



BUILDING YOUR NEW HOME

*A STEP-BY-STEP GUIDE
TO UNDERSTANDING THE
HOMEBUILDING PROCESS*



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Welcome to Justice & Wood Builders!

Building a new home can be a daunting process! At Justice & Wood Builders, we understand it can be an overwhelming experience and we have created this short booklet to illustrate how simple it really can be if you work with the right partner to help you along the way. We are dedicated to helping you build the home of your dreams. Our mission is to provide the highest level of construction quality along with the customer service that will make this process easy for you!.

We pride ourselves on giving you the best experience possible through attention to detail, timely completion, consistent communication, and concierge service from start to finish that will produce a beautiful, well-built home for you and your family to call “Home” for a lifetime.

By following this guideline, you can be assured of always knowing what’s going to happen next in the process and be aware of your responsibility during the construction cycle. Together, we’ll build your dream!

Thank you for choosing Justice & Wood Builders!

Brian Justice, President and
Bill Wood, Vice President



Not all Homebuilders are equal and you should really understand as much about them as you can before deciding to execute a contract.

While most Homebuilders are fine, reputable professionals, it is important that you ensure their qualifications and determine whether they will be a good fit for you during what will be a year-long process (or more). Protect your family's biggest investment by doing your homework.

Before selecting your building professional, ask these important questions and be sure to choose a builder you feel comfortable with, one that not only is qualified and experienced, but whom you feel will be easy and helpful to work with and have your interests in mind.

- Are you Licensed? What is your license number?
- Do you carry General Liability, Worker's Comp, Auto, and Builder's Risk insurance?
- Do your trades also carry insurance?
- Who will be responsible for our permits?
- Do you warrant your work? Is it insurance-backed or self-promised?
- If you go out of business for any reason, what happens to my warranty?
- Who will be directly in charge of the work in the field and may I meet him or her?
- May I see some references?
- Do you have experience building my specific type of project?
- How do you handle change orders?

Please keep in mind, this is not an exhaustive list. Come up with your own questions if you are concerned about any other issues, procedures, costs, policies, etc. Remember, you are going to enter into a long-term relationship with the Builder you choose. It is important to be able to communicate clearly and effectively.





So, you have decided on a builder to build your new home! Congratulations!

After interviewing a couple of builders, hopefully you have chosen us! If so, you will already have had an initial consultation with us and gone over a comprehensive Home Design Questionnaire which tells us what kind of home you need based on your tastes, interests, and family lifestyle. This questionnaire answers many questions regarding the features and layout desired in your new home and will assist the architect or designer in helping you arrive at the best floor plan and elevation for your needs.

During this process we will help you develop a budget, find a home site, incorporate features and options you desire in your new home to fit into your budget and lifestyle.

This first step will get the process started. After your overall budget is determined, next the lot price, location and desired features are established with the help of our new home sales team, and then you will meet with the home designer to either design a new plan or modify one of our existing ones to suit your needs. If you already have a plan, that's great too!

Should you need design services, there is a design fee that will be charged to by the architect and it will be determined based on modifying an existing plan or designing a new one from scratch and will based on the home's square footage.

