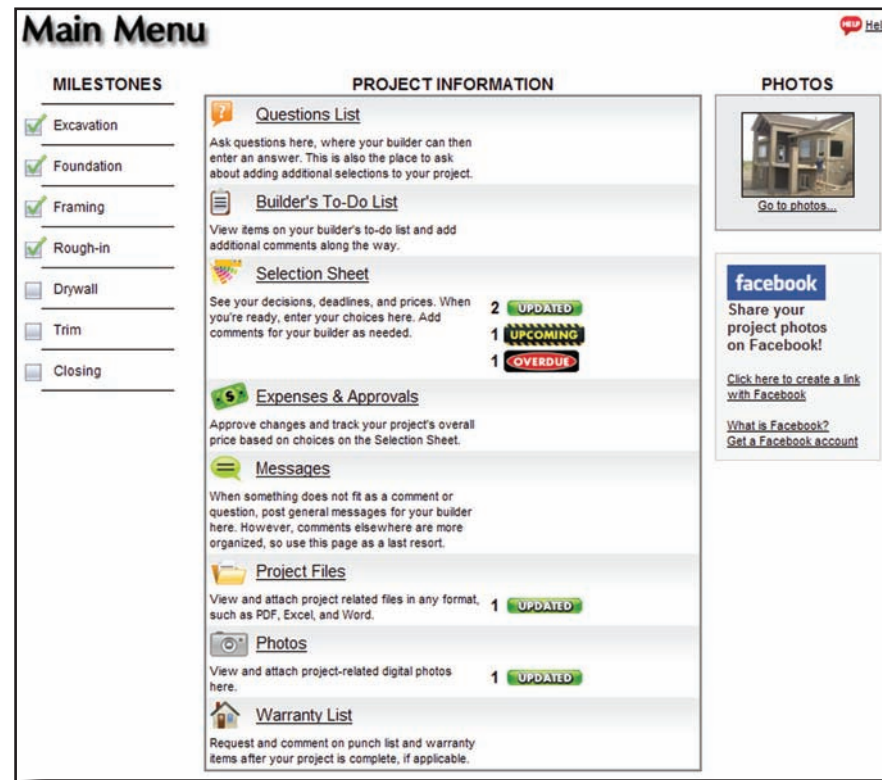




WHAT'S NEXT?

Now that you know the basics of using the website, the real fun of realizing the vision of your home begins. When you log in, the main menu gives you access to all the different areas of information about your project:

- ▶ **Selection Sheet** – This is the place to manage all of the choices and upgrades you make on your project, including seeing when certain decisions are upcoming. Click the “Make Choice” link to enter your choices. You can also view a log of any changes to a selection item and leave comments for us.
- ▶ **Expenses & Approvals** – Once you make a choice on the Selection Sheet, your decision, along with any financial implications, show up here. We may bundle some of these choices together into documents that you can approve electronically from this page.
- ▶ **Question List** – When you have a general question, post it here. Our answer will appear right next to it. As always, if you need further clarification, just add a comment to your question. Alternatively, if you have a question about an item on the selection sheet, you could instead add it as a comment on that selection item. That way, everything about that selection item is all in one place. The choice is up to you.
- ▶ **Builder’s To-Do List** – We may choose to post some to-do items on the website. You cannot add items to this list, but looking at the list can help give you an idea of how things are moving along.
- ▶ **Photos and Project Files** – Both of us can post photos and other files on these pages, along with captions for each. You can also automatically share those photos on your Facebook page.
- ▶ **Warranty List** – Once everything is complete, you can submit warranty requests on this page. You can see the status, add comments as necessary, and verify when items are complete.
- ▶ **Messages** – **This is the page of last resort.** When you simply cannot find a better place to communicate something to us, either as a question on the Question List, a choice on the Selection Sheet, or a comment anywhere else in the site, you can put it here. The Messages page is simply a chronological listing of notes back and forth with us. It is not organized by topic, so it is in everyone’s best interest to post items elsewhere, with their related topics, so they are easier to find.



Online Access
Getting Started Guide for Clients

Powered By





Congratulations on starting your new home...

To facilitate open communication about the details for your project, we will be using a web-based service called Co-construct. This website will give you a simple way to converse online, as well as track important details like selection decisions and upgrade approvals.

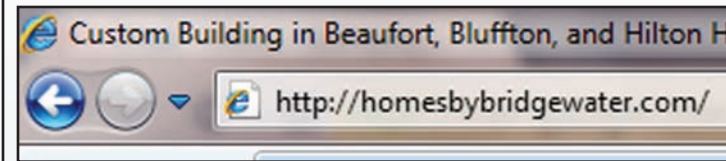
The building process requires lots of communication, and by using this website, you will help ensure that it all goes smoothly and without miscommunication. Because you can access information about your home from any web browser, whether you are at work, at home, on the road, or relaxing on vacation, you can always be connected.

Please take a moment to look over the following six tips for making the most of this online service. By keeping these in mind, you can focus on what's really important – your new home!

