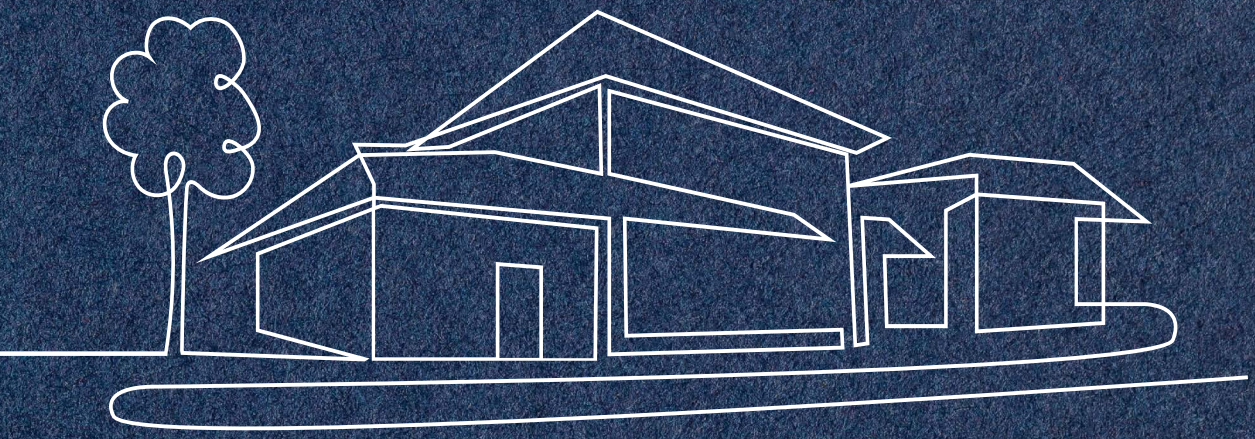


Regina & Region
Home Builders'
Association

Members of the RRHBA have been building and transforming communities throughout Regina and Area since 1955.

Renovator Membership Application Package



REGINA & REGION HOME BUILDERS' ASSOCIATION
RENOVATOR MEMBERSHIP

Shall be open to any person, firm or corporation who demonstrates to the satisfaction of the Board of Directors that they are primarily engaged in the business of renovations or remodeling activities of residential dwellings. The renovator must successfully complete the required education and training courses as specified from time to time by the Board of Directors.

Members are obligated to abide by the Association's Code of Ethics...

CODE OF ETHICS

Consumers know that when they deal with a company displaying the Regina & Region Home Builders' Association logo they are dealing with a company committed to professional standards for the residential construction industry.

- Members shall comply with applicable building codes of Canada as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety, and health.
- Members shall plan their sites and homes to conform to the principles of good community planning and support for the environment.
- Members shall deal justly with their employees, subcontractors, and suppliers of all goods and services.
- Members shall deal honestly and fairly with their customers and stand behind the quality of their work and service commitments.
- Members shall exchange information and experience, and encourage research on materials, technical advancements and building techniques in order to provide the best value for their customers.
- Members shall avoid all conduct or practice detrimental to the house building industry, to the Association, to the Association administration, to the good name or reputation of any of its members, administration and staff or its customers.
- Members shall comply with the Association Brand and Logo policy.
- Members shall commit to continuing learning through human resource policies and practices, including employment practices which treat employees as assets.
- Members shall actively promote health and safety principles.
- 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 Regina & Region Home Builders' Association, Inc.

APPROVAL PROCESS

- Applicants submit a completed application form, including two industry (prefer RRHBA members) references and payment.
- Applicants are profiled to our members via email and are subject to approval by the Board of Directors.
- New members have a one-year probationary period.

