

# BUILDERS ASSOCIATION OF ELKHART COUNTY

## APPLICATION FOR BUILDER MEMBERSHIP

Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Cellular \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Representative's Name \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Business Title Circle the code that best describes your business title

1 President/CEO	5 Architect, Designer or Engineer
2 VP/General Manager	6 Financial Manager/Director
3 Construction Superintendent	7 Owner, Principal or Partner
4 Sales & Marketing Manager/Director	8 Other (specify)

### MANDATORY REFERENCES

Applications will not be processed unless **four (4) references** are supplied. Complete information is required.

#### SUPPLIER REFERENCES

**SUPPLIER** \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SUPPLIER** \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

#### PERSONAL OR CUSTOMER REFERENCES

NAME \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

NAME \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### FOR OFFICE USE ONLY

1. Supplier Reference \_\_\_\_\_ Received \_\_\_\_\_

Comments \_\_\_\_\_

2. Supplier Reference \_\_\_\_\_ Received \_\_\_\_\_

Comments \_\_\_\_\_

1. Personal Reference \_\_\_\_\_ Received \_\_\_\_\_

Comments \_\_\_\_\_

2. Personal Reference \_\_\_\_\_ Received \_\_\_\_\_

Comments \_\_\_\_\_

Board of Directors Accepted  Rejected  Tabled  Date \_\_\_\_\_

Date of Orientation \_\_\_\_\_ Date Membership Packet Sent \_\_\_\_\_

**CONFIDENTIAL INFORMATION**

OCCUPATION CODES

**BUILDER CLASSIFICATIONS**

- A Single Family Spec/Tract Building
- B1 Single Family General Contracting
- B2 Single Family Custom Building
- C Multifamily Building (Condo/Coop Units)
- D Multifamily Building/Ownership (Rental Units)
- E Multifamily General Contracting
- F Remodeling – Residential
- G Remodeling – Commercial
- H Commercial Building (Own Account)
- I Commercial General Contracting
- J Land Development
- K Manufacturing of Modular/Panelized/Log Home

**Primary Business Activity Code** Enter your most important business activity from the list on the left \_\_\_\_\_

**Secondary Business Activity Code** (if applicable) Enter your second most important business activity from the list on the left. \_\_\_\_\_

**Third Business Activity Code** (if applicable) Enter your third most important business activity from the list on the left. \_\_\_\_\_

**Total Paid Employees** Enter total number of employees. \_\_\_\_\_

**Annual Dollar Volume** Circle the approximate annual dollar volume of all construction/development.

- 1. Under \$500,000    2. \$500,000 to \$999,999    3. \$1 million to \$4,999,999
- 4. 5 million to \$9,999,999    5. \$10 million or over

**Annual Number of residential dwelling units (previous 12 month period)**

- 1. 0 Units    2. 1 to 10    3. 11 to 25
- 4. 26 to 100    5. 101 to 500    6. Over 500

**CODE OF ETHICS**

Our paramount responsibility is to our customers, our community, and our country.

- Honesty is our guiding business policy.
- High standards of health, safety, and sanitation shall be built into every home.
- Members shall deal fairly with their respective employees, subcontractors and suppliers.
- As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment, and improved methods of home financing, to the end that every home purchaser may get the greatest value possible for every dollar.
- All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support.
- We hold inviolate the free enterprise system, and the American Way of Life. We pledge our support to our associates; our local, state and national associations; and all related industries concerned with the preservation of legitimate rights and freedom.
- We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of the National Association of Home Builders, the Indiana Builders Association, and the Builders Association of Elkhart County.
- **PARADE OF HOMES POLICY** Association members, participating in the event or not, shall not use the phrase "Parade of Homes" without express permission in connection with any form of advertising or promotional activity outside of the Association sponsored "Parade of Homes". Member will show further courtesy by not conducting an open house during the Parade of Homes hours, unless that open house is normally a part of your open house schedule.
- **INDIANA QUALITY ASSURANCE BUILDER STANDARDS** All Builder members agree to participate in the Indiana Quality Assurance Builder Standards Program by signing a commitment to the Standards.

**IN MAKING THIS APPLICATION I AGREE**

- To abide by the Constitution and Bylaws of the Association and all amendments thereof;
- To observe the Code of Ethics and, in the event of termination of membership, to discontinue use of its insignia in any form;
- To give permission for investigation of any information given on this application through the Better Business Bureau;
- To a one-year (1) probationary membership, reviewable upon the anniversary date of this application by the Board of Directors;
- To indemnify the Association for any loss or claim incurred by the Association in connection with the settlement of any decision by the Ethics Committee;
- To faithfully perform any and all written building contracts I enter into and comply with any decision of the Ethics Committee as to any dispute in connection with any valid arbitration agreement I enter into.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

IF APPLICABLE, PLEASE LIST TWO (2) PERSONS FROM YOUR COMPANY IN ADDITION TO YOURSELF FOR WHOM YOU WOULD LIKE NAME BADGES:

\_\_\_\_\_

# INDIANA QUALITY ASSURANCE BUILDER STANDARDS

As a commitment to membership in the Builders Association, every builder, remodeler, and interim builder member (hereinafter referred to as a "member") shall sign and agree to the following conditions



1. The Indiana Quality Assurance Builder Standards Manual must be provided to every customer at the time of contract signing for each new construction and/or remodeling project undertaken by the member.
2. All contracts must include language incorporating the Standards as a part of each new construction and/or remodeling project undertaken by the member. (Recommended contract language included in attached Exhibit 1a or 1b).
3. A third party dispute resolution mechanism, selected by the Builder to handle disputes arising from the Standards shall be a part of all contracts for construction and/or remodeling projects undertaken by the member.
4. The member understands that non-compliance with these commitments, unresolved dispute resolutions, or a large number of complaints against the member may require that the member address the Indiana Quality Assurance Builder Standards Coordinator/Committee of the Association. The Coordinator/Committee may recommend that the Board of Directors impose sanctions on the member. Those potential sanctions may include, but are not limited to, eliminating membership privileges and/or expulsion from the Association.

