

# BUILDING PROCESS

Approximate timeline: 7-9 months\*



\*Timelines will vary and are not guaranteed

# BUILDING PROCESS

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## A Detailed Look

**01**

### Securing Your Home Site

 Sales Agent

#### TIME TO FIND A HOME

You may already have an idea of where you'd like to call home. Maybe you even own the land already.

JTB Homes can build your home in one of our great Neighborhoods located throughout West Michigan...or on Your Own Home Site. Your sales agent can guide you through the process of selecting a home site that works for you.

This is also a good time to start considering which of our wide variety of floor plans you'd like to call home.

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**02**

### Picking a Plan

 Sales Agent

#### TIME TO PICK A FLOOR PLAN

When you build your home with us, you get one on one time with one of our Sales Team Members.

Our experienced, knowledgeable agents will walk you through each plan to help you determine the best fit for your lifestyle!

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**03**

### Contract to Build

 Sales Agent

#### TIME TO GET STARTED

You've made the decision to build, you've selected your floor plan and home site, and you have a Pre-Approval Letter\* from your Lender\*\*. Now...it's time to sign the purchase agreement (with initial deposit) and get started on the Build Process of your New Home!

\*\*We always suggest using one of our preferred loan officers, who are most familiar with our system and the financial aspects of the build process. A smooth financial process can certainly go a long way toward ensuring you move in on time!

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### 04

## Architectural Design

### TIME TO PLAN YOUR HOME



This is your time to personalize your home design. You will meet with one of our Architectural Designers (plan on 1-2 hours between 8am-5pm M-F).

You'll start off with an initial Plan Meeting, but your designer will continue working with you over the next 20-30 days, working through every detail until design and cost are finalized.

In your Plan Meeting, we will review the details of your new home and work with you in planning any selected options you may want to tailor your floor plan to suit your personal lifestyle.

This is essential time spent to build your vision into your new home plan before it goes to construction. This is the foundation for your selections choices that you make in your Interior Design appointments.

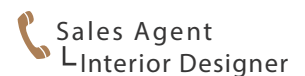
#### PERSONALIZATION EXAMPLES

- |   |   |
|---|---|
| ▪ Built-in Family Room Cabinet                  | ▪ Trim Styles<br>(i.e. select trim or wainscot styles)                              |
| ▪ Additional Interior Door                      | ▪ Michigan Room Addition  |
| ▪ Trimmed Kitchen Island                        | ▪ Electrical Options (i.e. ceiling fans, LED recessed lighting, additional outlets) |
| ▪ Ceiling Details<br>(i.e. wood beamed ceiling) |   |

### 05

## Interior Design

### TIME TO MAKE SELECTIONS



Our Design Studio provides you with a wide variety of elements to choose from in the personalization of your home.

Along with the purchase of your new home, you'll receive one on one time with one of our Interior Design experts. This step in the process can take some time - we're giving you two separate meetings so you have time to make decisions.

For your Interior Design Meetings, please plan on scheduling 2 blocks of 3-4 hours each, during regular business hours (9am-5pm M-F).

In order to make good use of this time, it's best to be prepared by bringing some ideas of how you'd like to personalize the details of your new home.

We encourage you to use our online Inspiration Gallery (found on our website) to collect ideas for your new home and fill out our design survey. We'll be able to review them together at our meeting. We also advise you to take a Virtual Tour of the Design Studio on our website and attend a Design Studio Preview Night for a preview of our space.

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## BUILDING PROCESS

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06



### Final Review TIME TO SIGN OFF

 Sales Agent

Your dreams and budget connect to determine the total home price. We give you 24-48 hours to review the selected options and see the final design via email. If you desire changes during this time, you'll need to communicate this to your designers (i.e. adding 1 more outlet to your garage). We will then email the final CSW and drawings with a sign-off form indicating your agreement that the design is complete and that you understand no other changes are allowed. A permit deposit is due at this time.

