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Visit CRCA.org or call 708-449-3340 for membership details & to join today!
CRCA is one of the oldest trade associations of its kind in the country. CRCA Roofing and Waterproofing Contractors and Associate Members serve the greater Chicagoland area and beyond.

CRCA collaborates with the local, regional and national construction, roofing and waterproofing industry organizations, as well as governmental agencies. Through the great volunteer support on CRCA committees, CRCA members get results!

Visit www.CRCA.org to Get Involved!

On the Cover: Photos courtesy of CRCA Member Firms including: Olsson Roofing Company, Inc. (main photo); Elens & Maichin Roofing & Sheet Metal (inset top); G.E. Riddiford Roofing Co. (inset middle); W.B.R. Roofing Company, Inc. (inset bottom).
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*CRCA Officers and Directors do not receive any compensation for their services.

CRCA PAST PRESIDENTS

2015-17 George Patterson 1997-98 Thomas Bollnow 1979-80 Richard Rosenow 1962 Herbert Boice

2020 CRCA OFFICERS AND DIRECTORS
CRCA Affiliate Relations Committee, formed in 2018, with the goal of building relationships with other Chicagoland construction and design organizations, to collaborate on issues affecting this construction industry as a whole.

- Chairs: Carole Ceja, Shawn Sullivan
- Randy Gleason
- John Goers
- Kim Kwasiborski
- Paul Larson
- Troy Wormley

CRCA Awards Committee, consisting of the last five years Clyde Scott Award Recipients, reviews accomplishments by CRCA Members for consideration as award winners, facilitating the process. These prestigious honors include: Clyde Scott Award and the Award of Excellence. The committee also facilitates the CRCA / Local 11 Joint Safety Award and the Associate of the Year Award.

- Chair: George Riddiford
- Chris Adler
- John Lanzendorf
- Bill Lynch
- Rod Petrick

CRCA Building Envelope Committee was created in 2019 with the intent to dig deeply into moisture and air management to determine how and why it effects structures. The goal is really to understand what all encompasses the building envelope standards and help educate CRCA members on these new standards moving forward in our industry.

- Chairs: Dan Flickinger, Troy Wormley
- Joan Crowe
- John Dashner
- Jeff DeJong
- Don Egan
- Mike Leonard
- George Patterson
- Jim Prusak
- Dan Schmidt
- Brian White

CRCA Chicagoland Women in Roofing Committee focuses on inspiring women to get involved and gain and contribute their knowledge and experience in the roofing and waterproofing industry.

- Chairs: Joan Crowe, Rebecca Troche
- Jeanne Beyer
- Kim Kwasiborski
- Julie Leavitt
- Jennifer Trapane
- Melissa Varisco
CRCA Contract / Insurance Committee collaborates with the legal and architectural community to monitor developments in contract language for contractors as well as insurance issues for members.

- Chairs: Dominic Dunlap, Larry Marshall III
- Bob Bachmann
- Trent Cotney
- Phil Hayes
- Rob Metzler
- David O’Gara
- Art Pedraza
- Thomas Ponsot

CRCA Emerging Leaders Committee mission’s is to reach out to future CRCA leadership, creating opportunities to network, learn and develop leadership in the roofing and waterproofing installation and supply businesses.

- Chairs: Phil Diederich, Dennis Bone
- Bryan Adams
- Mark Cronin IV
- Casey Fraher
- Dan Henshaw
- Mike Lowery
- Rebecca Troche
- Melissa Varisco
- Zach Riberdy

CRCA Financial Committee develops policy and monitors investments.

- Chairs: Brian Cronin, Mitch Rabin
- Bill O’Brien, Sr.
- Tony Roque
- Shawn Sullivan
- Troy Wormley

CRCA Industry Affairs / Technical Operations Committee works with CRCA’s Legislative Consultant as well as with Chicago, State and National governing bodies to further CRCA Roofing and Waterproofing Industry advancement and consumer protection.

- Chairs: George Patterson, Tony Roque
- Mark Cronin IV
- Joan Crowe
- Brandon Dennis
- Bill O’Brien, Jr.
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- Ryan Petrick
- Mitch Rabin
- Dennis Runyan
- Margaret Vaughn
2020 CRCA COMMITTEES AND DESCRIPTIONS

CRCA Marketing Committee develops key marketing to promote CRCA’s members to architects/specifiers, building officials, associations and other organizations and entities important to the Chicagoland and Illinois Roofing and Waterproofing industry.

- Chairs: Dave Good, Bill O’Brien, Jr.  Ron Sweeney
- Casey Fraher  Melissa Varisco
- John Goers  Richie Zarnecki
- Dan Schmidt

CRCA Membership Committee works collectively to assure retention and growth of the association. This group connects with potential new members, acting as CRCA Ambassadors, developing initiatives and events with the Marketing Committee for membership promotion.

- Chairs: Kim Kwasiborski, Brad Schwab
- Jay Adler
- Jeff DeJong
- Tony Freas
- Kevin Froeter
- Dave Good
- Kevin Gleason

CRCA Nominating Committee presents a slate of officers and directors to the CRCA Membership at the annual meeting. Voting Contractor Members are elected to the Board of Directors to three-year terms. The Executive Board Members serve terms of one year each. Associate Directors are elected by other Associate Member firms for a three-year term.

- Chair: Troy Wormley  George Patterson
- Chris Adler  Tony Roque
- Bruce Diederich

CRCA Program Committee develops topics and determines speakers for the CRCA Membership Meetings, plans the CRCA Annual Awards Banquet, the legendary CRCA Industry Day Golf Outing as well as other social and business-based events.

- Chairs: Mike McMillin, Tony Roque
- Jay Adler
- Jim Bone
- Greg Dedic
- Mike Dobersch
- Bill O’Brien, Jr.
- George Patterson
- Ryan Schultz
- Randy Zaleski
CRCA Scholarship Committee meets to review and set objectives for the CRCA Scholarship Program each year. The committee sets criteria, and then determines the scholarship recipients annually.

- Chair: John Lanzendorf
- Chris Cronin
- Joe McDevitt
- George Patterson
- Rod Petrick
- Tony Roque
- Ryan Schultz
- Troy Wormley

CRCA Steep and Shingle Committee works with local, regional and national entities to monitors activities and technology in the high slope roofing discipline.

- Chair: Jim Prusak
- Tom Cleary
- Phillip Diederich
- Jim Peterson, Jr.
- Jim Peterson, Sr.
- Michael Prate
- Ryan Trela
- Manny Valdez

CRCA Trade Show Committee plans the technical program content and assists in execution of this annual industry leading show. Speakers from nationally known organizations address CRCA at this very important conference and gather attendees from all facets of the roofing industry such as design, installation, consulting, governmental and suppliers of materials and services.

- Chairs: Greg Dedic, Ryan Petrick
- Matt Adler
- Jeanne Beyer
- Dave Good
- Jason Peterson
- Rod Petrick
- Ross Ridder
- Tony Roque
- Matt Wehrle

CRCA Joint Grievance Committee represents contractors in grievance disputes regarding the CRCA’s Standard Working Agreement with the Roofers, Waterproofers and Allied Workers Local 11 Union.

- Chair: Bill O’Brien, Sr.
- Bill Lynch
- George Patterson
- Rod Petrick
- Tony Roque
SAFETY

CRCA's Health and Safety Committee works closely with CRCA Member Contractors and governmental entities such as OSHA to promote safety in the Roofing and Waterproofing Industry.

- Chairs: Kevin Froeter, Frank Marino
- Joe Adler
- Phil Hayes
- Kurt Kollwelter
- Jim Meegan
- Ryan Petrick
- Mike Reynolds
- Richie Zarnecki

The Chicagoland Roofing Council Joint Safety Committee focuses on worker safety on the roof. This important committee is comprised of contractor firms, union professionals and CRCA's safety consultant.

- Chair: Mark Moran, CRCA
- Mark Duffy, CRCA
- Mike Reynolds, CRCA
- Frank Marino, Safety Check
- Jim Meegan, Safety Check
- Bob Burch, Local 11
- Marty Headtke, Local 11
- Gary Menzel, Local 11

CRCA TRUSTEES

The Roofing Industry Apprenticeship and Training Fund Trustees work together with the Roofers, Waterproofers and Allied Workers Local 11 Union to implement education curriculum that results in workers trained in general roofing principles and specific specialties. This group also spearheaded the development of the Local 11 Joint Apprenticeship Training Facility, the finest of its kind in the US.

