

# Pre-Construction Conference Procedures

## **PRE-CONSTRUCTION CONFERENCE PROCEDURES**

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Steuart Kret Homes will notify Purchaser(s) by written correspondence of the date and time of the Pre-Construction Conference. A Steuart Kret representative and the community Sales Manager will meet with Purchaser(s) at the model home sales office. The conference is held approximately 14 days prior to the start package being delivered to the trades. The conference will take approximately 1 hour to complete.

The Sales Manager and a Steuart Kret Homes representative will provide and review the following information and materials with Purchaser(s) at the Pre-Construction Conference.

1. Agreement of Sale, Standard/Custom Features, Addendums (if applicable)
2. Start Package including Option Sheet, Elevation, Floor Plan, Site Plan, Color Selections, Abbey Floor Notification Sheet, Kitchen Layout
3. Construction Sequence including target start date, events that may extend schedule and quality inspections
4. Review of General Information including primary contact (Sales Manager), safety-on-site visitation policy, how to handle questions
5. Projected Delivery Date – at this time you will proceed to the property/home site
6. Site Inspection Review - site plan grading including home site, easements, utility locations, water valve box and sanitary clean-out, trees, natural features, property boundaries

## **WHAT'S NEXT?**

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Pre-Drywall Conference  
Pre-Settlement Inspection  
Final Review of Pre-Settlement Punch-List  
Settlement  
90-Day Warranty Review  
1-Year Warranty Review  
Warranty Program  
Warranty Policies  
Homeowner Maintenance Guide