



2017

Membership Application

Please fill out the attached form and return it to
the Canadian Home Builders' Association –
Edmonton Region for review.

ATTENTION:

Membership

Ichmilar@chbaedmonton.ca

Main: 780-425-1020 Fax: 780-425-1031

150 Summerside Gate SW Edmonton, AB T6X 0P5



ANNUAL MEMBERSHIP DUES:

The Canadian Home Builders' Association – Edmonton Region (CHBA-ER) membership year runs from September 1st to August 31st. Please note: If you are applying for membership prior to or after September, your annual dues will be pro-rated. See the pro-rated fee chart located at the back of this application form.

Membership in the CHBA is 3 tier:

- Local
- Provincial
- National

Builder Members (single-family & multi-family) **FIRST YEAR ONLY: \$1425.00 + GST**

Local (CHBA – Edmonton Region): \$700.00

National (CHBA): \$325.00

Provincial (CHBA - Alberta): \$400.00

Builder Members (single-family & multi-family) **2+ YEARS: \$1425.00 + GST (*see below*)**

Local (CHBA – Edmonton Region): \$700.00

National (CHBA): \$325.00

Provincial (CHBA - Alberta):

Build up to 3 homes/year	\$500.00	Build 41 to 60 homes/year	\$2,500.00
Build 4 to 10 homes/year	\$600.00	Build 61 to 80 homes/year	\$3,250.00
Build 11 to 20 homes/year	\$800.00	Build 81 to 100 homes/year	\$4,000.00
Build 21 to 40 homes/year	\$1,500.00	Build 100+ homes/year	\$6,000.00

Renovator Members: \$1475.00 + GST

Fee Breakdown for Renovators:

Local (CHBA – Edmonton Region): \$700.00

National (CHBA): \$325.00

Provincial (CHBA - Alberta): \$400.00

RenoMark™ Fee: \$50.00

General Members: \$1425.00 + GST

Fee Breakdown for General Members:

Local (CHBA - Edmonton Region): \$700.00

National (CHBA): \$325.00

Provincial (CHBA - Alberta): \$400.00

1. MEMBERSHIP CATEGORIES:

Primary membership can be held in one of the following two categories.

Builder **Circle One:** Single Family / Multi Family / Renovator

OR

General

Each firm applying for membership with the Canadian Home Builders' Association - Edmonton Region shall be able to use **one firm name only** as the member with the Canadian Home Builders' Association - Edmonton Region. Any affiliated trade name will require a separate membership in order to be recognized and benefit from the Association as a member.

Builder Member:

Builder membership shall be open to any person, firm, or corporation that demonstrates to the satisfaction of the Board sufficient experience as a single-family home builder, a multi-family home builder, or a home renovator and, for home builders, shows proof of registration with an approved third party warranty program.

- i. A Builder Member includes only those members that comply with one or more of the following qualifications:
 1. A Builder takes responsibility (from a business and legal standpoint) for the creation of housing by way of construction, whether for sale, rental, or custom purchase; and/or
 2. A Builder takes responsibility (from a business and legal standpoint) for the renovation of housing.
 3. A Builder's representative includes an employee, partner, or shareholder in the firm who is vested with formal decision-making authority for the fate of the business;
 4. Where it is unclear whether a Member is a builder within the meaning of this definition, either party may refer the matter to the Board for a ruling.
- ii. Each Builder Member is entitled to one (1) vote on matters that arise at Member Meetings and on electing Builder Members to the Board of Directors.
- iii. A Builder Member is entitled to seek election to the Board of Directors.

General Member: General membership shall be open to any person, firm, or corporation that demonstrates to the satisfaction of the Board sufficient experience as a land developer or a provider of goods or services to Builder Members.

- iv. A General Member’s representative includes an employee, partner, or shareholder in the firm who is vested with formal decision-making authority for the fate of the business.
- v. Where it is unclear whether a Member is a General Member within the meaning of this definition, either party may refer the matter to the Board for a ruling.
- vi. Each General Member is entitled to one (1) vote on matters that arise at Member Meetings and on electing General Members to the Board of Directors.
- vii. A General Member is entitled to seek election to the Board of Directors.

Builder Applications to Other Membership Categories:

Where a company applies for membership in other than the Builder Category, and the company is involved in the construction and/or marketing of new residential dwellings, either directly or through owned or affiliated companies, then the company shall only be eligible for membership if the company doing the building and/or marketing fulfills the requirements of a Builder Member, i.e. membership in a consumer protection warranty program accepted by the Board of Directors of the Canadian Home Builders’ Association - Edmonton Region-

** Affiliated companies shall include companies where a shareholder, including immediate family, owns or controls 25% or more of both companies. This Policy also applies to existing non-builder Members who become involved in the construction and/or marketing of residential dwellings, as above, effective August 1, 1991.