- Chair: Jay Refieuna
- Mark Moran, CRCA
- Rod Petrick, CRCA
- Jay Tulley, CRCA
- Larry Gnat, Local 11
- Marty Headtke, Local 11
- Gary Menzel, Local 11

The Trustees of the Roofing Industry Advancement and Research Fund develops programs to promote the CRCA Roofing and Waterproofing Contractor in the Chicagoland Construction Industry and beyond.

- Chair: Troy Wormley
- Chris Adler
- Bruce Diederich
- George Patterson
- Tony Roque
- Joe McDevitt, Member Emeritus
- Rod Petrick, Member Emeritus
- Paul Shah, Member Emeritus
The Trustees of the Welfare, Pension and Reserve Funds are responsible for the management of these funds, working together with the Fund Administrator used by the group towards this goal.

- Bill O’Brien, Sr., CRCA
- Chris Cronin, CRCA
- Bill Lynch, CRCA
- Larry Gnat, Local 11
- Marty Headtke, Local 11
- Gary Menzel, Local 11

The CRCA FOUNDATION, a Charitable 501(c)(3) organization was formed with the mission of providing support to philanthropic causes, research and education to further the roofing and waterproofing industry and the community, these trustees are building a platform of charitable giving and support to further this mission moving forward.

- Chair: Dave Lisson
- Secretary: George Patterson
- Treasurer: Tony Roque
- Trustee: Jennifer Holsinger
- Trustee: Rod Petrick
- Trustee: Troy Wormley

ADDITIONAL CRCA RESOURCES

OUTSIDE COUNSEL
Thomas Vasiljevich, Esq., Ogletree, Deakins
(312) 558-1224

LEGISLATIVE CONSULTANT, IL & CHICAGO
Margaret A. Vaughn Consulting, Inc.
(217) 280-0206
mvaughn@springnet1.com

LOCAL 11
- Roofers and Waterproofers Local #11
  (708) 345-0970
- Chicagoland Roofers Joint Apprenticeship Training Center
  (708) 246-4488
- W-P-R FUND ADMINISTRATOR
  (847) 827-1029
A CRCA CONTRACTOR MEMBER IS…

**Experienced** — Some CRCA Member Contracting firms have been in business for more than 100 years. This longevity brings stability to relationships with customers. Additionally, newer firms who are involved in CRCA, benefit from Membership Meetings where new knowledge of materials, technology and processes are brought by industry leaders to CRCA Member Firms.

**Licensed** — CRCA Roofing Contractor Members are licensed by the State of Illinois Department of Professional Regulation. CRCA Members worked with the State of Illinois to develop and implement this important legislation to protect the consumer against unscrupulous contractors.

**Competitive** — CRCA Member firms invest time and money into equipment, processes and people to gain the best competitive edge possible in all facets of the business. CRCA Members, when bidding equal systems, are very competitive in the marketplace.

**Educated** — Whether union or non-union, CRCA Member firms educate their workers and office staff through training in the classroom and in the field on all types of roofing systems and safety. Workers and contractors have years of experience in all types of roofing systems installation, including gravel and ballast covered, smooth surfaced, roof garden vegetative systems, as well as pavers, photovoltaics, and other overburden systems.

**Involved** — CRCA Members give back to the community, by being active members and leaders in other organizations.
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Gabriel Poblete, Michel Poblete, Juan Robillard  
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Bloomingdale, IL 60108  
Low Slope: Comm/Ind/Instit, Single Family Res, Multi-Family Res  
Steep Slope: Comm/Ind/Instit, Single Family Res, Multi-Family Res  
Email: premiergroupgc@gmail.com

Preservation Services, Inc.  
IL# 104-008002  
Jim Hoselton, Brennan Quinn  
221 E. Rocbaar Dr.  
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Email: jim@preservationservices.com

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Steep Slope: Comm/Ind/Instit, Single Family Res, Multi-Family Res

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  Fax: (708) 598-8781
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  Email: rod@ridgeworthroofing.com
  Rodney P. Petrick, Ryan Petrick, Linda Mudroch
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  Vegetative

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  Fax: (815) 654-9569
  www.roofingsystems1.com
  Email: roofsys@aol.com
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  Loves Park, IL 61111
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13611 South Pulaski Rd.
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  Steep Slope: Comm/Ind/Instit, Multi-Family Res
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<td><a href="mailto:joe.kemph@becn.com">joe.kemph@becn.com</a></td>
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<tr>
<td>Beacon—Carol Stream</td>
<td>(773) 530-1707</td>
<td><a href="mailto:gustavo.garcia@becn.com">gustavo.garcia@becn.com</a></td>
</tr>
<tr>
<td>Beacon—Chicago / Ogden</td>
<td>(773) 772-6500</td>
<td><a href="mailto:matthew.murphy@becn.com">matthew.murphy@becn.com</a></td>
</tr>
<tr>
<td>Beacon—Des Plaines</td>
<td>(847) 795-9378</td>
<td><a href="mailto:sean.mcfarland@becn.com">sean.mcfarland@becn.com</a></td>
</tr>
<tr>
<td>Beacon—Hickory Hills</td>
<td>(708) 599-9770</td>
<td><a href="mailto:richard.freiberg@becn.com">richard.freiberg@becn.com</a></td>
</tr>
</tbody>
</table>

*Local #11 Contractor*
CRCA ASSOCIATE MEMBERS

Beacon—Oak Forest
Steve Willis
16440 S. Kilbourn Ave.
Oak Forest, IL 60455
Roofing Materials Distributor
Ph: (708) 802-6123
Fax: (708) 535-0992
www.becn.com
Email: steve.willis@becn.com

Beacon—Wauconda
Jason Niebuhr
1120 N. Rand Rd.
Wauconda, IL 60084
Roofing Materials Distributor
Ph: (847) 416-3202
Fax: (847) 526-8713
www.becn.com
Email: jason.niebuhr@becn.com

Berridge Mfg. Co.
Terry Diebold, Grant Gillum, Rob Hinojosa
1175 Carolina St.
West Chicago, IL 60185
Manufacturer
Ph: (800) 488-7415
Fax: (630) 231-7520
www.berridge.com
Email: tdiebold@berridge.com

Big Rock Supply
Jim Dvorak, Vince Arena, Jonathan Brown, Ken Brown, Bella Crea
330 Meyer Rd.
Bensenville, IL 60106
Manufacturer, Roofing Materials Distributor, Roofing Equipment Distributor
Ph: (630) 350-2300
Fax: (630) 766-8461
www.bigrocksupply.com
Email: contact@bigrocksupply.com

Bitec, Inc.
David G. Allen, Joel B. Shealey
#2 Industrial Park Dr., PO Box 497
Morriston, AR 72110
Manufacturer
Ph: (501) 354-8585
Fax: (501) 354-3019
www.bi-tec.com
Email: dga@bi-tec.com

Bitumar USA Inc.
Tom Lecorchick, Jr.
6000 Pennington
Baltimore, MD 21226
Manufacturer
Ph: (410) 610-5953
Fax: (410) 354-9552
www.bitumar.com
Email: info.montreal@bitumar.com

Blue Ridge Fiberboard, Inc.
David Buffo
250 Celotex Dr.
Danville, VA 24541
Manufacturer
Ph: (866) 850-8834
Fax: (773) 549-1914
www.blueridgefiberboard.com
Email: dbuffo@blueridgefiberboard.com

Bone Roofing Supply, Inc.
Jim Bone, Dennis Bone, Jason Bone, Mike Dobersch, Andrew Jarzabek, Chris Hoffman
880 N. Addison Rd.
Villa Park, IL 60181
Roofing Materials Distributor
Ph: (630) 628-8170
Fax: (630) 433-4721
www.boneroofingsupply.com
Email: jim@boneroofingsupply.com

Boral Roofing
James DeVelder
7575 Irvine Center Dr., #100
Irvine, CA 92618
Roofing Materials Distributor
Ph: (949) 756-1605
Email: jdevelder@boral.com

