



EXTERIOR RENOVATIONS & NEW CONSTRUCTION

## Online Access for Clients

Building your new home is an exciting and important endeavour, and Topline Builders wants the process to be as smooth and enjoyable as possible. That is why we provide each of our clients with access to a secure website with all of the details of their new home.

Whether you are at home, at work, on the road, or on vacation, Topline Builders puts information at your fingertips about your selections, upgrades, financial decisions, questions, documents, photos, and more.

Look at the examples below to see just a few of the ways our online client access keeps you in touch and well-informed during the construction of your new home.

## SELECTIONS AND APPROVALS MADE EASY...

**09 Windows & Exterior Doors**

**9.04 Garage Doors - Manufacturer, Product, Style and Color**  
Requested by: Deyan (Fri, Wednesday, Jul 21, 2010)

Client Information

See CH Doors: <http://www.chdoors.com> or Clopay Doors: <http://www.clopaydoor.com> for ideas.

| Choice                                        | Price      |
|-----------------------------------------------|------------|
| #1 Clopay Coachman C23 Sidelites per drawings | \$2,044.80 |
| #2 Clopay Coachman C23 Sidelites with windows | \$2,728.73 |

Assigned to Change Order #1 - Draft

**10 Exterior Finishes**

**10.02 Exterior siding color**  
Requested by Thursday, Mar 21, 2010

Owner may choose from manufacturer's standard colors.

### ▲ Selection Sheet

Review what selection choices you have made and see what decisions are coming up next.

**Change Order #2**  
Status: Awaiting Approval

Document Date: Wednesday, June 02, 2010  
Contract Date: 12/2/2009

This change order is binding under your original sales contract, per section 12.

| Line Items          | Selection | Choice | Price | Allowance | Difference        |
|---------------------|-----------|--------|-------|-----------|-------------------|
| Enlarge powder bath |           |        |       |           | \$2,345.00        |
| <b>Total</b>        |           |        |       |           | <b>\$2,345.00</b> |

**Effect on Contract Total**

Original contract total \$675,000.00  
Total from this document \$2,345.00  
New contract total\* \$677,345.00

\*May not include other documents that have been approved since this document was created

Terms: Due on approval

**Approvals**

| Status            | By             | Role      |
|-------------------|----------------|-----------|
| Awaiting Approval | Patricia Cuddy | Purchaser |
| Awaiting Approval | Denny Wyatt    | Seller    |

### ▲ Electronic Approvals

View and approve upgrades online without having to fax or mail signed documents back and forth.

**Base Price** \$606,152.00

**Change Orders (3)** \$13,899.43

**Change Order #1**  
Status: Approved - Billed  
New Change Order \$15,308.33

**Change Order #2**  
Status: Approved - Billed  
New Change Order -\$1,977.00

| Category                     | Selection | Choice                                                 | Price  | Allowance | Difference         |
|------------------------------|-----------|--------------------------------------------------------|--------|-----------|--------------------|
| 33 - Design Center           | Standard  | Changed from 3.45 wide plank to 2 - 1/4" wide includes |        |           | -\$1,977.00        |
| Subtotal                     |           |                                                        |        |           | -\$1,977.00        |
|                              |           | Note: Includes Builder's fees                          | \$0.00 |           | \$0.00             |
| <b>Change Order #2 Total</b> |           |                                                        |        |           | <b>-\$1,977.00</b> |

**Change Order #3**  
Status: Approved - Billed  
New Change Order \$568.10

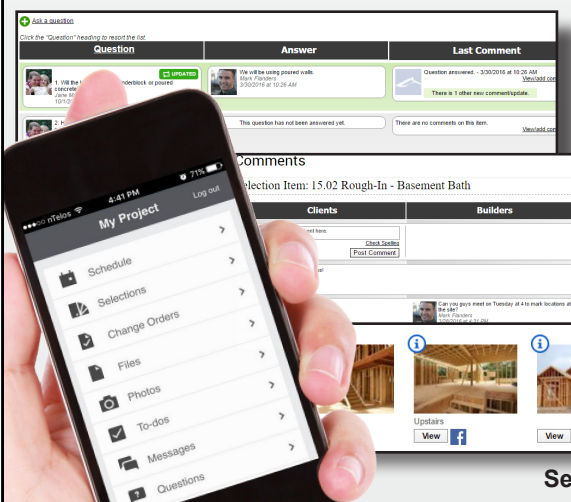
**Locked Selection Items (105)** \$0.00

**Total Price** \$620,051.43

### ▲ Up-to-date Financial Total

Check a running total, in real-time, of the financial decisions you have made on your new home.

