



B U I L D E R MEMBERSHIP APPLICATION

Home Builders Association
799 White Pond Drive, Akron, Ohio 44320
Phone: 330-869-6800 Fax: 330-869-5506
www.AkronHBA.com www.LotFinder.org
www.RemodelwithConfidence.com
email: info@AkronHBA.com

PORTAGE & SUMMIT COUNTIES

\$590 Annual Dues



PROFESSIONAL REMODELERS COUNCIL (PRC) Additional \$85

Form fields for applicant information: FULL COMPANY NAME, DATE OF APPLICATION, PREFERRED METHOD OF COMMUNICATION, NAME OF APPLICANT/REPRESENTATIVE, TITLE, ADDITIONAL CONTACT(S), STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, CELL, EMAIL, COMPANY WEBSITE.

PRIMARY BUSINESS:

Form fields for primary business: Single Family Builder: Custom, Spec, Multifamily Builder, Commercial Builder, Land Developer, Home and Building Mfg., Number of Homes/Projects Built During Last Full Year, The Average Price Range, Primary Location of Work, Year Company Was Founded, Number of Employees.

TWO CUSTOMER REFERENCES WITHIN THE PAST 12 MONTHS – TRADESMAN AND SUPPLIER REFERENCES

Form fields for references: CUSTOMER REFERENCE (1), CUSTOMER REFERENCE (2), TRADESMAN REFERENCE, SUPPLIER REFERENCE, HBA MEMBER SPONSOR.

(IF YOU DO NOT HAVE A SPONSOR ONE WILL BE ASSIGNED)

CHECK COMMITTEE INVOLVEMENT OPPORTUNITIES (FULL DESCRIPTIONS AVAILABLE UPON REQUEST)

- List of committee involvement opportunities: PORTAGE COUNTY GOLF OUTING (JUNE), SUMMIT COUNTY GOLF OUTING (JULY), SMART GROWTH & GREEN BUILDING, INDUSTRY NITE W/ THE PROS, MULTIFAMILY COMMERCIAL & 50+, SUSTAINABILITY, HOME & FLOWER SHOW, LAND USE & ENVIRONMENTAL & UTILITY POLICY, SINGLE SITE / MULTI-SITE PARADE OF HOMES, AMBASSADORS CLUB, FUN(D) NIGHT, MEMBERSHIP, BUILDING CODES, MARKETING & SALES.

Have you been a previous member of HBA? If you want to see if you qualify to receive a group rating discount, Do you presently have any claims against you? please provide your BWC Policy Number:

\$590.00 Yearly dues

Date Approved: Check# Dated: VISA, Mastercard, American Express and Discover accepted: Call HBA 330-869-6800 - See payment plan, last page.

## Code of Ethics and Standards for HBA Builder Members

**Sec. 1.** Membership in the Home Builders Association serving Portage & Summit Counties shall be limited to those persons and firms who shall subscribe to the following Code of Ethics.

1. We hold inviolate the free enterprise system, the American way of life and private property rights as prescribed in the United States Constitution. We pledge our support to fellow members, our national and state associations and all related industries that are concerned with the preservation of these legitimate rights and freedoms.
2. Home ownership can and should be within reach of every American.
3. All homes should be well designed, constructed and placed in communities accessible to all.
4. Our paramount responsibility is to our customer, community and country.
5. HONESTY is our guiding standard.
6. Members shall deal FAIRLY with other members and consumers.
7. ADEQUATE standards of health and safety shall be built into every project.
8. All member sales presentations will be done in a truthful manner.
9. Written contracts should be used by all members.
10. Members will fulfill their contractual obligations.
11. Work will be done to applicable codes and in a manner compatible with accepted industry standards and practices and the NAHB Residential Construction Performance Guidelines.
12. Members agree to settle any consumer or member to member disputes through the HBA Dispute Resolution Policy or an equivalent source and process for arbitration.
13. A member may use the HBA logo only as long as he or she is a member in good standing.

We accept these standards freely and solemnly, mindful that they are part of our obligations as members of the Home Builders Association serving Portage & Summit Counties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**BUILDER MEMBER APPLICANT POLICY:** Builder Membership shall be open to any individual, proprietorship, partnership, or corporation engaged in the business of building or restoring single family housing, multi family apartment units, school buildings, commercial buildings, industrial buildings, or other structures normally related and appurtenant to a community or in the business of land development within the territorial jurisdiction of the Association.

The Builder member applicant must satisfy the requirements for membership as set forth in the Association Constitution, ByLaws and Policy documents, and as amended from time to time. Furthermore, said applicant will ascribe to the Association's principle goal to deliver quality products to the marketplace, as an approved HBA Builder Member.