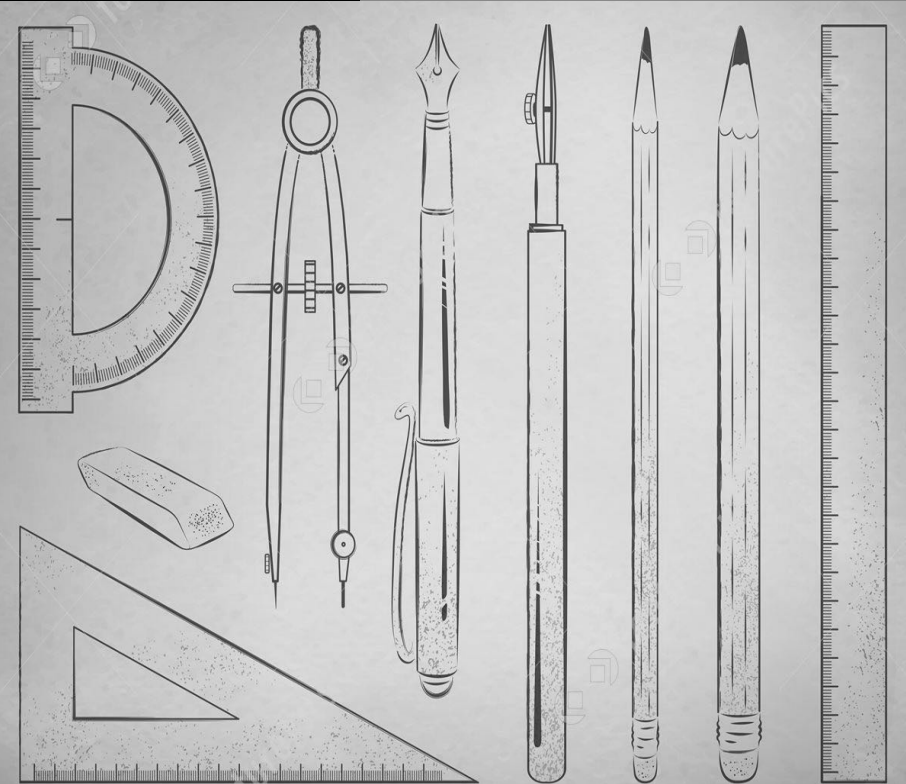
If we need to locate a home site for you, you will be asked to sign a “letter of intent” that states you have hired one of our sales partners to find and secure a property for your new home.

**There is no cost to you for this service.*

The proposed lot will be presented to you for your approval on price and location and you will be made aware of any and all setbacks, square footage restrictions and all other features unique to that property. If an existing home is on that property, we will provide an estimate on demolishing the structure and preparing it for your new home. This will be added to your lot budget.



DESIGNING YOUR NEW HOME



You have already completed your Home Design Questionnaire at this point and have a clearer idea of what you want in your home. This must be completed within 7 days of your reservation and / or letter of intent and will help us get the process started.

Choosing an existing floor plan with no changes allows us to get your new home started more quickly. It will also save the project money as there is only a small fee to re-issue / re-stamp the plan that will vary depending upon the architect and engineer used.

If you choose to start with one of our plans and make modifications, you will meet with the architect a few times for a flat fee to modify the plan to suit your needs. Minor elevation changes may be made as well to personalize the home for you.

If you determine that a complete new design is needed, we will coordinate that with the architect and assist you during the process. Be aware that this is more costly and time consuming than the above choices. This fee will be determined by the architect based on square footage and will be paid directly to the architectural firm.

THE CONTRACT PROCESS

Now that your plan is done and your budget developed, you are at the point of determining whether or not to go forward. This next step requires us to put what has been decided onto a contract to build a new home.

THE CONTRACT AND EXHIBITS

All of the requirements that appear in our contract must meet with your agreement if we are to move forward. Law mandates many of the provisions, but others are there to preclude any misunderstandings between the builder and the buyer and to underscore the obligations and responsibilities of all parties.

THE “UNKNOWN”

The contract will contain everything you have directed us to include in our agreement. You will know exactly what you are getting and what it costs. We realize that you may wish to add to or modify your options after the contract has been written. We have a change order process that can add or delete items from the contract and if these changes are made before you take your package to the bank for financing, we will make these changes and they can be added to your loan. If these changes are made after your package has gone to the bank, any change orders will be paid out of pocket by you. If these changes are made after permitting has occurred, you will be charged a change order fee of \$250 to make sure these changes are properly accounted for. This will be discussed in greater detail in the Change Order section.

