MASTER SUBCONTRACTOR GENERAL REQUIREMENTS

Hughston Homes: Georgia & Alabama Operations

Version 1.4

READ WITH: These General Requirements apply to all trades and are incorporated into the Master Subcontract Agreement, each trade-specific Scope of Work, each Specification, and every Purchase Order. All documents are read together.

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Hughston Homes
Builders

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ARTICLE 1 Purpose and Application

These Master Subcontractor General Requirements (“General Requirements”) state the baseline obligations that apply to every subcontractor and supplier (“SUBCONTRACTOR”) performing work for Hughston Homes (“CONTRACTOR”), regardless of trade.

These General Requirements are incorporated by reference into, and form a part of, the Master Subcontract Agreement, each trade-specific Scope of Work, each Specification, and every Purchase Order issued to the SUBCONTRACTOR. Acceptance of any Purchase

Order constitutes the SUBCONTRACTOR's agreement to comply with these General Requirements in full.

The division of this document into articles is for convenience only and does not limit the SUBCONTRACTOR's responsibility. Headings do not restrict the scope of any provision.

ARTICLE 2 Order of Precedence

In the event of a conflict among the contract documents, the following order of precedence governs, from most to least controlling: (1) the latest Purchase Order / Change Order, (2) this Agreement, (3) the trade Scope of Work, (4) the General Requirements, (5) the trade Specification, (6) the approved plans, permits, and customer selection sheets, and (7) applicable codes, laws, and regulations.

Where documents overlap without conflict, the more stringent requirement governs. The SUBCONTRACTOR shall notify the CONTRACTOR's Purchasing Department in writing of any conflict before proceeding with the affected work; proceeding without such notice waives any claim arising from the conflict.

ARTICLE 3 Definitions

The following terms apply throughout the contract documents:

CONTRACTOR	Edgar Hughston Builder, Inc., d/b/a Hughston Homes, including its officers, employees, and authorized representatives.
SUBCONTRACTOR	The entity, and its employees and lower-tier subcontractors and suppliers, performing the Work.
CONSTRUCTION MANAGER (CM)	The CONTRACTOR's on-site representative responsible for the project.
PURCHASING	The CONTRACTOR's Purchasing Department and its Purchasing Agent(s).
JobCloser	The vendor portal within the CONTRACTOR's ThreadKore ERP, used to issue and accept Purchase Orders, manage the production and warranty schedule, and conduct vendor communication.
PO / VPO	Purchase Order / Variant Purchase Order authorizing work or materials. A Job Initiation Order (JIO) authorizes the start of work on a home.
Work	All labor, materials, tools, equipment, supervision, and incidentals necessary to complete the contracted scope or issued Purchase Orders / Variant Purchase Orders.
Day	A calendar day, unless otherwise specifically defined.

ARTICLE 4 Licensing, Registration, Insurance, and Legal Compliance

The SUBCONTRACTOR shall hold and maintain all licenses, registrations, and certifications required by the state and local jurisdiction in which the Work is performed and shall perform only work permitted under those credentials.

State-specific licensing requirements are addressed in Article 18. Where a trade is not subject to state licensure, the SUBCONTRACTOR remains fully bound by the Specification, recognized industry standards, and these General Requirements as the governing standard of quality.

The SUBCONTRACTOR shall procure and maintain the insurance required by the Master Subcontract Agreement and shall furnish current certificates of insurance and the required endorsements before commencing work. The specific coverages and limits, additional-insured status, primary and non-contributory requirement, and waivers of subrogation are set forth in the Master Subcontract Agreement, which governs.

The SUBCONTRACTOR shall comply with all federal, state, and local employment-eligibility (E-Verify) and immigration-verification laws applicable in Georgia and Alabama, shall execute the affidavit(s) required under Article 18, and shall obtain equivalent affidavits from its lower-tier subcontractors.

