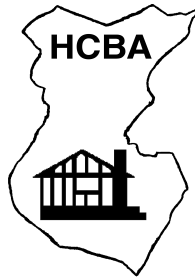


Huntingdon County Builders Association



MEMBERSHIP APPLICATION

The Huntingdon County Builders Association (HCBA) is a non-profit trade association which was chartered in 1989. It is a non-profit association of builders and related trades organized to promote home ownership for the citizens of Huntingdon County, maintain the professional standards of the members, and educate its members, as well as the general public concerning home building and its allied trades. The Huntingdon County Builders Association is affiliated with the Pennsylvania Builders Association and the National Association of Home Builders.

Huntingdon County Builders Association
P.O. Box 399, Huntingdon, Pennsylvania 16652

Phone: (814)644-6660 - email: info@huntingdoncountybuilders.com
Website: www.huntingdoncountybuilders.com

Application for Membership

Company Name: _____

Contact Person/Title: _____

Phone #: _____ Fax #: _____ E-mail Address: _____

Business Address: _____
Street City State Zip

Web Site Address: _____

Suggested category to be listed in HCBA Member Publications: _____
(Example: Modular Homes; General Contractor; Plumbing & Heating; Excavating; etc.)
List any special services you provide for your website listing: _____

___ **Builder Member** ___ **Associate Member**

Builder Member is open to any person, business, or corporation whose principle business is 1) the construction of residential or commercial buildings, 2) the remodeling of residential or commercial properties, or 3) land development within the territorial jurisdiction of this Association. Membership should be limited to those who have conducted their business for a period of no less than three (3) years immediately preceding the date of this application or has been reviewed by, and at the discretion of, the Board of Directors of the Huntingdon County Builders Association, and has been accepted for membership under modified parameters.

Associate Membership is open to any person; business or corporation engaged in an allied trade (i.e., subcontractor, supplier, etc.), manufacturer or any other vocation related to the building industry other than that of a builder.

___ Corporation ___ Partnership ___ Sole Proprietorship
(List all officers of the corporation below) (List of partners below) (List owner's name below)

Name	Address	Telephone #:
_____	_____	_____
_____	_____	_____

References

Bank/Credit (Please list name, address, telephone number and contact person)
1) _____
2) _____
3) _____

Suppliers: (Please list name, address, telephone number and contact person)
1) _____
2) _____
3) _____

Completed Jobs (Please list name, address, telephone number and contact person)
1) _____
2) _____
3) _____

The primary business of your company is (please check all that apply):

- Architectural Firm, Architectural Engineering Firm, or Architect - Engineer Designer of Homes, Consultant, Environmental, Consultant.
- Builder, Builder - Developer, General Contractor or Remodeler Engaged in Building Activities
- Dealer/Wholesale - Building Materials
- Dealer/Retailer - Lumber, Building Material, Equipment or Tools or Mobile Homes
- Financial Organization (such as, Savings & Loan Association, Commercial or Mutual Savings Bank, Mortgage or Insurance Company)
- Manufacturer of Building Components
- Manufacturer of Mobile Homes or Modular Homes or Section Homes
- Realty Firm
- Sub Contractor - Specify your trade: _____
- Other - Please specify: _____

Number of years in business _____

How many years have you been in business in the Huntingdon County area? _____

If you have done business for less than one year in the Huntingdon area, where were you previously located? _____

Date of incorporation or registration of fictitious name _____

Tax Identification Number: _____

Number of employees including office staff _____

Are you engaged in any other type of business? Yes _____ No _____

If yes, what is the nature of that business?

If you have been in the building business or a related field for less than three (3) years, please state your previous business experience _____

Have any principals of the firm or their spouses been involved in a bankruptcy or had their professional license revoked within the last 7 years? _____ Yes _____ No

If yes, please provide full details on your letterhead.

Acknowledgement

I agree to abide by the Constitution, By-Laws, Code of Ethics and Contractors Quality Commitment Program of the Huntingdon County Builders Association, the Pennsylvania Builders Association and the National Association of Home Builders of the United States with which it is affiliated. Submissions of this application does not guarantee acceptance to the association and or participation in any association benefit programs.

QUALITY COMMITMENT STANDARDS

A. I agree to meet or exceed the standards established in the International Code Council Construction Standards and listed in the Contractor Quality Commitment Standards of this document along with local codes, laws, and ordinances. I also agree to arrange for all permit and/or licensing fees in connection with any project that I am involved with and require these expenditures.

B. I agree to abide by the findings of the Quality Review Committee and promptly respond to and rectify defects as defined by the codes and standard as stated in paragraphs A and B above.

C. I agree to use written contracts and change orders. All prices and specifications will be described in detail both honestly and accurately.

D. I agree to use only materials equal to or exceeding the quality of those specified in the contract and/or as required by code where the code shall be used as the minimum standard. Any modifications to the materials stated in the contract shall be conveyed to and accepted by the consumer in writing.

E. I agree to maintain a credit rating that is acceptable to my creditors, suppliers and subcontractors, and which conforms to the generally accepted practices within the building industry and as established by the Board of Directors of the Huntingdon County Builders Association.