ALLOWANCES

There will be items that will have to be put into the contract know as “allowances”. This will be based on your overall budget and is the money you have to select the items that can vary based on your choices. These allowances will be reconciled after your selections and anything below budget will be refunded or you will be charged for any overages you incurred. If this is completed before you go to the bank for your loan, you may be able to add these in or reduce your contract amount if you are under your allowance number. If not, you will be asked to pay for the overages out of pocket (or refunded the amount under at closing).



INTERIOR DESIGN & SELECTIONS



Well, you have set your budget, designed your home, chosen a lot and are ready to start the best part... selecting your finishes! You have probably already designated things like where you want tile or wood, what level of cabinetry you'd like, appliances to be included, etc. in order to establish your budget. This is the time to meet with designer to personalize your home.



You will have 16 hours to meet with your designer at our showroom to assist you in your selections and will have 30 days to complete this process. After you have completed your selections, we will give you a price on everything you have chosen within 14 days so you can add it to your loan or reselect things that fell outside of your budget if you desire.

If you have chosen to add a pool to your new home, this is when you'd meet with the pool company to design a pool that fits your lot and budget. Driveways and walks are selected at this time as well as all of these materials take up square footage on your lot and must be accounted for at this time. We will help you design your hardscape package with pavers or concrete, as your budget dictates, to create a functional and pleasing look that meets all the criteria for the local municipality.



The construction loan is the amount the lender is loaning you to close on your property and to build the structure, less any deposits and down payment you have put up at contract time. These loans later convert to a permanent loan after completion of your home on the property. These loans are a great value for the homeowner as your rate and terms can be locked in at the time of closing. You will be responsible for the monthly interest payments during the construction period and that will increase as more money is drawn from the bank at each phase of construction. We will direct you to lenders we have worked with in the past and assist you in finding the right program for your situation.



If you chose a home already under construction, then you will get what's known as an end loan at the time of completion of the home.

After you close on your C/P loan, we can start the permitting process. Depending on the municipality, this process can take 4-6 weeks and only after the permit is received can we start your new home.

CONSTRUCTION BEGINS - WHAT TO EXPECT

Your permit has been received and the next step is to prepare your lot for construction. There will be a pre-construction meeting held at this time. The following items should be completed or in the process of being finalized:

- The finish selections are 100% completed
- The cabinet drawings have been completed and approved
- The appliances have been selected
- The pool, decks and drives have been designed
- Any interior details like beams, soffits, and ceiling treatments have been discussed

Your home will be staked out and formed on the lot in accordance with the approved plot plan. This will give you visual of how your new home and any other structures being built – detached garages, pools, etc. – will fit on the lot.

The next step is to dig your foundation and footings to support the structure. Underground plumbing piping is laid next before the slab is ready to be poured.

ON SITE MEETINGS

The block work has been completed and then the framing can begin! This is when your house starts to take shape and this is a crucial step in the process. You will be asked to do several walks on site with the superintendent to assure that all things are being built in accordance with your wishes and the approved plans. These meetings are very important to attend and will be scheduled during weekdays with the superintendent during normal business hours. We want you to be a part of the excitement of constructing your new home and these meetings are a critical part of our quality control.

You will have several other scheduled meetings such as pre-drywall to make sure all electrical and added items are placed correctly and according to plans. There will be an after-drywall meeting to review such things as paint colors and textures.

There will be a pre-closing walk to address any unfinished items and any corrections needed before the final “punch out” occurs and we are ready to get your Certificate of Occupancy.



PURCHASING A HOME ALREADY UNDER CONSTRUCTION



If you purchase a home that has yet to be permitted, you may be able to make some minor modifications for a design fee and will take the same path as outlined above regarding the selections process.

If you purchase a home that is already in permitting, you may go through the color selection process and personalize your home in that manner. Any other changes requested will be up to the sole discretion of the builder.

If you purchase a home that is at drywall-stage you will review the selections for the home already chosen by the designer and may be allowed to change certain items such as paint or carpet at the sole discretion of the builder. No structural modifications will be allowed at this point.

