



# Homeowner Participation Agreement

Last Revised – 6/15/20

info@communityrebuilds.org | (435) 260-0501  
www.communityrebuilds.org

Office Location | 150 S 200 E, Moab, UT 84532



## Homeowner Participation in Build

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Community Rebuilds seeks to honor the tradition of the Mutual Self-Help Program by assisting low and very-low income families to build their own homes. We build passive and active solar straw bale homes, with earthen plaster finishes and adobe floors. It is important that each homeowner participate in various phases of construction so that you are prepared for the care and periodic maintenance of your home. **Homeowners must agree to participate a minimum of 100 hours a month (roughly 25 hour weeks depending on the month) contributing to the tasks on the build schedule working alongside the volunteer student interns and under the instruction of the construction supervisor.**

Homeowners will be responsible for certain projects that will not count towards participation hours, such as purchasing certain materials, tiling, punch lists, trim details, and landscaping.

We try to be flexible and work with homeowner's personal schedules, but it is important that the homeowner arrive on site at the beginning of each workday so they attend the classroom portion of the workday. It is also crucial to work along side the students, as it is a rewarding part of what makes our program function, so it is best to generally schedule workdays during standard business hours. If we are behind schedule the homeowners may be asked to work more hours in order to get back on schedule. Any projects unfinished at the end of the semester after the students leave will need to be completed by the homeowners. Homeowners are required to work as a group on each other's home. All houses must be completed and pass all inspections before anyone within the group can move into their homes. If one house is behind, we all pitch in to catch the other one up to speed. Time spent working on others homes will count towards participation hours.

## Tracking Hours

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CR homeowners must commit a minimum of 100 hours per month per household to the direct construction of their home and other homes being built during their cycle. Hours must be signed off on by the build team on each day the homeowner works on site. These hours are submitted weekly to CR's Program Director.

Repercussions of falling behind on hours are as follows:

- 15 hours behind – Meeting with build team to determine a make-up plan.
- 30 hours behind – Cessation of interns and build team working on home
- 45 hours behind – Expulsion from program

These consequences are meant to encourage homeowners to keep on track with the build schedule. Though strict, such actions are rarely taken, and CR is there to help you navigate the waters through mandatory weekly homeowner meetings with the program director. Households are allowed to recruit additional volunteers (aka friends and family) to help with these hours; however at least 50% must be done by direct homeowners.

## Schedule

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Our build teams in Moab are five months long and are generally the following dates (other communities may have different dates):

- Spring | February 1st – June 30th
- Fall | July 15th – December 15th

\*Note with COVID and less interns these start and finish dates are a bit different.

Homeowners should not expect to move in until at least one month after the semester ends in case there are any delays and to allow for the adobe floor waxing and curing process. On the following page is a rough outline of the build schedule for both groups operating with interns and groups without interns. Projects may shift around based on site work, workshop dates, sub-contractor's schedules, and the number of projects in the group.



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## Rough Semester Outline with Interns

### Pre-Construction

Sub contractors come in and prep sites for continued construction by Homeowners and Interns

### Week 1

Orientation Dinner  
Orientation classroom days, home tours, personal tool list check off, tool safety  
Demo of existing trailer (if applicable)

### Week 2

Dirt work/site preparation for foundation  
Build and place forms for foundation  
Utility services hook up (water, sewer, electrical)

### Week 3

Foundation pour  
Sub-floor installation and leveling  
Plumbing - drains and water lines prior to foam installation  
Electrical conduit and prep (if applicable)  
Exterior framing

### Week 4

Install roof trusses  
Install roof sheathing and soffit  
Plumbing inspection

### Week 5

Metal roofing install  
Install floor foam

### Week 6

Adobe sub floor  
Bathroom floor slabs  
Interior framing  
Attach exterior foundation foam and base  
Flashing

### Week 7

Stack straw  
Thermal mass walls and framing (if applicable)  
Install windows  
Install exterior doors  
Exterior plaster prep

### Week 8

Plumbing and electrical sub contractors for "in wall" service  
"In wall" details: dryer vent, bath vents, cabinet/shelf, and blocking  
Slip coat exterior straw

### Week 9

Generally the interns will take a week break around week 9. Homeowners are still required to work their 20 hours per week, but can work more before or after if they'd prefer to take the CR break week off.

