



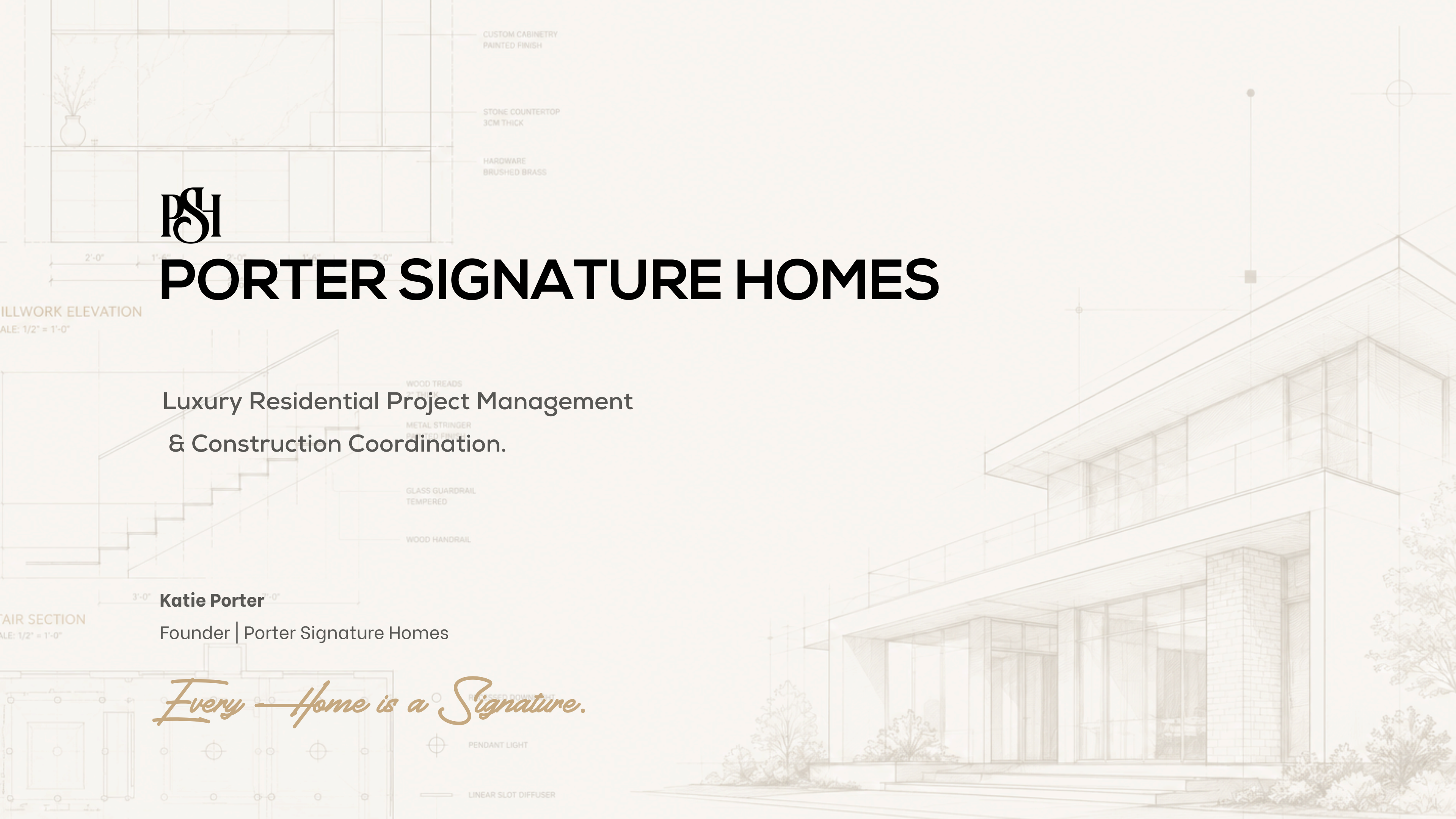
PORTER SIGNATURE HOMES

Luxury Residential Project Management
& Construction Coordination.

Katie Porter

Founder | Porter Signature Homes

Every Home is a Signature.