Bostik Inc
Charlie Ruth
11320 Waterown Plank Rd
Wauwatosa, WI 53226
Manufacturer
Ph: (312) 485-2845
www.bostik.com
Email: charlie.ruth@bostik.com

Local #11 Contractor
**CRCA ASSOCIATE MEMBERS**

**BPM Insurance**  
Rob Metzler, Andy Metzler  
10540 Marty, Ste. 160  
Overland Park, KS 66212  
Insurance

**Ph:** (816) 695-1306  
**Email:** rmetzler@bpminsurance.com  
**Website:** www.bpminsurance.com

**Carlisle Construction Materials / WIP**  
Don Coates  
1285 Ritner Hwy.  
Carlisle, PA 17013

**Ph:** (630) 360-1306  
**Email:** don.coates@carleseccm.com  
**Website:** www.carliesyntec.com

**Carlisle SynTec**  
Brian Bulger, Chad Blazitz, Garen Rodriguez, Jerry Staaden  
10046 Lancaster Dr.  
Mokena, IL 60448  
Manufacturer

**Ph:** (800) 479-6832  
**Email:** Brian.Bulger@CarlisleCCM.com  
**Website:** www.carlisle.com

**Castle Metal Products**  
Gary Castle, Rick Castle  
1947 Quincy Ct.  
Glendale Heights, IL 60139  
Manufacturer

**Ph:** (847) 806-4540  
**Fax:** (847) 806-4541  
**Email:** castlemetal@msn.com  
**Website:** www.castlemetalproducts.com

**Cedar Shake & Shingle Bureau**  
Tony Hyatt  
P.O. Box 1178  
Sumas, WA 98295  
Trade Association

**Ph:** (604) 820-7700  
**Email:** info@cedarbureau.com  
**Website:** www.cedarbureau.org

**Certainteed Roofing Products**  
Jason Peterson, Mike Krejci, Tim Gelinas, Anthony Ingrao  
3304 4th Ave.  
Shakopee, MN 55379  
Manufacturer

**Ph:** (630) 383-6741  
**Email:** jason.a.peterson@saint-gobain.com  
**Website:** www.certainteed.com

**CHEM LINK Inc.**  
Jeff Piotrowicz, Rick Berthiaume, Tonya Elrod  
353 E. Lyons St.  
Schoolcraft, MI 49087  
Manufacturer

**Ph:** (269) 679-4448  
**Email:** jpiotrowicz@chemlink.com  
**Website:** www.chemlink.com

**Chicago Metal Supply & Fabrication**  
Ski Wysocki, Bogdan Bosak, John Delaney, Jaime Deligadillo, Rossi Clark  
4940 W. Grand Ave.  
Chicago, IL 60639  
Manufacturer, Roofing Materials Distributor, Roofing Equipment Distributor

**Ph:** (773) 227-6200  
**Fax:** (773) 227-1700  
**Email:** info@chicagometalsupply.com  
**Website:** www.chicagometalsupply.com

**Chris Industries Inc.**  
Jerry Brand  
290 Larkin Drive  
Wheeling, IL 60090  
Manufacturer, Roofing Materials Distributor

**Ph:** (847) 729-9292  
**Fax:** (847) 729-0340  
**Email:** jbrand@christymetals.com  
**Website:** www.chrisind.com

**Classic Gutter Systems LLC**  
Charles A. Crookston, Wendell Stoeffler  
155 McCollum  
Galesburg, MI 49053  
Manufacturer

**Ph:** (269) 665-2700  
**Fax:** (269) 665-1234  
**Email:** ac@classicgutters.com  
**Website:** www.classicgutters.com

*Local #11 Contractor*
**CRCA ASSOCIATE MEMBERS**

**CLEANWRAP Interior Protection Systems**  
Dawn Nemelka, Mark Nemelka, Anthony Castiglia  
PO Box 61  
Silverpoint, TN 38582  
Temporary Interior Protection  

**CNA Insurance Lombard/Chicago**  
Kurt Kollwelter  
801 Warrenville Rd., Ste. 700  
Lisle, IL 60532  
Insurance  

**Columbia Green Technologies**  
Kevin Goad  
79 SE Taylor, Ste. 201  
Portland, OR 97214  
Manufacturer, Green Roof Manuf.  

**Common Sense Solutions Inc.**  
John Dobbins, Braxton Garber, EJ Piersol  
2859 83rd St.  
Darien, IL 60561  
IT / Technology  

**Comprehensive Roofing Solutions Inc.**  
Dennis Beckerman, Jim Byrnes  
13409 Summergrove Dr.  
Plainfield, IL 60585  
Manufacturers’ Rep  

**Comstruct Sales, LLC**  
Dan Schmidt, Paul Larson  
838 S. Evergreen Ave.  
Arlington Heights, IL 60005  
Manufacturers’ Rep  

**Connor & Gallagher One Source**  
Rob Gaylord  
750 Warrenville Rd.  
Lisle, IL 60532  
Insurance  

**Cordeck**  
David Angelici  
12620 Wilmot Rd.  
Kenosha, WI 53142  
Manufacturer, Roofing Materials Distributor  

**Cotney Construction Law, LLP**  
Trent Cotney, Anita Lum  
3110 Cherry Palm Dr., Ste 290  
Tampa, FL 33619  
Legal Services  

**County Materials Corporation**  
Tom Hale  
205 North St.  
Marathon, WI 54448  
Manufacturer  

- Local #11 Contractor

**Cordeck**  
Ph: (262) 857-3000  
Fax: (262) 857-3533  
www.cordeck.com  
Email: sales@cordeck.com  

**Cotney Construction Law, LLP**  
Ph: (813) 579-3278  
Fax: (813) 902-7612  
www.cotneycl.com  
Email: tcotney@cotneycl.com  

**County Materials Corporation**  
Ph: (800) 289-2569  
www.countymaterials.com  
Email: Tom.Hale@countymaterials.com
CRCA ASSOCIATE MEMBERS

Crissie Insurance Group
Robert G. Bachmann, Raymond Szydlo, Frank A. Crissie, Tony Crissie
1700 Higgins, Ste. 320
Des Plaines, IL 60018
Insurance

Ph: (847) 296-0655
Fax: (847) 297-7779
www.crisseeinsurance.com
Email: bachmannr@crisseins.com

D & P Construction Co., Inc. Roll Off & Recycling
Sherri Clementi, John Kaleta
3800 W. Lake St.
Melrose Park, IL 60160
Dumpsters/Recycling

Ph: (708) 338-3534
Fax: (708) 338-9630
www.dandpconstruction.com
Email: sherrick@dandpconstruction.com

DA Sales & Marketing, Inc.
Edward R. Doyle
418 Timbers Pl.
St. Charles, IL 60174
Manufacturers’ Rep

Ph: (630) 370-7747
Email: dasale@comcast.net

Dataforma, Inc.
Brad McCullough
410 Kings Mill Rd.
York, PA 17403
Web-based Mgmt. Systems

Ph: (866) 764-9992
Fax: (717) 428-2126
www.dataforma.com
Email: bradm@dataforma.com

DaVinci Roofscapes
Aaron Adams, Paul Grogan, Wendy Bruch
13890 W. 101st St.
Lenexa, KS 66215
Manufacturer

Ph: (913) 599-0766
Fax: (913) 599-0065
www.davinciroofscapes.com
Email: salesupport@davinciroofscapes.com

DECRA Roofing Systems
Jim Sardegna, Trevor Underwood
1230 Railroad St.
Corona, CA 92882
Manufacturer

Ph: (800) 258-9740, x189
Fax: (951) 272-4476
www.decra.com
Email: marketing@decra.com

DERBIGUM Americas, Inc.
Michael J. Tolzien
4450 Williamsburg Ct.
Rolling Meadows, IL 60008
Manufacturer

Ph: (708) 380-5045
Fax: (847) 397-1404
www.derbigum.us
Email: mto@derbigum.us

Detec Systems LLC
Shaun Katz, Chris Sterns, Chad Herrick, Andrew Priecka, Joe Sayer
PO Box 31725
Bellingham, WA 98228
Manufacturer

