



# VAN CLEAVE

CONSTRUCTION, REMODELING, AND DESIGN

Thank you for inviting us into your home and considering Van Cleave Construction, Remodeling, & Design for your project. Please read through the info below and complete prior to our meeting.

## First Meeting Agenda

**Goals:** The primary goals of this meeting are to learn more about you and your project and to answer your questions about the Van Cleave process. Additionally, we'd like to determine if Van Cleave Construction, Remodeling, & Design is a good fit for you and your project. Although it is always tempting, few details about design solutions will be discussed at this first meeting.

### Agenda Items:

- **Tour your home** with a focus on the proposed project area.
- **Your project details**
  - What are the problems and issues you want to solve through a remodel? Please list the top 3 design issues you'd like to solve, for example, "not enough storage space in our kitchen" rather than "I'd like marble countertops":
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
- **Van Cleave Construction, Remodeling, & Design's process:**
  - Discuss whether your project goals align with your budget.
  - Van Cleave aims to help find an option to address and align your design issues with your budget.
- Please list any questions you may have about the design build process:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Discuss what criteria are most important for you in choosing a professional for your remodeling project.



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## Next steps:

- Depending on the decision regarding your project's needs and Van Cleave Construction, Remodeling, & Design's services, one of three things typically happens next:
  - Authorize a Design Agreement to move forward with creating drawings and preliminary proposal with scope of work. There is a fee for this, reference the Design Process attachment.
  - Schedule a second meeting. Sometimes the financial investment is more than you would like at this time, and it may be beneficial to schedule a follow-up meeting to further explore a less involved plan.
  - Determine that our services don't fit your needs. It is OK to say no if you decide we are not a match. Please feel free to do so. We welcome the feedback as to why you don't feel Van Cleave would be a good fit for your project. Likewise, we will tell you if Van Cleave is not a good fit for your project.

## Making the most of our time together:

- Life is busy. If your schedule changes, please let us know at your earliest convenience to re-schedule the meeting. And, because we need to learn about all of your project's concerns and issues, it is important that all decision makers involved are present at this first meeting.
- The meeting will last approximately 30-60 minutes and requires focused time that will help the Van Cleave team can learn about your needs and goals. Anything you can do to keep the interruptions to a minimum will be greatly appreciated, for example, letting incoming calls go to voicemail, scheduling the meeting during "quiet time" for children, etc.