

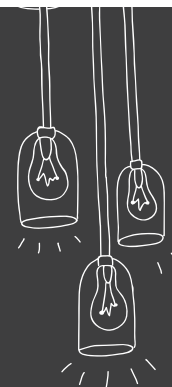


McKEE HOMES

Your Milestone Handbook

A book to help guide you through the journey
of building your new dream home.





Our Vision

To be the most highly sought after builder in our chosen markets.

It's not about being popular, it's about dedication, skill, and a passion for customer service. It's about helping to build the communities that make our city a great place to live. The natural result of a job well done: many happy McKee homeowners.

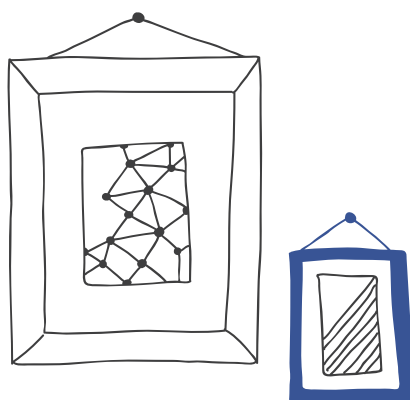
Your family home has been our family business for over 30 years. We build our company values of honesty, quality and integrity into every McKee Home, and we continually strive to design and build the best homes you can buy.



Rob, Elaine and Grace

"May your walls know joy;
may every room hold
laughter and every window
open to great possibility."

Mary Anne Radmacher-Hershey



The story of your
home starts here
and we couldn't be
happier to be a
part of your story.

Quality, integrity, honesty



About us

Since inception in February 1987, our mandate at McKee Homes has been to supply modern homes with craftsmanship and dedication to quality. You, the customer, look to us as builders to provide shelter for you and your family, to deal with you in a forthright manner, and to guarantee the product we supply.

At McKee Homes, we strive to meet your needs from a construction perspective as well as with the support you will need throughout your decision making process, and with the warranty on your completed home.

A home purchase is likely the largest investment a family will make in a lifetime. It is our pleasure to assist you in planning the design, the location, the right mortgage company and the many other decisions that must be made throughout the construction of your new home. McKee Homes offers a comprehensive package combining confidential financing information, colour consulting, design alterations and expert knowledge. **Let us build you a home you will be proud of for years to come. Let us build you a McKee Home.**

Our Mission

Crafting exceptional homes for our valued customers.

Home building isn't a job here at McKee Homes, it's more like a calling. Our mission statement reflects that. It's a simple statement of why we come to work every day: to bring the highest possible degree of craftsmanship and service to each home we build for you, our valued customers.