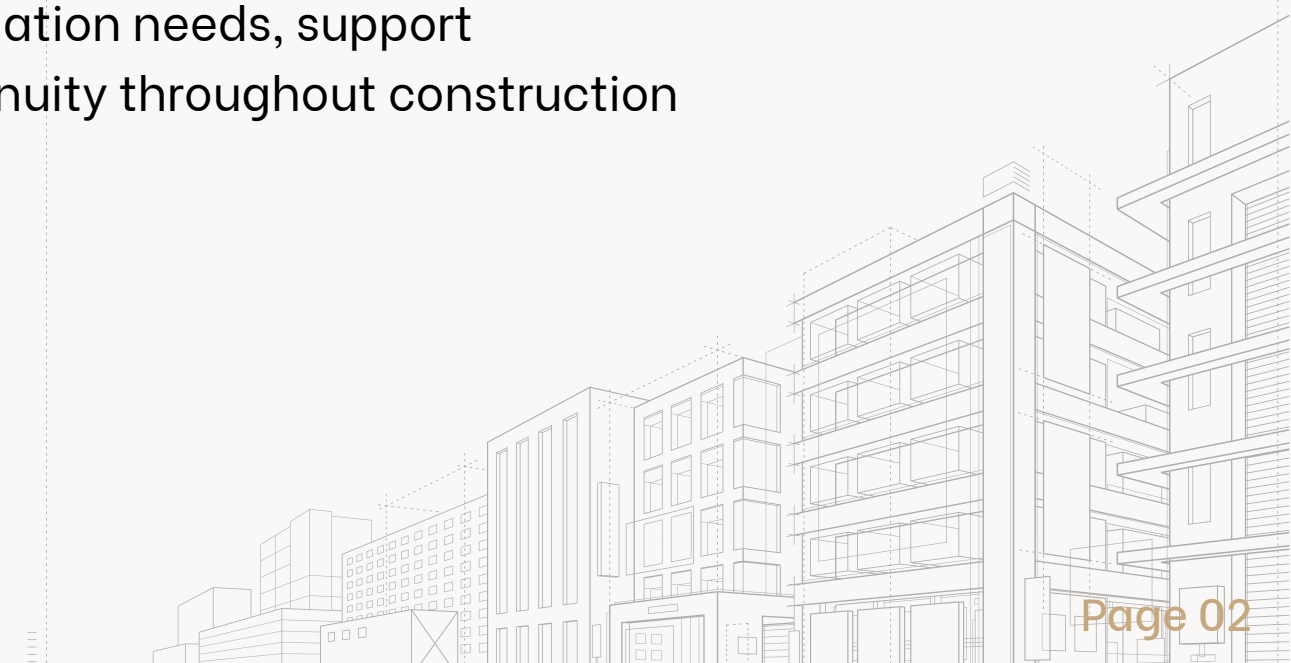
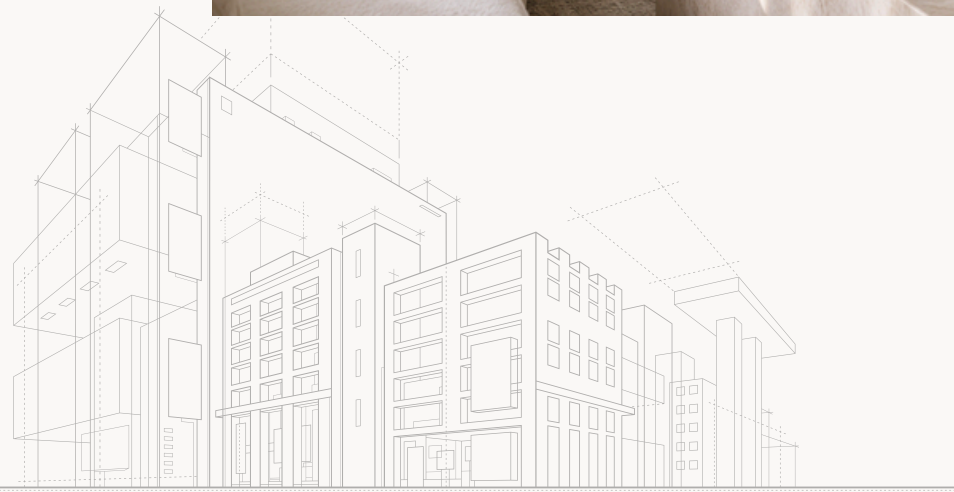
ABOUT PORTER SIGNATURE HOMES



Porter Signature Homes provides luxury residential project management and construction coordination services for builders, architects, interior designers, developers, and homeowners.

Our approach combines technical coordination, organized documentation, proactive communication, and attention to detail to support successful project execution from preconstruction through final closeout.

PSH works as an extension of the existing project team, helping organize information, identify coordination needs, support decision-making, and maintain continuity throughout construction



MEET KATIE PORTER

Porter Signature Homes was founded to bring structure, clarity, and disciplined coordination to complex luxury residential construction.

Katie's experience is rooted in the details that determine whether a design is successfully built: reviewing shop drawings, coordinating millwork and stone, integrating lighting and low-voltage systems, organizing procurement and schedules, identifying field conflicts, and documenting decisions before costly work moves forward.

She works between the drawings, the design intent, and the conditions in the field—helping builders, trades, designers, and owners stay aligned while protecting quality, accountability, and the client's vision through final installation and closeout.

Every Home Is a Signature.