ARTICLE 5 Pre-Work Requirements

- Complete JobCloser training with the CONTRACTOR before performing work for the first time; maintain current email and phone contact information in JobCloser; and communicate with the CONTRACTOR via email or JobCloser, reserving text and phone for emergencies.
- Secure and review the most current approved plans, specifications, and customer selection sheets for each project, and verify them against the SUBCONTRACTOR’s bid before starting work.
- Bring any discrepancy between the plans, specifications, and the bid to the attention of the CONTRACTOR’s Purchasing Department in writing before beginning work; the SUBCONTRACTOR is solely responsible for providing a complete and accurate bid per the CONTRACTOR’s bid set.
- Walk the jobsite with the CM before beginning work and document any concerns in writing.
- Provide a qualified, English-speaking lead on the jobsite each day employees are working.
- Have a representative attend any required preconstruction and project meetings as requested by the CONTRACTOR.

ARTICLE 6 Purchase Orders and Authorization

- No work shall be performed, and no materials ordered, without an approved PO or VPO issued by the CONTRACTOR.
- Purchase Orders sent through JobCloser are contractual and are deemed accepted unless the SUBCONTRACTOR rejects them by email to the Purchasing Department, stating the reason, before performing the work.
- Materials specified on the PO and required to complete the Work shall be consigned and ready for installation by the scheduled installation date.

ARTICLE 7 Schedule, Production, and Delays

- Adhere to the CONTRACTOR's production schedule in JobCloser, as revised by the Superintendent, and update the SUBCONTRACTOR's construction and warranty schedule in JobCloser within 24 hours of starting and completing each scheduled activity; promptly notify the CM of any scheduling conflict.
- If the Work cannot be completed on the scheduled activity date, notify the CM before leaving the site.
- Provide additional labor, including any required safety personnel, for overtime and Saturday work as needed to meet the production schedule, at no additional cost to the CONTRACTOR.
- Delays or re-mobilization costs caused by the SUBCONTRACTOR's failure to perform on schedule, including costs incurred by the CONTRACTOR or by other trades, may be back-charged to the SUBCONTRACTOR. Repeated failure to meet the production schedule is grounds for removal from the project and from the CONTRACTOR's approved subcontractor list.

ARTICLE 8 Quality, Workmanship, and Inspections

- Perform all Work in strict accordance with the Specification, the manufacturer's instructions, recognized industry standards, and applicable codes.
- The SUBCONTRACTOR will monitor their own inspections; have the completed scope ready for inspection per schedule; and coordinate inspections with the CM and the building-code official.
- In the case of corrections, make the necessary repairs the next day and inform the CM, upon completion, of the date for re-inspection.
- Complete QC and Home Orientation list items within 48 hours of notification, and Superintendent punch-list items within 72 hours of notification, unless the CONTRACTOR grants additional time in writing.
- Complete the CONTRACTOR's punch and/or final checklist with the CM and perform any repair or rework of items not meeting specification or design intent.
- Bear the cost of materials and re-inspections arising from the SUBCONTRACTOR's own errors so as not to delay the schedule.
- Payment for work completed per the draw schedule will not be released until the work requirement is completed, checked off by the CM, and/or passes inspection.

Invoices will be approved for payment only after the SUBCONTRACTOR's foreman has inspected and certified, and the CONTRACTOR concurs, that: (a) all pick-up work identified during inspection is complete with no deficiencies remaining; (b) the property is clean, safe, and ready for the next trade; (c) all required inspections and testing have passed and the work complies with applicable law; (d) the work is installed and completed per the Scope of Work, community specifications, and manufacturer instructions; and (e) all related Superintendent requirements are complete.

ARTICLE 9 Protection of Work; Damage to Other Trades; Back-Charges

- Examine the substrate and any prior trades' work before beginning. Starting work constitutes acceptance of existing surfaces and conditions as satisfactory; any defect must be reported to the CM in writing before the SUBCONTRACTOR commences. Conditions not documented before start are deemed accepted, and the SUBCONTRACTOR may not later attribute its own deficiencies to prior work.
- Do not damage work performed by prior trades. Damage that, in the CM's judgment, should have been avoided may be back-charged to the responsible SUBCONTRACTOR.
- Do not cover up, or accept direction to cover up, defective or incomplete work performed by another trade; report such conditions to the CM.
- Protect the Work and all adjacent areas during the progress of the Work, and remain responsible for finish damage or overspray resulting from the SUBCONTRACTOR's operations.

