

HOME CONSTRUCTION MEETING BRIEF

Meeting with Contractor & Architect

Project Address: 1842 Willow Crest Lane, Fairhaven, Florida

Date & Time: September 22, 2026, 10:00 AM

Client(s): Fred and Margaret Hensley

Contractor: Daniel Mercer, Mercer Custom Homes

Architect: Julia Bennett, Bennett Residential Design

Meeting Purpose

To review current construction progress, address several open design and construction questions, obtain requested documents, and confirm upcoming decisions, deadlines and responsibilities before the project moves into the interior finishing phase.

1. Matters to Discuss

Current Project Status

- Framing, roofing and exterior window installation are complete.
- Plumbing and electrical rough-ins are currently underway.
- HVAC installation is scheduled to begin next week.
- Drywall is tentatively scheduled for October 12.
- Current estimated completion date is February 19, 2027.
- Confirm whether any current issues could affect that completion date.

Contractor Matters

- Review placement of electrical outlets in the kitchen, great room and primary bedroom.
- Confirm whether two additional recessed lights can be added over the kitchen island.
- Review pricing for upgrading the laundry room cabinetry to include full-height storage.
- Confirm whether the screened lanai ceiling can be changed from painted drywall to stained tongue-and-groove wood.

- Discuss drainage along the east side of the house following recent heavy rain.
- Confirm status of the fireplace insert and estimated delivery date.
- Review any pending change orders before approval.

Architect Matters

- Review the placement and size of the dining room opening.
- Confirm whether the primary bathroom linen closet can be widened without affecting the adjoining shower wall.
- Review proposed built-in shelving on both sides of the great room fireplace.
- Clarify ceiling detail in the foyer and great room.
- Confirm final dimensions for the kitchen island before cabinetry is ordered.
- Review whether any drawing revisions are still required before drywall begins.

2. Documents & Information Requested

Please provide or review the following:

- ☐ Updated construction schedule through project completion
- ☐ Latest revised architectural plans
- ☐ Current electrical layout
- ☐ Updated kitchen cabinetry drawings
- ☐ Written pricing for laundry room cabinetry upgrade
- ☐ Written pricing for lanai ceiling change
- ☐ Current list of approved and pending change orders
- ☐ Updated allowance summary
- ☐ Permit and inspection status
- ☐ Fireplace product information and expected delivery date

Outstanding Items

Item Requested	To Be Provided By Due Date	
Revised electrical plan	Contractor	September 25
Updated kitchen island drawing	Architect	September 24

Item Requested	To Be Provided By Due Date	
Lanai ceiling upgrade pricing	Contractor	September 26
Updated allowance summary	Contractor	September 29

3. Decisions & Deadlines

Decisions Needed From Fred & Margaret

Decision	Information Needed	Deadline
Approve two additional kitchen island lights	Final installed cost	September 24
Select lanai ceiling finish	Upgrade price and wood sample	September 28
Approve laundry cabinetry upgrade	Final cabinet drawing and cost	September 30
Finalize primary bathroom linen closet change	Architect confirmation	September 25
Approve kitchen island dimensions	Revised cabinet plan	September 24

Important Upcoming Dates

Estimated Project Completion: February 19, 2027

Next Major Project Phase: HVAC completion, inspections and insulation

Next Site Walkthrough: October 6, 2026 at 9:30 AM

Upcoming Inspection(s):

Electrical and plumbing rough-in inspections, October 1–2

Material / Selection Deadlines:

Interior paint colors: October 5

Primary bathroom tile: October 7

Decorative lighting fixtures: October 10

Interior door hardware: October 14

4. Agreements & Next Steps

Before concluding the meeting, confirm:

- ☐ All questions have been answered or assigned for follow-up.
- ☐ Requested plans and documents have been received or delivery dates confirmed.
- ☐ Change order pricing has been reviewed before approval.
- ☐ Upcoming client decisions and deadlines are clear.
- ☐ Any issue affecting project cost or schedule has been identified.
- ☐ Responsibilities and due dates have been assigned.

Action Items

Action Item	Responsible Party	Due Date
Send revised electrical plan	Daniel Mercer	September 25
Confirm feasibility of wider linen closet	Julia Bennett	September 24
Provide lanai ceiling upgrade price	Daniel Mercer	September 26
Approve final kitchen island dimensions	Fred & Margaret	September 24
Provide updated allowance summary	Daniel Mercer	September 29
Confirm next walkthrough agenda	Contractor	October 3

Meeting Notes

Drainage: _____

Electrical Changes: _____

Kitchen / Cabinetry: _____

Architectural Revisions: _____

Additional Follow-Up: _____