

## Attachment 1

### Builder Qualification Process, Glennborough Homeowners Association (HOA)

Supply requested information to:

Glennborough HOA

c/o In Rhodes Management Inc.

2391 Pontiac Road, Auburn Hills, MI 48326

Email: [reception@inrhodes.com](mailto:reception@inrhodes.com) / Fax: (248) 652-0662

1. Builder must have been in the business of building single family residences for a minimum of 5 years.
2. Builder must be in the business of building custom homes in the price range of \$400,000 and up.
3. Builder must have a legitimate place of business where he/she meets with customers, not only a PO Box.
4. Builder must have a clean record for the past 5 years with the Dept. of Licensing, State of Michigan. Builder must secure and submit an original letter from the State of Michigan confirming the clean record, or an emailed letter from the State.
5. Builder must not have filed for any bankruptcy either in its current name or a former name in the previous 5 years.
6. A bank reference where the builder conducts its checking, savings and loan business must be supplied.
7. A Title Company reference must be supplied.
8. A list of the most recent 5 clients, their email addresses and phone numbers can be supplied. Builder must swear to and have his/her signature notarized on an affidavit stating that the list contains each of the last 5 clients and that there are no omissions.
9. Builder gives permission for the HOA or its representative(s) to make a credit check of the builder and/ or his/her company.
10. Builder agrees to deposit with the HOA a sum of \$10,000 (Ten Thousand Dollars). The purpose of the deposit is to assure that the builder completes the project per the contract completion date and repairs any damage to common elements such as, but no limited to, street(s), drainage easements, utilities, common areas, and conservation or preservation areas. If the builder damages any of the common elements or fails to complete the project, the deposit shall be available to the HOA to cure any failure of the builder.
11. Upon signing a contract between an approved builder and its client, the completion date as shown on the contract will be providing in writing to the HOA. The date of completion will be clearly stated and shall include the signatures and the printed name of both the builder and the owner(s).
12. Upon completion of the project and granting of the Certificate of Occupancy, a copy of the C of O will be supplied to the HOA. Within 5 business days of receipt of the C of O, the HOA will cause an inspection of the project, the street and other common areas surrounding the project. The cost of such inspection(s) shall be borne by the builder and deducted from the builder's deposit. If there are any repairs required, the builder shall make the repairs and a re-inspection conducted. If the builder

has failed to satisfactorily correct any deficiencies listed as the first inspection, then the HOA may, at its option, require further correction(s) by the builder or elect to make the corrections and deduct the cost of such repairs from the deposit held by it. If the landscaping has not been completed, the HOA may, at its option, withhold returning any portion of the deposit until the completion of landscaping.

- 13. The signature of the builder on this document warrants that he/she has read and understands the Master Deed and Bylaws as it pertains to any aspect of "BUILDING IN GLENNBOROUGH." A copy of the Master Deed and Bylaws was supplied to the unit owner at "closing" and can be obtained from the Glennborough website: [www.glennborough.com](http://www.glennborough.com)
- 14. Glennborough HOA Board, at its sole determination, shall have the right of final denial or approval of any builder.
- 15. Builder must supply the Legal Name of Company and Address, below:

Legal Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Builder's Signature: \_\_\_\_\_

Builder's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_