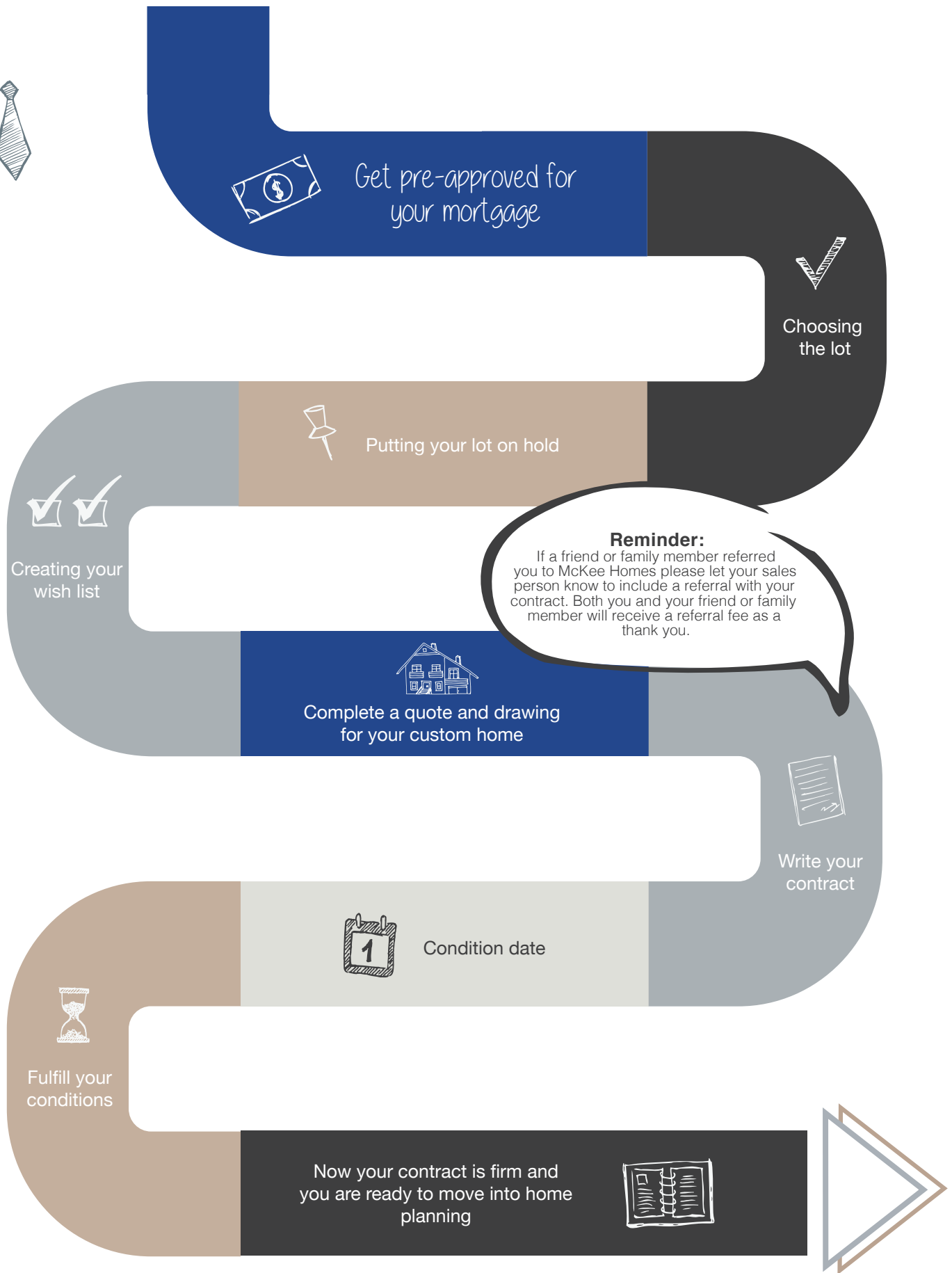
Our Family Story

Martin McKee, founder of McKee Homes and dad to Elaine McKee Doel and Grace McKee, started building homes in Airdrie in 1987. With each new home he built his reputation, and his company. That company helped build the city we call home. Today, everyone at McKee Homes remains proud of our company's Airdrie roots, and true to our founder's values of quality, integrity and honesty.

We're honoured to continue Martin's traditions, building fine family homes for our neighbours, and reaching our mission of "crafting exceptional homes for our valued customers" and our vision "to be the most highly sought after homebuilder in our chosen markets". Thank you to all of our valued customers through our thirty years of business.



sale process



key players



Alexandra



Megan



Brandon



Doug

By now you have probably visited a number of showhomes and have a good idea of what you are looking for in your new home.

This is an exciting time! You may have narrowed down your search to a specific community or a couple of different communities and are most likely dreaming of that perfect new home. There is a lot to think about and our highly trained sales team is here to help guide you through the important decisions.

Note:

It is important to note that each community is created by a developer and that developer has requirements for the exterior of every home on every lot. The developer does this to ensure that your investment is protected and your community will have a consistent look and feel.

It's time to get pre-approved for your mortgage. Talking to your lender or mortgage broker early allows you to have a clear picture of your affordability and lets us be able to best guide you to selecting a new home that will best suit your needs.



Choosing the lot. Choosing your lot is sometimes even more important than the floor plan you choose. Let your sales representative assist you in understanding what lot will accommodate which floor plan and how each lot is a little different. There are plenty of things to consider when choosing your new address.



Putting your lot on hold. This \$1000 deposit holds your lot for 3 weeks while you work through your next steps. This deposit is fully refundable should you choose not to proceed.



Creating your wish list. Dream big and think of all of things that you would love to change in your current home. What spaces do you wish you had, what spaces do you love and would hate to give up. Start collecting pictures of the style and look you want in your new home. Your sales representative will have a wish list meeting with you to help you decide which floor plan and specification will check off your list the best.

Our office will complete a quote and drawing for your custom home. Expect that this may take between 3-7 business days to complete. Your sales representative will let you know as soon as it is ready and will book a meeting with you to review. In this meeting you can discuss possible revisions and in most cases a second (or third) quote and drawing may be required. We want to ensure that we have met all of your requirements and you are satisfied with the plan developed for you.