Back-charge procedure: the CONTRACTOR will provide written notice of the deficiency and, where practical, a reasonable opportunity to cure. If the SUBCONTRACTOR fails to cure within the time stated, the CONTRACTOR may remedy the condition and back-charge the SUBCONTRACTOR for the actual cost to cure or complete the affected work plus a reasonable administrative markup, following the notice-and-cure framework of the Master Subcontract Agreement (Articles 6 and 10).

ARTICLE 10 Materials, Waste, and Housekeeping

- Keep waste of materials to a minimum; wasted or damaged materials may be back-charged to the SUBCONTRACTOR.
- Remove all unused or waste materials brought in by the SUBCONTRACTOR at the end of each day (pack-in / pack-out). Materials disposed of on site shall be placed only where the CM directs.
- Perform daily cleanup and removal of all debris and trash. Leave all buildings broom-swept clean daily.
- Leave no debris or unused material in any crawlspace or wall cavity.
- If the SUBCONTRACTOR fails to perform daily cleanup, the CONTRACTOR may perform it and back-charge the cost to the SUBCONTRACTOR.

ARTICLE 11 Site Rules and Conduct

- Park construction vehicles on the street or as directed by the CM. Do not drive or park on finished driveways or in garages, and cross curbs only at designated areas with the CM's permission. The SUBCONTRACTOR is responsible for repairing or replacing finished surfaces and curbs it damages and for street-sweeping back-charges resulting from its vehicles.
- The CONTRACTOR is not responsible for fire, theft, loss, or vandalism of the SUBCONTRACTOR's tools, equipment, materials, supplies, or work in progress.
- Comply with the Work Rules posted at each site.

- Smoking, drinking, cooking, and eating are prohibited in all homes under construction, including any use of appliances.
- Do not use sinks or tubs to clean or wash out equipment of any trade.
- Keep music at restrained levels; loud music is not permitted.
- Do not use bathrooms in any building at any time. Wear socks or booties on finished surfaces and place no tools or shoes on finished flooring.
- Be respectful and courteous to all inspectors and visitors.

ARTICLE 12 Safety and Environmental Compliance

- Comply with all OSHA, state Labor & Industries, and other applicable safety regulations, and with the CONTRACTOR's safety programs.
- Provide training and certification for all employees and crews who assemble or use scaffolding, per OSHA standard 1926.451.
- Ensure all forklift and heavy-equipment operators are properly licensed and hold required OSHA certifications.
- Do not place gas generators indoors or in the garage while running, regardless of the weather.
- Comply with the approved TESC and/or SWPPP plan and current erosion-control standards.
- Prevent the track-out of soil, mud, aggregate, and debris from the site onto public and community roadways and adjacent property. Where required by the SWPPP, provide and maintain a stabilized construction entrance/exit so that vehicle and equipment tires are cleaned of mud and debris before entering paved roadways.
- Keep all haul routes and community streets clean. Promptly remove, and no later than the end of each work day, any mud, dirt, aggregate, or debris deposited by the SUBCONTRACTOR's vehicles, equipment, or deliveries, by street sweeping or an equivalent method; do not wash or sweep track-out into any storm drain, inlet, curb, gutter, ditch, or waterway. If the SUBCONTRACTOR fails to do so, the CONTRACTOR may perform the cleanup or street sweeping and back-charge the SUBCONTRACTOR per occurrence.
- Do not cut, drill, or notch floor trusses, roof trusses, or I-joist top or bottom chords. Make web cuts only per the manufacturer's hole-cutting schedule, notify the CM immediately of any damage to framing members, and bear the costs resulting from such errors.

ARTICLE 13 Hazardous Materials

- Provide Safety Data Sheets (SDS) for all hazardous chemicals brought onto any CONTRACTOR site.
- Label all hazardous chemicals and materials in accordance with applicable OSHA requirements.

ARTICLE 14 Warranty and Customer Service

Trade-specific warranty terms are stated in each Scope of Work. In addition, the SUBCONTRACTOR shall:

- Have service personnel wear shoe coverings (e.g., paper booties) while in the home during all customer-service appointments.
- Address the following emergencies within 24 hours: no hot water; no working toilets; no power (other than utility-provider failure); and no heat or air conditioning.