07

### Pre-Construction Meeting TIME TO FINALIZE THE PLAN

 Sales Agent  
 Superintendent

Once the design phases are complete and you've fully signed off on your house plans, your Pre-Construction Meeting\* will be scheduled. At this meeting you will meet your Superintendent, who is responsible for managing all aspects of your home during construction.

Together you will review your finalized floor plans, selections and site plan. Your Superintendent will give a clear expectation for how the process flows.



Plan on meeting for 1.5-3 hours during regular business hours (8am-5pm M-F).

Moving forward into the Building Process, your Superintendent will be your main point of contact for all construction related questions. You will receive their contact information at this meeting and are welcome to contact them at any point along the way.

\*Your floor plan, selections and home site must be entirely finalized prior to this meeting.

08

### Build! TIME TO START BUILDING

 Superintendent  
 Sales Agent


Now... it's time to start watching your dream become a reality! Following the Dig Date, these are the steps in building your home:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Foundation</li><li>▪ Framing</li><li>▪ Roofing, Windows + Doors</li><li>▪ Rough-In Mechanicals</li><li>▪ Inspections</li><li>▪ Insulation</li><li>▪ Drywall</li><li>▪ Interior Trim + Cabinets</li><li>▪ Exterior Trim + Siding</li></ul> | <ul style="list-style-type: none"><li>▪ Paint</li><li>▪ Cabinets</li><li>▪ Flooring</li><li>▪ Counters + Backsplashes</li><li>▪ Lighting</li><li>▪ Plumbing Fixtures</li><li>▪ Final Touches</li><li>▪ Cleaning + Final Grade</li><li>▪ JTB Homes Team Quality</li></ul> |
|---|--|

For detailed information on the steps, turn the pages of this document to Building Timeline. We do encourage you to make an appointment with your Superintendent to review the progress of your home at any time.

09

### Customer Orientation Walk

 Superintendent

#### TIME TO GET ORIENTED

When your home is nearly completed and your closing date approaches, you will schedule a time with your Superintendent and Sales Agent to walk through your home.

During your Customer Orientation Walk, your Superintendent and warranty team will show you the ins and outs of your new home and review your homeowner warranty.

This is an exciting time in the building process and your new home journey - welcome home!

10

### Closing + Beyond

 Sales Agent

#### TIME TO MOVE IN!

The day you've been waiting for is finally here! If a preferred loan officer has been used, this will be a smooth and easy experience for you.

You will meet with our Sales Agent who will help you through the process. You'll receive a packet of information with your closing documents, all warranty information, customer service numbers and a few other items for you to keep in a memorable place.

JTB Homes is committed to giving you the best homebuying experience and we value your opinion. That is why we have partnered with Avid Ratings, a 3rd party independent research firm that provides surveys, consulting, and training for the housing industry. Avid Rating will be reaching out to you after pre-con, closing, 6 months after closing and again 1 year later. We welcome your participation in getting us this very helpful feedback.

After Closing, your home is covered by a 1-year Builder Warranty, 1-year systems warranty and 2-year structural warranty. Additionally, many of the products in your home are covered by manufacturer warranties.