Write your contract. Your sales representative will walk you through the standard new home warranty contract and supplementary documents that personalize your contract.



Fulfill your conditions. Almost all contracts will have conditions to protect you as a buyer. All conditions must be satisfied or fulfilled by a certain date and your sales representative will ensure that you are aware of your obligations to complete this.

Once you have met all of the conditions to your contract your contract is considered firm and you are ready to move into home planning.

At this time you may have an additional deposit due. Please check with your sale representative. It is important to note that McKee Homes provides pre-possession insurance through The Alberta New Home Warranty Program. This insurance is paid by McKee Homes and protects your deposits to a maximum of \$100,000.



Heather



Nancy



Rita



Steven



checklist

Pre-approval

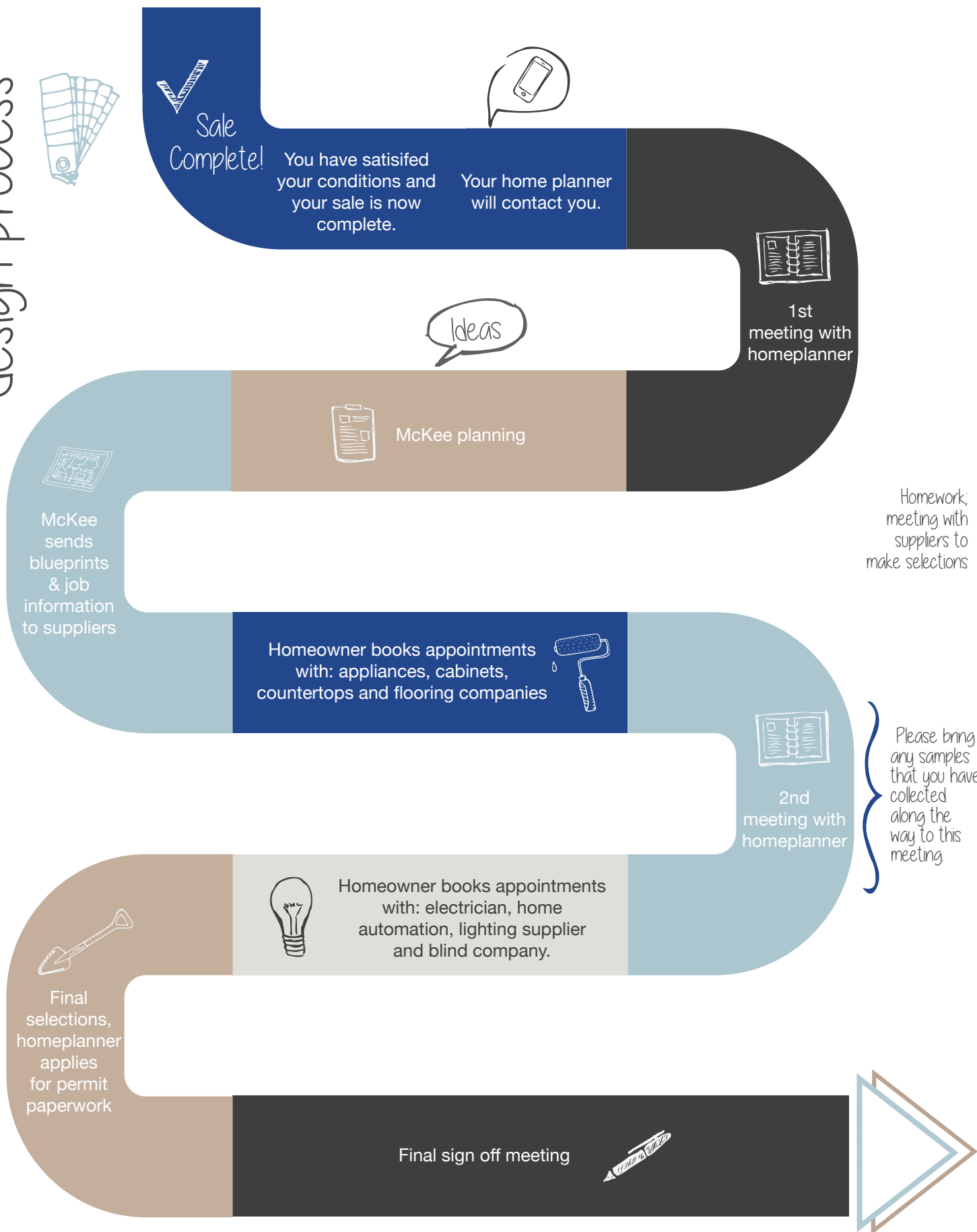
Pick lot

Pick Model

Condition Date

What do you think your favourite room in the house will be?

design process



key players



Ashley



Wendy



Alex

Your home planning meetings will take place at the McKee Business Center during regular business hours.

