



Graystone Homes

making dreams come true.

The Building Process

Choosing your Home Site

Graystone Homes will build on your home site, or we will help you to select a home site from our extensive array of available properties. Graystone Homes keeps an inventory of over 100 properties for you to choose from in Culpeper, Madison, Fauquier, Orange and the surrounding counties.

Where do you dream of living? Have you always dreamt of having your own private dock on a lake? Maybe a home by the river for fishing and canoeing is more your style. Do you dream of stunning mountain views, picturesque woods, or rolling meadows? Room for horses? More acreage? Less acreage for less maintenance? Anthony Clatterbuck, the Owner and President of Graystone Homes, will help find the home site that suits your needs and life style.

Once you have chosen your home site, Anthony will help you choose the best possible location for your home and driveway.

To make an appointment to walk home sites with Anthony, contact Stephanie Pennell at 540-825-1600 extension 117 or e-mail Stephanie at Stephanie@graystonerealty.com. Stephanie is Anthony Clatterbuck's executive assistant and oldest daughter. She is also the Office Manager and a real estate agent for our sister company, Graystone Realty, LLC. She will be your point of contact for Anthony and will help you find the answers to any questions you may have during or after the building process.

How to Reserve a Home Site (skip if you have your own property)



If you are interested in building your home in any of our communities, you may reserve a home site by executing a Home Site Reservation. A \$1,000 deposit is required with the signing of the Home Site Reservation Agreement. The deposit is refunded if you choose not to proceed. However, it reserves your home site while we

prepare your detailed proposal.

When you are ready, contact Stephanie to verify availability and to reserve your home site. At that time, she will schedule your first appointment with Anthony.

GRAYSTONE HOMES
Home Site Reservation

Community: _____ State: _____
County: _____

Reserved from _____ Buyer(s): _____
residing at _____ (Address, city, state, zip) the sum of *One Thousand Dollars* (\$1,000) by check, unless so indicated, as a deposit on the purchase of the property owned or under contract by Graystone Homes, Inc. Builder/ Seller, and described as Lot Number _____ Section/Phase _____ Community _____ 54466 and Elevation _____

Builder/ Seller hereby reserves the above property for the Buyer and within 77 days after the Contract Proposal is prepared. This Sales Agreement shall be signed by the date of, by 12:00 midnight. The above referenced deposit, made with this site reservation, is refundable any time prior to the signing of a Sales Agreement. This deposit does not reserve pricing or options. Builder/ Seller may refund this deposit to the Buyer and cancel this home site reservation if the Sales Agreement, in a form satisfactory to the Builder/ Seller, has not been signed by the date and time agreed to above or the Buyer does not submit an initial site Contract presentation in a timely manner as determined by the Builder/ Seller, unless otherwise agreed by the Sales Manager and the Buyer in writing.

Graystone Homes, Inc.
Buyer Assignees _____ Builder/ Seller Assignees _____
Buyer Assignees _____ Date _____
Date _____
Buyer Telephone Number _____
Home _____
Work _____
Cell _____

Buyer hereby confirms the receipt of _____ (see # of residential contracts for the home site listed above)
Buyer Confirmation _____ Date _____

Graystone Homes, Inc. • 1202 Orange Road • Culpeper, Virginia 22701 • Phone 540-825-1600



Scheduling Your First Meeting

As a custom builder, we do not have "per square foot" pricing. Your first meeting will enable us to design and build a home on paper in order to minimize any potential surprises. We ask that you be available for at least four hours for the initial meeting. If you are building on your own property, please bring your plat and health department approvals with you to the meeting.

Your First Meeting

When we first sit down, we will discuss design features that are important to you. We want to know how you envision your new home and how you will live in it. What are your plans for the future? Is this your first home or where you plan to retire? This information enables us to provide our best advice and guidance in selecting a design and features that will fit your lifestyle. We utilize a thorough and detailed process that we have developed over the last 20 years to precisely identify every component that goes into your new home.