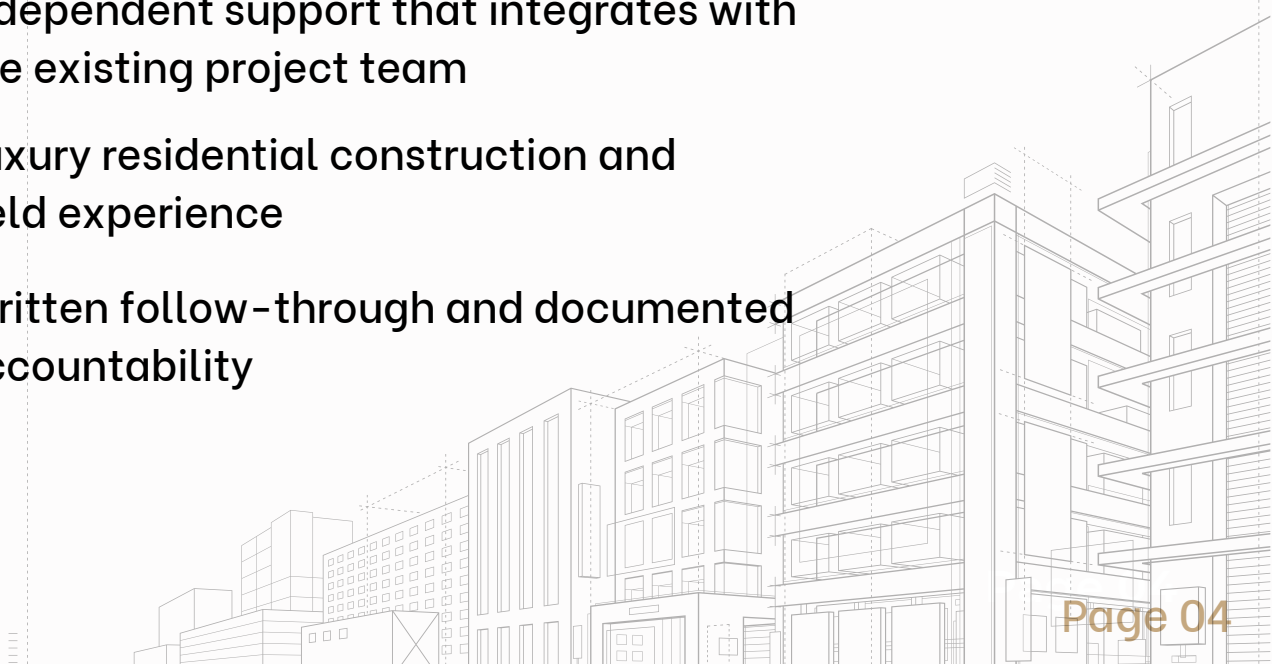
WHY BUILDERS CAN PARTNER WITH CONFIDENCE

When a builder engages outside project support, the relationship must be clearly scoped, professionally insured, discreet, and aligned with the builder’s existing chain of command. Porter Signature Homes is structured to support the project without disrupting established roles or responsibilities.



PROFESSIONAL STANDARDS

- ✓ Professional Liability – Errors & Omissions
- ✓ General Liability Insured
- ✓ Clearly defined scope and deliverables
- ✓ Clear separation of design intent, field verification, and trade responsibility
- ✓ Confidentiality and discretion for private residences
- ✓ Builder-led communication and approval structure
- ✓ Independent support that integrates with the existing project team
- ✓ Luxury residential construction and field experience
- ✓ Written follow-through and documented accountability



THE COORDINATION CHALLENGE

Complex luxury residential projects require continuous coordination between drawings, field conditions, approved selections, vendors, fabricators, and installation teams. When information is incomplete, outdated, or not communicated at the right time, small gaps can become costly field problems.

Without consistent coordination:

- ➔ Framing, blocking, or rough-ins are installed before millwork and equipment requirements are confirmed
- ➔ Plumbing, electrical, HVAC, and low-voltage locations conflict with cabinetry, stone, lighting, or architectural details.
- ➔ Shop drawings move into fabrication using outdated dimensions, selections, or design information.
- ➔ Long-lead materials arrive late, incomplete, damaged, or out of sequence with installation.
- ➔ Finished work must be opened, removed, patched, or rebuilt to correct concealed coordination conflicts.
- ➔ Slab layouts, bookmatching, seams, edge details, and penetrations are not coordinated before fabrication.
- ➔ Lighting channels, drivers, access panels, outlets, and controls are missed or placed where they interfere with finishes.
- ➔ Trade responsibilities are unclear, causing delays, finger-pointing, and unresolved scope gaps.
- ➔ Field changes are made without documenting the impact on adjacent trades or the approved design intent.
- ➔ Owners receive fragmented information, delayed decisions, and unexpected cost exposure.

Porter Signature Homes helps identify coordination gaps before fabrication and installation, organize decisions and responsibilities, and support the builder's team in reducing rework, delays, and avoidable cost.



PROJECT LIFECYCLE SUPPORT

Every builder works differently.

Porter Signature Homes can support one phase of construction or remain involved throughout the entire project.



**Permit preparation and submission remain the responsibility of the licensed General Contractor or designated permit expediter.*

PROJECT ADMINISTRATION & DOCUMENTATION

PSH can be engaged for a defined phase, a specific coordination challenge, or ongoing support throughout the project lifecycle. Scope is tailored to the builder's team, project needs, and established communication structure.

- 01 Phase-specific coordination
- 02 Targeted scope support
- 03 Ongoing project involvement
- 04 Design-to-field continuity
- 05 Procurement and installation support
- 06 Field observation and issue tracking
- 07 Punch and closeout support
- 08 Custom deliverables based on project needs

PRECONSTRUCTION SERVICES

From the initial client meeting forward, Porter Signature Homes provides a consistent point of coordination between the owner, architect, builder, consultants, vendors, and trades—organizing the information and follow-through required to prepare the project for construction

CLIENT & TEAM LIAISON

- Participate from the initial client meeting
- Maintain continuity between owners and the project team
- Schedule and attend preconstruction meetings
- Prepare agendas and detailed meeting minutes
- Track decisions, revisions, responsibilities, and follow-up items

DOCUMENT & CONSULTANT COORDINATION

- Surveys, plats, plot plans, and topographic information
- Soil-boring and geotechnical reports
- Architectural, structural, MEP, hardscape, and consultant drawings
- Follow-up with architects after client and coordination meetings
- Current drawing-set distribution and revision tracking

SCHEDULE DEVELOPMENT

- Master schedules,
- construction schedules,
- procurement schedules,
- long-lead planning,
- milestone tracking,
- construction sequencing.