CONTACT INFORMATION

Jason Christbason
Membership & Builder Relations Manager
Phone: (306) 546-5226
j.christbason@reginahomebuilders.com

RRHBA Renovator Membership Application Form

Please ensure you complete the entire application

Company: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Main Phone: _____

Main Email: _____

Website: _____

Facebook: _____

Instagram: _____

X: _____

LinkedIn: _____

YouTube: _____

Business Start Date: _____

Type of Business:

- ○ Private
- ○ Public
- ○ Franchise

Company Principals: _____

Company Description:

Reason for Joining:

- ○ Networking
- ○ Education
- ○ Advocacy
- ○ Marketing
- ○ Other: _____

How Did You Hear About Us:

- ○ Referred by Industry Partner
- ○ Contacted by RRHBA Staff
- ○ Social Media
- ○ Past Member
- ○ Other: _____

Primary Contact for RRHBA: _____

Position/Title: _____

Phone: _____

Email Address: _____

Cell Phone: _____

Industry References: *(preferably RRHBA Members)*

Company: _____

Contact: _____

Phone: _____

Company: _____

Contact: _____

Phone: _____

CASL CONSENT

By providing an email address you agree to receiving emails, newsletters, invitations, event notices, notifications and other information that is relevant to you and your business and/or the Regina & Region Home Builders' Association and the Spring Home Show. You can unsubscribe from recieveing such materials at any time.

APPLICANT DELARATION

I hereby make application for membership in the Regina & Region Home Builders' Association and submit payment for membership fees.

I certify that none of the principals of this company have been refused membership, refused renewal of membership or had membership revoked by any level of the Canadian Home Builders' Association (CHBA), across Canada.

I state that all information contained on this application is true and accurate and I authorize the Association to undertake investigative procedures to confirm the accuracy of the application information, and to conduct reference checks.

Should my application be rejected, I agree to fully indemnify and save harmless 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.

COMMITMENT TO RRHBA CODE OF ETHICS

I acknowledge that I have read the Regina & Region Home Builders' Association's Code of Ethics and promise to operate my firm in accordance with the spirit and intent of the Code. These responsibilities are freely and solemnly assumed and are part of an obligation as a member of RRHBA. I understand that violation of any portion of the Code of Ethics will be subject to disciplinary procedures set out in the Association's by-laws.

INFORMATION DISCLOSURE CONSENT

RRHBA promotes its membership and fosters communication within the industry and with consumers through directories, websites, etc. I consent that the information contained in this application may be used for such purposes (banking and credit card information exempted) by RRHBA, and CHBA.

Date: _____

Company: _____

Name: _____

Position: _____

Signature: _____

The Board of Directors reserves the right to reject any application for membership in the Association or to defer consideration of an application.

Applicants requesting membership in the "Renovator" category are required to complete the Certified Professional Renovator Program within the first year of membership .

PAYMENT INFORMATION

INVESTMENT: *(Plus GST)*

Renovator: $1,725

- Fee includes fees to CHBA
- The full fee is paid up front, and must accompany the membership application. However, when you renew your membership, you will get a credit depending on when in the fiscal year your application was approved.
- Membership fees are non-refundable if membership is cancelled part way through the 12 months.

Method of Payment:

○ **Cheque** - Make cheques payable to the **Regina & Region Home Builders' Association**

○ **Visa / MC**

Credit Card Number: _____

Expiry Date: _____

Name on Card: _____

Signature of Card Holder: _____

Date: _____

Payment must accompany the completed application form.

COMPLETED FORMS CAN BE RETURNED TO

Mail:

Regina & Region Home Builders' Association
#100-1801 MacKay Street
Regina, Saskatchewan, S4N 6E7

Email:

j.christbason@reginahomebuilders.com

Certified Professional Renovator Program

Applicants requesting membership in the "Renovator" category are required to complete the Certified Professional Renovator Program within the first year of membership.

You will not be able to renew your membership in the upcoming renewal year if the Certificed Professional Renovator course is not completed and maintained. This means if Tom Smith completed the course and has left your company, another team member must take the course again, in order for your company to maintain the RRHBA Membership.

