EXHIBIT- E

JIMENEZ HAID
CUSTOM BUILDERS

CHANGE ORDER ADMINISTRATION

It is very likely that as the Owner or Buyer you will request a change to the work being done on your home. These alterations, deviations or additions to the specifications, whether they involve extra labor and or materials, are referred to as **Change Orders**.

Please note that Change Orders can affect the "closing date" and "move-in date" of your home. Delays associated with Change Orders are often attributed to the cancellation and re-ordering of materials and contractors, lengthened lead times for new materials ordered, coordinating subcontractors to modify work that has already been completed and re-scheduling of contractors to schedule new work not originally accounted for in the production schedule.

Jimenez-Haid Builders has the right to refuse a Change Order request. This is not a common occurrence; however, Change Orders can be very disruptive to the normal course of business and there are times when a Change Order cannot be handled in an effective or efficient manner. Change Orders are a convenience that we offer our customers when the change can be incorporated without major interruption.

Furthermore, the Owner acknowledges and understands that most requests for changes require additional time and effort of the Builder to investigate, obtain pricing, and prepare revised documents, specifications and purchase orders; therefore, the Builder reserves the right to charge the Owner for additional design and administrative work associated with a Change Order at the following rates:

Principal's Time	$120/hr.
Project Manager's Time	$90/hr.
Superintendent's Time	$70/hr.
"In-house" Estimating & Design Services	$90/hr.
Contracted Architectural & Engineer Services	At Cost
Blueprints, Delivery, Fees, Etc.	At Cost

Some Change Order requests can involve several hours of work, both "on site" and in the office, to determine the feasibility of a requested change or to just obtain the revised pricing to quote a price for a requested change. Therefore, Builder reserves the right to charge for the time spent to investigate and price a Change Order regardless of whether the Owner decides to implement the Change Order.

Change Orders will be "priced" and invoiced in one of two methods, as described below and as determined by the Builder depending upon the situation.

Firm Price Change Orders are the preferred method for handling changes to the original contract. When time permits, and pricing is readily available, a firm price will be quoted for the requested change order.

Executing this type of change orders is in the best interest of the Owner, as the Builder assumes all risk of direct costs and overhead for an accepted and signed change order. With Firm Price Change Orders, Builder will not provide any additional documentation to the Owner. The only exception is in regards Contract Allowance reconciliations where Builder will provide additional documentation.

Cost-Plus Change Orders will be used when time is of the essence to minimize costs and delays or when it is not practical or possible for Builder to provide Owner with a firm price for a requested change order.

If a Cost-Plus change order is elected by Builder, then the Builder will provide Owner with a ballpark estimate in advance. Builder will then track all costs associated with the requested changed order including direct overhead time spent by Builder's staff to estimate, purchase, design and manage the change order. Builder will then apply a 25% overhead and profit factor on all direct costs, except the design and administrative costs, which will be figured at the rates detailed above.

Our goal in accepting Change Order requests is not to discourage or penalize our clients for making a change. In fact, we encourage our clients to help us customize their home just as they want it. However, we do not want to lose money on Change Orders, either. Change Orders can be very time consuming and disruptive to the process, and often creates a flurry of "behind the scenes" activity in order to implement the changes within the time constraints typically present. Our objective is to be fair to both of us.