F. I agree to supply the Huntingdon County Builders Association with proof of Workmen's Compensation Insurance, if I have any employees. I will also provide proof of Liability Insurance with minimum coverage of \$500,000 per occurrence. I agree to have certificates furnished to the Association as a certificate holder and they shall be named in the caveat to be notified when and/if the policy is cancelled or is no longer valid.

G. I hereby agree to waive any and all claims against the Pennsylvania Builders Association; the Huntingdon County Builders Association; the Quality Review Committee; or any individual that makes a report or take action pursuant to the provisions of the Contractor Quality Commitment program as adopted by the Huntingdon County Builders Association.

H. I have received, read, and agree to abide by the Association's By-laws, the Code of Ethics and the Contractor Quality Commitment Standards in order to establish and maintain credibility and assure public confidence in members of the Huntingdon County Builders Association.

Signature: _____

Dated: _____

Company: _____ Corporate Seal (if applicable)

CODE OF ETHICS

The goal of the members of the Huntingdon County Builders Association is to provide quality products and services at reasonable prices. Promote the well being of our association and project an image that is recognized for quality and fairness within the building industry, within our community and in our country through the American free enterprise system in accordance with the following Code of Ethics:

Honesty: Honesty and integrity shall be the guiding principles by which we conduct our business affairs.

Fairness: We shall be fair in all our business relationships; i.e., pricing, contractual agreements, restraint of trade and negotiations; in order to give our customer the best possible value for their dollar.

Laws: We shall comply with the letter, intent and spirit of all federal, state and local laws, ordinances, directives and adopted National Standards that affect building construction. We will work with legislators and national and state organizations to improve these laws and standards. We shall abide by the By Laws of the Huntingdon County Builders Association.

Insurance: We shall always maintain amounts of insurance coverage for our business, employees, and customers as defined by the Board of Directors.

Safety: We shall provide safe and healthy workplaces, as well as construct structurally and environmentally safe buildings. We are aware of the standard of Occupational Safety and Health Act (OSHA).

Design: We shall strive to design aesthetically pleasing, environmentally sensitive, functional, well situated and energy efficient new and remodeled buildings with appropriate drawing, contracts and specifications.

Quality: We shall conduct all of our construction work and related services in a careful and workmanlike manner in keeping with the building industry standards of quality.

Professionalism: We shall strive to manage our business to meet professional standards of the building industry and continue to learn by experience, education, research and sharing with one another in a healthy competitive spirit.

Scheduling: We shall provide our customers with realistic schedules and make every effort to expedite the work on these projects to meet the scheduled dates.

Warranty: We shall acknowledge any defects in our workmanship and materials and if necessary, correct them in a mutually agreeable and timely manner.

Payments: We shall pay all of our invoices in a mutually agreeable arrangement with our creditors.

Opportunity: We shall be an equal opportunity employer and not discriminate in the sale of any of our products and services or in our hiring and employment practices.

Authorization

To the best of my knowledge, the information I have stated in this application is correct. I (we) authorize the Huntingdon County Builders Association to make whatever inquiries it deems necessary, including credit references, in connection with my (our) application. I (we) authorize and instruct any person, firm, corporation or consumer-reporting agency to compile and furnish the Huntingdon County Builders Association with any information it may have or obtain in response to such inquiries.

Date: _____

Signature of Applicant: _____

Print Name of Applicant: _____

Applicant Sponsored by: _____

A remittance of **\$355.00** is enclosed representing my annual dues in three organizations for a period of twelve (12) months. Dues payments to the HCBA are NOT deductible as charitable contributions for federal tax purposes, but the dues (except the portion for lobbying expenses) may be deductible as an "ordinary and necessary" business expense. Please include with your check, the signed application, Code of Ethics and CQC Affirmation.

Certificate of Insurance Form

Please have your insurance agent forward a copy of your current insurance certificate to the HCBA office address, documenting that you have Worker's Compensation Insurance and Professional Liability Insurance in the amount of \$ 500.000 or greater. The Huntingdon County Builders Association must be names as a certificate holder.

NOTE: If requesting an Associate Membership, in lieu of having HCBA named as a certificate holder, I/we agree to notify the HCBA if our current insurance certificate expires.

If you are not legally liable to carry workers compensation insurance, please file an affidavit of exemption with this application. Affidavits are available from the HCBA office.

Huntingdon County Builders Association

P.O. Box 399, Huntingdon, PA 16652

All information contained in this application is kept strictly confidential. Any information provided is used for evaluation and statistical purposes only and will not be shared with any other company or organization. Occasionally, however, the Pennsylvania Builders Association (PBA), through Builder Services, Inc. (BSI), may exchange our member mailing lists with other reputable companies or organizations. If you do not wish to receive mailings from these companies or organizations, please advise Builder Services Inc. at 600 North Twelfth St., Lemoyne, PA 17043.

Please direct any questions regarding this form to the Huntingdon County Builders Association office at (814)644-6660.