The Certified Professional Renovator Program is a fully online course designed to build knowledge in how to start, grow and maintain a Home Renovation business. Structured content, self-check exercises, essential handouts and step by step guidance will enable learners to work towards their business goals. If you want to succeed in the renovation business, you can't afford to be without the Home Renovator course. The Regina & Region Home Builders' Association works to continually improve the professionalism of the Residential Construction Industry through ongoing education and training.

Only RRHBA Members who have completed the program and are in good membership standing, receive the designation of being a Certified Professional Renovator.

The Certified Professional Renovator courses include:

- Business Goals and Structure
- Financial Management
- Sales and Marketing
- Costing and Estimating
- Managing the Job
- Client Relations
- Monitoring and Anticipation
- Evolving Trends

Learning Outcomes:

- Select an appropriate structure for your business.
- Demonstrate a strong understanding of the planning, organizing, directing, and controlling of the financial activities of your business.
- Explain the basic concepts of sales and marketing.
- Explain the importance of costing and estimating for home renovating businesses.
- Explain how to manage your renovation job from start to finish, including managing the job site and materials.
- Describe the impact of quality service on client relations.
- Discuss the major trends driving the home renovation industry.

This course is provided by Professional Home Builders Institute (PHBI). Course name: Business Fundamentals for the Home Renovator.

- Hours: 15.0
- Exam & Passing Grade: 70%
- Cost: $500

RenoMark Program

Optional to Join

The RenoMark program, administered by the national level of the Canadian Home Builders' Association (CHBA) and serves to connect homeowners to professional renovators and contractors who are committed to quality workmanship and customer satisfaction. For homeowners, the RenoMark symbol recognizes trusted members of CHBA who abide by a rigorous, renovation-specific Code of Conduct. For members, the program sets your business apart from others, creates trust with potential clients, and gives you a marketing advantage.

The Benefits of Joining

- Becoming a RenoMark member signifies a dedication to professionalism, integrity, and continuous improvement.
- Gain credibility in the eyes of potential clients by undergoing a rigorous screening process. This demonstrates a commitment to upholding industry standards and ethical business practices.
- Earn a stamp of approval from a trusted, national authority. This helps alleviate homeowners' concerns and instills confidence and peace of mind in their choice of renovator.
- Receive access to valuable resources, training programs, and networking opportunities within the industry. This helps members stay up to date on the latest industry news and best practices.

How to Join

Renovators and trade contractors who are already members of their local Home Builders' Association can become join RenoMark through CHBA's online verification system.

The verification system is an online tool that makes it simple for renovators and trade contractors to register for the RenoMark program and provide the documentation required in the Code of Conduct.

Online Verification is a Simple 3-Step Process:

- *Step 1: Attest to the RenoMark Code of Conduct*
  - Be a member in good standing of the local Home Builders' Association.
  - Abide by all of the Local Home Builders' Association's Code of Ethics.
  - Provide a detailed, written contract (including a scope of work) for all jobs.
  - Provide a minimum two-year warranty (some conditions may apply – see contract for details).
    - a minimum two-year warranty on structural defects and water penetration and
    - a minimum one-year warranty on workmanship.
    - Note: warranty offered will not extend beyond manufacturer's warranties on products
  - Carry a minimum of $2 million in liability insurance.
  - Carry all applicable licenses and permits as required.
  - Maintain a safe and organized work site at all times.
  - Return homeowners phone calls within two business days.
  - Have access to education, training and professional development.
  - Have and/or work only with subcontractors which have workplace safety and employers' liability coverage.

- *Step 2: Upload required documentation.* All RenoMark members are required to register online and provide necessary documentation. Be sure to have electronic copies of the following documents on hand before you start. These documents are held confidentially and securely, with access provided to select CHBA staff only for the purposes of verification.
  - Contract
  - Warranty
  - Certificate of Insurance

- *Step 3: Sign the RenoMark Licensing Agreement*

Once the verification process is complete, members will receive immediate access to a full suite of marketing materials to promote their designation as a RenoMark member.