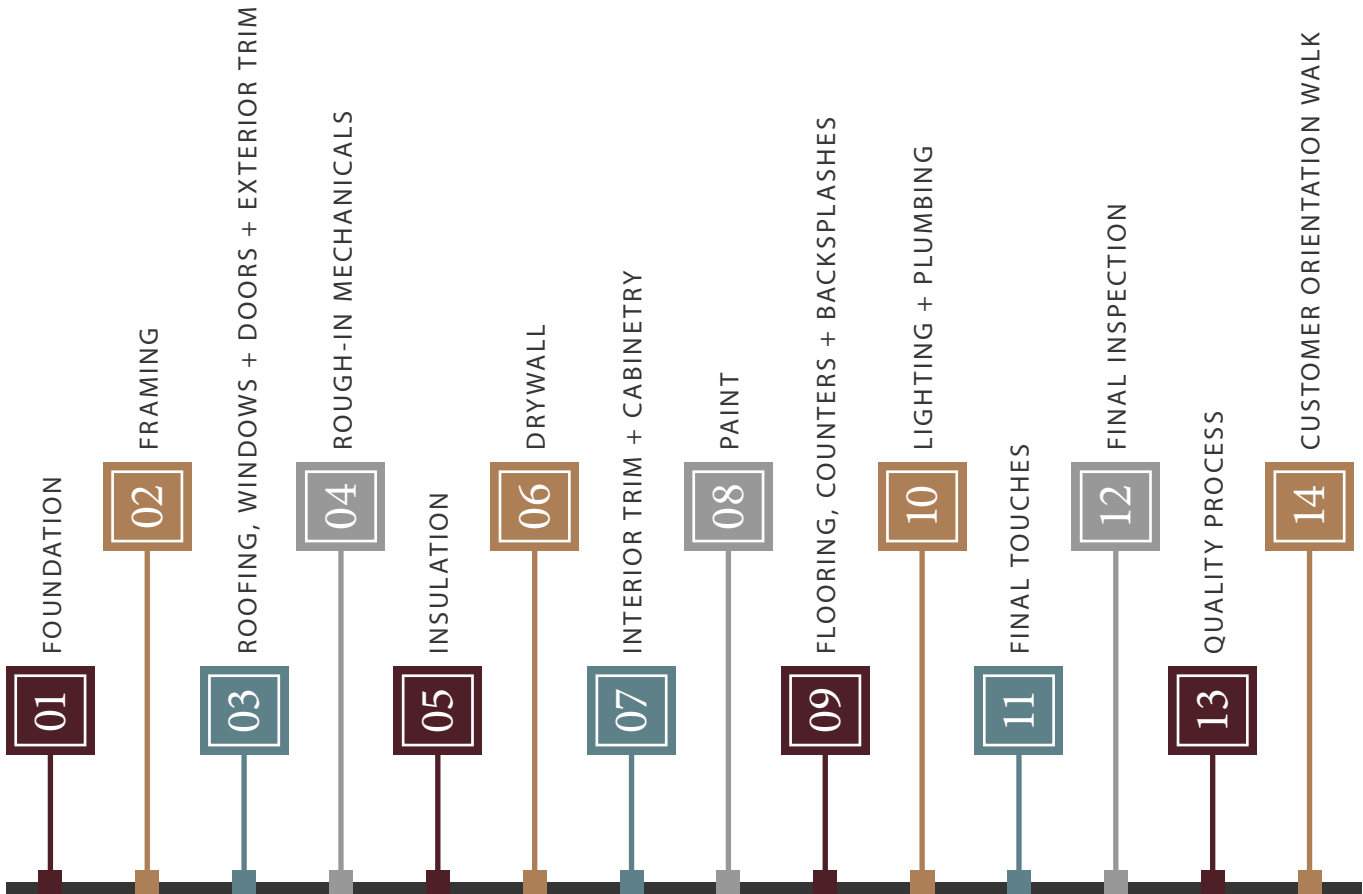
You may contact your Warranty Service Manager with any items that may arise after close. You'll also be able to schedule this online.

*Congratulations!*

# BUILDING TIMELINE

Approximately 5-6 month timeline\*

\*Timelines will vary and are not guaranteed



# BUILDING TIMELINE

01

## Foundation

After we have ran the water and sewer leads and completed the excavation of your new home, we will begin pouring your foundation.

JTB Homes installs an internal and external drainage system protected by stone to keep water from entering your basement. Your foundation is protected by an industry leading waterproofing system that exceeds minimum code requirements. Additionally, our concrete mix design also exceeds minimum code requirements and has also been injected with air to counteract the freeze thaw cycles we see here in Michigan.

02

## Framing

We keep energy efficiency in mind in every step of the Building Timeline, and it starts with framing.

We frame your home using a process that provides the best structural integrity. Raised energy heel trusses are used for the roof to provide more room for insulation in the attic space. Each house is framed with exterior walls that are 16" on center...designed and engineered to provide maximum structural strength and optimum insulation.