HOA / ARB SUBMISSIONS

- Obtain community submission requirements and current guidelines
- Assemble plans, surveys, material information, forms, and fees
- Coordinate mock-up boards and exterior approval materials
- Submit HOA or ARB packages
- Track comments, revisions, meeting dates, and resubmissions

PRECONSTRUCTION PROJECT SETUP

- Coordinate preconstruction agreements and required information
- Establish project contacts, meeting schedules, and communication workflows
- Organize Buildertrend and digital project files
- Track early proposals, consultant needs, and open decisions
- Coordinate deconstruction planning, site access, and preliminary logistics

EARLY PRICING & DECISION SUPPORT

- Gather trade and vendor proposals
- Coordinate information needed for preliminary estimating
- Track estimate revisions and outstanding scopes
- Organize samples, mockups, and early material approvals
- Identify long-lead decisions that may affect the project schedule

HOA/ARB submissions only. Municipal permitting remains with the licensed GC or designated permit professional.

DESIGN COORDINATION

Porter Signature Homes provides interior design and design-to-field coordination for complex luxury residences—developing the vision, documenting selections and technical details, and supporting accurate field execution through construction.

INTERIOR DESIGN DEVELOPMENT

- Interior concepts, material direction, and space planning
- Custom millwork, cabinetry, stone, and specialty-feature design
- Tile, flooring, plumbing, lighting, hardware, and finish selections
- FF&E, room-by-room schedules, and client presentation materials

FIELD BOOKS & DOCUMENTATION

PSH creates room-specific field books that organize approved selections and technical information for superintendents, trades, fabricators, and installers.

BOOKS MAY INCLUDE:

- Stone/slab, tile/grout, and plumbing trim books
- Door/hardware, glass/mirror, and millwork books
- Appliance, lighting, and room-by-room finish books

EACH BOOK MAY ORGANIZE:

- Product, finish, manufacturer/model/SKU, and room location
- Dimensions, installation requirements, and supplier information
- Quantities, delivery status, revisions, and open decisions

PSH bridges design and construction by turning approved selections into clear, field-ready information.

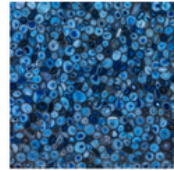
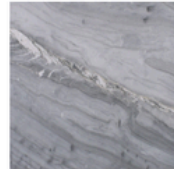
DESIGN DOCUMENTATION

- Interior elevations, detailed markups, and material schedules
- Custom-detail and shop-drawing design intent
- Revisions, decision tracking, and consultant coordination

DESIGN-TO-FIELD COORDINATION

- Review field conditions against design intent
- Coordinate builders, trades, vendors, and fabricators
- Resolve installation conflicts before finished work proceeds
- Review millwork, stone, lighting, plumbing, and specialty details
- Support mock-ups, fabrication, installation, punch, and closeout



SLAB BOOK			
	SL-1 ROOM LOCATION: 1ST FL POWDER ROOM NAME: AGATHA BLUE CATEGORY: SEMI-PRECIOUS SLAB SIZE: 126" X 78", 125" X 78" THICKNESS: 2 CM *NOT IN USE SUPPLIER: MOTW		SL-2 ROOM LOCATION: GH2 MASTER BATH VANTER'S SHOW BENCH, GH2 OFFICE BATH VANITY NAME: ABSOLUTE BLACK CATEGORY: GRANITE THICKNESS: 2 CM SIZE: 132" X 79" SLABS DELIVERED: 3 (SEE SL-19 FOR ADDITIONAL AREAS ADDED) SUPPLIER: MOTW *ORIGINAL BLACK ORDER
	SL-3 ROOM LOCATION: GH2 KITCHEN NAME: CALCATTA MIDNIGHT CATEGORY: QUARTZITE THICKNESS: 3 CM SLAB ON HOLD: 0 *NOT IN USE SUPPLIER: STONE MALL		SL-4 ROOM LOCATION: GH2 KIDS 1 VANITY, GH2 K2 VANITY, SHOWER BENCH, GH2 MASTER BATH VANITY NAME: CRISTALO EXTRA WHITE CATEGORY: QUARTZITE THICKNESS: 2 CM SIZE: 110" X 80", 130" X 80", 100" X 80" SLABS DELIVERED TO EUROFLOORS 4/1/2025 SAMPLE: NO SUPPLIER: STONE MALL SLAB NO: 1893-80, 1893-81, 1893-83, 1893-84, 1893-86 *GH-3 KITCHEN SLABS UPDATED SEE SL-42
PSH PAGE 1			