RENOMARK LICENSING AGREEMENT

BETWEEN
Canadian Home Builders Association
referred to as the "CHBA"
AND
The Member Company
referred to as the "Contractor"

WHEREAS CHBA owns the Trademark "RenoMark®" (the "Mark") per Schedule "A";

AND WHEREAS the Contractor is a member in good standing as a Renovator, Custom Builder, Trade Professional or similar category of CHBA and its Constituent Associations;

THIS AGREEMENT THEREFORE WITNESSES that in consideration of the terms below, the sufficiency of which is hereby acknowledged, it is agreed as follows:

1. Purpose:
This license grants to the Contractor the right to use the RenoMark® brand, exactly as it appears at Schedule "A" and in no other way, for the purpose of identifying themselves as a renovation contractor, custom builder or trade professional who has agreed to abide by the RenoMark® Code of Conduct reproduced at Schedule "B" hereof (the "Code of Conduct").

2. Eligibility of Member:
a. The Contractor agrees to abide by the Code of Conduct at all times.
b. The Contractor attests that neither the firm, nor any of its principals, have at any time been denied admission to a warranty program, or to a governmental registration or licensing system pertaining to construction, or been suspended or expelled by a construction or development organization, or had a Court ruling issued against them in relation to any of the criteria set forth at Schedule "B".

3. Appearance:
Notwithstanding the appearance of the Mark as it presently appears at Schedule "A", CHBA reserves the right to issue instructions, standards of quality and Trademark specifications as required.

4. Exclusivity:
a. The rights granted to the Contractor by this agreement are non-exclusive.
b. The rights granted to the Contractor by this agreement cannot be transferred.

5. Conditions:
This agreement grants the above rights to the Contractor on the following conditions:
a. *Focus:* The Contractor shall use the Mark only for the purpose set out at paragraph 1 above.
b. *HBA Members Only:* The Contractor shall use the Mark only so long as it is a fully paid-up Member in good standing of CHBA and its Constituent Associations.
c. *Rights Respected:* The Contractor undertakes not to use the Mark in any way that is likely to prejudice the Trademark rights of CHBA, as determined by CHBA, in their sole discretion.
d. *Hold Harmless:* The Contractor shall hold the CHBA and its Constituent Associations harmless of any claims arising from the Contractor's use of the Mark, or from any representations made in connection with the Mark.
e. *Legal Defense:* In the event that CHBA and/or its Constituent Associations are required to resort to litigation or other action because of any default of the Contractor under this Agreement, then the Contractor shall be responsible for all costs thereunder.
f. *Complaint Review Process:* The Contractor agrees to abide by the formal complaint review process of its Constituent Association to manage consumer complaints against Contractors.

6. Start/End:
This Agreement shall be terminated in the event that:
a. The Contractor fails to provide an annual attestation using the electronic verification system managed by CHBA;
b. The Contractor has breached the terms of the Code of Conduct and has failed to remedy the breach within 60 days of receipt of written request to do so by either the Constituent Association or CHBA;
c. Meaning of Mark: If the Contractor misrepresents the Mark as signifying something other than what is outlined at Schedule "B";
d. Membership: If the Contractor ceases to be a member in good standing of CHBA and its Constituent Associations.
Upon termination of this Agreement, the Contractor shall forthwith cease using the Mark, cease making any representations (verbal or in writing) to potential customers and the public that the Contractor is a licensed RenoMark® Contractor and dispose of all materials bearing the Mark.

7. Web Promotion:
a. *Accuracy:* The Contractor shall hold CHBA and its Constituent Associations harmless of any inaccuracy in the Contractor's information or damages arising therefrom.

8. Interpretation
a. *Personnel:* References to the Contractor include its officers, directors, agents and employees.
b. *Law:* This Agreement shall be governed by the law of Ontario.
c. *Contacts:* All communications shall be addressed as follows:
i. For CHBA, to: Director, Renovation Services at renomark@chba.ca
d. *Binding:* This Agreement shall be binding on the parties hereto and their successors, heirs, and assigns.