If you bring your own plan or just a basic design, Anthony will work with you to ensure that the final design fits your lifestyle. If you do not have a plan already selected, Anthony will help you identify a design from our archives that can be tailored to your exact requirements.

You will also touch on some financing options . We will provide several lenders from which you may select, or you may bring your own lender.

Once we have identified a design and thoroughly discussed everything that is necessary to build your dream home we prepare a detailed contract proposal.

The Bid Process



David Loy, Graystone's estimator, takes your detailed specifications developed from Anthony's notes and the plans you have chosen and "red lined" (marked for change) and finds out exactly what it will cost to build. The process usually takes between two and four weeks.

He is responsible for taking proposals from concept to contract, including the creation of the budgets and documents that will be the foundation for the entire construction process. He ensures that all the necessary materials are calculated to minimize waste and to meet the high quality standard that Graystone sets.

David reviews each plan for code compliance and structural feasibility, then works with our various suppliers to ensure that everything; from steel, floor and roof systems, to stairs and "stick" counts, are correct, accounted for and ready for purchase. He is also tasked with "R&D" (research and disregard), as so many new products are not yet tried and true it is our job to wade through the vast array of products and applications in the industry so that we know we are providing the highest quality products available.



The Contract Presentation

Once we have completed the contract proposal, Stephanie will contact you to make an appointment to come and review the proposal with Anthony. We do not mail or e-mail our proposals, it is important that we explain every aspect of the highly detailed proposal. Remember, amenities may be added or deleted to fit within your target budget.

You will have 7 days from the presentation of the contract proposal to make your decision. If you choose not to proceed for any reason your \$1000 home site deposit will be returned to you. If you decide to proceed, the home site deposit will become part of the construction deposit.



Signing the contract

Another difference you will find when building with Graystone is the contract. This is no one page document that states you will buy a home from us. Our highly detailed contract clearly states the specifics of your home - think of it as building your home on paper. You know EXACTLY what is going into your home and what the obligations are on both sides.

From the signing of the contract, the building process typically takes 7 to 10 months (depending on how many revisions to the plan are necessary.)



Working with Whitney

Whether you see her a lot, or just a little, Whitney Larkin is working behind the scenes to make sure that the financing end of the process is in place. She processes subcontractor and vendor payments, interacts with your lender, coordinates construction loan draws with you (if your loan is a construction perm) and facilitates your closing.

Financing

During your first meeting, Anthony will discuss which financing option is best suited to your personal needs. He will provide a list of recommended lenders. If you have already chosen a lender, you will need to provide Whitney with that information.

The majority of our customers choose the Construction Perm, or “one time closing” financing option. With this option, a 1% deposit is required and the interest during the construction term is tax deductible to the homeowner. With the Construction Perm process, the land conveys to the owner at the beginning of the process and then five equal “draws” are made during the construction of your new home. Many Construction Perm programs allow the interest rate to be locked when the loan is closed at the land acquisition rather than at the end of the process.

Builder Financing is different in that the cost of the loan and interest carry is built into the contract price of your home and therefore is not tax deductible. With this option, a 5% deposit is required. This option is



only available to customers building on a home site owned by Graystone. Typically, this option ends up being a more expensive method of financing your home.

If you do not require financing to build your home, the payment schedule will be the same as with the Construction Perm.

Financing for Renovations, Remodeling and Additions will be tailored to the size and complexity of the project.

Whitney will contact you when your home is nearing completion to coordinate with your lender and settlement agency to finalize the process.



Your Superintendent

Graystone's Head of Construction, Armon Webb (left), keeps his superintendent, Tony Swift (not pictured) under a watchful eye: Armon assigns your superintendent based on the location and technical aspects of your home to ensure that you get the right "man" for the job.

