

DESIGN STUDIO

PROCESS AND PROCEDURES

A step by step guide

Schedule appointment

STEP 1 Once contract is official, your appointment should be within 10 days, and the Design Studio will contact you to schedule your one Color Appointment.

NOTE Design Studio is only available by appointment, and is open Monday through Friday, from 8 am to 5 pm and closed over the weekend.

NOTE Please avoid rescheduling your appointment, as it may take an additional week for the next available appointment.

Prepare before your appointment

STEP 2 Review feature sheet with included features.

STEP 3 Visit model homes again, paying close attention to exterior and interior color combinations, finishes and upgrades.

STEP 4 Make a list of upgrades you might want to do, and take it to your appointment.

NOTE If you have children, we highly recommend that you make arrangements for them, so that you may focus on the choices for your home.

Color Selection and Possible Upgrades

STEP 5 The color appointment will take a minimum of 2 hours. Our professional Design Team will guide you to make selections for included features, and you will discuss possible upgrades as well.

NOTE Structural changes that are not finalized, nor paid for, will hold the permit for construction.

NOTE Included features will be finalized at the time of color appointment.

STEP 6 A wish list for possible upgrades will be created with Design Coordinator.



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Finalizing Upgrades and Payment Options

STEP 7 If upgrades are contemplated, you will receive quotes via email, with due date to finalize and submit payment. You will reply via email with your approved list of upgrades.

STEP 8 Design Coordinator will create a formal change order with upgrades and provide you will a due date to submit payment.

NOTE If there is an incentive, you may use it towards upgrades, or you may roll a minimum of \$1000 up to \$2000 to sales price of home (some restrictions apply, sales consultant and design coordinator will let you know if you qualify).

NOTE If you are able to roll an amount into the sales price of the home for upgrades, you need to leave a 50% deposit upfront. This deposit is credited back when you close on your home and if home appraises.

STEP 9 Colors and upgrades need to be finalized, signed and paid for before the permit arrives to main office. If permit arrives before you finalize, permit to begin construction will need to be held until you finalize.

NOTE Some upgrades and incentives will require a 100% deposit.

Difference between a Payment and Deposit

NOTE A payment is given when you are purchasing upgrades with no incentives or once you go over the incentive. Payments are non-refundable in the event of a cancellation of contract of home.

STEP 10 A deposit is given for structural upgrades, (if required) for incentives on completed homes, and when rolling an amount into the sales price of the home. Deposits are credited back at the time of closing and if home appraises.

NOTE We accept personal checks, money orders, wire transfers or cashier checks only.

After Construction Begins

NOTE Once construction begins, if changes are done to the included selection of the home, or upgrades are changed or added, there is an administrative fee that will apply.

We look forward to meeting you, hoping you have an amazing experience at the Design Studio!