1ST FLOOR PLUMBING TRIM BOOK			
	PL-105 ROOM LOCATION: 1ST FLOOR POWDER NAME: AXOR MYEDITION SINGLE- HOLE FAUCET 70 SKU: AX47010601 SIZE: 5-22/25" H X 7-22/25" D FINISH: CHROME/BLACK GLASS SPOUT REACH: 5-47/50" MANUFACTURER: AXOR SUPPLIER: FERGUSON		PL-106 ROOM LO 1ST FLOOR HIS MAST HER MAST CABA ST NAME: BRIZO - PUSH BU POP-UP W/OUT OVERFLOW SKU: DRP81627PC SIZE STRAINER DIA: 2-1/8 in TAILPIECE REACH: 5-9/32 in FINISH: POLISHED CHROME MANUFACTURER: BRIZO SUPPLIER: FERGUSON
	PL-107 ROOM LOCATION: 1ST FLOOR NAME: SWISS MADISON ST. TROPEZ TOILET - ELONGATED SKU: SSMWT449MB SIZE: 14-19/50" H X 21-7/8" L FINISH: MATTE BLACK MANUFACTURER: SWISS MADISON		PL-108 ROOM LO 1ST FLOOR NAME: GEBERIT ACTUATOR SIGMA60 FOR DUAL FINISH SKU: G115640SJ1 SIZE: 8-2/5" L X 5-1/4" W FINISH: BLACK GLASS MANUFACTURER: GEBERIT SUPPLIER: FERGUSON
PSH PAGE 1			

SPECIALTY DESIGN & TECHNICAL COORDINATION

Porter Signature Homes coordinates complex specialty spaces and architectural features by aligning design intent with engineering, fabrication, equipment, controls, and field conditions.

ARCHITECTURAL & STRUCTURAL INTEGRATION

- Helicoidal and custom staircase coordination
- Floating desks, tables, vanities, and concealed support systems
- Embedded steel, blocking, and structural-support requirements
- Coordination with engineers, fabricators, and installers
- Field verification before fabrication

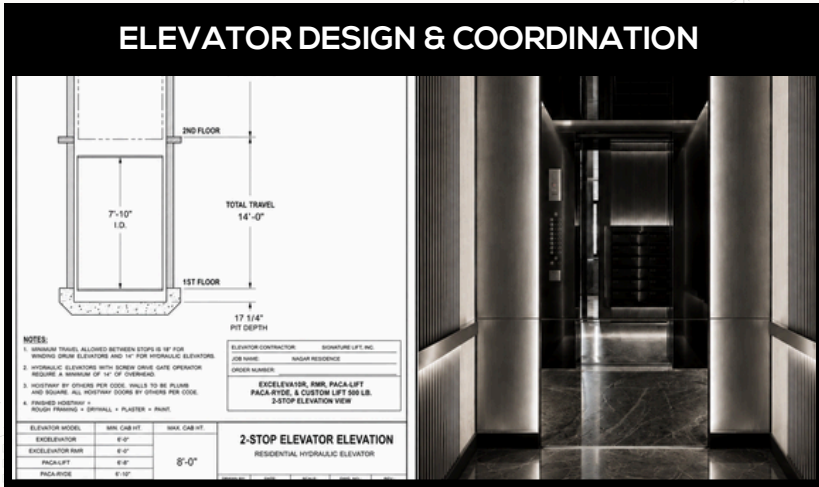
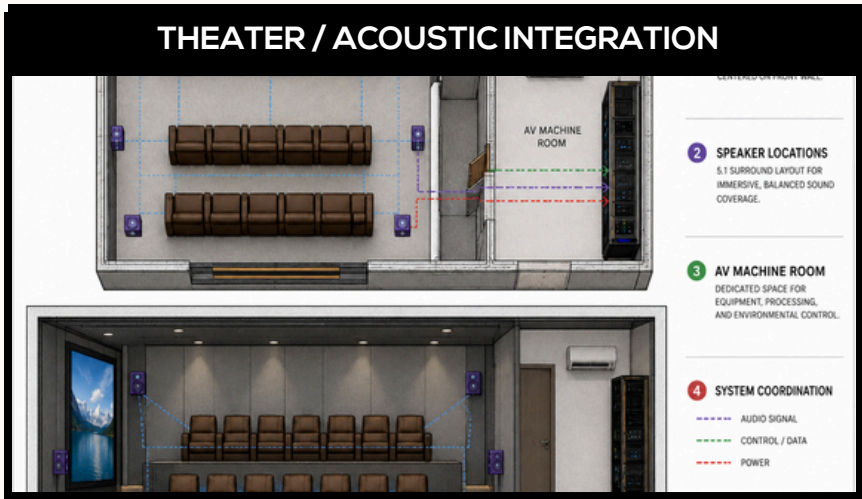
SPECIALTY-SPACE DESIGN

- Wine rooms, racking, refrigeration, and building-envelope coordination
- Integrated humidor systems and environmental coordination
- Sauna, steam room, spa, and wellness-suite coordination
- Elevator-cab and elevator-lobby design coordination
- Home theater, acoustic, seating, screen-wall, and equipment integration

LIGHTING, CONTROLS & TECHNOLOGY

- Specialty lighting and control-system integration
- Illuminated stone, integrated LED, and architectural lighting coordination
- Coordination between specialty systems, architecture, and design intent

PSH brings specialty design, technical requirements, and field execution together so complex features can be built as intended.