Ph: (855) 753-3832
www.detecsystems.com
Email: info@detecsystems.com

Disposal Alternatives
Ron Gluck
PO. Box 590411
Newton, MA 02459
Rigid Insulation Recycling

Ph: (617) 975-2000
Fax: (617) 731-2424
www.disposalalternatives.net
Email: ron@disposalalternatives.net

D-MAC Industries
Sarah Vigilant
1880 D-MAC Dr.
Alpharetta, GA 30004
Roofing Materials Distributor

Ph: (800) 878-3622
Fax: (770) 664-5862
www.SameDaySteelDeck.com
Email: sales@SameDaySteelDeck.com

● Local #11 Contractor
DSP Insurance Services, Inc.
Bryan Adams, John Adams, Kirk Liskiewitz, Mike Pohl, Steve Webster
1900 E. Golf Rd., Ste. 650
Schaumburg, IL 60173
Insurance
Ph: (847) 934-6100
Fax: (847) 934-6186
www.dspins.com
Email: badams@ DSPins.com

Durapax
Kevin Ochis, Martina Vozarova
400 Old Reading Pike, Ste. 304
Pottstown, PA 19464
Manufacturer
Ph: (610) 579-9075
Fax: (610) 323-0115
www.durapax.com
Email: info@durapax.com

Duro-Last Roofing, Inc. (Chicago)
Victor Daugherty
525 Morley Dr.
Saginaw, MI 48601
Manufacturer
Ph: (800) 248-0280
www.duro-last.com
Email: vdaugher@duro-last.com

Eagleview-Pictometry
Thomas Schoendorf
10900 NE 4th St, Ste 800
Bellevue, WA 98004
Ph: (866) 659-8439, x5561
Fax: (425) 368-2935
www.eagleview.com
Email: aaron.thompson@eagleview.com

East Lake Metals LLC
Brian Patrick, Alex Gross, Lora Larkin, Sue Palmer, Joe Temple
PO Box 454
Whiting, IN 46394
Manufacturer
Ph: (219) 655-5526
Fax: (219) 655-6956
www.eastlakemetals.com
Email: bpatrick@eastlakemetals.com

EcoStar LLC
Ed Staroba, Edwin Staroba, Rob Helenbrook
42 Edgewood Dr.
Holland, NY 14080
Manufacturer
Ph: (800) 211-7170
Fax: (888) 780-9870
www.ecostarllc.com
Email: estaroba@ecostarllc.com

Epilay Inc.
Kamal Doshi, Ron Gerhart
21175 S. Main St., Unit C
Carson, CA 90745
Roofing Materials Distributor
Ph: (310) 320-6300
Fax: (310) 320-6333
www.epilay.com
Email: kdoshi@epilay.com

ERSystems
Vasili Korovilas, Na Yeon Park
111 S. Nursery Rd.
Irving, TX 75060
Manufacturer
Ph: (800) 878-7876
Fax: (972) 554-3939
www.ersystems.com
Email: vasilik@itwsealants.com

Everest Systems
Jodi Alexander, Gabe Goepfert
16601 Central Green Blvd., Ste 100
Houston, TX 77032
Manufacturer
Ph: (800) 575-8966
www.everestsystemsco.com
Email: inquiries@everestsystemsco.com

FAKRO America, LLC
Greg Gesicki
39 W. Factory Rd.
Addison, IL 60101
Manufacturer
Ph: (630) 543-1010
Fax: (630) 543-1011
www.fakrousa.com
Email: greg@fakrousa.com
CRCA ASSOCIATE MEMBERS

Firestone Building Products
Robert Anderson
200 4th Ave. South
Nashville, TN 37201
Manufacturer

Ph: (800) 428-4442
www.firestonebpco.com
Email: andersonrobert@firestonebp.com

FlashCo.
Alex Tabrizi, Bill Bartell
150 Todd Rd., Ste. 400
Santa Rosa, CA 95407
Manufacturer

Ph: (866) 323-5274
Fax: (707) 824-5858
www.flashcomfg.com
Email: alex.tabrizi@flashcomfg.com

FT Synthetics In.
Russ Robson, Gary Sandhar, Drew Gagnier, Randy Knox
Unit 1-13120 76th Ave
Surrey, BC V3W 2V6
Manufacturer

Ph: (604) 594-3493
Fax: (604) 594-3589
www.ftsyn.com
Email: info@ftsyn.com

Gaco Western
Dan Knutson
1245 Chapman Dr.
Waukesha, WI 53186
Manufacturer

Ph: (262) 951-0237
Fax: (262-542-1095
www.gaco.com
Email: dknutson@gaco.com

GAF Materials Corporation
Adam Sesso, Mike Spence, Chris Auer, Tom Carlson, Chris Koenig
2600 Warrenville Rd., Ste. 207
Downers Grove, IL 60515
Manufacturer

Ph: (630) 241-5372
Fax: (630) 296-0241
www.gaf.com
Email: asesso@gaf.com

Garlock Chicago
Mark Zoppa, Jerry Brauner, Justin Prahler
626 Thomas Dr.
Bensenville, IL 60106
Manufacturer, Roofing Materials Distributor, Roofing Equipment Distributor

Ph: (630) 521-9645
Fax: (630) 521-9648
www.garlockchicago.com
Email: mzoppa@garlockequip.com

Garth Building Products & Services Corp.
Carol Garth
579 N. Williams
Thornton, IL 60476
Roofing Materials Distributor

Ph: (708) 564-5137
Fax: (708) 757-5212
Email: garthbuildingps@aol.com

Garza Roofing Equipment and Supply
Rich Garza, Jennica Garza
1360 Glacier Pkwy.
Algonquin, IL 60102
Roofing Equipment Distributor

Ph: (630) 229-4440
www.garzasupply.com
Email: rich@garzasupply.com

GCP Applied Technologies
Maria Teresa Sein, Tim Langlotz
62 Whittemore Ave.
Cambridge, MA 02140
Manufacturer

Ph: (617) 498-4470
www.gcpat.com
Email: maria.t.sein@gcpat.com

Gemco Roofing & Building Supply
George Sessler, Kevin Gleason, Gerald Serpico, Randy Gleason
2601 Van Buren St.
Bellwood, IL 60104
Roofing Materials Distributor

Ph: (708) 544-1444
Fax: (708) 544-1621
www.gemcosupply.com
Email: gemco88@ameritech.net

● Local #11 Contractor
CRCA ASSOCIATE MEMBERS

Geocel / Kool Seal
Karen McLaughlin, Kurt Hostetler, John T. Hull
2504 Marina Dr.
Elkhart, IN 46515
Manufacturer

Georgia-Pacific Gypsum LLC
Matt Hartman, Pat Huempfner, Greg Hudson
2194 Biddle Blvd.
Washington, IA 52353
Manufacturer

Giuffre Brothers Cranes
Todd Proctor, Frank Fitzgerald, Richie Zarnicki
3401 S. Cicero Ave.
Cicero, IL 60904
Manufacturers’ Rep, Roofing Equipment Distributor

Greenrise Technologies
Julie Leavitt, Matt Barmore, Scott McGaughy
525 Barker Rd.
Readyville, TN 37149
Manufacturer, Manufacturers’ Rep

Gulf eagle Supply
Clint Samuel, Brian Jones
800 Hilltop Dr.
Itasca, IL 60143
Roofing Materials Distributor

H.B. Fuller Company.—Roofing Products Group
Jim LaBenne, Matt Allen, Jim Galvin, Paul Krug, Shane Strang, Ron Vollmer
4401 Page Ave.
Michigan Center, MI 49254
Manufacturer

Hapco Inc.
Steve Murray, Ashley Helmick
390 Portage Blvd.
Kent, OH 44240
Roofing Equipment Distributor

Hart & Cooley Roof Product Systems.—Portals Plus, RPS & Milcor
Casey Palmer, Dean Albright, Kevin McShane
5030 Corporate Exchange Blvd.
Grand Rapids, MI 49512
Manufacturer, Roofing Materials Distributor

Hendrick Phillips Salzman & Siegel, PC
Philip Siegel
230 Peachtree St. NW, Ste. 2500
Atlanta, GA 30303
Legal Services