2. GENERAL MEMBER LISTINGS:

Your approved membership includes one FREE listing on the Association’s website and annually printed Membership Directory. Each additional listing is a one-time fee of **\$200.00 + GST**.

Complete the following to ensure your listing appears correctly. Add total cost of additional listings to Membership Dues Total, page 6.

Listing Number	Qty		Unit	Total
FREE First Listing	<u>1</u>	X	\$ 0.00	\$ 0.00
ADDITIONAL Listings Indicate # of listings X \$200.00	_____	X	\$200.00	\$ _____
			Subtotal	\$ _____

**** See following page for listing categories.**

General Member Categories:

Check the General Member Category (s) you would like to be listed under.

- Accounting
- Advertising
- Appliances
- Architectural Coordinators & Planning Services
- Audio-Visual Equipment & Services
- Banks, Finance & Mortgage
- Bathroom Accessories
- Brick, Tile & Stone
- Building Materials
- Cabinets: Kitchen & Bath
- Concrete Supplies & Services
- Consumer Research
- Countertops
- Decking, Supplies & Installations
- Developers
- Doors, Mouldings & Hardware
- Drafting & Graphic Design
- Drywall & Drywall Accessories
- Eavestroughs
- Electrical
- Energy Efficiency Systems
- Engineered Wood Products & Truss Systems
- Fencing
- Financial Planners
- Finishing Materials
- Fire Retardants
- Fireplaces, Stoves & Chimneys
- Flooring
- Foundation Repairs & Waterproofing
- Foundations, Pilings & Retaining Walls
- Framing
- Furnishings
- Garage Doors
- Government Agencies & Consumer Information
- Granite, Quartz, Marble
- Green Building
- Heating & Air Conditioning
- Home Automation & Electronics
- Industry Partners
- Insulation
- Insurance
- Interior Glass Products
- Land Surveyors
- Landscaping
- Lawyers/Legal
- Lot Grading & Excavation
- Lumber & Wood Products
- Masonry Products
- Municipalities
- Painting
- Photography
- Plumbing
- Post-Construction Clean-Up
- Professional Development & Training
- Property Management
- Real Estate Services
- Residential Grading
- Roofing Contractors & Supplies
- Safety Suppliers
- Security, Alarm & Fire Systems
- Siding
- Site Maintenance & Clean-Up
- Stairs & Railings
- Trenching
- Truss Systems
- Ventilation, Filtration & Air Quality
- Warranty Programs
- Waterproofing
- Water Treatment
- Weeping Tile
- Windows & Doors

3. PAYMENT:

A) Type of Membership _____ (See page 2 for Fee Structure)	\$ _____
B) Additional General Listings (See page 4 for Fee Structure)	\$ _____
	Subtotal: \$ _____
	Plus 5% GST \$ _____
	Total \$ _____

All information must be completed as it applies to your application.
Please ensure pages 9 and 10 are signed and dated. Include date application was submitted.

Method of Payment:

Payment must be included with the application and will be processed after Board approval.

Credit Card: **Circle:** VISA / MASTERCARD

Print Clearly:

_____/_____/_____ Exp: ____/____/_____

Signature: _____

Cheque Enclosed

Contact:

Membership

Email: lchmilar@chbaedmonton.ca

Main: 780-425-1020

Fax: 780-425-1031

4. COMPANY PROFILE:

Company Information:

Print Clearly:

Company Name: _____

Street Address: _____

City, Province: Postal Code: _____

Mailing Address (If different from above): _____

Business Phone () _____ Business Fax: () _____

Company Representative:

Name: (FIRST) _____ (LAST) _____

Title: _____

E-Mail: _____ Ph: () _____

Cell: _____ Fax: _____

Principal/Owner: (If applicant is a partnership/corporation, please list partners/directors/shareholders)

<u>Name</u>	<u>Position</u>	<u>Phone</u>
1. _____	_____	() _____
2. _____	_____	() _____
3. _____	_____	() _____

Company History: (Information is required in order to complete application.)

Business License #: _____

GST/Business # _____

Worker's Compensation# _____

Number of years in business: _____

Is your account with Corporate Registry current? **Circle:** Yes / No

Have you previously owned a business? **Circle:** Yes / No

If so, what was the name of that business? _____

Have you claimed bankruptcy in the last 5 years? **Circle:** Yes / No

If so, what is the date of discharge? _____

Website:

Company Web URL: _____

Company E-mail: _____

NOTE: Portions of the information provided above will be utilized, as stated, on the Association's website, in the Industry Insider magazine, and in the annual Membership Directory, as well as for external advertising as appropriate.

