



## CONTACT INFORMATION

### **OFFICE HOURS**

Monday through Friday, 8:00am - 5:00pm

### **MAIN OFFICE**

404.965.7114

### **SCOTT HUDSON**

**President & Owner**

404.965.7114

scott@harrisonatl.com

### **KEN WARLICK**

**VP of Construction**

404.965.7114

ken@harrisonatl.com

### **ANDREW HARTMAN**

**VP of Purchasing**

404.502.6454

andrew@harrisonatl.com

### **BRENT JAY**

**VP of Custom Homes**

678.923.8562

brent@harrisonatl.com



## Important Construction Information

### **Construction / Office Hours:**

*Monday – Friday:*

- 8:00 a.m. – 5:00 p.m. (Office)
- 7:00 a.m. – 7:00 p.m. (Construction)

*Saturday:*

- Closed (Office)
- 8:00 a.m. – 5:00 p.m. (Construction)

*Sunday:*

- Closed – No work permitted

### **Scheduled Meetings:**

- Meetings are scheduled during working hours only, with meetings ending by 5:00 p.m. The latest scheduled meeting time during business hours would be 3 p.m. Likely, you will need to take time off work to attend all the necessary meetings required to build your home. Your home is a large investment and your time and involvement are necessary throughout this process.
- Meetings should include all homeowners involved in the contract.
- It is recommended that children do not attend meetings for safety and time concerns.

### **Home / Site Access:**

- All home visits should be scheduled with a representative of Harrison Homes.
- We understand homeowners are excited about their homes, but daily jobsite visits are discouraged due to safety concerns.
- Site visits are at homeowner's own risk.
- Job sites are a work in progress and not always safe for entry.
- It is not recommended for children to access the job site or home throughout the construction process.

### **Job Management:**

- All questions and concerns should be directed toward the builder and NOT the subcontractors. Communications with subcontractors on site are strongly discouraged unless a representative of Harrison Homes is in attendance or has scheduled the meeting between parties.
- All decisions and changes made throughout the construction process should be documented in the finish schedules and/or through Change Orders in BuilderTrend.



### **Change Orders:**

- Change orders are for changes and additions above and beyond the specifications, contract documents, plans, and allowances.
- All change orders shall be approved/declined within 48 hours of receiving. If a change order is not approved within this time frame, it will be automatically declined in the system and the contracted selection per the specification sheet, (“standard finish”) will be installed.
- Once a change order is approved in BuilderTrend, payment must be paid in full within 5 days to fully execute the change. If payment is not received within this time period, the change order will not be executed and the standard material listed in your allowances will be ordered and scheduled for installation.

### **Design / Selection:**

- All selections shall be considered final in the homeowners signed and approved finish schedules.
- All selections shall be finalized and approved by specified deadlines according to the construction schedule. Selections not finalized by specified deadlines will result in construction delays, and are subject to interest carry charges at Harrison Homes’ discretion per your contract.
- All selections shall be chosen with Harrison Homes’s approved vendors and suppliers.
- Changes to selections after approval are subject to additional charges, if applicable.

### **General:**

- All materials and labor are provided by Harrison Homes and their chosen, approved subcontractors and suppliers.
- Due to insurance guidelines and restrictions, no materials shall be installed or placed in the home until the Certificate of Occupancy has been received by the municipality.
- The home shall not be occupied by the homeowner until the house has closed and all monies have been distributed and paid in full for all parties.
- Harrison Homes does not purchase and/or price match materials from online resources and home improvement stores.



## Construction Timeline & Breakdown

**\*\* This is a typical construction timeline and subject to change. \*\***

- A. **Pre-Construction Meeting** (Held at office, approximate length 1-2 hours)  
This meeting is typically held about 3-4 weeks prior to the actual start of construction.
  
- B. **Initial Design Meeting** (Held at showroom or designer's appointed meeting location, approximate length 2 hours)  
This meeting is with the designer to help facilitate the finish selections that are to be made throughout the construction of your home.

### Day 1

#### **Start of House Construction**

The actual start of construction of the home begins with the pouring of the foundation of the home.

By the start of construction, Stage 1 Finish schedule should be complete to assure construction of the home stays on schedule.

### Day 40

#### **Homeowner Framing Walk Through**

(Held at home site or via phone call – approximate length 2 hours)

This is the time to review all documents, specifications, framing, changes, additional requests, etc. After this point the mechanicals will move in and begin the interiors work of the home.

The construction of the home will start to move fast from this point on.

By the homeowner framing walk through, the Stage 2 Finish schedule should be complete to assure construction of the home stays on schedule.

### Day 70

#### **Homeowner Pre-Drywall Meeting**

(Held at home site, approximate length 30 minutes)

At this meeting, we will discuss all items from the framing walk through and make sure everything is ready to move forward to the next stage of construction (drywall and finishes).

By the homeowner pre-drywall meeting, all Finish schedules and selections for the home should be complete to assure construction of the home stays on schedule. At this point, the progress of the home will come to a standstill until all selections have been finalized.

\*Additional important information is listed in the "Scheduled Meetings with Builder" section in your packet.



Day 120

**Homeowner Interior Finishes Meeting**

(Held at home, approximate length 1 hour)

All trim, shelving, glass, mirrors, paint, and finishes will be discussed at this meeting.

Day 170

**Homeowner Orientation Meeting**

(Held at home, approximate length 2 ½ – 3 hours)

The home should be just about, if not 100%, complete for this meeting, with the exception of any minor items you may feel need attention.

\*This is the time to critique the home.\* A list will be created for completion of the home.

Day 180

**Final Homeowner Orientation Review**

(Held at home, approximate length 30 minutes)

One final review of the homeowner orientation list with the homeowner to make sure all items have been addressed and the home is 100% complete. At this point, all items should be complete. Occupancy of the home shall not be conducted until all items from the homeowner orientation list have been completed and signed off.

If the homeowner chooses to occupy the home without all items completed, any remaining items will be considered complete. Occupancy of the home is acceptance of the home "as is".

Month 11

**One Year Warranty Walk Through**

(Lasts approximately 1 hour, work to be performed will be scheduled for a later date.)

This is a complimentary service that Harrison Homes provides to all its homeowners. After about 11 months of enjoying your home, contact us and we will come out and look at general items that may arise over the first year in your home. We will ask you to compile a list for us to review at your home. Items covered in this warranty are detailed in the homeowner's handbook. The idea of this warranty is for Harrison Homes to address standard homeowner maintenance responsibilities for you during the first year of living in your home.

\*Additional important information is listed in the "Scheduled Meetings with Builder" section in your packet.

\*\* Please note: this list is only an estimate of the construction schedule. Timeline may fluctuate due to a number of factors, including weather, site conditions, finish schedule delays, and/or backordered items. \*\*