



## **PHASE 1 PRELIMINARY PLANNING GUIDELINES**

To our select TQHB Clients: Thank You for allowing TQHB the opportunity to assist you in the preliminary planning of your new Home. Please find below a list of the items that will be needed as we begin. At your request TQHB will arrange and oversee all the below items in an effort to show our commitment and earn your business. We look forward to working with you each step of the way!

1. Please review the TQHB **Construction Management Agreement (CMA)** and sign (No initial TQHB deposit is required). This is simply a preliminary commitment on your part to allow TQHB to proceed to secure all necessary items needed to complete Phase 1 Guidelines (see Item #3 of CMA for release agreement). After the below items are complete an accurate Good Faith Estimate (GFE) can then be produced and presented for review. We would then make adjustments and or approve the final GFE. At that time, the goal would be to have established a level of comfort and trust by both parties that we would look then toward a final level of commitment to ultimately become your #1 Builder of Choice.
2. A current survey would be ordered (Required by DHEC for Septic & County for Building Permit) showing all corners marked and set backs identified, especially the Lake Keowee set back, if waterfront. TQHB recommends while there have surveyor do topographical survey as well pending the grade of the land. This will assist us in determining the amount of cut lines needed for excavation and a better determination of the cost when working on your Good Faith Estimate (GFE). Approx. initial survey cost \$750.00 w/topo
3. TQHB and Client works together to determine a floor plan that fits your needs and budget requirements. Purchase on-line Architectural plans (Architectural Plans cost will vary) or meet with TQHB & their Draftsman, preferably all together, for original custom plan or modification of new or existing plans (Approx. cost \$1500.00 pending complexity and if in house/local drafting is selected). After determining the plan, Client allocates time with TQHB staff for Exterior & Interior selections/finishes. Paul, Tim and the TQHB Team then meet with Client to evaluate selections, allowances and floor plan in order to produce a very accurate Good Faith Estimate (GFE) using the information gathered.

4. TQHB would request surveyor overlay the proposed footprint of the new plan on the Topographical survey. We would then meet and or scan/discuss with you the Client the ideal placement maximizing views, etc. of home as well as determine potential location of septic tank, driveway, landscape plan, etc. and make any adjustments to the GFE if necessary.
5. TQHB normally recommends light under brushing where potential home site would be allowing easy access for DHEC septic location inspection, staking/flagging of home site and ultimately for the Client walk and review.
6. TQHB to apply for DHEC Septic Tank Permit: Application fee approx. \$150.00 to the County if one has not been already obtained.
7. Discussion and submission of all application requirements that the HOA/ARC Committee would request, in the event HOA/ARC does exist for the specific lot/development being considered .
8. TQHB Team meets with Client on site to show proposed layout on lot for review and or final approval.
9. Discussion with Client of proposed start date of project as well as establishing all Financial Funding arrangements concerning Draw Schedules whether it be Banking Institution and/or personal funds. Provide a detailed explanation of all facets of the TQHB accounting procedures and documentation.

Any questions whatsoever please do not hesitate to call. We look forward to providing the above services known as Phase 1 Preliminary Guidelines. Please sign below as well as the Construction Management Agreement (CMA) and we will immediately begin the process of working on your behalf to develop your beautiful new Custom Home.

Again Thank You for the opportunity to earn your business! Sincerely, The TQHB Team

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Client

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Builder/Construction Manager

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Client