SPECIALTY FABRICATION & CUSTOM ARCHITECTURAL FEATURES

Porter Signature Homes provides detailed stone fabrication and installation coordination for complex luxury residences. From slab selection and layout through templating, fabrication, delivery, installation, and punch, PSH helps protect the material investment and ensure the finished work reflects the intended design.

SLAB SELECTION & MATERIAL CONTROL

- Slab review, selection, and allocation by room
- Thickness, finish, edge profile, and application review
- Lot consistency and material matching
- Quantity tracking and replacement planning
- Bookmatching and directional layout intent

LAYOUT & FABRICATION COORDINATION

- Seam placement and pattern continuity
- Vein direction and visual balance
- Sink, faucet, fixture, outlet, and penetration coordination
- Waterfall edges, miters, returns, niches, and specialty profiles
- Coordination with millwork, plumbing, lighting, glass, and appliances before fabrication

TEMPLATE & FIELD READINESS

- Confirm surrounding work is ready before templating
- Identify conflicts before slabs are cut
- Review field conditions affecting stone dimensions
- Track revisions between drawings, templates, and fabrication
- Coordinate backing, substrates, supports, and clearances

DELIVERY & INSTALLATION

- Installation sequencing by room and dependency
- Access, staging, protection, and handling planning
- Coordination of cranes, large-format pieces, and fragile materials
- Field review of seams, alignment, finish, and design intent
- Punch documentation and follow-through through completion

PSH coordinates stone decisions before cutting begins—reducing conflicts, protecting material investment, and supporting accurate fabrication and installation.



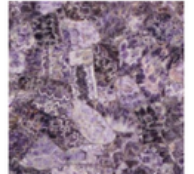
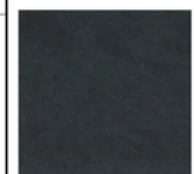
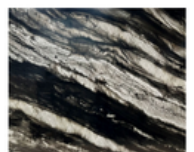
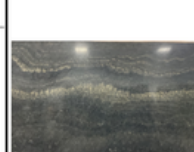
POWDER BATH AMETHYST



BOOKMATCHED KITCHEN



SLAB BOOK/ MATERIAL CONTROL

	SL-33 POWDER BATH WALLS AND VANITY NAME: AMETHYST CATEGORY: SEMI-PRECIOUS THICKNESS: 2CM SIZE: 119" x 56" SLABS ON ORDER: 4 SAMPLE: NO SUPPLIER: MARBLE OF THE WORLD		SL-34 SAUNA ACCENT WALL NAME: SARATOGA CATEGORY: LEATHERED QUARTZITE THICKNESS: 2CM SIZE: 134" x 79" SLABS ON ORDER: 0 SAMPLE: NO **NOT IN USE SUPPLIER: CERAMIC MATRIX
	SL-35 GH-3 OFFICE DESK NAME: BLACK RAJ CATEGORY: QUARTZITE THICKNESS: 2CM SIZE: 128" x 79" SLABS DELIVERED: 1 SLAB NO: 2095-46 SUPPLIER: STONE MALL		SL-36 SHAWN CONFERENCE ROOM AND OFFICE DESK AND WALLS NAME: BLACK FUSION CATEGORY: QUARTZITE THICKNESS: 2CM SIZE: 131" x 76" **NOT IN USE, RETURNED SLABS DELIVERED: 14 SAMPLE: NO

TEMPLATE / FABRICATION DETAIL



MATERIAL INTERFACES & FINISH CONTINUITY

Luxury interiors depend on more than individual material selections. Porter Signature Homes coordinates the transitions, adjacencies, alignments, and finish relationships between trades so the completed installation reads as one intentional design.

MATERIAL TRANSITIONS & ALIGNMENT

- Stone-to-millwork transitions
- Tile-to-stone and tile-to-wood interfaces
- Floor transitions, thresholds, and elevation changes
- Grout-joint alignment and termination points
- Edge profiles, reveals, shadow gaps, and trim conditions
- Continuity across adjacent rooms and connected surfaces

ARCHITECTURAL FINISH INTERFACES

- Wall paneling, cabinetry, doors, and concealed openings
- Base, casing, jamb, and flush-detail coordination
- Ceiling reveals, recessed tracks, and shade pockets
- Fireplace surrounds and adjacent finish transitions
- Glass, mirror, metal, and stone intersections
- Custom drains, niches, access panels, and specialty details

COLOR, FINISH & LOT CONSISTENCY

- Finish matching across millwork, metal, hardware, and fixtures
- Stone, tile, wood, and grout-tone coordination
- Dye-lot and production-lot consistency
- Mock-up and sample comparison under project lighting
- Finish control across multiple vendors and fabricators
- Documentation of approved samples and substitutions

EXTERIOR MATERIAL INTERFACES

- Exterior stone, stucco, metal, glazing, and hardscape transitions
- Paver patterns, borders, and drainage relationships
- Balcony, terrace, pool, and threshold conditions
- Landscape and architectural-finish interfaces
- Exterior sample boards and HOA/ARB material coordination
- Alignment between exterior elevations and field installation

PSH focuses on the details between materials—where alignment, finish consistency, and trade coordination determine whether the completed home feels resolved or fragmented.



