

# Process Overview: Working with Module



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## PROCESS OVERVIEW: WORKING WITH MODULE

This purpose of this guide is to provide an overview of Module's vertical construction turnkey service. It covers the four project phases shown below and defines roles, responsibilities and payment milestones for each. The collaboration will depend greatly on the development stage, selections, location and market conditions of the project. Please use this document as a guide and reference for further discussions with the Module team.

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### Payment Milestones



Payment milestones are indicated by this icon. Refer to the adjacent copy for more information on what the fee covers.



# Phase 1 Pre-Development



## Is Module a good fit for your project?

Answering this question is the goal of the first phase. Here is how we get there:



### Letter of Intent (LOI)

Module will require the project developer to sign an LOI acknowledging that an exploratory relationship has been entered. The LOI will also act as a consumer disclosure for the developer. A pre-development deposit will be required at this time and covers all the costs associated with Phase 1.

### Modular Feasibility Study

The Module team will conduct a high level Modular construction feasibility study to assess the site. The evaluation will include the following:

- Module will coordinate with a modular truck driver to review the transportation route.
- Module will coordinate with a crane operator to assess site access and evaluate staging, parking, utility lines, trees, etc.

### High Level Modular Estimate

The project developer will provide a site plan and design concept to inform the cost estimate. The high level estimate will not require bid requests, these will occur as the project progresses.

**Module Standard Spec:** For this phase, Module's standard developer spec will be used. The spec will be constantly updated to reflect market conditions.

If the project passes the Modular Feasibility Study and the High Level Estimate is in the ball park, then Module is a good fit! On to Phase 2.

**Note:** If the project is in an earlier stage of pre-development, Module will rely on local professionals to complete a zoning and massing study for a nominal fee. The local professional will be familiar with local codes and development processes, for example, if local municipalities have additional building/construction requirements for projects using off-site construction.

# Phase 2

## Pre-Construction



### Design & Permitting

The steps in this phase will prepare the project for construction.



#### Pre-Construction Contract

After the contract for this phase has been signed, a payment will be due. The pre-construction deposit accounts for 30-50% of the fees accrued in this phase, depending on the project size and project scope.

#### Design Development

Module's design team will work with the developer to select a standard design or modify a design for manufacture.

#### Zoning Approval

The project developer will apply for local zoning approval. Schematic drawings will be required for submission. If the developer does not have an architect on their team, then a local Module design partner can assist in the zoning approval process.



#### Drawings for Local & State Permits

Module will provide a complete drawing set from the factory for approval. The project developer can utilize these drawings when submitting for a local building permit. Module will coordinate third party structural engineering and state approval through the modular factory. After state permits are acquired, the balance for this phase will be due.

#### Selections & Factory Pricing

Module will help the developer to refine selections to fit within the project budget. After the selections are made and the factory drawings have been approved, detailed pricing will be provided.

#### Construction Management Plan

Module will assist the developer in creating a successful construction management plan for the development team. The plan will include a detailed breakdown of project scope and responsibilities.

# Phase 3 Construction



## Breaking Ground to Occupancy

Construction can begin after building permits have been secured. Below is an overview of the services that Module provides during this phase.



### Placing Orders & Project Timeline

Module will review and confirm orders with the factory and suppliers after construction financing closes. The modular deposit will be due upon approval and will reserve a spot for the project on the factory line. This milestone will inform the overall project timeline. Module will keep close tabs on progress in the factory and coordinate the project timeline with the rest of the development team.

### Quality Assurance

Module manages construction in the factory through close communication and frequent visits during critical phases of production. The modular boxes are triple checked before leaving the manufacturing facility to be delivered to the site.

### Foundations

The project developer is responsible for completing the foundations as specified and clearing the site for modular set day. Module will inspect the foundations and site for compliance.



### Modular Delivery, Set Crew & Crane

Module will coordinate the delivery of the modular boxes and hire the set crew and crane for installation. After the set is complete, the remainder of the modular fee will be due, including the expenses for the set crew and crane.

### Finishing

If this step is required by the pre-determined project scope, Module will utilize local construction partners and coordinate on-site finishing of the units.



### Punch List & Final Payment

Post finishing, Module and the project developer will schedule a walk-through to develop a punch list. It is Module's responsibility to coordinate the completion of punch list items. Upon completion, the final payment is due (if applicable).

# Phase 4

## Post-Construction



### Warranties & Check-Ins

#### Warranties

Module will share a complete warranty with the project developer.

#### Follow-Ups

Module will complete regular follow ups on the modular components. 60 days and 360 days are standard.

#### Customer Care

Module will coordinate the sending of automatic emails to collect usage information on the homes. This data is used to ensure that everything is in working order and to collect customer feedback to continuously improve upon the Module product.