Monday - Friday from 8:00-4:30pm



Preparing for your first home planning meeting.

You - Remember those idea pictures that you took to the showhome when you and your sales representative were first talking about your wish list for your new home? Gather those and bring them with you to share with your home planner. In your first meeting you will be reviewing your floor plans and making decisions about the exterior of your house including colors and elevation. You will be selecting your exterior doors and windows as well as talking about your heating system and insulation details.

McKee - As soon as your contract was firm the sales department handed your file to the home planning department and they got to work right away! The in house drafting department started your blueprints and your home planner started creating your job control, both are very important documents in regards to the construction of your new home. We make every effort to have these documents ready to review with you when you arrive for your first meeting.



Your vision is starting to come together.

You - You have just left your first home planning meeting and your home planner has given you some home work, a list of suppliers to set meetings with and start your selection process. In the coming weeks you will be selecting your appliances, cabinets, counter tops, flooring and paint.

McKee - You have just left your first home planning meeting and now your home planner has a lot to do! First we need to get approval from the developer for your selections of exterior colors and elevation so we will be submitting this right away. Next we need to order your window and exterior door package, as well as your flooring and roof trusses. We are also applying for the heat loss report, the energy modeling and requesting the engineering all so that we can apply for the permits to get started on construction as soon as all of your selections are complete.



Progress review and the next steps

You - It's time for your second home planning meeting. As you have probably figured out, your home planner is available by phone or email to support you as you work through your supplier meetings. This second meeting is the opportunity to talk about the choices you have made with suppliers. During this meeting your home planner will also be taking you through the rest of our design center to complete selections with you like plumbing fixtures, bathroom hardware, interior doors and trim packages, as well as fireplace surrounds and railing details.

McKee - In preparation for your second home planning meeting your home planner has been in constant contact with the suppliers as you have been making your selections. They have been working to ensure that pricing is getting conveyed to you in a timely matter, preparing any changes for your review and keeping that ever important job control updated with your finalized selections.



There is a home planning finish line in sight!

You - The picture is becoming clearer everyday and we know from experience that you are probably excited and a little tired at this point but we can assure you that all of the hours you are committing are what is going to make your new home special and custom to you.

McKee - As you are completing your final selection meetings your home planner is compiling all of the information while making sure that no detail is overlooked. In preparation for your final home planning meeting your home planner will complete your sign off package which details all of the selections you have made and compiled into one document for your review and approval. Once your final sign off is complete we are ready to send your completed job control and blueprints into the field so you can start to see your hard work come to fruition.

appointments



My 1st home planning meeting



3 hrs

Appliance appointment



1 hr

Cabinet appointment



1-2 hrs

Countertop selection appointment



0.5 hr

Flooring selection appointment



2-3hrs

My 2nd home planning meeting



2-3hrs

Electrical planning appointment



2 hrs

Home automation planning appointment



1-2 hrs

Lighting fixture appointment



2 hrs

Window covering appointment



1 hr

My final sign off meeting



2 hrs

construction



Dig that Hole!



Planning and permits



Foundation



Framing



Drywall
Hey! Safety first we say.



Finishing



Let's set a date!



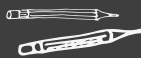
Cabinets



Paint

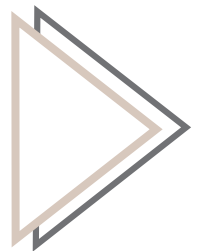


Flooring and Finals



Final Polish

Our quality assurance specialist is inspecting your home to ensure it meets our high standards.



key players



Derek



James



Jason



Marco



Sheri

Reminder, this is a McKee Homes construction site and for your safety you are not permitted to enter the site (including lot) without representation at **any** time.
No children are permitted on site.

You've made it to construction.