Henry Company
Jason Morris, David Schurman, Shane Shoemaker, Jonathan Speaks, John Van Tuyle, Scott Wolf
999 N. Pacific Coast Hwy., Ste. 800
El Segundo, CA 90245
Manufacturer

● Local #11 Contractor
CRCA ASSOCIATE MEMBERS

Hicksgas/ Liberty Propane
Scott Zacek, Bryan Summers
PO Box 458
Lemont, IL 60439
Propane Provider

Ph: (630) 806-9747
Fax: (630) 783-2175
www.hicksgas.com
Email: scott.zacek@hicksgas.com

Hines Supply
Rick Fergus
1050 Corporate Grove Dr.
Buffalo Grove, IL 60089
Manufacturer

Ph: (847) 353-7700
Fax: (847) 229-3781
www.hinessupply.com
Email: rfergus@hineslumber.com

HLP Systems, Inc
Jeffery Harger, Justin Harger
426 North Ave.
Libertyville, IL 60048
Lightning Protection Contractor

Ph: (847) 362-0777
Fax: (847) 362-6443
www.hlpsystems.com
Email: info@hlpsystems.com

Houseworks Daylighting Solutions, LLC
Jeff Brooks, Rob Brooks
1809 Elmdale Ave.
Glenview, IL 60026
Skylight Sale/Repair

Ph: (847) 729-0255
Fax: (847) 729-5088
www.myskylights.com
Email: jeff@myskylights.com

Hover
Justin Johnson
634 2nd St.
San Francisco, CA 94107
Skylight Sale/Repair

Ph: (844) 754-6837
www.hover.to
Email: support@hover.to

Hub International Limited
David O’Gara, Kevin Scanlon, Robert Kegley, Jr., Lee McWethy
1411 Opus Pl., Ste. 450
Downers Grove, IL 60515
Technology

Ph: (630) 468-5634
Fax: (815) 485-2936
www.columbianagency.com
Email: david.ogara@hubinternational.com

Hunter Panels
Jennifer Holsinger, Ed Krusec, Matt Peterson, Mary Schenker
15 Franklin St.
Portland, ME 04101
Manufacturer

Ph: (888) 746-1114
Fax: (877) 775-1769
www.hpanels.com
Email: info@hpanels.com

IB Roof Systems
Nick Febo, Mike Gennusa, Bear Wadzinski, Peter Pacioni
8181 Jetstar Dr., Ste. 150
Irving, TX 75063
Manufacturer, Roofing Materials Distributor

Ph: (800) 426-1626
Fax: (800) 741-1160
www.IB Roof.com
Email: nick.febo@ibroof.com

ICP Building Solutions Group
Dave Spaulding, Pat Cherry
2775 Barber Rd.
Norton, OH 44203
Manufacturer

Ph: (330) 753-4585
www.icpadhesives.com
Email: dspaulding@icpgroup.com

IKO
Mike Melito, Arthur Boruch, Carol Perkins, Matt Ibach, Brandon Wilson
4566 Hampstead Pl.
Loves Park, IL 61111
Manufacturer

Ph: (312) 244-9932
www.iko.com
Email: mike.melito@iko.com

● Local #11 Contractor
**CRCA ASSOCIATE MEMBERS**

**Industrial Cork Company, Inc.**  
Jeff DeJong, John Anderson  
848 Larch Ave.  
Elmhurst, IL 60126  
Roofing Materials Distributor

**Inland Coatings**  
Coridan McGinley, Greg Arnold  
26259 Hwy. 6  
Adel, IA 50003  
Manufacturer

**INSULFOAM**  
Kris Eschmeyer, Cody Reid  
1057 Sunburst Ln.  
Mead, NE 68041  
Manufacturer

**Interior Protection Inc.**  
Bryan Provis  
111 N. Maple Ave., Ste. B  
Elmhurst, IL 60126  
Interior Protection

**International Leak Detection, LLC**  
Chris Eichhorn  
2060 E. Algonquin Rd., Ste. 710  
Schaumburg, IL 60173  
Waterproofing Membrane EVFM Integrity Testing

**IR Analyzers / Vector Mapping**  
Denise Richard, Alen Turan, Peter Brooks  
65 Lyman Dr.  
Williston, VT 05495  
Electronic Leak Detection & Infrared Inspection Serv.

**JJ Superior Metal, Inc.**  
Jerry Shea, Eddie Vitacco, Jon Shea, Marie Sewers  
4302 W. Warren Ave.  
Hillside, IL 60162  
Manufacturer, Roofing Materials Distributor

**Jobba Trade Technologies**  
David Almario, John Jocke  
8420 W. Bryn Mawr, Ste. 1030  
Chicago, IL 60631  
Software Vendor

**Johns Manville Roofing Systems**  
Mark Affrunti, Chris Hoffmann  
717 17th St.  
Denver, CO 80202  
Manufacturer

**Karnak Corporation**  
Chris Salazar, Kim Holmes, John McDermott, Jason Lontoc  
2601 Gardner Rd.  
Broadview, IL 60155  
Manufacturer

- Local #11 Contractor
CRCA ASSOCIATE MEMBERS

**Kemper System**  
Brian McGuire  
1200 N. America Dr.  
West Seneca, NY 14224  
Manufacturer

Ph: (716) 558-2971  
Fax: (716) 558-2967  
www.kempersystem.net  
Email: bmcguire@kempersystem.com

**Kirby Fiberglass**  
Naomi Dupre  
652 E. Industrial Blvd.  
Pueblo, CO 81007  
Manufacturer

Ph: (719) 547-3940  
www.kirbyfiberglass.com  
Email: office@kirbyfiberglass.com

**Kirsch BP/Sharkskin Roof Underlayments**  
Mark Strait, David Schroeder  
1464 Madera Rd., N -387  
Simi Valley, CA 93065  
Manufacturer

Ph: (805) 750-0084  
Fax: (805) 526-1116  
www.sharkskin.us  
Email: info@sharkskin.us

**Lakefront Roofing Supply**  
Bill Baldauf, Rebecca Troche, Chris Spicer, Karl Sullivan, Manny Valdez  
2950 N. Western Ave.  
Chicago, IL 60618  
Roofing Materials Distributor

Ph: (773) 509-0400  
Fax: (773) 478-8859  
www.lakefrontsupply.com  
Email: bbaldauf@roofmaterials.com

**Lakeshore Recycling Systems**  
Bob Pavic  
6132 Oakton St.  
Morton Grove, IL 60025  
Roofing Materials Recycling

Ph: (773) 681-8811  
Fax: (773) 685-6043  
www.lrsrecycles.com  
Email: bpavic@lrsrecycles.com

**Latino Workers Safety Center**  
Daniel Ramir, Maria Campos  
4415 Harrison, Ste. 404  
Hillside, IL 60162  
Safety Training

Ph: (708) 449-9500  
www.lwsc.org  
Email: dan@lwsc.org

**Leading Edge Safety**  
Cody Snyder, Megan Scrag  
1345 Taney St.  
North Kansas City, MO 64116  
Manufacturer

Ph: (816) 585-7722  
Fax: (816) 472-0822  
www.ledgingedgesafety.net  
Email: sales@leadingedgesafety.net

**Leister Technologies**  
Dave Nordentoff, Joseph Tarvver  
1275 Hamilton Pkwy.  
Itasca, IL 60143  
Manufacturer

Ph: (630) 760-1000  
Fax: (630) 760-1001  
www.leister.com  
Email: info.usa@leister.com

**Lift Works, Inc.**  
Dan Distazio, Martin Starck  
600 Industrial Dr.  
St. Charles, IL 60174  
Roofing Equipment Distributor, Aerial Equip.

