



CONSTRUCTION GUIDELINES

At TQHB, we enjoy helping Clients create the home of their dreams. Building a Custom Home is a detailed process with many decisions along the road to completion. TQHB works side by side with you every step of the way facilitating this process and making it fun and exciting! Our approach to **Professional Construction Management** allows you to play an active role in the building process known as “**Open Book Construction Management**” by providing you with a Financial Road Map to guide you through all the phases of the design build process. We make sure that your individual tastes are realized in each phase, while we closely monitor your budgetary goals versus your actual costs.

1. **Site Acquisition**

Whether you want to build on one of our lots, already own a piece of property, or want us to find you an ideal home site, TQHB/Pinnacle Real Estate will assist you. We will also offer options for initial Bank selections based on current market conditions.

2. **Site Planning**

After a lot is selected, a site plan is developed and the building parameters of your lot are determined with input from you, the Engineer and the TQ Team. TQHB will then help you design the layout of your house. Things we consider might include the following: the traverse of the sun, natural topography of the land, existing trees, garage placement/driveway, septic-sewer design, and privacy. We will discuss each decision with you and the ideal orientation of your home dependent on the priority you put on each of these criteria. In addition, there are normally subdivision requirements that must be folded into the list of factors to consider. These zoning requirements and restrictions may vary by each subdivision and our experience and knowledge of each is invaluable to this process.

3. **Home Design**

Once site location and orientation have been established the design of your dream home begins. This process involves you, the TQHB Staff, the Design Coordinator, Interior Designer and the Draftsman/Architect. Since every home is unique, we work with highly skilled and experienced draftsman/architects who are very familiar with meeting the needs of the Client, while incorporating unique and artistic details in a home design. We work with you to create a concept plan before retaining a draftsman/architect. Then a retainer is required for the draftsman/architect to create a complete set of conceptual drawings.

4. Construction Management/ Open Book Pricing Proposal

When we assist our Clients with custom homes, we have found the best win/win system is "Open Book Construction Management" (see OBCM Form attached to this document) this program allows you to control the budget by working directly with the Builder and Draftsman/Architect on design and its impact on your budget. You have the opportunity to control the budget in a sophisticated, phase-by-phase over view of the project. "A Good Faith Estimate" is completed with your input which establishes a budget for every phase of the project.

5. Enter Into a Contract to Build

Once the "Concept Plan" and the "Good Faith Estimate" are agreed upon we then complete the TQHB Contract and the initial 10% deposit is paid.

6. Approval of Final Construction Drawings

Once your final drawings are approved in the blueprint phase, and the TQHB Contract and deposit have been received the building permits are then issued and construction begins!

7. Selection Process

At TQHB, you will find the selection process thoroughly organized and carefully documented. You will work with our **Design Coordinator** who will guide you through the selection process and assist you with the completion of our TQ Design Selection Form.

8. Home Construction

TQHB will build your home using the highest quality materials. We will finish your home in the most timely and efficient manner possible never substituting time for quality. During the building process, we realize you may want to make some changes along the way and we will accommodate these changes as they arise. In addition to personal involvement, our **Director of Operations** ensures that communication and information reaches you and all concerned parties on a timely basis. Additionally, a **Senior Project Manager** is assigned to construct your home and is readily available via e-mail, text, conference call or on-site meetings.

9. Schedule Closing

After your home is completed, a time and day is scheduled for a final inspection, final draw approval or closing. You can expect quality customer care before, during, and after the construction of your home with Total Quality Home Builders!

NOTE: See attached "Open Book Construction Management" explanation!