

TWELVE PRIMARY SUBDIVISION MERCHANDISING POLICIES

1. Never leave anything such as trucks or supplies on any streets or **within ten feet of the back of any curb (the exclusionary zone)**, including the lots with houses under construction. (This includes all debris and rocks.)
2. **The entrance should be** fully landscaped before the first foundation is started. Keep it fresh-looking and clean it every Friday before noon.
3. **Sweep the streets** every Friday before noon, as needed. (The use of a tractor with a broom on the front to sweep over the curb is generally the cheapest & best option.)
4. Check the **site entrance sign, on-site directionals, off-site information & directional signs, and model home signs every Friday to ensure each one is neat, clean, & leveled.**
5. Do not allow the developer **to leave any equipment or material supplies** on the job that will not be used within the next thirty days. Establish the policy that anything to be used within the next thirty days must be placed in a specific place & out of sight if possible.
6. **Any home under construction can only have debris** in the front yard while the basement is going in, while the home is being framed, and when the brick goes on the house. **Otherwise, remove everything from the exterior of the house by Friday noon of each week.**
7. **Remove any unnecessary materials** from the subdivision each week.
8. **Once framing has begun, sweep out every home** prior to noon on Friday.
9. Every Friday before noon, pick up all debris from all lots. There should be no dead shrubs or trees on the site. Any rocks 4" or larger must be picked up from any lot.
10. **No portable restrooms, dumpsters or builder equipment** may remain on the street or within the ten-foot exclusionary zone.
11. Put all **construction trailers in a pre-designated spot** (not necessarily convenient to production). The construction trailer needs to have landscaping as well as a gravel parking area. If there are any pieces of equipment or large items that need to be stored at the trailer, they should be placed in a fenced-in area beside the trailer. There should be a skirt on the bottom of the construction trailer and an appropriate sign in front. Clean the outside of the trailers every Friday before noon.
12. **Maintain quality builder signs on production trucks** and keep the trucks reasonably clean.