### Week 10

Plaster teach day  
Exterior plaster 'brown coat'  
Second lift of adobe floor

### Week 11

Interior drywall installation  
Slip coat interior straw and drywall

### Week 12

Cement board in shower and tub areas  
Tiling around showers and bathtubs  
Install interior doors

### Week 13

Install solar tube lighting  
Install interior trim  
Interior plaster 'brown coat'  
Exterior paint/plaster color coat

### Week 14

Prep work for Tadelakt - edge tile, base coats, etc. (if applicable)  
Detail prep for finish plasters  
Install cabinetry and cabinet bases

### Week 15

Pour and install counter tops  
Solar photovoltaic workshop

### Week 16

Set backsplash tile, windowsill tile, and floor tile (if applicable)  
Interior finish plasters  
Insulation in roof (sub contractor)

### Week 17

Tadelakt shower walls  
Interior finish plaster

### Week 18

Adobe finish floors  
Exterior grading  
Final landscaping check in

### Week 19

Interior plumbing  
Electrical trim and fixtures  
Start punch lists  
Oil floors (if applicable)

### Week 20

Clean up site  
Organize tool trailer  
Open house celebration shortly after Certificate of Occupancy

### Homeowners

Finish punch lists



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## Rough Semester Outline without Interns

### Pre-Construction Prep

Sub contractors prepping house pads, foundation, underground plumbing, and exterior framing  
Utility services hook up (water, sewer, electrical)

### Week 1

Orientation Dinner  
Orientation classroom days, personal tool list check off, tool safety  
Sand and stain soffit, purlins, fascia, and install

### Week 2

Finish soffit, purlins, and fascia  
Roof sheeting and felt paper

### Week 3

Roofing sub contractors  
Straw sill plates  
Straw stacking

### Week 4

Straw continued  
Interior Framing

### Week 5

Interior framing continued  
Interior straw prep

### Week 6

Plumbers "rough in"  
HVAC "rough in"  
Electricians "rough in"  
Sheeting exterior walls (3 walls)

### Week 7

Sub contractors continued  
Sheeting exterior walls continued (3 walls)  
Set Windows and Exterior Doors  
"In Wall" details: dryer vents, bath vents, blocking

### Week 8

Wrap up exterior prep  
"In Wall" details: dryer vents, bath vents, blocking continue  
Ceiling drywall sub contractors  
Straw stitching and slip coat

### Week 9

Straw scratch coat  
Exterior siding  
Attic and wall Insulation sub contractor

### Week 10

Exterior siding of 4th wall  
Wall Drywall

### Week 11

Cement board in shower and tub areas  
Tiling around showers and bathtubs  
Wrap up exterior siding/trim

### Week 12

Interior Door setting  
Interior wall prep  
Tile continues

### Week 13

Ceiling Painting  
Cabinet setting  
Counter top prep  
Interior trim

### Week 14

Cabinets continued  
Pour and install counter tops  
Solar  
Interior trim

### Week 15

Plastering and painting interior walls  
Tiles/back splashes for counter tops

### Week 16

Plastering and painting interior walls

### Week 17

Tiling/plasters continued

### Week 18

Exterior grading  
Final landscaping check in  
Start punch lists  
Oil floors (if applicable)

### Week 19

Punch lists  
Clean up site  
Finish Subs

### Week 20

Punch List  
Finish Subs  
Open house celebration shortly after Certificate of Occupancy

### Homeowners

Closet shelves and rods  
Sealing grout  
Sealing concrete floors  
Sealing counter tops  
House numbers  
Appliance install  
Landscaping  
Greywater



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## Homeowner Responsibilities

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- Homeowners must sign deed restrictions and second lien documents at closing. Learn more about deed restriction and second liens on page 7 of the CR Homeowner Guide.
- Attend weekly meetings with program director – review and approve purchases, turn in time cards, discuss upcoming participation schedule and events, and voice any concerns.
- Run errands/pick up supplies when needed.
- Source finishes for the home (appliances, cabinetry, doors, fixtures, etc.).
- Determine design decisions by the appropriate deadlines (roof color, plaster colors, etc). Refer to Construction Manual provided by CR.
- Assist previous builds in waxing adobe floor (approximately one month before your build begins). This will count towards your participation hours and will also teach you to do this task once your home is complete.
- Contribute to ongoing construction site cleanup and maintenance.
- Attend the site analysis portion of the permaculture discussions.
- Host an open house celebration for the community (shortly after Certificate of Occupancy).

## Mandatory phases of construction for homeowner participation

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- Orientation Week (see schedule on previous page).
- Interior Wall Framing – framing and blocking placement.
- Exterior and Interior Finish Plaster, and Exterior siding (painting, sanding, install).
- Flooring – Sealing.
- Installation of tile and grout (bathroom, kitchen accents, window sills). All elective tile details will be completed without student/staff contribution and will only be allowed if timeline and budget allow.
- Sanding, oiling, and/or painting of interior trim, doors, and cabinets. All elective trim details will be completed without student/staff contribution and will only be allowed if timeline and budget allow.
- Implement all landscaping per approved plot plan on front and side yards. This will be completed without student/staff contribution and must be completed before you can move in.