You've put in a lot of work and now it's time to let us do the heavy lifting, quite literally. As soon as your final sign off happened with your home planner your "job" was sent out to the field and we are now busy getting ready to put that hole in the ground and see what you have created.

The path of construction can sometimes seem confusing so to help guide you through this stage we will assign you a construction liaison who will periodically email you status updates while your construction progresses. They are also a great point of contact if you have a question and aren't sure who to ask, they will make sure the correct person addresses your concern.

Dig that hole!



Planning



Foundation



Framing



As construction starts a new excitement is fostered and you are probably anxious to see how your ideas are taking shape but for your safety please remember that the entire homesite is a construction zone and it is imperative that you do not enter this site without McKee representation. Throughout the construction stage you will be given the opportunity to attend multiple walk throughs with a member of the McKee team. It is not a requirement but if you wish to do so now is a great time to purchase your own hard hat and steel toed shoes. It is our mandate that when you do visit the home site for a scheduled walk through that you wear closed toes shoes (steel toed are even better) and a hard hat which we can provide if you prefer not to purchase your own. During your walk through appointments we will be there to answer any questions you may have as well as we review the progress that has happened to date. As framing is being completed watch for an email from your construction liaison to schedule your first site walk through.



Planning and Permits. This phase would be happening simultaneously with your home planning stage and includes obtaining grade slips and permits.

Foundation. We will be staking your lot, excavating and pouring your footings, placing and pouring your foundation walls, damp proofing your foundation and completing the gravel and weeping tile around your foundation. Your underground service work will also be happening at this stage. At the end of foundation stage the municipality will be completing an inspection.

Framing. At this stage we are backing filling your foundation and framing your home. The plumbing, heating and electrical contractors are also completing their rough ins. Once the roofing is complete the municipality will be completing another inspection.



Mark



Mike

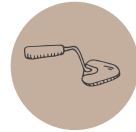


Mike



Terry

Hey! Safety first we say.



Drywall



At this point you should have signed off on your extras amendment. It is very important that we have all of your upgrades finalized and the amendment to your contract signed and sent to your lender for an approval of the new total price. If your contract included a drywall draw as part of your payment structure you can anticipate that you and your lender will be ensuring this payment is made at this time as well. Watch for an email from your construction liaison to schedule your 2nd site walk through.



Drywall. Your house is really starting to take shape now. You will see color added to your home as the siding is installed. Inside the insulation is being installed your drywall is being hung and the ceilings will be textured. During this same time the basement floor will be poured.

Let's set a date!



Finishing



Firm Possession Date



Your possession date will be set as cabinets are confirmed for delivery, please watch for this email. We will also be contacting you to schedule your next walk through.

CustomerInsight™

Approximately 30 days prior to your possession you will be emailed your first builder review from Customer Insight. We really value feedback and would appreciate you taking the time to complete the Customer Insight review when you have a chance.



Finishing. Lots of trades will be working in your home while we start putting the finishing details in. The painters will be priming the walls and the finish carpenter will be installing your window trim, shelving, doors, and your railings.

We can see a finish line in sight!



Cabinets



Paint



With your possession date confirmed you can start contacting your utility companies to make sure that everything is ready for possession day. You will also need to set up house insurance and provide a copy of this insurance to the lawyers. This is also the time when your mortgage documents should be signed with the lawyers. Watch for an email to set up your next walk through.



Cabinets. Your cabinets will be delivered and installed during this stage followed by all of the painting and lacquering in your home. We have contacted you, your lender, and the lawyer to let them know that a date has been set for possession.

I can see the light



Start packing, it's almost possession time



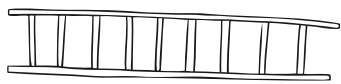
Flooring and Finals



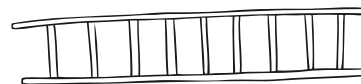
At this time you probably have lots going on at your current home packing, cleaning and getting ready for the move. Watch for an email to set up your final walk through.

Flooring and Finals. Your flooring is going in now and it's starting to look less like a construction zone and more like a home. The electricians, plumbers, and finishing carpenter will follow the flooring company to do all of their finals like installing plumbing fixtures, baseboards, and lighting fixtures.

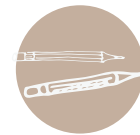
McKEE



finish line



Inspecting every detail. It's almost time.



