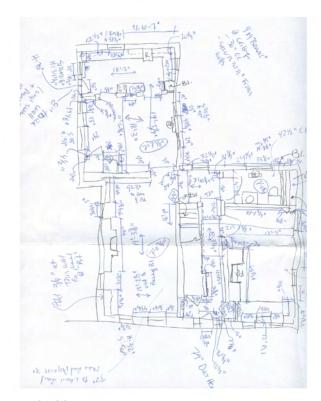
### WORKING WITH DESIGN ASSOCIATES

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.



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:

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

- Mudroom - entry bench below - shoes under (long basket) minor stone floor wy inset coir mat small chest of drawers for keys

coat closef paint interior surprise

front hall

antique minor inlay (both sides) narrow chest drawlers / table below table lamp

hall closet cont hanging rod bench wi shoe busket

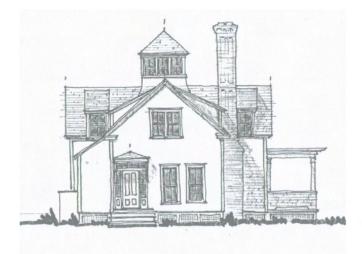
project room

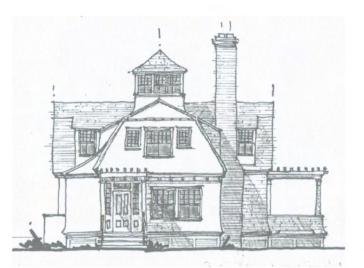
strols

Stairway (main, basement ! back) 3" bordered runner

long center table long this drawer file cabinets at end of room work light

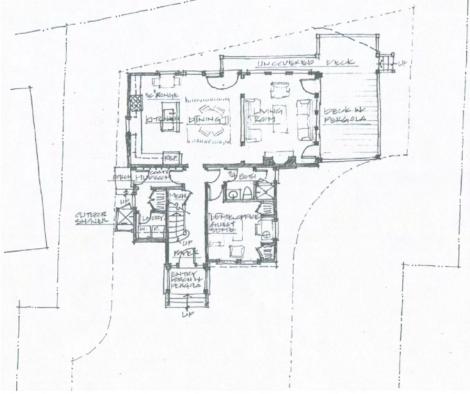
Where will buffet be set up? 3 square tables sound Chairs-upholster back different

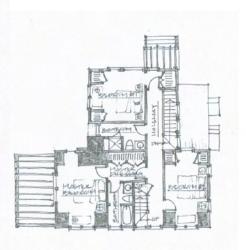


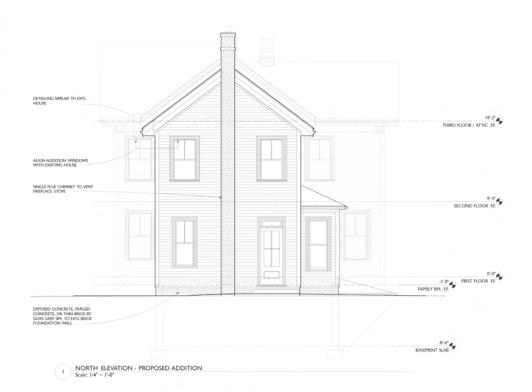


### SCHEMATIC DESIGN PHASE

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.