I have read, understand, and agree to, the above described commitments, including all exhibits, as a part of my membership in the Builders Association. This commitment is valid until written notification is given by either party to cancel the membership.

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Signature – Authorized Representative of Member Firm

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Title - Authorized Representative of Member Firm

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Company

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Date

\* YOUR MEMBERSHIP IN THE BAEC INCLUDES MEMBERSHIP IN THE NATIONAL ASSOCIATION OF HOME BUILDERS (NAHB) AND THE INDIANA BUILDERS ASSOCIATION (IBA)

**YOUR MEMBERSHIP CAN PROVIDE MANY OPPORTUNITIES TO REAP THE BENEFITS OF BEING PART OF AN ORGANIZATION DEDICATED TO THE BUILDING INDUSTRY. HOWEVER, LITTLE OR NO PARTICIPATION IN MEETINGS AND EVENTS SEVERELY LIMITS THE BENEFITS YOU CAN RECEIVE. WE ENCOURAGE YOU TO COMMIT TO**

- 1. ATTENDING MONTHLY GENERAL MEMBERSHIP MEETINGS REGULARLY, AND**
- 2. BECOMING PART OF A COMMITTEE, AND**
- 3. PARTICIPATING IN AT LEAST ONE EVENT.**

**INVOLVEMENT** Please select **at least one** committee. Most committees meet 3-4 times a year at the association office, except where noted otherwise. Involved members become permanent members – good for you and for the Association!

**Board of Directors** – a group of 25 members who provide leadership and policymaking for the Association; meets once a month from 3:00 – 4:00 p.m.

**Parade of Homes Committee** – plans and makes policy for the event; meets once a month July thru March; twice a month April thru June; meetings are held from 8:00 – 10:00 a.m.

**Membership Committee** – organizes and implements orientations & membership drives; monitors retention; meetings scheduled by committee chairperson.

**Governmental Relations Committee** – monitors local, state, and national activities, which affect the industry; meetings scheduled by committee consensus.

**Remodelers Council** – scheduled meeting dates determined by Chairperson and Steering Committee. Major activities include Remodelers Showcase and Home Improvement Show Plus. Open to any member of the Association in good standing. Yearly fee of \$50 in addition to membership fee includes 6 lunches per year.

**Remodelers Council Steering Committee** – organizes with the Remodelers Council Chairman, the events and activities for the year; meetings scheduled by committee consensus.

**Golf Outing Committee** – organizes and oversees the event; meetings scheduled by committee consensus.

**Green Building Committee** – to acquaint members with sound building practices; share products and services with the public; meets quarterly.

**Associates Council** – meets to plan programs of specific value to associate members.

**EVENTS & ACTIVITIES** Check which events are of interest to you. Additional fees may be collected for participation.

**Parade of Homes** – an event promoting new construction, usually held in June; A builder must meet a criteria list before participating.

**Home Improvement Show** – an event sponsored by the Remodelers Council, usually held in March. Remodelers Council members receive first selection of space, and all members receive reduced booth costs.

**Neighborhood Showcase** – an October event promoting neighborhoods and new construction in Elkhart County.

**Remodelers Showcase** – an event promoting remodeling projects of owner-occupied homes usually held in September; participants must also be members of the Remodelers Council.

**Table Top Night** – an activity scheduled as the February and/or September program for the Association. Associate members display their products and services.

**Golf Outing** – an activity which takes the place of the July general membership meeting.

**Women’s Council** – a group of spouses or employees in the association whose purpose is to assist the Association with their events and provide philanthropic assistance to the community; provides annual scholarships to members’ families.

**MEMBERSHIP DUES ARE \$475.00**

METHOD OF PAYMENT: CHECK, MONEY ORDER OR CREDIT CARD. WE MUST HAVE THE FOLLOWING INFORMATION TO PROCESS YOUR CREDIT CARD.

YOUR ADDRESS MUST BE THE ADDRESS WHERE YOU RECEIVE YOUR CREDIT CARD STATEMENTS.

NAME \_\_\_\_\_ ACCOUNT# \_\_\_\_\_

ADDRESS \_\_\_\_\_ SECURITY CODE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ (LAST 3 DIGITS OF NUMBER ON BACK OF CARD)

I WANT TO CHARGE MY MEMBERSHIP FEE TO: VISA CARD \_\_\_\_\_ OR MASTERCARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SEND WITH PAYMENT TO: BUILDERS ASSOCIATION OF ELKHART COUNTY 25428 COUNTY ROAD 20 ELKHART, IN 46517-3223