6 TIPS FOR A GREAT ONLINE BUILDING EXPERIENCE

#1 – ACCESSING THE SITE

Once we create your account, you will receive an e-mail with a randomly generated password. Follow the instructions in the e-mail and go to www.homesbybridgewater.com. Use the password to log into the site. After logging in, click the “Personal Settings” link to create a more memorable password.



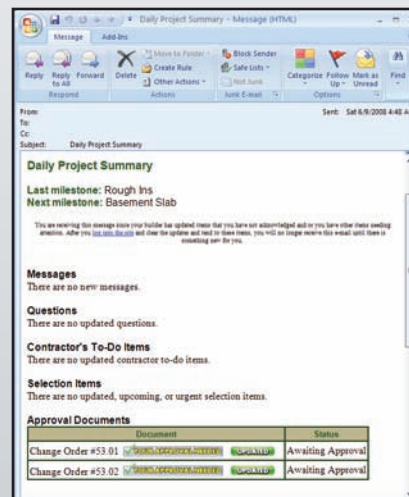
All of the information about your home can be accessed from anywhere with a web connection using your login.

#2 – DAILY E-MAILS

If there are items that you need to see or deal with in the site, you will receive an e-mail each morning to keep you informed. Examples could be an updated comment from us or a selection decision that is overdue. You should log into the site and take care of those items.

To keep you abreast of the many details of your project, you will receive this e-mail each day as long as something needs your attention. Please be sure to log into the site to tend to these items. It will keep your project on track and prevent you from receiving needless daily updates. On your Personal Settings page, you can also choose to receive real-time alerts.

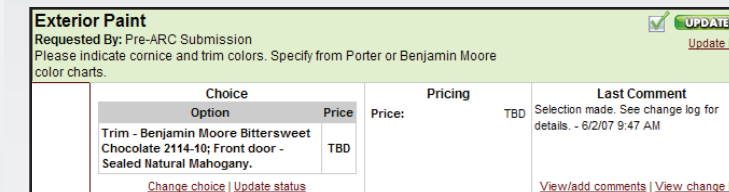
Daily e-mails inform you of changes about your home. Be sure to log in periodically to address these items. You will continue to receive these daily e-mail reminders until you do.



#3 – CLEARING UPDATES

When we make a change on your project, the site will flag the item with an “Updated” icon so you know about it. To make sure you do not overlook any of these important details, the item will remain marked as “Updated” until you log into the site and click on the “Updated” icon. That will make the icon go away. Of course, the information in the site will still be there for your future reference.

If you have updated items in the site, then they will be included in your daily e-mail. It only takes a moment to log into the site to clear those updates. Doing so will make it easier for you to notice new updates and will prevent you from receiving unnecessary e-mail.



If we change an item, you will see an “Updated” icon on it. After reading the update, click the icon to make it go away. For example, the above selection item has been changed. The comments section shows that the selection choice has been updated.

#4 – WHO CAN CLEAR UPDATES?

If your building project involves another person, both of you will likely have your own logins. That helps everyone keep track of who says what. However, only one of you will have the ability to click the “Updated” icons to make them go away. Let us know who should have that ability.

Instead of using e-mail, which can be hard to keep organized, comments let us have conversations about a particular topic, like a selection choice. Use comments whenever possible so you can easily find information later.

Existing Comments	
Michael Smith	9/2/08 3:05 PM
As previously discussed, we'll get John and the fireplace vendor there soon to resolve. I will let you know as soon as I can tie it down.	
Jane Brement	9/1/08 8:19 PM
Any idea when you all will be able to get this fixed?	
Michael Smith	8/17/08 7:54 AM
OK. We had some issues with wind at another home, but this sounds like something different. I'll let you know what I can find out.	
Jane Brement	8/16/08 12:34 PM
I'm not positive, but it has happened so many times that surely it hasn't been windy each time.	
Michael Smith	8/16/08 10:42 AM
Does this happen only when it is windy, or at any time?	
Michael Smith	8/15/08 3:04 PM
Item accepted	

#5 – USE COMMENTS TO KEEP YOUR CONVERSATIONS ORGANIZED

You will have many conversations about lots of topics with us, and the website will help you keep them organized. In addition to using the Questions List for asking questions and the Warranty List for making warranty requests, you will see that most items in the site have a link for “View/add comments.”

For example, if you have something to say to us about the kitchen tile on the Selection Sheet, click the comments link and then type in your comment. We will respond by doing the same thing. Over time, you will see how the comments page keeps the entire conversation about the kitchen tile all in one place, no matter who said what or when. The next time you need to reference something in that conversation, you will know exactly where to find it. Of course, when we reply to your comment, the site will flag that item as “Updated.”

#6 – NO MORE E-MAIL

As you will see, this website lets you keep all of your information – selections, approvals, questions, conversations, photos, documents, and more – in one place to help stop any wasted time or miscommunication. For

that reason, you should always use the website, rather than e-mail, when you need to communicate electronically with us. That means no more searching through your inbox to find the latest information. Just hop online.