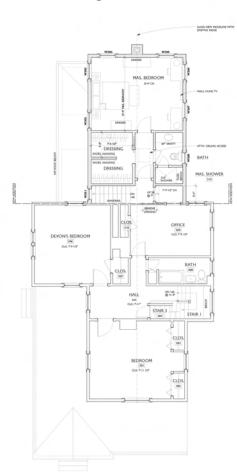


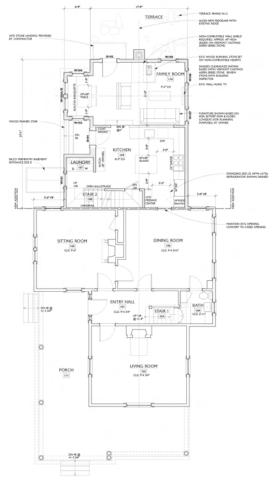


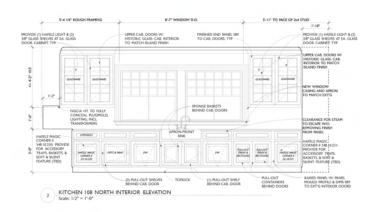


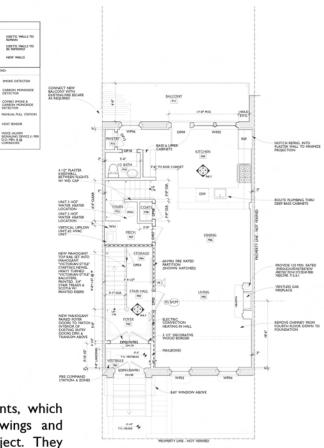
#### **DESIGN DEVELOPMENT PHASE**

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.





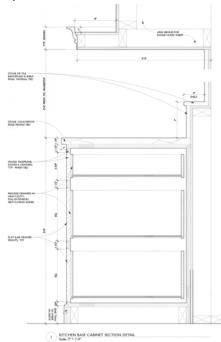


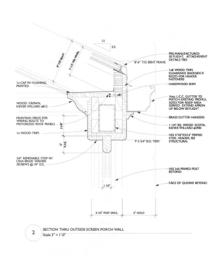


I PARLOR LEVEL PLAN Scale: 1/4" = 1'-0"

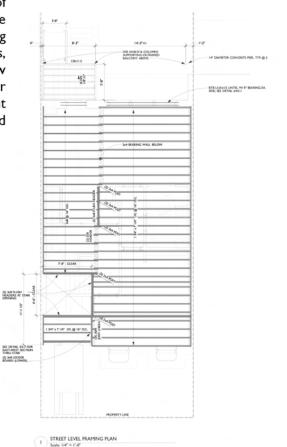
#### **CONSTRUCTION DOCUMENT PHASE**

In the Construction Documents Phase, a set of Contract Documents, which consist of Drawings and Specifications, are prepared. These drawings and specifications are the graphic and verbal description of your project. They describe your preferences and wishes for the project you are building and specifically define the project's size, function, organization and aesthetics to your contractor. They will also prescribe the engineers' requirements for structural stability and will be submitted to the building department for the acquisition of a building permit. These drawings and specifications will also serve as the basis of your written agreement with your contractor about exactly what work is to be done and at what cost. They can also be used for competitive bidding among contractors so you can compare several builders' estimated project costs, construction schedules and project approach. Depending upon how comprehensive the drawings and specifications are, this phase may take from four to six weeks on projects with limited drawings and specifications, and from eight to twelve weeks on projects with very comprehensive drawings and specifications.





5 (5) z o



ELEV: 0'-9"

Pg 6 of 8

#### 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 astatements 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 1 (2/14/11) by Design Associates

		Prelim 2 Estimate
Account		
Permits City of Newton		3,600
Structural Engineer/Consultant - Allowa	nce if Necessary	800
Concrete Sawing - Garage Floor if Nece	essary	800
Concrete Floor Finisher & Mats. if Nece	ssary	1,050
Framing Materials		2,500
Specialty Roofing - Slate Sidewall & Fla	shings	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 Facil	ity	500
Plaster & Blueboard w. Quiet Rock		4,600
Electrical - Wiring		16,800
Electrical - Fixture Allowance for Bath S	conces	500
Fire & Burglar Alarm System - by Owne	r	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	y Owner]	6,900
Floor Protection & Dust Walls		750
Floors - Carpet Mat. Allowance \$47sq/y	d & 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. Carptry		42,500
Sales Tax		3,000
	Sub-Total	211,671
	Fee @15.00%	31,751
	Total	243,422