## ... AND SIMPLE COMMUNICATION FOR EVERYONE



In addition, all of your other communications are kept organised in one place:

- Questions & Answers
- Comments
- Photos
- Documents
- Project Milestones



See the back for more details...



780-902-2498  
toplinebuilders.ca



## A SIMPLE WAY TO ACCESS YOUR INFORMATION IN ONE PLACE...

It starts by entering your personal login information at [www.toplinebuilders.ca](http://www.toplinebuilders.ca).  
From there, you have access to the following areas and more.

### Selection Sheet... See choices and stay on schedule

The site organises selection items on a single colour-coded list, displayed with all of the pertinent allowance, pricing, and other helpful information. Upcoming selections are automatically flagged to help keep you on schedule. With just a few clicks, you can enter your choices.

### Expenses & Change Orders... Eliminate "sticker shock"

Every decision made on the selection sheet is automatically reflected on the expenses page. With a single click, you can see how each of your choices have affected the final price of your home. If you need to approve a change order, you can do it electronically, saving you the time and hassle of faxing or mailing signatures to your builder.

### Milestones... Understand the next steps

Building a home is an involved process, so the site will show you a list of major milestones on your project. You can check the progress made so far and see what steps are coming up next.

### Questions List... Never lose answers to your questions

Over the course of a project, you will have lots of questions, and this site will help you keep all of those questions, and your builder's answers, organised and in one place. Simply enter your questions here, and your builder's responses will be listed right next to them.

### Builder's To-Do List... See items as they happen

Your builder may choose to post some to-do items on the website. While you cannot add items to this list, viewing it can help give you an idea of how things are moving along on your home.

### Comments, Photos, and Files... Stop jumbled e-mails

As your home progresses, you will need to have "conversations" about certain items, like asking for clarification on a selection or providing an update on a warranty request. Rather than using e-mail, you can add comments to many of the items in the site. Comments group these conversations together with the items to which they relate, which keeps information organised and available to everyone, cutting down on misunderstandings. You and your builder can also attach photos and files.

### Warranty List... Easily track loose ends

Once your home is complete, you can submit warranty requests online. You can come back to the site to check the status, add comments as necessary, and then verify when they are complete.

### E-mail Updates... Let new information come to you

You can access the website at any time, but if there is something updated that you need to see on the site, you will also receive an e-mail each morning letting you know.

| Question                                                                                            | Answer                                                                    | Last Comment                                                                  |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1. Will the basement use cinderblock or poured concrete?<br>Jane Maples<br>10/12/2015 at 9:47 AM    | It will be using poured walls.<br>Mark Flanders<br>10/20/2015 at 10:25 AM | Question answered - 3/30/2016 at 10:25 AM<br>There is 1 other new comment(s). |
| 2. How many recessed lights are included in the base price?<br>Jane Maples<br>10/12/2015 at 9:47 AM | This question has not been answered yet.                                  | There are no comments on this item.                                           |

▲ The questions list saves all of your questions, and your builder's answers, in one, easy-to-find place.

| Choice                                        | Price      |
|-----------------------------------------------|------------|
| #1 Clopay Coachman CF23 Sandtone per drawings | \$2,054.80 |
| #2 Clopay Coachman CF23 Sandtone with windows | \$2,739.73 |

▲ The selection sheet shows real-time info and prominently marks upcoming selections to keep everyone on schedule.

| Base Price                                                        | \$606,152.00        |
|-------------------------------------------------------------------|---------------------|
| <b>Change Orders (3)</b>                                          | <b>\$13,899.43</b>  |
| Change Order #1<br>Status: Approved - Billed<br>View Change Order | \$15,308.33         |
| Change Order #2<br>Status: Approved - Billed<br>View Change Order | -\$1,977.00         |
| Change Order #3<br>Status: Approved - Billed<br>View Change Order | \$568.10            |
| <b>Locked Selection Items (105)</b>                               | <b>\$0.00</b>       |
| <b>Total Price</b>                                                | <b>\$620,051.43</b> |

▲ The expenses page automatically shows how selection choices and change orders affect the final project price.

| Sublist | Entered    | Completed  | Item                                                                                                              | Last Comment                                                                     | Verify    |
|---------|------------|------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------|
| 30 Day  | 9/12/2015  | 9/15/2015  | The deadbolt on the door to the garage will not latch anymore -- it seems like it is no longer wired properly.    | Item completion verified - Jane Maples - 9/15/2015 10:41 AM<br>View/add comments | Completed |
| 30 Day  | 10/12/2015 | 10/10/2015 | I have some water leaking out from under the HVAC unit in the basement. I attached a photo in the photos section. | Item completed - Mark Flanders - 10/10/2015 11:54 AM<br>View/add comments        | Completed |

▲ The warranty list lets you request new items and verify items once they are complete.