Ph: (630) 833-4626  
Fax: (630) 833-4268  
www.liftworksinc.com  
Email: ddistazio@liftworksinc.com

**Liftoff Crane Services LLC**  
Kevin Rugaard  
PO Box 5110  
Glendale Heights, IL 60139  
Crane Services

Ph: (630) 800-6639  
Fax: (630) 658-7376  
www.liftoffcranes.com  
Email: kevin@liftoffcranes.com

- Local #11 Contractor -
**CRCA ASSOCIATE MEMBERS**

**LiveRoof, LLC**  
Mike Haynes, Mike Selleck, John Scholten  
PO Box 533  
Spring Lake, MI 49456  
Manufacturer, Roofing Materials Distributor, Hybrid Green Roof Systems

**Lomanco, Inc.**  
Doug Rus  
2101 W. Main St.  
Jacksonville, AR 72076  
Manufacturer

**R. M. Lucas Company**  
Robert Barry, Tom Nelson, Joe Murphy, Dennis Kelley  
3211 S. Wood St.  
Chicago, IL 60608  
Manufacturer

**Lurvey Supply**  
Daniel Wood, Angelo Logoico  
2550 E. Dempster  
Des Plaines, IL 60016  
Roofing Materials Distributor

**MACK Construction Services, LLC**  
Nancy Carreon, Melissa Medina  
3628 N. Hamilton Ave.  
Chicago, IL 60618  
Roofing Materials Distributor

**Malarkey Roofing Products**  
Derek Cooper, Jim Kellogg, Bill Abbott, Rachel Garcia, Ben Michiels  
PO Box 17217  
Portland, OR 97217  
Manufacturer

**Marathon Roofing Products/MRP Supports, LLC**  
Tim Krawczyk  
3310 N. Benzing Rd.  
Orchard Park, NY 14127  
Manufacturer

**McElroy Metal, Inc.**  
Richard Cass, Bill Wade  
10490 State Hwy. 10  
Clinton, IL 61727  
Manufacturer

**MEP Insulation Recycling**  
Bill Mulford, Lin Mulford  
1130 Alfred Cir.  
Indianapolis, IN 46239  
Insulation Recycler/ Re-purposer

**Mid-States Asphalt**  
Todd Kolb, Kyle Konoposek, April DuBose  
1637 51st Ave.  
Tuscaloosa, AL 35401  
Manufacturer

- **Local #11 Contractor**
**CRCA ASSOCIATE MEMBERS**

**Midwest Roofing Supply—Naperville**  
Josh Lund, Christine Larsen  
1736 N. Aurora Rd.  
Naperville, IL 60563  
Roofing Materials Distributor  
Ph: (630) 637-0750  
Fax: (630) 637-0755  
www.midwestroofingsupply.com  
Email: jlund@midwestroofingsupply.com

**Midwest Roofing Supply—Schaumburg**  
David Rout  
290 Hammond Dr.  
Schaumburg, IL 60173  
Roofing Materials Distributor  
Ph: (847) 241-2000  
Fax: (847) 241-2005  
www.midwestroofingsupply.com  
Email: drout@midwestroofingsupply.com

**Midwest Roofing Supply—Waukegan**  
Christopher Pierce  
3145 Central Ave.  
Waukegan, IL 60085  
Roofing Materials Distributor  
Ph: (847) 249-3328  
Fax: (847) 249-3501  
www.midwestroofingsupply.com  
Email: cpierce@midwestroofingsupply.com

**Midwest Siding Supply, Inc.**  
Mike Peters, Clay Mattern  
1001 Aucutt Rd.  
Montgomery, IL 60538  
Roofing Materials Distributor  
Ph: (630) 897-2333  
Fax: (224) 404-6999  
www.midwestsiding.com  
Email: mpeters@midwestsiding.com

**Mule-Hide Products Co., Inc.**  
Ken MacKenzie, Brandon Keefe  
1195 Prince Hall Dr.  
Beloit, WI 53511  
Manufacturer  
Ph: (815) 641-8548  
Fax: (866) 847-8681  
www.mulehide.com  
Email: ken.mackenzie@mulehide.com

**Novagard Solutions**  
Keith Rys, Mike Kister, Joe Borak  
5109 Hamilton Ave.  
Cleveland, OH 44114  
Manufacturer  
Ph: (800) 380-0138  
Fax: (216) 881-5318  
www.novagard.com  
Email: novagard@novagard.com

**NPC Colored Sealants**  
Paul Supena, Tom Stefely  
1208 N. 8th Ave.  
Maywood, IL 60153  
Manufacturer  
Ph: (708) 681-1040  
Fax: (708) 681-1424  
www.npcsealants.com  
Email: npc@npcsealants.com

**OMG Roofing Products**  
Andrew Nehrenz, Erik Terpstra  
153 Bowles Rd.  
Agawam, MA 01001  
Manufacturer  
Ph: (800) 633-3800  
Fax: (413) 821-0417  
www.olyfast.com  
Email: anehrenz@omginc.com

**Omni Ecosystems**  
Samuel Irwin, Katey Moore, Molly Meyer  
1516 W. Carroll Ave, Ste. 2  
Chicago, IL 60607  
Manufacturer  
Ph: (312) 337-3196  
www.omni-ecosystems.com  
Email: info@omni-ecosystems.com

**Panasonic US**  
Jon Downey, John Balazs, Jennifer Archibald  
Two Riverfront Plaza, 7th Fl.  
Newark, NJ 07102  
Manufacturer  
Ph: (201) 423-3154  
www.panasonic.com  
Email: jon.downey@us.panasonic.com

- Local #11 Contractor -
CRCA ASSOCIATE MEMBERS

Petersen Aluminum Corporation
Blake Batkoff, Rob Heselbarth, Peter Drozdz, Roy Palesny
1005 Tonne Rd.
Elk Grove Village, IL 60007
Manufacturer, Roofing Materials Distributor

Polyglass U.S.A, Inc.
Kevin Rowe, Jerry Sandine
1111 W. Newport Center Dr.
Deerfield Beach, FL 33442
Manufacturer

Prairie State Exterior Products
Ross Ridder, Bryan Sawilchik
1125 Halsted St.
Chicago Heights, IL 60411
Roofing Materials Distributor

Pro Fastening Systems Inc.
Fred G. Van Riet, Don Egan, Jim Brand, Jim Joyce
44 E. University Dr.
Arlington Heights, IL 60004
Roofing Materials Distributor

Pro Lightning Protection
Jeremy Marcelain, Joran Marcelain
4210 43rd Ave.
Kenosha, WI 53144
Lightning Protection Sys.

Progressive Materials
Jennifer Trapane, Tony Knoebel
540 Central Ct.
New Albany, IN 47150
Manufacturer

Quarrix Building Products
Amanda Williams, Kris Willordson
705 Pennsylvania Ave. S
Minneapolis, MN 55426
Manufacturer

Raindrop Gutter Guard
Steve Nitch
80 Detroit St, #106
Cary, IL 60013
Manufacturer, Roofing Materials Distributor

RainTrade Corporation
Mike Milliman, Phil Egleston, Aaron Bukolt
19 Skokie Valley Rd.
Lake Bluff, IL 60044
Manufacturer, Roofing Materials Distributor, Roofing Equipment Distributor

Raptor Synthetic Underlayments
Jesse Lindstrom
1155 E 54th St.
Indianapolis, IN 46220
Manufacturer

Email: bbatkoff@petersenmail.com
www.pac-clad.com
Ph: (800) 722-2523
Fax: (847) 956-7968

Email: krowe@polyglass.com
Ph: (847) 431-6005
www.polyglass.com
Fax: (800) 722-2523

Email: rossrirder@hotmail.com
Ph: (708) 754-9339
Fax: (708) 754-6204
www.prairiestateexterior.com

Email: fred@profastening.com
Ph: (847) 577-7185
Fax: (847) 577-0379
www.profastening.com

Email: contactus@pro-lp.com
Ph: (262) 925-7199
Fax: (262) 658-1145
www.pro-lp.com

Email: jennifer@pmsilicone.com
Ph: (630) 488-9277
Fax: (812) 944-7804
www.pmsilicone.com

Email: info@quarrix.com
Ph: (800) 438-2920
Fax: (763) 540-9709
www.quarrix.com

Email: info@raindropgutterguard.com
Ph: (800) 816-0199
Fax: (847) 637-0387
www.raindropgutterguard.com

Email: info@GutterSupply.com
Ph: (847) 283-0006
Fax: (847) 283-0007
www.GutterSupply.com

Email: jlindstrom@raptorunderlayment.com
Ph: (317) 202-8200
www.raptorunderlayment.com