STONE + MILLWORK INTERFACE



FLOOR TRANSITION + THRESHOLD DETAILS



FINISH & LOT CONTROL



GLASS + METAL + ARCHITECTURAL DETAIL



ELECTRICAL, LIGHTING & LOW-VOLTAGE FIELD INTEGRATION

Porter Signature Homes coordinates electrical, lighting-control, and low-voltage systems from design review through field rough-in—aligning consultant plans with the interior design and helping ensure wiring, controls, lighting channels, and device locations are properly coordinated before finished surfaces are closed.

LIGHTING & LOW-VOLTAGE PLAN REVIEW

- Redline lighting-control and low-voltage plans against the interior design
- Identify missing specialty lighting, devices, and required infrastructure
- Review fixture IDs, circuits, control relationships, and device groupings
- Coordinate revisions between RCPs, lighting schedules, electrical, and low-voltage drawings

LIGHTING COORDINATION

- Specify static-white, tunable-white, RGBW, and specialty LED systems
- Coordinate compatible drivers, transformers, controls, and wiring requirements
- Confirm low-voltage cabling and accessible driver/power-supply locations

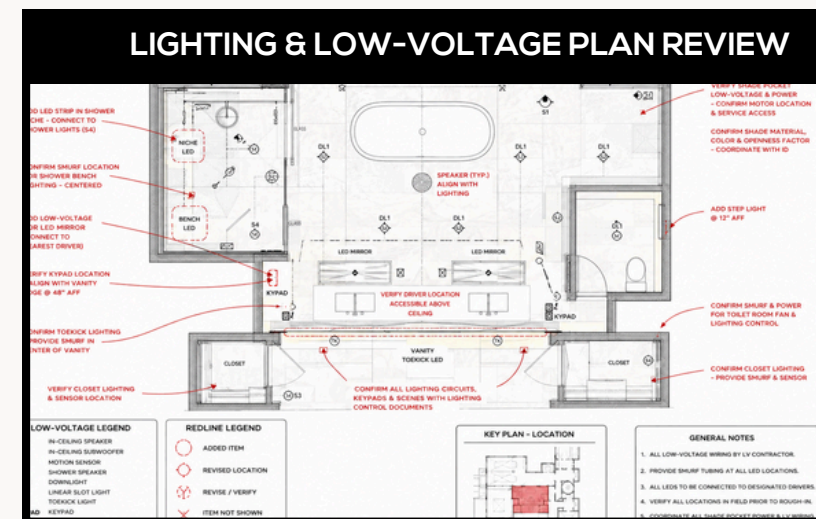
FIELD LAYOUT & VISUAL ALIGNMENT

- Lay out keypads, speakers, fixtures, sensors, and device locations in the field
- Align speakers, lighting, and architectural features using field layout tools
- Coordinate mounting heights, spacing, symmetry, and finish requirements before drywall

FABRICATION & ARCHITECTURAL INTEGRATION

- Provide LED extrusion and lighting specifications to stone and millwork fabricators
- Coordinate channels, recesses, access, connection points, backing, and clearances
- Integrate lighting into niches, floating shelves, cabinetry, stone, and specialty features

PSH coordinates how lighting and low-voltage systems are specified, wired, controlled, integrated into surrounding materials, and visually aligned in the finished space.





PROCUREMENT, VENDOR NETWORK & INFORMATION CONTROL

Porter Signature Homes combines established vendor relationships with disciplined procurement and field documentation—helping move selections, orders, inventory, and delivery information efficiently from approval through installation.

ESTABLISHED VENDOR & SUPPLIER NETWORK

- Direct relationships across plumbing, appliances, lighting, stone, tile, hardware, glass, millwork, and specialty products
- Quickly obtain samples, pricing, availability, lead times, and alternate options when schedules are at risk

LARGE-SCALE MATERIAL & INVENTORY CONTROL

- Managed more than 500 slabs and approximately 25 tile selections
- Track supplier, slab or lot number, room allocation, quantity, and status
- Update records as materials are selected, reassigned, replaced, delivered, fabricated, or installed

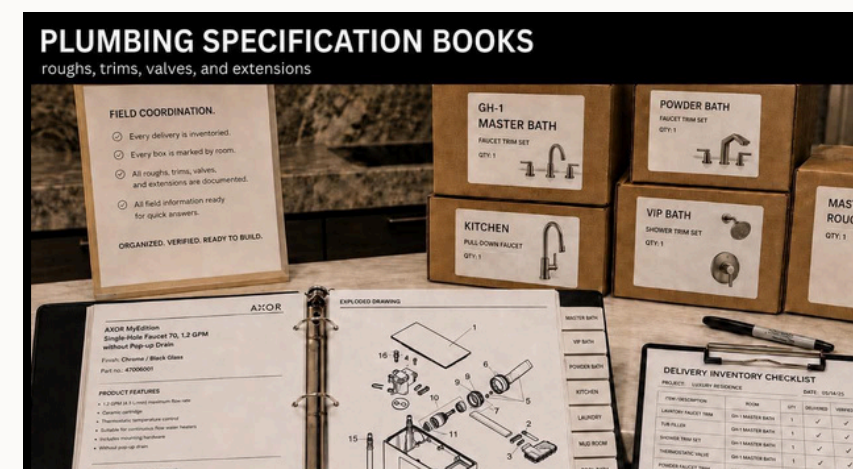
SPECIFICATION & FIELD BOOKS

- Maintain current plumbing, slab, appliance, lighting, and finish books organized by room
- Document models, finishes, rough-ins, trims, accessories, and field requirements for quick reference

PROCUREMENT & DELIVERY READINESS

- Track approvals, orders, production, shipping, delivery dates, and missing components
- Inventory deliveries, label materials by room, and coordinate installation readiness

PSH keeps procurement and material information organized, current, and accessible so builders and field teams can respond quickly as project conditions change.