Final Polish



During these last few weeks there will be a lot of activity in your home and for this reason no visits will be permitted until your orientation with our quality assurance specialist. This appointment would have been scheduled at the same time that we scheduled your possession. At this orientation you will have the opportunity to inspect your home and we will educate you on all of the systems and features of your new home.



While construction is drawing to a close on your home our quality assurance specialist will be spending time at your home to go through everything to make sure no detail big or small is overlooked. They will be testing all of the systems of your home and ensuring that your home is ready and meets our high standards for possession day.

construction

Don't forget your closed toe footwear, your McKee representative will bring your hard hat and high vis vest to your meeting

Reminder. If your contract required a drywall draw these funds are due at the end of this stage.

Framing

Watch for an email from the construction liaison to schedule your first site walk through.

My framing walk through is scheduled for:

Drywall

Watch for an email from the construction liaison to schedule your second site walk through.

My insulation walk through is scheduled for:

Finishing

Watch for an email from the construction liaison to schedule your third site walk through.

My finishing walk through is scheduled for:

Cabinets

Watch for an email from the construction liaison to schedule your fourth site walk through.

My firm possession date is set for:

Flooring and Finals

Watch for an email from the construction liaison once your flooring is complete for your final walk through before possession.

My orientation and walk through is set for:

Watch for an email from the construction liaison to set up your orientation and final walk through, expect this to be scheduled 1-2 weeks before possession. If you require a list of utility companies your construction liaison can provide this to you.

warranty



Key Turn Over



60 DAY
Review



1 YEAR
Review



1 year

Workmanship and Material

(ie, baseboards,
flooring,
fixtures)



THE ALBERTA
NEW HOME
WARRANTY
PROGRAM

The Alberta New
Home Warranty
1-800-352-8240
www.anhwp.com



2 year

Delivery and Distribution Systems

(ie, heating,
electrical,
and plumbing
systems)



5 year

Building Envelope Coverage

(ie, roof and
exterior walls)

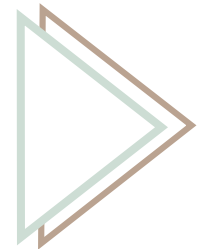
Alberta  Government



10 year

Structural Coverage

(ie, frame &
foundation)



key players



Allison



Andy



Brad



Rhonda



Robin

The final grade of your lot will be completed within 1 year of possession! Grading is a seasonal item and our landscaping contractor completes the grading by community not by possession date. It is a local municipality bylaw that you do not commence any landscaping until you have been issued a lot grade certificate.

Warranty, we are here for you.

Our warranty department started familiarizing themselves with your home even before it was time for you to move in. After meeting with you, our quality assurance specialist logged any items that required attention and shared that information with your warranty administrator. In the days or weeks since your orientation your warranty administrator has been diligently following up with our trades people in an effort to have as many items as possible resolved before the big day.



There is a buzz of excitement in the air, its possession day!



Please schedule movers, cable or phone providers for any time after 1:00pm on possession day. We will not be able to allow access to the home before the lawyer gives key release and due to this we plan to meet you at 1:00pm for key turnover. You can anticipate a call from your warranty administrator on the morning of possession to confirm this time with you.



On the morning of possession we will have a final touch up clean of your home done so it shines when you first walk through the door. Your warranty administrator is staying in close contact with the lawyer who will be the one to let us know when we are allowed to release keys to you. Keys are only released once your lender has transferred the funds to our lawyer.

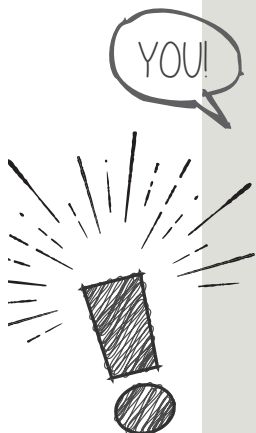
Warranty Coverage



All homes built by McKee Homes include a 10 year government mandated warranty and your third party provider is The Alberta New Home Warranty Program.

- i.** 1 year Workmanship and Material; coverage for defects in materials and labour (eg; baseboards, flooring, fixtures)
- ii.** 2 year Delivery and Distribution Systems; coverage for defects in materials and labour related to delivery and distribution systems (eg; heating, electrical, and plumbing systems)
- iii.** 5 year Building Envelope Coverage; coverage for defects in the building envelope, which the Act defines as the system of components that separate the controlled interior air from the exterior (eg; roof and exterior walls)
- iv.** 10 year Structural Coverage; coverage for the key structural components of your home (eg; frame and foundation)

Workmanship and Material Coverage



Should you require warranty service at a time outside of these predetermined review times (60 days/1 year) please contact your warranty administrator to assist you.