● Local #11 Contractor
CRCA ASSOCIATE MEMBERS

RESISTO
Chad VanderWeide, Kory Brown
310 Quadral Dr.
Wadsworth, OH 44281
Manufacturer
Ph: (855) 227-7850
www.resisto.us
Email: cvanderweide@resisto.us

RHP Risk Management Inc.
Luke Nienhaus, Jacqueline Coreno, Brian Jolly, Jacob Persky
8745 W. Higgins Rd., Ste. 320
Chicago, IL 60631

Richards Building Supply Company.—Corporate
Charisa Guzior, Ronald Guzior
12070 W. 159th St.
Homer Glen, IL 60491
Roofing Materials Distributor
Ph: (773) 586-7777
Fax: (773) 586-4359
www.richards-supply.com
Email: charisa.guzior@richards-supply.com

Richards Building Supply Company.—Calumet City
Joseph Linn, Obiel Campuzano
540 Burnham Ave.
Calumet City, IL 60409
Roofing Materials Distributor
Ph: (708) 891-2211
Fax: (708) 891-2267
www.richards-supply.com
Email: jlinn@richards-supply.com

Richards Building Supply Company.—Chicago/Belmont Ave.
Mike Jezioro, Ray Bauer
4550 W. Belmont Ave.
Chicago, IL 60641
Roofing Materials Distributor
Ph: (773) 499-7177
Fax: (773) 499-7178
www.richards-supply.com
Email: mjezioro@richards-supply.com

Richards Building Supply Company.—Joliet
John O’Malley, Michael Fazio
2411 McDonough St.
Joliet, IL 60436
Roofing Materials Distributor
Ph: (815) 725-2458
Fax: (815) 725-6530
www.richards-supply.com
Email: jomalley@richards-supply.com

RM Biltrite LLC
Bruce Anderson, Nate Robbins, Marsha Johnson
8525 Dunwoody Pl.
Sandy Springs, GA 30350
Manufacturer
Ph: (800) 877-8775
Fax: (888) 894-0204
www.rmbiltrite.com
Email: sales@rmbiltrite.com

Rockwool
Dave Kellum, John Finocchio
8024 Esquesing Line
Milton, ON L9T 6W3
Manufacturer
Ph: (289) 971-0894
Fax: (905) 699-3861
www.roxul.com
Email: david.kellam@rockwool.com

Roofmaster Products Company
Jeff Meinhart, Jeremy Martin
750 Monterey Pass Rd.
Monterey Park, CA 91754
Manufacturer, Roofing Equipment Distributor
Ph: (800) 421-6174
Fax: (800) 409-7663
www.roofmaster.com
Email: jeff@roofmaster.com

Runnion Equipment Company
Brad Runnion, Mike Prochet, Willie Messuck, Bill Boers, Mike Cantieri, Loewen Payne
6201 East Ave.
Hodgkins, IL 60525
Roofing Equipment Distributor, Boom Truck Sales, Service, Rentals
Ph: (708) 447-3169
Fax: (708) 447-3730
www.runnionequipment.com
Email: barunnion@runnionequipment.com

● Local #11 Contractor
CRCA ASSOCIATE MEMBERS

S.J. Mallein & Assoc.
Steve Mallein, Dave Good, Ryan Schultz
1919 S. Highland, Bldg. 10, Ste. 140D
Lombard, IL 60148
Manufacturers’ Rep

Safety Check, Inc.
Frank Marino, Janet Bali, Lisa Marino
13753 McKanna Rd.
Minooka, IL 60447
Safety

Safety Rail Company LLC
Patrick Deering, Craig Erickson
4244 Shoreline Dr.
Spring Park, MN 55384
Manufacturer

Schwab Group LLC
Steve Schwab, Brad Schwab, Brandon Schwab
2112 W. Galena Blvd., Ste. 8, PMB #453
Aurora, IL 60506
Manufacturers’ Rep

Sentry Building Innovations
Marsha Hollandworth, Adams Fuchs
1209 Orange St.
Wilmington, DE 19801
Manufacturer

Sexton Properties R.P. LLC
Todd Daniels, Mark Stearns
49 Sherwood Terrace, Ste. A
Lake Bluff, IL 60044
Shingle Recycler

Sheet Metal Supply Ltd.
Beth Kweton, Phil Kweton, Phoebe McCorkindale, Ben Kweton
150 Pine St.
Grayslake, IL 60030
Manufacturer, Fabricator

Sievert Industries, Inc.
Brad Lindsay
7130 Clinton Rd.
Loves Park, IL 61111
Manufacturer

Sika Sarnafil
John Bernardi, Pete Baker, Eric Ziembka, Kevin O’Reilly, Tyler Sweeney, Patrick Johnson
200 W. 22nd St., Ste. 216
Lombard, IL 60148
Manufacturer

Siplast
Steve Flores, David Bell
1000 Rochelle Blvd.
Irving, TX 75062
Manufacturer

- Local #11 Contractor -
Soprema, Inc.
Jeff Valentine, Bryan Beth, Alex Lobus
310 Quadral Dr.
Wadsworth, OH 44281
Manufacturer

Ph: (330) 334-0066
www.soprema.us
Email: jvalentine@soprema.us

Southwind RAS, LLC
Jenny Kinter
2250 Southwind Blvd.
Bartlett, IL 60103
Asphalt Shingle Recycler

Ph: (630) 233-5700 x119
Fax: (630) 524-9155
www.southwindras.com
Email: info@southwindras.com

Sutton Leasing
Lori Glen
650 Dundee Rd, Ste. 158
Northbrook, IL 60062
Fleet Leasing

Ph: (847) 559-8300
Fax: (847) 559-8300
www.suttonleasing.com
Email: lglen@suttonleasing.com

TAMKO Building Products Inc.
Ben Ezell, Mark Shaner
220 W. 4th St.
Joplin, MO 64801
Manufacturer

Ph: (800) 641-4691
Fax: (800) 841-1925
www.tamko.com
Email: info@tamko.com

Tarco
Amy Tripp, David McCumber, Steve Ratcliffe, Jeff Powell
One Information Way, Ste. 225
Little Rock, AR 72202
Manufacturer

Ph: (800) 365-4506
Fax: (501) 945-7718
www.tarcoroofing.com
Email: tarco@tarcoroofing.com

The Estimating Edge, LLC
Tami Zimmel
1301 N. Congress Ave., Ste. 400
Boynton Beach, FL 33426
Software

Ph: (561) 276-9100
Fax: (561) 276-9492
www.edgeestimating.com
Email: tzimmel@edgeestimating.com

The Provant Group
Thomas Ponsot
8600 Bryn Mawr Ave., Ste 970N
Chicago, IL 60631
Insurance

Ph: (312) 888-4520
Fax: (773) 840-0680
www.provantgroup.com
Email: tponsot@provantgroup.com

Tilcor Roofing Systems
Steven Zanko, David Mills
PO Box 5125
Galt, CA 95632
Manufacturer

Ph: (916) 838-1940
www.tilcorroofingusa.com
Email: info.us@tilcor.com

Tremco Inc.
Bob Moretti, Kevin Garmey, JC Momper, John McCafferty, John Momper
3735 Green Rd.
Beachwood, OH 44122
Manufacturer

Ph: (216) 292-5000
www.tremcoroofing.com
Email: moretti@tremcoinc.com

TRUFAST
Dave Baker, Jon Meyer, Ian Morr, Jason Beals, Mandy White
02105 Williams County Rd., 12-C
Bryan, OH 43506
Manufacturer

Ph: (800) 443-9602
Fax: (419) 633-1048
www.trufast.com
Email: dbaker@trufast.com

● Local #11 Contractor
CRCA ASSOCIATE MEMBERS

Tuffwrap Installations, Inc.
Gino Alberico
2080 Detwiler Rd. Two Midway Business Plaza
Harleysville, PA 19438
Dust and Debris Containment
Ph: (215) 256-6953
www.tuffwrap.com
Email: galberico@tuffwrap.com

United States Gypsum
Steve Longawa
550 W. Adams St.
Chicago, IL 60661
Manufacturer
Ph: (312) 961-9935
Fax: (312) 214-6604
www.usg.com
Email: slongawa@usg.com