FIELD QUALITY ASSURANCE, OWNER REPRESENTATION & PUNCH MANAGEMENT

PSH provides progressive field oversight throughout construction, documenting issues before they affect finished work and maintaining clear reporting for the builder and owner through final completion.

PROGRESSIVE FIELD REVIEWS

- Review work at key milestones before walls, ceilings, flooring, cabinetry, and finishes are closed
- Observe alignment with design intent, approved documentation, and installation requirements
- Identify incomplete, conflicting, or incorrectly executed work before the next trade proceeds
- Document observations with photographs, locations, responsible trades, and required follow-up

TRADE COORDINATION & RESOLUTION

- Bring affected trades together when conditions cross scopes
- Clarify responsibilities, required corrections, and sequencing
- Track open issues through corrective action and verification
- Escalate unresolved items before they affect the schedule, fabrication, or finished materials

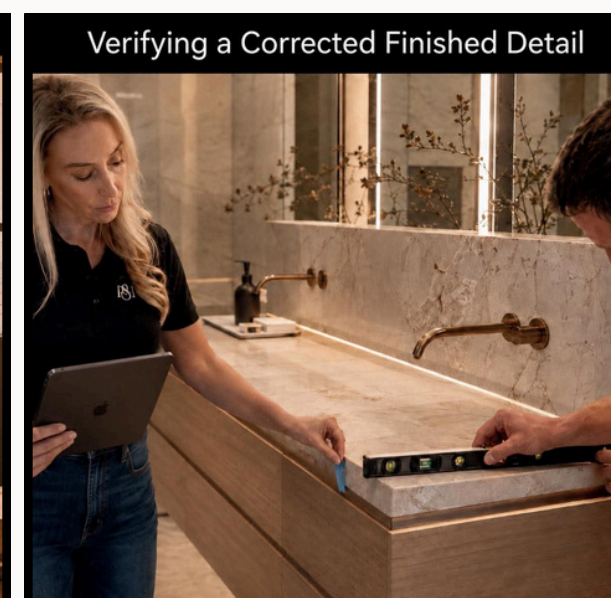
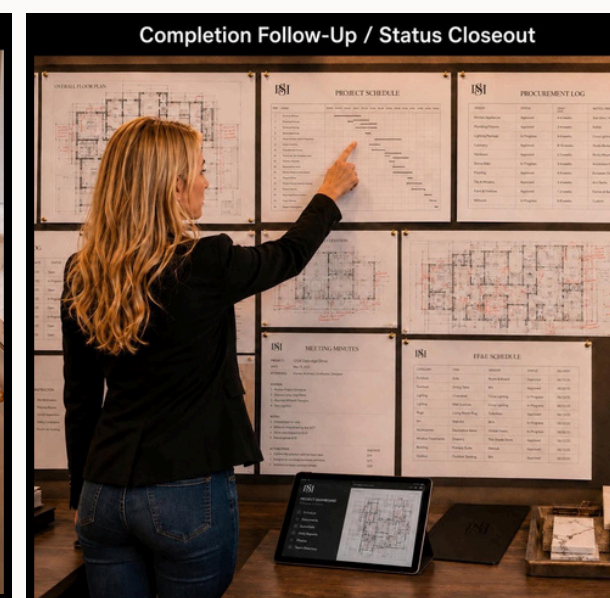
OWNER REPORTING & PUNCH MANAGEMENT

- Prepare room-by-room punch lists and photographic documentation.
- Assign items by trade, priority, and status
- Support final walkthroughs and project closeout
- Verify completed corrections and identify remaining work
- Maintain clear owner-review and builder-action lists

DIGITAL TOOLS & REPORTING

Buildertrend | Bluebeam Revu | Live issue tracking | Photographic records | Current field-reference books

PSH transforms field observations into organized action—protecting design intent, giving the owner visibility, and helping the builder move issues from identification through verified completion.





WHY BUILDERS PARTNER WITH PORTER SIGNATURE HOMES

Luxury homes move more smoothly when someone is watching the details between design, procurement, fabrication, and field installation.

PSH HELPS BUILDERS:

- Catch coordination issues before they become costly rework
- Keep trades working from current selections, specifications, and drawings
- Get faster answers from vendors, fabricators, designers, and owners
- Track open items through correction, verification, and closeout

PSH works as an extension of the builder's team—protecting quality, organizing critical information, and helping complex projects keep moving forward.





LET'S BUILD YOUR NEXT SIGNATURE.

From preconstruction through project closeout, Porter Signature Homes works alongside builders to coordinate the details that keep complex luxury projects moving.

Credentials & Project Tools

- ✓ Professional Liability (E&O) Insured
- ✓ General Liability Insured
- ✓ Bluebeam Revu
- ✓ Buildertrend

KATIE PORTER

Founder | Porter Signature Homes
katie@portersh.com | 973-216-4010 | portersh.com

Every — Home is a Signature.