CHANGE ORDERS AND THEIR EFFECT ON CONSTRUCTION

Building a custom home involves many different parts and vendors, but most of all it's an organized process with many different people working in conjunction together. When your home is started, a complete selection and plans package goes to each subcontractor and their role in the process is detailed. When changes occur, each person that touches your home, whether administratively or physically, must be made aware of the change and spend time and hours helping make the changes. Sometimes, this also involves the building department.

We understand that you may change your mind during the process and want to add or delete something and we have developed a process for doing so. You must understand that a change, no matter how small, involves new paperwork being generated and communicated to all involved parties with many hours spent to ensure the changes are implemented.

If both you and the builder agree to a change, there will be an addendum prepared and the money for this change, as well as a change order fee of \$250, will be collected at the time of signature to cover the aforementioned administrative costs. Any credit due will be kept on a "Change order reconciliation report" and will be settled with you at your walk thru and closing.

Change orders can also create time delays and you will have to sign off on the agreed-to time delay at the initiation of the change order as well. Time delays could cause an increase in your interest payments on the project.



Justice & Wood Builders is a proud member of **Residential Warranty Company**, an industry leader in new home construction warranties. Used by thousands of builders across the country, RWC is a reputable and highly professional warranty partner that will care for all warrantable items as they occur.

All builder members of RWC are vetted for their experience, licensure, insurance, and financial dependency to ensure that the homes they warrant are properly built and will be a solid investment for you.

While we endeavor to build your home with the utmost care and diligence, every home is built in the elements, involving hundreds of people, with thousands of parts and pieces. As such, it is to be expected that sometimes things can break or need repair.

We have a dedicated warranty team to address those needs as they arise so you can rest assured that should something go wrong we will be there to help long after your home is complete!

As part of your contract, you will be provided with an insurance-backed limited warranty issued through RWC. We take pride in this program and feel it is an integral part of what we offer.

Upon closing, you will receive your Warranty Policy, a list of emergency numbers, and a comprehensive book outlining what items are warrantable, the time frames under which they are warranted, the tolerances of those items, and homeowner-required maintenance items to ensure your home stays healthy and operational.


Be very careful of using a builder who does not provide an insurance-backed warranty policy as their warranty is only as good as their word and as long as they may happen to be in business.

With Justice & Wood Builders, your investment is in great hands!



TEN YEAR WARRANTY FOR NEW HOMES

FLORIDA



SAMPLE

RESIDENTIAL WARRANTY COMPANY, LLC

Warranty Confirmation

Your Warranty consists of your Limited Warranty book and your Warranty Confirmation. **AFTER 60 days** from your closing, you may obtain your Warranty Confirmation at confirm.rwcwarranty.com. You do not have a warranty without the Warranty Confirmation. If you do not have access to the Internet, please contact the plan Administrator to obtain your Limited Warranty book and Warranty Confirmation.

SAMPLE WARRANTY

The RWC Limited Warranty displayed in this book is a **SAMPLE** only. The RWC Limited Warranty applicable to your home may differ from the one displayed here. You must consult your validated RWC Limited Warranty book for the terms of coverage that apply to your home.

THIS LIMITED WARRANTY IS PROVIDED IN LIEU OF ALL OTHER EXPRESS WARRANTIES. TO THE EXTENT PERMITTED BY LAW, THE PURCHASER OF THIS HOME AND ALL SUBSEQUENT PURCHASERS HEREBY WAIVE ALL OTHER EXPRESS AND IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS, WORKMANLIKE PERFORMANCE, MERCHANTABILITY AND HABITABILITY. THOSE EXPRESS AND IMPLIED WARRANTIES HAVE BEEN REPLACED BY THIS EXPRESS, INSURANCE BACKED WARRANTY.

