



TERMS AND CONDITIONS

1. Initial Consultation

- Understand the client's vision, needs, and budget for the custom home.
- Review site conditions, including topography and surveys, to assess design opportunities and constraints.

2. Preliminary Design

- Develop initial architectural drawings and design concepts based on client preferences.
- Present conceptual sketches and floor plan options for client feedback.

3. Design Review

- Refine preliminary designs based on client input.
- Finalize the layout, room configurations, and aesthetic direction.
- Provide initial elevations, floor plans, and design details for client review.

4. Materials and Finishes

- Discuss options for materials, finishes, windows, doors, and fixtures with the client.

5. Design Development

- Develop comprehensive architectural plans, including elevations, sections, and critical design features.
- Create detailed construction documents, ensuring they include complete plans, elevations, and specifications.
- Refine material selections and design details to meet client goals.

6. Construction Documentation

- Oversee the creation of all architectural plans and construction documents.
- Assist in preparing and submitting necessary documents for permitting approval.
- Coordinate with external consultants (e.g., engineers, surveyors) to integrate their input into the design.

7. Client Review and Design Oversight During Construction

- Hold regular meetings to review design progress and make adjustments.
- Provide architectural input and clarification during construction.
- Conduct periodic site visits to ensure adherence to the approved design.

8. Consultant Coordination

- Work with external consultants (e.g., engineers, surveyors) to integrate their input into the design.

9. Client Support and Advocacy

- Provide referrals for services like land surveys, topographical services, and specialized contractors.
- Provide tender process selection by providing specifications for takeoffs, budgeting and contractor bids.
- Guide clients through HOA submissions and approvals, addressing project-specific inquiries.
- Conduct regular check-ins to provide updates, answer questions, and clarify next steps.

10. Project Board and Documentation Management

- Maintain comprehensive records of client interactions, project updates, and team communications.
- Provide regular progress reports to clients, informing them of the current status and future actions.
- Manage the project board with up-to-date communications, design updates, and HOA messages.

Design Project Team Responsibilities

- Act as the initial and primary account liaison between the client and Reynard Custom Homes' designer(s), ensuring precise and timely communication.
- Manage client relationships and expectations prior to the design process including billing questions.
- Schedule additional meetings to resolve issues or discuss changes to the agreement including additional services.
- Ensure all requested parties approved by the client have access to necessary project details and the project board.
- Oversee the client onboarding process to ensure a successful start to the project.

- Schedule and facilitate meetings with internal teams and subcontractors to align on project milestones and updates.
- Facilitate regular team meetings to review progress and ensure alignment between clients and subcontractors.
- Support clients at both the beginning and end of the project, offering clear guidance and handling final concerns during off-boarding to ensure a successful completion of the project.
- Provide requested and scheduled tutorials to clients and subcontractors on using Reynard's project management system.
- Scheduling and managing the Off-Boarding Process at the close of the Design Project and ensure the client has received and approved all finalized construction documents.

Exceptions to the Scope of Work

The following duties and services are **not included** in the Scope of Work

- Construction management, supervision, or quality assurance.
- Site preparation, grading, site visits or landscape documentation/design.
- Resolving construction-related issues or disputes.
- Processing construction payments or managing the construction budget.
- Securing building permits beyond submitting design documents.
- Post-construction services, such as final inspections or punch list management or subcontractor/contractor communications.
- Completing necessary paperwork for new builds, county requirements, and HOA documentation.
- Handle client-related fees and schedule any work associated with the client's build site or property.

Terms and Conditions

1. **Governing Law:** This agreement is governed by the laws of the State of Georgia and applicable federal regulations. Any legal proceedings related to this contract must be filed in Georgia.
2. **Intellectual Property:** Reynard Architectural Designs, LLC (dba Reynard Custom Homes) retains all intellectual property rights for all designs, floorplans, layouts, renderings, and media produced during the project. The client is granted a limited license to use the final design documents solely for the construction of the specified home.

3. **No Construction Liability:** Reynard Custom Homes provides architectural design services only and assumes no responsibility for the construction process or the final home construction. Reynard Custom Homes is not responsible for:
 - Construction quality or defects.
 - Construction management or supervision.
 - Compliance with building codes during construction.
 - Delays or errors during construction.
1. **Construction:** All construction-related issues must be addressed with the contractor or builder responsible for the project.
2. **Limitation of Liability:** Reynard Custom Homes' liability is limited to the design services provided under this agreement. The company is not liable for indirect or consequential damages, including construction delays, defects, or budget overruns.
3. **Amendments:** Any modifications to this contract must be agreed upon in writing by both parties.
4. **Payment:** All sales are final with no refunds. Down payments for each phase ensure the Reynard Architectural Designs LLC is responsible solely for the duties, services, and deliverables outlined in this agreement.

Client Responsibilities

- Provide necessary site documentation, including surveys and geotechnical reports.
- Engage external consultants (e.g., structural engineers, landscape designers) as needed.
- Provide timely feedback on design decisions to avoid project delays.
- Obtain permits and approvals from municipalities unless otherwise specified.

This agreement focuses exclusively on the architectural design phase, with clear responsibilities outlined to ensure smooth project execution.