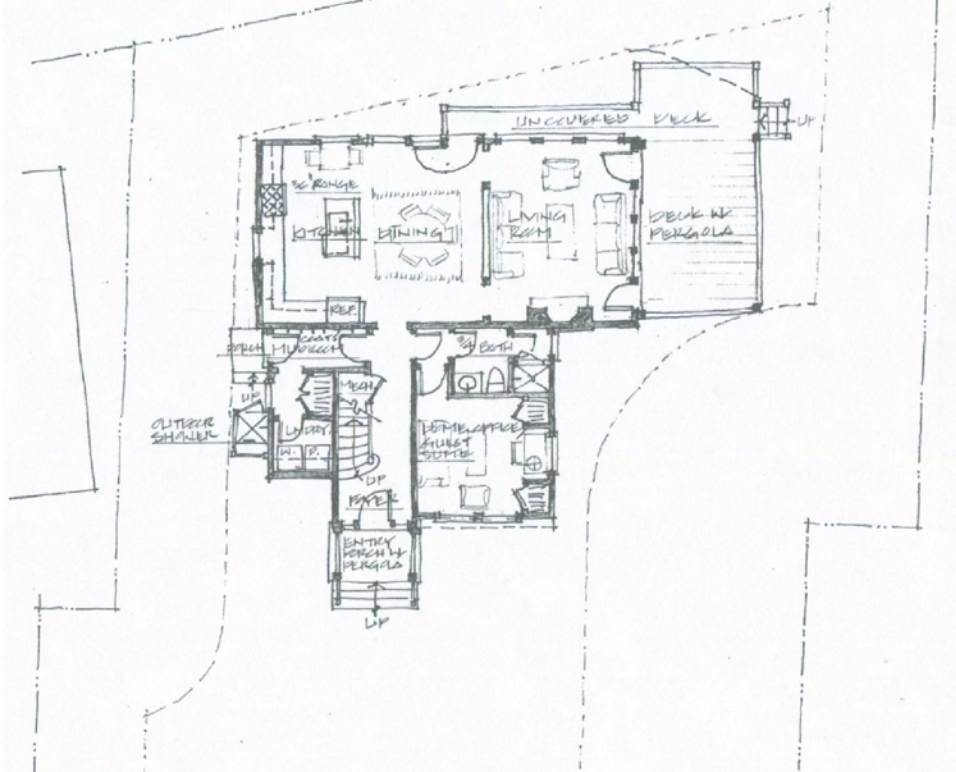


DESIGN ASSOCIATES INC



SCHEMATIC DESIGN PHASE

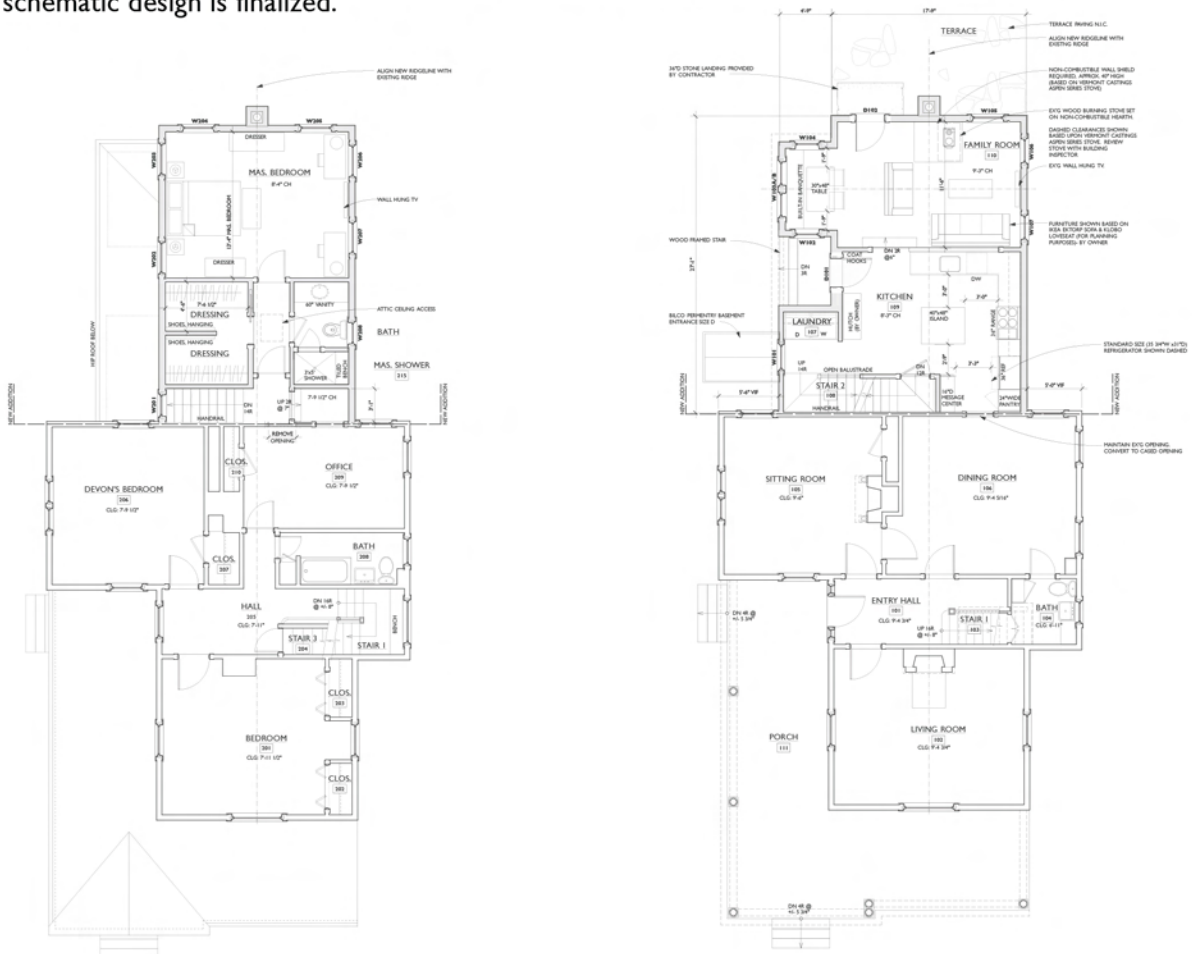
With your program in hand, we will commence the Schematic Design Phase. We will translate your program into a series of creative, thought provoking alternative ideas and concepts. Within this range of alternatives, we will seek to illustrate several interpretations of your program, providing you with a range of choices that are usually freehand drawings. These thought-provoking alternative ideas and concepts will ultimately be refined into a final schematic design after several meetings. Zoning, historic, and conservation related issues are also identified at this phase. On average, we find that this schematic design phase is normally completed within six to eight weeks, longer when regulatory approvals are required by the nature of the final schematic design.





DESIGN DEVELOPMENT PHASE

When the schematic design has been finalized, we will commence the Design Development Phase. The most evident, distinguishing features of these drawings is that they are CAD, computer-based drawings. These drawings begin to refine the design and lay the groundwork for the construction drawings. On average, we find that this phase is normally completed within two to three weeks from the time the schematic design is finalized.



**Standard Form of Agreement
Between Owner and Contractor
for a Small Project**

where the Basis of Payment is COST PLUS A FEE with or without
a Guaranteed Maximum Price

1993 SMALL PROJECTS EDITION

Because this document has important legal consequences, we encourage you to consult with an attorney before signing it. Some states mandate a cancellation period or require other specific disclosures, including warnings for home improvement contracts, when a document such as this will be used for Work on the Owner's personal residence. Your attorney should inset all language required by state or local law to be included in this Agreement. Such statements may be entered in the space provided below, or if required by law, above the signatures of the parties.

This AGREEMENT is made:

BETWEEN the Owner: John & Jane Smith

and the Contractor: Architectural Builders, LLC

for the following Project: Alterations to:
The Smith Residence

The Owner and the Contractor agree as follows.

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BIDDING NEGOTIATION PHASE

We will assist in your selection of a contractor, and if appropriate for your project, will conduct a formal Bidding Process with a short list of qualified and reputable Contractors. We will also assist with the preparation of an Owner/Contractor AIA Agreement for the project. On average, we find that most of our projects require at least four weeks for bidding and four weeks for review of bids, selection of contractor and negotiation of the construction contract.