The Permitting Process

Your superintendent deals directly with city and county officials to ensure that all of the proper steps in order to satisfy building and zoning regulations. He coordinates the various permits and inspections required to build your home. The first step is to obtain the well & septic permits. Then we apply for the zoning and building permits. Finally, she obtains the occupancy permit that will allow you to move in to your new home.



Purchasing

Linda Clatterbuck works behind the scenes to bring the individual components of your home together. Linda negotiates with subcontractors and vendors to ensure that we receive the best possible price on the materials for your home and then coordinates the delivery between the supplier and your superintendent. Our meticulous purchasing system enables us to order only the quantities needed for your home, thereby reducing both cost and construction waste. Linda's work enables us to maintain efficient cost control which equates to competitive proposal and contract prices to you, our customer.



The Site Walk

You will have an active role in the process, so be sure to bring your walking shoes and dress appropriately for the weather!

During the site walk, you will meet with Anthony and your superintendent to determine exactly where your home will sit.

They will offer suggestions as to the location and layout of the driveway and the location of basement windows and door may be changed to compensate for site conditions.

If your lot is wooded and you would like to keep certain trees in place, they will be marked at this time. While we can't guarantee that we can save all of the trees that you want or that they will survive, we will make every effort to ensure that we follow your wishes.

Your home will be "staked out." This must be done after the corners of the drainfield have been marked. Stakes with colored ties will be placed at the corners of where the house will sit. The drainfield, BRL (Building Restriction Lines), topography of the lot, and the view you want are all factors considered when this is done.



The Selections Process

Linda Clatterbuck is Graystone's selections coordinator. Her job is to help you through the process of selecting your home's cabinets, kitchen design, floor coverings, electrical fixtures, plumbing fixtures, appliances, paint colors and more! The entire process usually takes around three visits.

You will visit our Selections Center – a design showcase where you can see many of the products that we use in our homes. Graystone's "standard" products are not the normal builder standard – our "standard" products are the quality that many builders offer only as costly "upgrades."



We pride ourselves in using the finest products and materials available. Members of our team attend the International Builder's Show yearly and we constantly research and compare available products in order to offer the best to our customers.

While Graystone does have "standard" products, our selections process is very different from the typical home buyer's experience. We offer an extensive array of choices, but we also have the ability to integrate new and unique products brought to us by our home owners. We regularly install custom features for our homeowners such as exotic flooring, custom cabinetry, elevators, custom sound and media systems and more!





Ground Breaking

Graystone's own excavating team (affectionately called the "Dirt Dogs") consists of Ricky Bennett and J.T. Williams. They will clear your home site and dig the basement. If you would like to be present during ground breaking, you will need to let Stephanie know as she will need to keep you advised of the schedule.

The Foundation

All of our homes include a full basement (unless the homeowner specifically asks to exclude it.) If the site

allows, we include a level walk-out from the basement.

After the foundation is dug, reinforcing steel is placed according to the engineer's design. Then lightweight forms are set up with openings for windows, vents, beams, and utility connections. Once the concrete is poured into the forms, anchors are installed along the top edge of the foundation for the framers to use in order to secure the wall to the foundation. Once the concrete has hardened, the forms are removed and the concrete is treated with dampproofing. The dampproofing process involves applying an asphalt coating to seal the surface of the concrete. The draitile foundation drain is run to daylight before the excavating team returns to backfill around the foundation.



Framing



This is the most dramatic process. Your home will literally go from a hole in the ground to what can be recognized as a house!



Framing begins with the installation of the first level subfloor, followed by the walls. Graystone uses top quality glue and fasteners to secure the subfloor, which minimizes squeaks. Headers provide support across the tops of door and window openings and along the sides of the stairwells. Steel beams provide support for the floors. Solid sheathing is then applied to the frame to make the walls solid. We then cover the sheathing with Tyvek™ house wrap.

Your superintendent will regularly check to see how work is progressing and ensure correct placement and size of walls and openings. He will also check to make sure that the openings are square. If it rains or snows before your roof is complete, don't worry! The materials can withstand a considerable amount of weather.