							-	max or max		
AMPLASTON OF CONTRACTOR OF CONTRACTON FOR BOXBOT Leasure APPLASTON OF CONTRACTOR OF CONTRACTON OF CONTRACTOR OF CONTRACTON OF CONTRACTOR OF CONTRACTON OF CONTRACTOR OF CONTRACTON OF CO						1 75/11 5/20/11-75/11				
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151	DESCRIPTION OF WORK	NAROURO -	MCM MERCEN APRILATION (D+2)	NET THE MEDICIO	NOTIFICATION MEMORY STORED OVERST DOKED	TOTAL COMPLETED AND LETORED TOTALE (C+E+F)	(P+0)	H BULARCE 70/ENRIA (C - O)	PEODOLE (P VALARZ ACT)	
	Lewisege	\$3.600.00	55.00	\$3,548,00	50.00	\$3,548,00	#1.02%	\$212.46		
	Pennin City of Newton Structured Engineer Concellent	11,500.00	51.00	\$5,348.00	50.00	10,46.00	81,00%	5252.00		
	Sencrets tragment Constants Concrets Sewing = Genne Floet if Necessary	5800.00	51.00	90100	50.00	50.00	0.005	5150.00		
- 11	Concrete Streng = George From 12 Percentary Demolition & Disparal	11.600.00	50.00	54,300,00	50.00	\$4,300.00	26.29%	11,300.00		
	Concrete Floor Finisher & Mats. (Chicasoary	\$1,0%0.00	55.00	\$5.00	50.00	50.00	6.00%L	\$1,010.00		
- 61	Premine Meterials	\$3.585.00	10.00	\$1,801.00	50.00	11,801.00	\$1.57%	\$2,691.00		
. 7	Specialty Rooding - Slate Sidewall & Flexhings	\$4,952.00	50.00	\$0.00	50.00	50.00	0.00%	\$4,950.00		
- 11	Exercise Trim & Mouldage - Red Cedar	\$1,580.00	50.00	\$0.00	50.00	50.00	0.00%	\$1,500.00		
	Windows - All Kalbe & Kalbe	\$29,021.00	\$5.00	\$5,800.00	50.00	\$5,800.00	18.29%	\$20,425.00		
	Windows Resources - 2 State Hall	\$395.00	\$5.00	\$0.00	\$0.00	\$0.00	cióchu	\$300.30		
	Insulation - Clevel Cell 7 Pregis Seval	\$3,380.00 \$590.00	50.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	6.00%L	\$3,100.00 \$500.00		
51	Seep Facilities & Utilities - Solvine Facility Party: & Bitachesed w. Orgin Fack	14,400.00	51.00	\$120.00	500	5120.00	265	5500.00		
	Derival - Writer	\$16,800.00	10.00	\$1,00	50.00	\$0.00	0.00%	114,800.00		
	Electrical - Finture Allowance for Bath Scinces	1500.00	50.00	50.00	50.00	50.00	0.00%	5100.30		
	For A Burdar Alarm System - by owner	50.00	50.00	50.00	50.00	50.00	0.00%	\$0.00		
	IVAC - Ar Handler Zone	\$16,952,00	50.00	\$5,400.00	50.00	15,400.00	31.66%	\$11,550.00		
18	Physician	\$17,406.00	51.00	50.00	50.00	50.00	6.025	\$27,400.00		
