

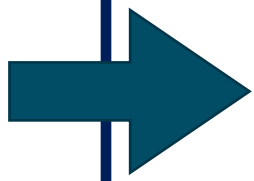
**Step One of Hawthorn Builders' Proven Process** begins with a Conversation about client goals

**Scope** - Review of client objectives for the project: new construction or renovation

**Property** - Whether the client owns the property or is looking for the property, HB can help

**Design** - We can develop plans with our team or work with your architect

**Budget** - Understanding the desired budget at this phase helps to establish the feasibility of the new project



**Step Two** is about Collaboration

**Team** - Establish the team (Design, Architect, Builder)

**Plans** - Design floor plans & elevations for client approval

**Budget** - HB creates a budget for client review - the plans and budget are adjusted until approved by the client

**Contract** - Transparent billing - fixed HB fee - expense pass through

**Scheduling** - As the permit plans are created and submitted - we will review the optimal start date for the client

**Timing (months)** - 4-7 renovations / 8-9 new construction



**Step Four** is all about the Move-in

**Transition** - Communication about move-in date & certificate of occupancy

**Move-in** - Punch list - warranty - home education

**Continuous Care** - Our CRM and home management process

**Long Term Management** - HB will continue to be part of your team

**Step Three** is all about Building

**Communication** - Basecamp and our building manual

**Management** - Design decision timeline (the fun stuff) - invoicing (every 2-4 weeks) - budget meetings (when needed)

**Quality Control** - Staying on track with communication - weekly project meetings (phone or onsite) - review of timeline - Basecamp updating - site security and safety