Any interruptions in your services such as to your water, heat, or electrical, or for any issue that could cause you or the property harm is considered an emergency. Please immediately contact our office so we can have this resolved for you. Outside of regular business hours please refer to the emergency contact list that is attached beside your electrical panel and contact the appropriate company's 24 hour emergency line. If it is utility related please contact your utility company.



During your first year warranty coverage of workmanship and materials any work that is required will be managed by your dedicated warranty administrator. It is always our goal to ensure that items are resolved in a timely manner and with the least amount of disruption to your life as possible. To accomplish this we will offer you 2 reviews during the first 12 month period; 60 day review and 1 year review.

Well that went by quick, 60 Day Review



When you move in and start using your home you may notice some items that you didn't see when you did your orientation, no problem, we will review them with you and determine if any of these new concerns are warrantable. We ask that you keep a list that we will review with you in detail at your 60 day review.

Customer**Insight**™

Approximately 60 days after your possession you will be emailed your second builder review from Customer Insight. We really value feedback and would appreciate you taking the time to complete the Customer Insight review when you have a chance.



Your warranty administrator will send you an email about 30 days following possession to schedule your 60 day review. This review is not mandatory but rather a chance for us to meet with you in your home to review and educate you on any systems or features of your home that you may have questions or concerns about. Following your 60 day review a trade day will be scheduled if required. The trade day will be scheduled and overseen by a member of our warranty team and if required multiple trades will be in your home on the same day to minimize the inconvenience as best we can.

It really feels like home now! 1 year review



During this first year it is important that you are attentive to regular home owner maintenance to ensure that your investment is protected and the longevity of your home is maximized. Please refer to the comprehensive maintenance schedule that has been provided in your McKee Home Owner's Manual. As suggested earlier please keep a list of any non urgent warranty concerns and we will gladly discuss these with you during your 1 year review. You are understandably excited to start landscaping and fencing your yard but please remember that it is a municipality bylaw that you do not commence any landscaping until you have been issued a lot grade certificate. The final grade of your lot will be completed within one year of possession. Grading is a seasonal item and our landscaping contractors complete grading by community and not by possession date.



Your warranty administrator will send you an email about 60 days prior to the one year anniversary of your possession to schedule your 1 year review. This review is not mandatory but rather a chance for us to meet with you in your home to again review the systems or features of your home that you may have questions or concerns about. Following your year end review a trade day will be scheduled if required. The trade day will be scheduled and overseen by a member of our warranty team and if required multiple trades will be in your home on the same day to minimize the inconvenience as best we can.

Beyond the first year,
we are still here to help.



YOU!

By now you are probably in the habit of completing your regular home owners maintenance but there are a few items that are required on a yearly basis so now is a good time to pull out the McKee Homes Owner's Manual to review the list provided.



THE ALBERTA
NEW HOME
WARRANTY
PROGRAM

Should something of concern arise in your home following the conclusion of your 1 year workmanship and material coverage please reach out to our warranty team to discuss the appropriate action. Your third party warranty provider, The New Home Warranty Program, is also available to you for advice. **1-800-352-8240.**

Their comprehensive website is also a valuable source of information.
www.anhwp.com.

Customer **Insight**™

Approximately 13 months after your possession you will be emailed your final builder review from Customer Insight. We really value feedback and would appreciate you taking the time to complete the Customer Insight review when you have a chance.

Tell your family and friends. If you have enjoyed this process with our teams and want your friends or family to experience the same level of customized service then please refer them to us. If they decide to build with McKee Homes ask them to fill out a referral certificate with their McKee sales person at the time of contract and you will both receive a referral fee as a token of our appreciation.



We are always here to help, even following your first year of warranty we welcome questions or concerns and we will do our best to assist you in determining the best resolution.

Rooted in the community, this is your family home and our family business and for over thirty years we have prided ourselves on customer satisfaction.



warranty schedule

My key turn over is happening at

My 60 day review is scheduled for

My one year review is scheduled for

Warranty notes:





From all of us at McKee Homes we want to sincerely thank you for your business and for allowing us to be a part of this journey with you.





McKEE HOMES

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mckeehomes.com