Roofing and Exterior Trim.

Most roof designs use at least some engineered trusses (preassembled triangles composed of wood and metal parts.) The trusses are assembled in a factory and delivered to the site ready to lift into place. A crane lifts the parts into place and the framers then attach them in place. Then the OSB roof sheathing is applied to the trusses. Afterwards, holes are cut into the roof for plumbing, heating, and the fireplace (if you have one.) These holes allow for the vent pipes and a chimney. The holes are then sealed around the edges to prevent leaks. Then the roofing paper is applied beginning at the lower edges and proceeding upwards, with

each row overlapping the previous one. Flashing is installed in the angles where two planes of the roof come together. The shingles you chose during the selections process are attached and a crew installs your exterior doors, windows and fascia (boards nailed to the ends of rafters).

The Electrical Walk

During the electrical walk, you will meet with your Selections Coordinator, Superintendent, and the electrical contractor. This meeting will take place on-site. The electrician will temporarily place the electrical boxes in accordance with code and your specifications. During the walk, you will choose where to install your electrical outlets, light switches, telephone jacks, and t.v. outlets. Your Selections Coordinator will make suggestions as to the most practical placement, but the final determination is up to you (pursuant to code, of course!) Now is the time to add extra phone lines, freezer circuits, or floor outlets if you need them.

Mechanical System Rough-in

The "HVAC" (heating, ventilation, and air conditioning) system is installed in two phases. During the first phase (called the "rough-in") the mechanical subcontractors install the framework for your HVAC system - the ducts, pipes, and wires.

Graystone uses "high efficiency" Trane heating units and air conditioners in order to improve the energy efficiency of your home, which translates to additional savings in energy costs for our home owners.



When the rough mechanical work is complete, the inspections on



framing and the rough-in work will take place before insulation.

Insulation

Graystone Homes uses two types of insulation: R13 fiberglass batting (which comes in sheets) and a blown-in cellulose product. The batting (shown at right) is installed between the interior studs and the highly efficient, sound-proof cellulose is blown in for the exterior walls and attic.

Insulation is rated based on a measure of a material's thermal (heat flow) resistance called the "R-value." The higher the R-value, the more effective the insulation. Your home's energy efficiency is greatly impacted by the type and quality of insulation used. Effective insulation helps drastically reduce the amount of energy needed to keep a home warm in the winter or cool in the summer.



The R-value of the insulation alone is not enough to ensure energy efficiency. The insulation crew must make sure that crevices around doors, windows and vents are filled in properly.



Drywall

Graystone Homes uses drywall that is (1/2 inch or 5/8 inch) thick. The drywall is installed in three steps: hanging (screwing or nailing the drywall into place), taping (covering the seams with a thin tape and then coating the tape and screw heads with joint compound), and finishing. The drywall may receive some dings and dents during the completion of the home, but don't worry! We'll send someone out to patch them towards the end of the construction process.

Exterior Trim and Siding

Once the drywall is hung, the finish material (vinyl, brick, or stone siding - depending on what you chose) is applied. The crew then installs door and window trim, columns (if applicable), gutters and downspouts, corner boards and shutters. Usually, your walkway will be poured around this time.



Finish Work

The trim crew begins by setting doors. Most doors arrive as a pre-hung unit. If your contract calls for crown mould, chair rails and fireplace mantels, they will be added along with the baseboard and casing.



After the interior trim is completed, the painters are scheduled. First the painters apply a prime coat. Then they do the prep work: sanding, filling nail holes, and caulking trim to the drywall. Next, the paints and stains are carefully applied. This is followed by two finish coats. The walls are sprayed and then the enamel is applied to the woodwork first. Like the drywall, the paint can be dinged or marked during completion of your home, but don't worry! The painter will return to make touch-ups.

Next, the cabinets and countertops are installed. This is followed by floor coverings, light fixtures, appliances, hardware, shower doors, mirrors, etc.