1. The Builder member applicant must first and foremost agree to subscribe to the Association Code of Ethics and Standards.
2. **The Builder member applicant must agree to offer his customers and clients a written contract and a written warranty at least as comprehensive as the one developed by the Association and as modified by the Association from time to time. The contract must include a Dispute Resolution (DR) clause, which explains the procedure for mediation and arbitration of any dispute, which the parties of the contract are not able to resolve between themselves. The recommended, although not mandatory, dispute resolution service is the HBA of Portage & Summit Counties/BBB DR Policy. This encompasses consumer and member complaints. The recommended HBA/BBB DR policy, a signed BBB pre commitment to arbitrate agreement, or an equivalent DR clause must be contained in the Builder's contract and a copy of the builder's contract is required with the application for membership.**
3. A Builder member applicant shall have at least one principal whose primary occupation is his or her building company and, or must at all times have a full time person whose responsibility is to be in charge of the building operations with sufficient knowledge and experience to do so. The responsibilities of the builder applicant or his employee in charge shall be the following: file applications, deal with clients, explain construction, supervise and instruct subs, scheduling, review and approve work, review bills and authorize payment.
4. **A Builder member applicant must have operated his or her building company full time for a minimum of one continuous year prior to making application for membership as a Builder member.** If the Builder member applicant has less than one (1) year of full time general contracting experience and/or has operated for less than one (1) year with the company as named on the HBA application, he or she may be approved as a Tradesman member, and have all privileges and entitlements available to builder members, excluding participation in the Parade of Homes, Best Home Competitions, Builder of the Year and Condominium Shows. After this experience has been achieved, Builder membership will be issued upon confirmation by the Board of Trustees that all Builder member requirements have been met. An additional upgrade payment to Builder membership shall be paid.
5. A Builder member applicant must provide **a) one lender reference b) a minimum of two (2) supplier or sub trade references c) customer names, addresses and phone numbers of the two most recently new or restored homes, or commercial buildings contracted.** None of the customers names may be the applicants relatives or employees, (current or former). One significant project may be considered in lieu of the two (2) aforementioned projects. At the Board's discretion HBA representatives may view an applicant's project(s) for evaluation. The findings will be reported to the Board.
6. A Builder member applicant may be required to obtain Builder member education credits as determined by the Board of Trustees from time to time.
7. **The Builder member applicant must furnish to the HBA proof that all employees are covered by the State Workers Compensation program. The applicant must also provide proof of liability insurance in the minimum amount of \$500,000.**
8. A Builder member applicant agrees to abide by the HBA/AABOR Builder Realtor Listing Agreement, which is in lieu of a separate marketing or listing agreement when doing business with a Realtor.
9. A Builder member applicant, by signing an application, does specifically authorize the HBA at its discretion to obtain a credit report and contact the references made in compliance with this application.
10. All membership applications will be published in the Intercom for a 30 day comment period following Board Consideration.

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BUILDER SIGNATURE

**CONDITIONS FOR WAIVING THE ONE YEAR REQUIREMENT:**

1. Legal name changes may be excluded from this requirement if the change is unrelated to any hostile or unethical purpose, and if the ownership is substantially continuous.
2. A Builder member applicant who satisfactorily maintained a Builder membership within five (5) years prior to the date of the new application, and who at all times performed as a Builder member in good standing within the industry, may have the one year requirement waived. The applicant must meet all other applicable criteria for Builder membership.

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ANNUAL DUES PAID TO THE HBA WILL ALSO INCLUDE MEMBERSHIP IN THE  
NATIONAL HOME BUILDERS AND THE OHIO HOME BUILDERS ASSOCIATION

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REASON FOR JOINING: \_\_\_\_\_

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**IMPORTANT CHECKLIST:**

- Attach proof of business as builder, as named in application, for at least one year.  
Attach proof of building two or more dwelling or significant remodeling projects in one year.  
(Use Building Permits)
- Attach proof of workers compensation (if applicable)
- Proof of liability insurance (minimum of \$500,000)
- Copy of Dispute Resolution method or Signature on BBB Dispute Resolution Agreement  
(AVAILABLE UPON REQUEST)

**PLEASE CALL 330-869-6800 WITH ANY QUESTIONS OR CONCERNS.**



**Professional Remodelers Council (PRC) Membership Opportunities**

**Lead Generation:** Receive a Company listing *and* website link in the BUYERS GUIDE on our CONSUMER PRC remodelwithconfidence.com Website. In addition you'll receive a STANDARD LISTING in *enVision Magazine* distributed to over 11,000 consumers at the Akron Home & Flower Show each February and various distribution points throughout Portage, Stark and Summit Counties. You will also receive discount group print ad opportunities as well as ad enhancements through-out the year. The PRC offers its members an ability to participate in PRC Public Educational Seminars held at the HBA as well as representing the PRC at The Home and Flower Show at the PRC exhibitor booth. There are also numerous Partnership Opportunities for both Member to Member marketing as well as Public Educational Seminars.

**Education:** Workshops, Seminars and Classes on Building and Funding Your Business, Contract Law, The Consumer Sales Practice Act, Home Sales Solicitation Act, Lead Paint Certification, Certified Graduate Remodeler CGR, Graduate Master Remodeler GMR and Certified Green Professional CGP designations are examples of our offerings and vary from year to year.

**Annual Company Investment: \$85.00** Your local membership fees also includes membership for the National Professional Remodelers Council, which provides access to the NAHB. Your membership helps to fund lead generation, education and PRC business development.

**ENROLL MY COMPANY IN THE Professional Remodelers Council PRC:** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ I have attached a copy of my company's GENERAL LIABILITY INSURANCE herein.

\_\_\_\_\_ I have attached a copy of my company's Proof of Workers Comp.\*

If you are a sole proprietor, therefore exempt from workers compensation, please initial here\_\_\_\_\_.

\_\_\_\_\_ I carry additional job injury insurance coverage as a sole proprietor through my insurance company.

\*\* It is imperative that you update us when applicable re: Insurance and Workers Comp status changes.