	Planbing Fosture Allowance	\$10,221.00	50.00	\$0.00	\$0.00	50.00	6.00°L	\$10,225.00		
	Innetiar Doors & Jambs - Match Exciting	\$2,400.00	50.00	\$5.00	\$0.00	50.00	0.00%	\$3,400.00		
	laterior Modifings, Casings & Trim	\$1,510.00	50.00	50.00	50.00	50.00	0.02%	\$3,600.10		
	Bult-in Criticer Meterials	\$2,000.00	\$1.00	50.00	50.00	50.00	0.00%	\$2,000.00		
22	Rough hardware & Miccellaneous Node, Factorier, and Neil Gran.	\$1,000.00 \$500.00	50.00	\$297.00 \$494.00	50.00	\$197.00 \$496.00	18.70%	5805.00		
	Alberives & Cedla	1200.00	50.00	\$20.00	50.00	\$20.00	10.00%	\$0.00		
-21	Patish Network Allowance	\$1,500.00	50.00	50.00	50.00	50.00	0.025	\$3,500.00		
	Tie Beth Floors & Shower Walls [Tile by Owner]	\$1,900.00	50.00	50.00	50.00	50.00	0.02%	\$3,900.00		
	Four Protection & Dur Walls	\$750.00	50.00	\$278.00	50.00	\$178.00	23.72%	\$172.00		
	Papers - Carpet Mat. Allemana: a 547 sp/yd & Isotali	\$3,781.00	50.00	\$5.00	50.00	50.00	6.00%	\$3,781.00		
30	Printing - Interior	\$14.500.00	50.00	\$5.00	\$0.00	50.00	0.00%	\$14,500.00		
30	Wallpapering - None Figured	58.00	50.00	50.00	50.00	50.00	0.02%	\$0.00		
	Pelating - Euterier	\$2,580.00	50.00	50.00	50.00	50.00	0.02%	\$2,500.00		
	Vepities & Tub Pepel	\$6,750.00	50.00	\$0.00	50.00	50.00	0.00%	\$4,750.00		
	Vesity Taps , Tab Dok & Steer Pers - Marble	\$10,286.00	\$5.00	\$5.00	\$5.00	\$0.00	0.00%	\$10,200.00		
	Gans, Minner & Shewer Doors Disposed	\$1,4%2.00 \$1,900.00	50.00	50.00	50.00	\$0.00 (\$25.00)	6.00%L -0.79%	\$3,650.30 \$1,815.90		
	Leipeus Leipe Dema Premine, Fin, Gentry	\$1,986.00	51.00	(SL100) \$9.427.00	50.00	98.427.00	23.975	10,513,00		
	Adjustments and Condits - Constiguency	\$12,500.00	50.00	50,00	50.00	\$0.00	0.005	\$27,500.00		
5	True	11,000.00	50.00	11/10/00	50.00	1109-00	1405	\$2,531,00		
	[uland	1210 131.00		\$31,691.00		100.00		10010		
	Overhead & Profit	\$21,349,45	\$1.00	\$4,734,25	\$0.00	\$4,754.25	13.29%	\$11,113-40		
	GRAND TOTALS	\$275,066.45	\$1.00	\$36,449.25	\$1.00	\$36,449.25	0.9%	\$236,371.40		
_	15	ers mey obtain validation	o of this discussed by care	enting of the linestee a cra	moleted AlA Document D	H01 - Certification of Docur	next's Authenticity			