Company Description:

(50 word description to be displayed on the website, magazine, and in the newsletter):

Print Clearly:

5. BUSINESS REFERENCES:

Three business references are required in order to complete the application.

Company	Reference Name	Phone	E-Mail
1. _____	_____	() _____	_____
2. _____	_____	() _____	_____
3. _____	_____	() _____	_____

Referred By: (optional)

Were you referred by a current member of the CHBA-ER? If so, please indicate the name of that member below, as they will be recognized by the CHBA-ER for their efforts in promoting membership.

Member Company	Contact Name	Phone	E-Mail
_____	_____	() _____	_____

6. SPECIAL CONDITIONS FOR ACCEPTANCE OF MEMBERSHIP:

Membership in the Canadian Home Builders' Association – Edmonton Region is conditional upon honouring the Code of Ethics (Section 8) and the following conditions as applicable:

Builders

Single-Family and Multi-Family Builder applicants shall provide proof of membership in an approved third party consumer protection warranty program and must be an active member of that warranty program.

Name of Third Party Warranty Company and Membership Number:

Renovators

Renovator applicants are automatically enrolled in the RENOMARK™ Program, (consult fee structure on pg. 2), and must abide by the RENOMARK™ Code of Conduct.

RENOMARK™ Code of Conduct:

- 1) Be a member in good standing of the Canadian Home Builders' Association – Edmonton Region.
Abide by the Canadian Home Builders' Association – Edmonton Region Code of Ethics.
- 2) Provide clients with a detailed, written contract/scope of work for all jobs.
- 3) Provide a minimum two (2) year warranty on work (excludes minor home repair).
- 4) Carry a minimum of \$2 million liability insurance.
- 5) Have coverage for workplace safety and employers' liability and/or work only with subcontractors who carry such coverage.
- 6) Carry all applicable business licenses and permits, as required.
- 7) Maintain a professional level of knowledge of current building codes, permit procedures, safety acts and technical skills through continuing education.
- 8) Maintain a safe and organized worksite.
- 9) Return phone calls within two (2) business days.

7. DECLARATION:

I state that all information contained on this application to be true and accurate and I authorize the Association to undertake investigative procedures to confirm the accuracy of such information including, but not limited to, a verification of the credit worthiness of the applicant and reference checks.

The CHBA – Edmonton Region reserves the right to reject any application for Membership in the Association or to defer consideration of an application. Should my application be rejected, I agree to fully indemnify the Association and its directors from any and all loss, cost, claims or damage of whatever kind and however arising as a result of such refusal of this application. Should this application be refused, the Membership fee shall be returned to the applicant without interest.

Information Disclosure Consent for All Membership Categories

It is the mandate of the Canadian Home Builders' Association at all levels, local, provincial and national, to provide information, promote Membership and foster communication, i.e. catalogues of Members, Internet information, new products and services, etc. The applicant hereby consents to the use of the information in this application for such purposes (banking and credit card information exempted) by all levels of the Canadian Home Builders' Association.

Company Name

Signature of Applicant:

Corporate Signing Officer

Position

Date

8. CODE OF ETHICS:

1. Members shall comply with the National Building Code of Canada as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety, and health.
2. Members shall plan their sites and homes to conform to the principles of good community planning.
3. Members shall deal justly with their employees, subcontractors, and suppliers.
4. Members shall deal honestly and fairly with their customers.
5. Members shall cooperate to extend the effectiveness of the Association by exchanging information and experience, and encourage research on materials and techniques in order to provide the best value for their customers.
6. Members shall uphold the principle of appropriate and adequate compensation for the services which they render.
7. Members shall avoid all conduct or practice detrimental to the house building industry, to the Association, to the good name or reputation of any of its Members, or to customers.
8. Members shall actively promote health and safety principles.
9. Members shall treat their competitors, including their property and ideas, with respect.

These responsibilities are freely and solemnly assumed as they form part of an obligation as Members of the Canadian Home Builders' Association. A comprehensive code of ethics provides the basis by which our Members are encouraged to conduct business.

I hereby acknowledge receipt of the Association's Code of Ethics, and I promise to operate my firm in accordance with the spirit and intent of the Code of Ethics.

I understand that violation of any portion of the Code of Ethics will be subject to disciplinary procedures as set out in the Code for Disciplinary Action.

Company Name

Signature of Applicant:

Corporate Signing Officer

Position

Date