Your home has also been wrapped with an industry leading home wrap that keeps the water out but allows your wall assembly to breathe, reducing risk of moisture buildup.

03

## Roofing, Windows, Doors, Exterior Trim + Siding

Now it's time to protect your home from nature's elements.

We use a shingle that provides you with a 30 year warranty.

Our windows are single-hung, energy efficient windows.

We trim doors and windows on the front of your home with a natural pre-primed product.

04

## Rough-In Mechanicals

(Plumbing,ElectricalHeating&Cooling)

Your home is now starting the transformation from an empty shell to a functional home.

We perform a computer analysis of each home for optimum sizing and efficiency of mechanicals.

Your home will be wired per your approved floor plan.

Please Note: The painting of your exterior trim may be delayed given certain weather conditions.

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## BUILDING TIMELINE

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05

### Insulation\*

Now that all the work behind your future walls is done, it's time to insulate your home. This is one of the most important steps in ensuring the comfort of your home for years to come.

We first use caulking and foam sealant in all air penetration areas. For your basement walls, we use an R-10 blanket. Ceilings are insulated using R-49 blown in cellulose. Finally, R-13 blown in cellulose is used on all of your home's exterior walls.

06

### Drywall

This step on the Timeline can take up to two weeks. First the drywall is "hung", then the finishing of the drywall (taping & mudding) takes place. The drywall will then take time to dry.

Now, the house really starts to take shape!

07

### Interior Trim + Cabinetry

Whether you've selected standard trim, or upgraded to a more detailed trim element... we work with highly skilled trim carpenters in delivering this element that starts to make your interior come to life.

08

### Paint

Some homeowners are perfectly happy with a single neutral color throughout the home. But others want colors that pop off the walls in every room of the house.

At this step, we use high-quality paint that lets your personality color every inch of your home!

09

### Flooring, Counters + Backsplashes

From the front door to the back of each closet, this is the step where your hard-surface floors are carefully installed (no carpet yet).

We're also installing countertops and completing tilework, including your backsplashes.

\*Please Note: FOUR INSPECTIONS: Mechanical, Plumbing, Electrical & Framing all happen before Insulation in the Building Process. Due to the scheduling of the various inspectors, this process can take time. You may swing by your home during this part in the process and think work is at a stand still. In reality, a very important aspect in your home Building Process is underway!

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## BUILDING TIMELINE

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10

### Lighting + Plumbing

You've already selected your lights for your new home and you've waited long enough to see how they will look in your home.

This is the step where we install all of your lights, from pendants to chandeliers.

We're also installing plumbing features, including toilets, faucets and sinks throughout the home.

11

### Final Touches

(Closets, Mirrors, Shower Doors, Carpet, Appliances, Hardware, Final Front Door + Cleaning)

All the details are coming together and finishing touches are underway. Shelving gets installed in closets, appliances are installed, and mirrors go up.

Now your house is a home...and almost ready for you to move in... just a few more steps ahead...

12

### Final Inspection

Your home receives multiple final inspections before we receive a "certificate of occupancy" (CofO). All elements of the home are carefully examined by your municipal building inspectors.

Once everything is signed off on, we receive the CofO and our Closing Coordinator is able to work towards scheduling your closing date.

13

### Quality Process

3.5 weeks prior to closing your home will be rigorously inspected by your Superintendent and a punch list will be created. We will then move into our Team Quality Walk. This is a team of 3 that completes yet another top to bottom inspection of your new home 2.5 weeks prior to closing. Once the punch lists are at or near completion, one of our managers will complete a third inspection, verifying your new home meets our high standards. At this point we are able to schedule your new home tour.

14

### Customer Orientation Walk

Before your home closing, your Superintendent will schedule a time to walk your new home along with your sales agent.

This time is designed for you to learn the ins and outs of your home. Together, you will go over a checklist of items and sign off on the completion of your home!