ARTICLE 15 Site Security and Closeout

- Shut all windows and lock all doors when leaving the site.
- The last SUBCONTRACTOR to leave a building shall secure all windows and doors, ensure fans, heaters, and dehumidifiers are operational or return thermostats to 68°F, and notify the CM of any concerns.

ARTICLE 16 Customer Relations

The SUBCONTRACTOR shall not negotiate or perform work directly for customers in homes that have not closed. All work performed directly for customers must be arranged and completed only after the customer closes on and takes ownership of the home. Violation of this provision is grounds for termination of service.

ARTICLE 17 Remedies and Enforcement

Failure to comply with these General Requirements may result in back-charges and/or removal from the project and the CONTRACTOR's approved subcontractor list, at the discretion of the CONTRACTOR and consistent with the Master Subcontract Agreement.

Back-charges shall equal the CONTRACTOR's actual cost to cure or complete the affected work plus a reasonable administrative markup. If the SUBCONTRACTOR fails to cure a deficiency within the time stated after written notice, the CONTRACTOR may complete the work with its own forces or others and back-charge the SUBCONTRACTOR. Repeated or material non-compliance is grounds for removal from the CONTRACTOR's approved subcontractor list. The notice-and-cure framework is set forth in the Master Subcontract Agreement (Articles 6 and 10).

ARTICLE 18 State-Specific Requirements

The following requirements vary by the state in which the Work is performed. All other articles apply in both states.

Georgia

- Employment eligibility (E-Verify): Georgia requires private employers with more than ten (10) employees to participate in E-Verify as a condition of obtaining a business license or occupational tax certificate. The SUBCONTRACTOR shall comply, provide its federal

work authorization (E-Verify) user number upon request, and execute a subcontractor affidavit where required.

- Trade licensing: Electrical, plumbing, conditioned-air (HVAC), and low-voltage contractors must hold the applicable Georgia state license. Painting, drywall, and certain other finish trades are not separately licensed by the State of Georgia; for those trades, this document and the Specification serve as the governing standard of quality in place of a state license.
- Codes: Comply with the currently adopted edition of the Georgia State Minimum Standard Codes and all local amendments in the jurisdiction of the Work.
- Mechanic's lien and payment: Lien-waiver forms, preliminary-notice timing, and payment-release conditions shall conform to Georgia law.

Alabama

- Employment eligibility (E-Verify): Alabama requires every employer to enroll in and use E-Verify, regardless of the number of employees. The SUBCONTRACTOR shall enroll in E-Verify for all new hires and provide documentation and affidavits upon request.
- Trade licensing: Electrical, plumbing/gas, and HVAC contractors must hold the applicable Alabama state license. A subcontractor performing work for a licensed home builder is generally not required to hold a separate residential home-builder license; the SUBCONTRACTOR remains responsible for confirming its own licensing obligations for the specific scope and jurisdiction.
- Codes: Comply with the currently adopted edition of the Alabama residential building code and all local amendments in the jurisdiction of the Work.
- Mechanic's lien and payment: Lien-waiver forms, notice requirements, and payment-release conditions shall conform to Alabama law.

ARTICLE 19 Modification and Version Control

The CONTRACTOR reserves the right to modify or amend these General Requirements at any time upon notice to the SUBCONTRACTOR. The current version, identified in the Document Information above, governs. The SUBCONTRACTOR's on-site foreman shall keep a copy of the current document on site while working on any CONTRACTOR project.

ARTICLE 20 Acceptance and Acknowledgment

By signing below, the SUBCONTRACTOR acknowledges that it has reviewed these Master Subcontractor General Requirements together with the applicable trade Scope of Work and Specification and unconditionally agrees to comply with all of them in their entirety as part of the Master Subcontract Agreement.

SUBCONTRACTOR	**CONTRACTOR: Edgar Hughston Builder, Inc. (d/b/a Hughston Homes)**
_____ Authorized Signature / Date	_____ Authorized Signature / Date
_____ Printed Name / Title	_____ Printed Name / Title
_____ Company Name	_____ Company Name