For your Limited Warranty to be in effect, you should receive the following documentation:
Limited Warranty #3117 • Application For Warranty form #316 (Refer to Section V.C. for applicability) • Warranty Confirmation

Insurer: Western Pacific Mutual Insurance Company, A Risk Retention Group



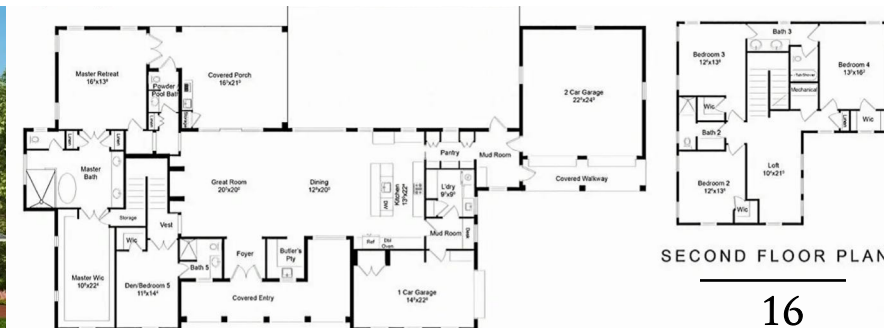
Justice & Wood Builders has been in business since 2011, primarily constructing custom homes and townhome products across Seminole, Lake, and Orange Counties. We combine a passion for creative real estate development with a defined vision for innovative design and construction. The entire Justice & Wood team consists of experienced industry professionals with the knowledge and capability to provide exceptional expertise in every facet of residential construction, from conception to completion. Our depth of knowledge and experience with all phases of development and construction, whether building single- or multi-family homes, is a core fundamental advantage we bring to every project. And, our A+ rating from the Better Business Bureau shows our dedication to the customer experience.

BRIAN JUSTICE, President

Brian Justice has over 20 years of management-level experience in residential and light commercial construction. He has been responsible for overseeing mid-priced production homes, high-end custom homes, mid-rise condos and townhomes, community centers and clubhouses, parks, and commercial tenant improvements, projects totaling over 1,000 units and \$300 million in value. During his career, Brian has worked for national homebuilders, custom contractors, and successfully founded and operated two startups. His diverse background includes experience in production management, project management, marketing, sales, product development and design, community startups, and close outs. Brian is a State of Florida Certified General Contractor and is a member of the Greater Orlando Builders Association, Florida Homebuilders Association, and the NAHB.

BILL WOOD, Vice President

During his 20+ years of new home construction experience in Central Florida, Bill Wood has overseen a variety of single- and multi-family home projects ranging from entry level to over \$1 million. Bill has a background in new home construction management, sales management, and community management in several local high profile communities such as Celebration, Avalon Park, Baldwin Park, and Oakland Park with total revenues exceeding \$150 million. During his tenure, he was responsible for construction, sales, warranty best practices, customer satisfaction, and community relations. Additionally, he managed simultaneous construction of 3 New Urban Challenge custom homes for the 2005 International Builder Conference. Bill also has certifications in OSHA Safety, New Home Sales, Storm Water Pollution Prevention, EPA/Lead Paint, CAPS, and is a member of the West Orange Chamber of Commerce, Greater Orlando Builders Association, Florida Homebuilders Association, and the NAHB.



the "Basil"

- The distinct competitive advantage that **Justice & Wood Builders** brings to the marketplace is our knowledge and experience with both high end design and construction as well as the methods of production building. Our Team knows how to **efficiently produce a high quality product**. In addition, through the right design techniques and preservation of the natural environment, **our projects endeavor to have the warmth and character of their established neighborhoods**. Some competitors claim to do the same thing, but in reality do not deliver on this promise.
- Others claim to provide a high degree of **flexibility in the customization of their home designs and finishes**, but do not deliver on that promise either. While very important to many buyers, it is difficult for the larger companies to offer this service as it opens the door to costly errors and interruptions in their systems. As a smaller firm, we are not as susceptible to these issues. Therefore, **we offer our clients the ability to fully customize their homes**.
- We do not have the massive overhead of the large national builders. This allows Justice & Wood Builders to **maintain a competitive pricing structure** earning the same or better margins than the larger companies despite their greater purchasing power.





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