Outside, the painter completes any exterior painting called for, such as painting or staining your front door and window trim. If you chose Hardiplank siding, the siding will be painted. The excavating crew returns to complete the "final grade" and establish the final drainage pattern.

Your yard will be hydroseeded and then covered in straw near the end of the building process.



Construction Cleaning

At the end of the building process, a cleaning crew will come out to ready your new home for your arrival. The cleaning crew will remove any leftover debris, clean the tape and paint from your windows, vacuum the floors, wipe down countertops and cabinets, and generally ensure that your home is in top shape!

The Walkthrough & Warranty Work

We've hired ProHome®, a national warranty management company to hold us accountable to national standards of construction and to remove any conflict of interest in making warranty determinations. They will contact you to arrange a time and date for your walkthrough.

During your walkthrough, a ProHome® representative will conduct the comprehensive "New Home Orientation" by demonstrating and educating you on specific components of your new home - the locations of your electrical box, water shutoff valves and many other functions within your home.

During this Walk-Through, you will have an opportunity to point out areas of concern to the ProHome® representative. The ProHome® representative will list all construction defects that do not meet the construction standards as defined in the Residential Construction Performance Guidelines on the ProHome® New Home Orientation PreClosing Walk-Through Form. Your ProHome® representative will discuss this form with you in its entirety. The signed and completed form will be submitted to your Superintendent who will schedule the appropriate trade crews to complete any remaining tasks.



The Certificate of Occupancy

Missy orders the final survey (showing the property boundaries, home, driveway, and any other improvements) in preparation for closing. Once construction is complete, the county's building department reviews the inspection records, survey, certifications, and other documents in order to issue the Certificate of Occupancy, a vital part of the closing process.

Presentation of the Keys

After all funds are received and the necessary documents are signed, you will be the proud new owner of a Graystone Home! When you stop by the Graystone Office, you will receive your keys from Whitney.

Graystone's Survey

We know that our best advertisement is a job well done and a satisfied customer. That is why we have hired an independent survey company to collect data from our customers on their experience with us. This input is invaluable to us. Through our surveys we are able to continually review and improve our process. This enables us to continue to exceed the expectations of our customers. Below are just a few of the testimonials that we have received from our customers:

"While going through the specifications of our house you left no stone unturned and made many very helpful suggestions and recommendations. When we left we felt you knew exactly what we wanted. We had just gotten a one hour off the cuff quote for another builder who we felt did not take the time or show the interest in building our home that we had hoped for. We expected your estimate to be much higher than the other builder and needless to say were very much surprised and pleased to find you quote was much lower. To tell the truth, we would have chosen you even if you were higher than the first quote because we felt you would do a top notch job, which you did." - Dr. and Mrs. Connolly

"Your ability to listen to our needs combined with your architectural prowess helped us to design our dream home down to the smallest (but important) detail." - Bob and Lisa St. Ledger

"From the day we started working with you almost eight years ago to finalize plans for our house, Betty Ann and I have never been sorry that we chose Graystone Homes. The house shows your personal touch in so many areas... We would not hesitate to recommend you as a builder to our close friends, or to anyone else who desires a quality house with a conscientious builder." - Posey B. Howell

"The quality of materials and construction were only surpassed by the dedication of your crews both in-house and sub-contractors. The best example is the crew who dragged tools and equipment to the house, on a tarp, up a 500' driveway because their vehicle couldn't get through the snow!" - Ray Albertella & Rose Thompson

"At our first meeting with you, we sensed that you are a man who values honesty, integrity and sets high standards for himself and his staff. Primarily for that reason, we came back for the second meeting and asked you to build our home. We have not been disappointed. Even when things went wrong in the day to day building process, as they inevitably will in any construction, you made every effort to make it right. Above all else, this is why we would recommend Graystone Homes." - Doug & Jan Campbell

We invite you to experience the Graystone difference!