## Community Rebuilds Responsibilities

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- Community Rebuilds will provide the technical assistance necessary for the successful and harmonious completion of the project.
- CR will assist families in obtaining the financing needed to purchase the lot and materials.
- CR will obtain bids, contracts, and warranties, and to determine scheduling from sub-contractors.
- CR will provide the households with a Construction Supervisor. The Construction Supervisor will not be building your house and are forbidden to build the homes per USDA-Rural Development guidelines, he/she provides instruction, guidance and supervision only.
- CR will be the liaison between the building department as well as the sub-contractors and vendors.
- CR will manage and instruct the volunteer student interns that will be recruited to assist in building your home. They will exchange their labor for education on natural building, and in part offset the construction labor costs.
- CR will supply necessary specialty tools and power tools and provide instruction in building techniques.
- CR will manage the worksite and give instruction on the use of power tools as well as general on-the-job safety.
- CR will provide weekly bookkeeping of individual construction accounts; invoice filing and reconciliation, bill paying, generating weekly profit and loss statements.
- CR will be the liaison between members and USDA Rural Development.



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## Tools Provided By Homeowner

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### Required Tools

- Tool belt
- Straight claw, waffle head framing hammer, 16-19oz (heavier hammers are ok, but we recommend light weight to prevent wrist pain)
- Metal Swanson speed square: 7"
- Tape measure: (20' – 25') → higher quality is better (e.g. Stanley)
- Utility knife
- Several carpenter's pencils
- Sharpies

### Required Safety Equipment

- Safety glasses (must be rated for construction)
- Work Gloves – We recommend non-insulated leather gloves for framing and wood work, nitrile garden gloves for plaster work
- Ear Protection – We recommend either the Howard Leight Leightning L0F Super Slimline Earmuff (amazon: \$17) or the Howard Leight by Honeywell R-01538 (amazon: \$7)
- Personal Respirator and filters for fine particles – We recommend the 3M Half Face Piece Personal Respirator

### Useful but not required

- 3/4" and 1" chisels
- Bit Holder
- Chalk Line
- Cat's Paw/Nail Puller
- Knee pads
- Pliers (Vise grip, and/or needle nose, and/or channel lock)
- Nail set/punch
- Rectangular Steel Trowel 12"
- Wood Float 12"
- With COVID having your own Impact Driver would be helpful

Community Rebuilds will supply power tools, ladders and specialty tools. It is your responsibility to treat these tools with respect and ask your instructor for instructions if you are unsure of how to use any tool safely and properly. Tool safety and orientation will be provided by CR.

## Grievance Procedure

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In the event a dispute arises between the parties to this agreement, the parties hereby promise, covenant, and agree to follow the terms of this Grievance Procedure in an attempt to resolve the dispute.

1. If a group member believes that Community Rebuilds is in breach of any of the terms of this agreement, the group member must submit a written report to the Program Director within seven days of the alleged breach.
2. If a satisfactory solution is not reached between the aggrieved group member and the Program Director, the group member alleging a breach has the right to contact the Executive Director to set up a meeting. At the meeting, all parties will attempt to resolve the problem.
3. If the problem is not resolved satisfactorily at the meeting between the aggrieved group member, Program Director, and Executive Director, then



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- the aggrieved group member must submit a written statement outlining the alleged breach to the Board of Directors, within days of the meeting.
4. This statement must outline the complaint, prior efforts to settle, and request a resolution to the problem. The decision by the Board of Directors shall be final and is not appealable.
  5. In the event that Community Rebuilds believes a group member is in breach of this agreement, the Program Director will discuss the issue at the weekly homeowner meeting within seven days of the breach.
  6. If a resolution is not established between the Program Director and the group member, a meeting with the Construction Supervisors and Program Director will be held.
  7. USDA RD will be notified if a group member is in breach of contract and that they are on probation. They will be given information surrounding the breach, expected behaviors to resolve the problem and will be notified that the group member is on probation and the term of the probationary period. If the probation is successfully performed, the group member will be reinstated with full rights and privileges. USDA RD will be notified when the group member has successfully performed the conditions of their probation.
  8. If the group member does not successfully complete the probation, the Program Director will give the Executive Director a statement of the facts and a recommendation that the group member either be placed on continued probation or be terminated from the program. This written statement will be provided to USDA RD.
  9. Direct contact information for Community Rebuilds personnel previously referenced can be found below. Physical address, mailing address, and phone number is in the header of this document.

**Program Director | Jessica Manderfield**  
Jessica@communityrebuilds.org

**Executive Director | Rikki Epperson**  
Rikki@communityrebuilds.org

**Community Rebuilds Board of Directors**  
info@communityrebuilds.org

## Acknowledgement of Agreement

*I foresee being able to typically complete my 100 hour monthly participation hours based on the following schedule:*

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*I have read the CR Homeowner Guide and agree to participate in all activities listed on this participation agreement:*

\_\_\_\_\_  
**Primary Applicant** - printed name

\_\_\_\_\_  
**Primary Applicant** - signature, and date

\_\_\_\_\_  
**Co Applicant** - printed name

\_\_\_\_\_  
**Co Applicant** - signature, and date

*I have discussed the homeowner participation details above:*

\_\_\_\_\_  
**Community Rebuilds Program Director** - printed name

\_\_\_\_\_  
**Community Rebuilds Program Director** - signature, and date