Estimate as per plans (2/8/11), specifications 02/8/11) & addendum I (2/14/11) by Design Associates

Account	Prelim 2 Estimate
Permits City of Newton	3,600
Structural Engineer/Consultant - Allowance if Necessary	800
Concrete Sawing - Garage Floor if Necessary	800
Concrete Floor Finisher & Mats. if Necessary	1,050
Framing Materials	2,500
Specialty Roofing - Slate Sidewall & Flashings	4,950
Exterior Trim & Mouldings - Red Cedar	750
Windows - Kolbe & Kolbe	11,565
Windows Restoration Labor & Mats.	4,350
Insulation - Closed Cell & Fbrgls Sound	3,100
Temp Facilities & Utilities - Jobsite Facility	500
Plaster & Blueboard w. Quiet Rock	4,600
Electrical - Wiring	16,800
Electrical - Fixture Allowance for Bath Sconces	500
Fire & Burglar Alarm System - by Owner	0
HVAC - Air Handler Zone	16,950
Plumbing	17,400
Plumbing Fixture Allowance	10,225
Interior Doors & Jambs - Match Existing	2,400
Interior Mouldings, Casings & Trim	3,600
Built-in Cabinet Materials	2,000
Rough hardware & Miscellaneous	1,000
Nails, Fasteners and Nail Guns	500
Adhesives & Caulks	200
Finish Hardware Allowance	3,500
Tile Bath Floors & Shower Walls [Tile by Owner]	6,900
Floor Protection & Dust Walls	750
Floors - Carpet Mat. Allowance \$47sq/yd & Install	3,781
Painting - Interior	16,500
Wallpapering - None Figured	0
Painting - Exterior	2,500
Vanities & Tub Panel	6,750
Vanity Tops, Tub Dck & Shwer Parts - Marble	10,200
Glass, Mirrors & Shower Doors	3,650
Disposal	1,500
Labor - Demo, Framing, Fin. Carprty	42,500
Sales Tax	3,000
Sub-Total	211,671
Fee @15.00%	31,751
Total	243,422

CONTINUATION SHEET		AIA DOCUMENT G703		PAGE ONE OF 1 PAGES	
SECTION OF WORK		QUANTITY	UNIT PRICE	TOTAL PRICE	PERCENTAGE OF WORK COMPLETED
1	Remove City of Chelsea	\$1,000.00	\$0.00	\$1,000.00	0.00%
2	Remove Engineered Concrete	\$800.00	\$0.00	\$800.00	0.00%
3	Remove Existing - Existing Floor of Kitchen	\$800.00	\$0.00	\$800.00	0.00%
4	Remove Existing - Existing Floor of Kitchen	\$1,000.00	\$0.00	\$1,000.00	0.00%
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GRAND TOTALS	\$1,000.00	\$0.00	\$1,000.00	0.00%	

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: John & Jane Smith PROJECT: The Smith Residence APPLICATION NO: 1

FROM CONTRACTOR: VIA ARCHITECT: Design Associates Inc PERIOD TO: 7/5/11

1025 Cambridge Street CONTRACT DATE: 6/3/11
Cambridge, MA 02141 PROJECT NOS: 10-180

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Contract Sum Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 275,000.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 275,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column C on G703) \$ 36,489.33

5. RETAINAGE
a. 2% of Completed Work \$ 0.00
b. 2% of Stored Material (Column D + E on G703) \$ 0.00
Total Retainage (Line 5a + 5b or Total a + b on G703) \$ 0.00

6. TOTAL EXCESSIVE RETAINAGE (Line 4 Less Line 5) \$ 36,489.33

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificates) \$ 0.00
8. CURRENT PAYMENT DUE \$ 36,489.33
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 1 less Line 6) \$ 238,510.67

AMOUNT CERTIFIED \$ 36,489.33

Architect's Certificate for Payment

In compliance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: [Signature] Date: 7/8/11

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSTRUCTION ADMINISTRATION PHASE

In the Construction Administration Phase, Design Associates will administer the Contract Documents and will assist and support your contractor to execute what is outlined in those drawings and specifications. If requested, we will review and approve progress payment applications from the contractor and will act as your advocates throughout the construction phase. This time frame is largely dependent on the project scope and will parallel the construction schedule. Anticipate several months for smaller projects and from eighteen to twenty-four months for much larger projects.

CERTIFICATE OF SUBSTANTIAL COMPLETION

AIA DOCUMENT G704

OWNER
 CONTRACTOR
 ARCHITECT
 FIELD
 OTHER

PROJECT: PROJECT NO.: CONTRACT DATE:

TO OWNER: TO CONTRACTOR:

DATE OF ISSUANCE:

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as

September 15, 2009

Which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

A list of items to be completed or corrected is attached hereto. The failure to include any items on such does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Design Associates Inc ARCHITECT BY: DATE:

The Contractor will complete or correct the Work on the list of items attached here within days from the above date of Substantial Completion.

CONTRACTOR: BY: DATE:

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof on June 24, 2005

OWNER BY: DATE:

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