TO O'B'NER: John & Jane Smith	PROJECT: The Smith Residence	APPLICATION NO: I Distribution to:	_
TO OWNER: John & Jane Smith	PROJECT: The smith Residence	APPLICATION NO. 1 Distribution to: X OWNER X ARCHITECT	
		PERIOD TO: 7/5/11 X CONTRACTOR	
FROM CONTRACTOR:	VIA ARCHITECT: Design Associates Inc		
Architectural Builders	1035 Cambridge Street Cambridge, MA 02141	PROJECT NOS: 10-180	
CONTRACT:		CONTRACT DATE: 6/3/11	
CONTRACTOR'S APPLICATIOI Application is made for payment, as shown below, in co Continuation Sheet, AIA Document G703, is strached.		The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and bedief the Wirk covered by this Application for Pryname has been completed an accordance with the Contract Document, that ali anomat have been pixel by the Contractor for Work for which previous Certification for Pryname twee issued and payments recorded from the Owner, and that current payments thrower from some data.	
ORIGINAL CONTRACT SUM Net change by Change Orders Not change by Change Orders Not Contract SUM TO DATE (Line 1 ± 2) TOTAL COMPLETED & STORED TO DATE (Column G or G703) S. RETAINAGE:	\$ 275,001,00 \$ 0,00 \$ 275,001,00 \$ 35,449,23 0.00	CONTEACTOR: By: Date	
a. <u>2</u> % of Completed Work \$ (Column D + E on G70)) b. <u>2</u> % of Stored Material \$ (Column F on G70) Total Retainage (Lines 5a + 5b or	0.00		
Tonal in Column 1 of 0703) 6 TOTAL EARNED LESS RETAINAGE Gane 4 Less Line 5 Total 1, LESS REVIOUS CERTIFICATES FOR RAYMENT Gane 6 boun prior Certificate) 8. CURRENT PAYMENT DUE 8. BALLANCE TO FINISH, INCLUDING RETAINAG Gane 3 Beau Line 60	E S 5 0.00 S 0.00 S 36,449,33 S 0.00 S 35,449,35 S 238,551,75	ARCHITECT'S CERTIFICATE FOR PAYMENT Is accontext with the Context December, yoo in our to obviourlate and for data comparing the optication, the Architect context to use that to de hose of the equility of the Main is a sconders with the Context December, and the Consorts is attributed by present of the AMCNIT CERTIFICION AMCNIT CERTIFICATION SCIENCE SCIENCES	
general of second and			
CHANGE ORDER SUMMARY Total changes approved in previous months by Owner	ADDITIONS DEDUCTIONS	(Attack explanation of amount configled differs from the amount applied. Jointal all figures on this Application and online Construation Sheet that are changed to conform with the amount certified.) ARCHITECT:	
Total approved this Month		By: Date:	7/8/1
TOTALS	\$0.00	This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the	
NET CHANGES by Change Order		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	X OWNER	X ARCHITECT			
SUBSTANTIAL COMPLETION AIA DOCUMENT G704	X CONTRACTOR OTHER	FIELD		WATERWORKS HENRY FAUCET	
PROJECT:	PROJECT NO .:				<b></b>
	CONTRACT DATE:			R 130"	-
O OWNER:	TO CONTRACTOR:			7/16	5 1/2"
ATE OF ISSUANCE:				3/16	
ROJECT OR DESIGNATED PORTION SHALL	L INCLUDE:				
he work performed under this Contract has b nformation and belief, to be substantially complete when the Work or designated portion thereof is su to the Owner can occupy or utilize the Work for it portion thereof designated above is hereby estab	e. Substantial Completion is the stage ifficiently complete in accordance with is intended use. The date of Substantia	in the progress of the Work ith the Contract Documents			4
eptember 15, 2009	lished as				( <b>Þ</b>
Which is also the date of commencement of appli- tated below:	cable warranties required by the Con	ntract Documents, except as		a	7
list of items to be completed or corrected is atta ter the responsibility of the Contractor to complet					
RCHTECT BY:	DAT	E:		TYP. I 1/4" BLUE CELESTE STONE	2.8"
he Contractor will complete or correct the Work of f Sustantial Completion.	on the list of items attched here within	days from the above date			
ONTRACTOR: BY:	DAT	TE:		WATERWORKS 18 3/4" R 1'-0 3/8" * 16" SAVOY SINK	
he Owner accepts the Work or designated portion ossession thereof on June 24, 2005	n thereof as substantially complete and	d will assume full		STONE CLEAT & BLOCKING AS	
WNER BY:	DAT	E:		REQID FOR SINK COUNTER SUPPORT	
he responsibilites of the Owner and the Contract nd insurance shall be as follows:	or for security, maintenance, heat, ut	tilities, damage to the Work		LINE OF FRU WALL	
vote-Owner's and Contractor's legal and insurance coun	nsel should determine and review insuranc	e requirements and coverage.)		90 97 97	
				I BATH 121 STONE CONSOLE DETAIL	-
				DESIGN Renovation and Addition to DATE: 10-28-10 CLA	ARIFICATIO
IA DOCUMENT G-704-1992 ERTIFICATE OF SUBSTANTIAL COMPLETION			PAGE 1	A S S O C L A T F S The Smith Residence SCALE: 3" = 1'-0"	SKETCH
he American Institute of Architects 735 New York Avenue, N.W. 7ashington, D.C. 20006-5292					ASK-89