VB Synthetics
David Whitt, Jim O’Neill, Nehal Shah
800 W. 5th St, Ste 212
Naperville, IL 60502
Manufacturer
Ph: (312) 664-3810
Fax: (312) 664-3811
www.vbsynthetics.com
Email: nehal@vbsynthetics.com

Velux America
Tom Ktsanes, Jeff Higgins, Charles Otis, Russ Merson
3565 Butterfield Rd., Ste. 131
Aurora, IL 60502
Manufacturer
Ph: (864) 941-4770
www.veluxusa.com
Email: tom.ktsanes@velux.com

Versico
Emma Nealy
PO Box 1289
Carlisle, PA 17013
Manufacturer
Ph: (800) 992-7663
Fax: (717) 960-4036
www.versico.com
Email: emma.nealy@versico.com

Walter Payton Power Equipment LLC
Mike Noonan
930 W. 138th Street
Riverdale, IL 60827
Roofing Equipment Distributor
Ph: (708) 656-7700
Fax: (708) 841-6917
www.wppecrane.com
Email: mnoonan@wppecrane.com

WickRight, Inc./365 Construction Tents
Diane Knight, Robert Kelly
1635 W. Arlyd Rd.
Prairie View, IL 60069
Manufacturer
Ph: (312) 720-1467
www.WickRight.com
Email: info@wickright.com

WindSmart LLC
Craig Pearson, Dave Harvey, Andrew Six
3716 Ingersoll Ave., Ste. D
Des Moines, IA 50312
Manufacturer
Ph: (515) 314-1683
www.windsmartroofs.com
Email: info@windsmartroofs.com

WOLFE LAW GROUP
Evan R. Wolfe
400 N. Park Ave. #10-B
Breckenridge, CO 80424
Legal Services
Ph: (305) 989-6440
Fax: (954) 212-6460
www.wolfelawgroup.us
Email: evanwolfe@gmail.com

Worthouse, Inc.
Marcel Kmiec, John Moskal
2315 Landmeier Rd.
Elk Grove Village, IL 60007
Manufacturer, Roofing Materials Distributor
Ph: (847) 621-2470
www.worthouse.com
Email: worthouse@worthouse.com

○ Local #11 Contractor
Roof Consultants/Architects

**Building Technology Consultants, Inc.**
Kami Farahmandpour, John Frank
1845 E. Rand Rd., Ste. L-100
Arlington Heights, IL 60004
Architects and Roof Consultants, Building Envelope, Low Slope, Steep Slope, Waterproofing

**C.E. Crowley & Associates**
Charles E. Crowley, Jr., Alan Wojtkiewicz, Jim Saxon
333 E. IL Rte. 83, Ste 103
Mundelein, IL 60060
Architects and Roof Consultants

**Century Roof Consultants**
George Criel
1645 Hicks Rd., Ste. P
Rolling Meadows, IL 60008
Architects and Roof Consultants, Building Envelope, Low Slope, Residential, Steep Slope, Waterproofing, Vegetative

**Flood Testing Labs, Inc.**
Ray Makiejus, RRC, RRO
1945 E. 87th St.
Chicago, IL 60617
Architects and Roof Consultants, Building Envelope, Low Slope, Waterproofing, Vegetative

**Hutchinson Design Group**
Tom Hutchinson, FRCA, AIA, RRC, RRP, Doreen Endler, Stephen Kolton
232 E Main St., #2
Barrington, IL 60010
Architects and Roof Consultants, Building Envelope, Low Slope, Steep Slope, Waterproofing, Vegetative

**Illinois Roof Consulting Associates Inc.**
James Gruebnau, RRC
4302 Crystal Lake Rd., Ste. G
Mchenry, IL 60050
Architects and Roof Consultants, Low Slope, Residential, Steep Slope, Waterproofing, Vegetative

**INSPEC, Inc.**
Tony Loden, Colleen Stuber-Zukanovic, Patrick Grosse, Ed Sotor
8618 W. Catalpa, Ste. 1109-1110
Chicago, IL 60656
Architects and Roof Consultants, Building Envelope, Low Slope, Steep Slope, Waterproofing, Vegetative

**Interstate Roof Systems Consultants, Inc.**
Thomas Varga, Dave Velcheck
707 Davis Rd., Ste. A206
Elgin, IL 60123
Architects and Roof Consultants, Low Slope, Steep Slope, Vegetative

● Local #11 Contractor
K2N Crest
Thomas “Tank” O’Brien, RRC, RRD, CDT, Nancy Carroll, James Fox
1010 Jorie Blvd., Ste. 320
Oak Brook, IL 60523
Architects and Roof Consultants, Building Envelope, Low Slope,
Steep Slope, Waterproofing, Vegetative
Ph: (630) 990-9595
Fax: (630) 990-9598
www.k2n.com
Email: tomobrien@k2n.com

Kellermeyer Godfreyt Hart, P.C.
Jeffrey Marzuki, Michael Bonick
9701 W. Higgins Rd., Ste. 820
Rosemont, IL 60018
Architects and Roof Consultants, Building Envelope
Email: jmarzuki@kghpc.com
Ph: (847) 318-0033
Fax: (847) 692-0037
www.kghpc.com

Klein and Hoffman, Inc.
Allysia Youngquist, AIA, Jason Wilen, RRO, AIA
150 S. Wacker Dr., Ste. 1900
Chicago, IL 60606
Architects and Roof Consultants, Building Envelope, Low Slope,
Steep Slope, Waterproofing, Vegetative
Email: ayoungquist@kleinandhoffman.com
Ph: (312) 251-1979
Fax: (888) 667-8922
www.kleinandhoffman.com

Legat Architects
Mark Siwik
2015 Spring Rd., #175
Oak Brook, IL 60523
Architects and Roof Consultants, Building Envelope, Low Slope,
Steep Slope, Waterproofing, Vegetative
Email: msiwik@legat.com
Ph: (630) 645-1906
Fax: (630) 990-3541
www.legat.com

Mac Brady Associates, Inc.
Melissa Lieb, RRO, CCCA, CDT, Brian Barrows, RRC, CCS, Michael Tully, RRO, John Lieb, RRO
4415 W. Harrison St., #502
Hillside, IL 60162
Architects and Roof Consultants
Email: mlieb@macbrady.com
Ph: (312) 550-1343
Fax: (630) 325-2866
www.macbrady.com

MTech Roofing Solutions LLC
Douglas E. Mahar, RRO, ASNT LV1 IR
P.O. Box 450
Wheaton, IL 60187
Architects and Roof Consultants, Building Envelope
Email: dmahar@mtechroofingsolutions.com
Ph: (630) 777-8024

Raths, Raths and Johnson, Inc.
Carole Ceja, Kurt Hoigard, Ken Lies, Kate Brannelly
500 Joliet Rd., Ste. 200
Willowbrook, IL 60527
Architects and Roof Consultants
Email: cmceja@rrj.com
Ph: (630) 325-6160
Fax: (630) 325-2866
www.rrj.com

SRI Consultants Inc.
Matt DuPuis
3207 Laura Ln.
Middleton, WI 53562
Architects and Roof Consultants, Building Envelope, Low Slope,
Steep Slope, Waterproofing, Vegetative
Email: info@sri-engineering.com
Ph: (608) 831-5333
Fax: (608) 831-6295
www.sri-engineering.com

STR Building Resources LLC
Chris Shields, Mike Leonard, Ed Sotor
Arlington Heights, IL 60005
Architects and Roof Consultants
Email: cshields@str-seg.com
Ph: (847) 652-6115
Fax: (847) 952-0822
www.str-seg.com.com

Local #11 Contractor
CRCA ASSOCIATE MEMBERS

YA Engineering Services
Vince Fratinardo PE SE RRC, Lisa M. Cretton
528 Pennsylvania Ave., #626
Glen Ellyn, IL 60138
Architects and Roof Consultants, Building Envelope, Low Slope, Residential, Steep Slope, Waterproofing, Vegetative
Ph: (312) 919-8279
www.yaeservices.com
Email: vince.fratinardo@yaeservices.com

Roof Top Vacuuming

- Dietz Vacuum Service, Inc.
  Art Dietz
  15200 W. 147th St.
  Homer Glen, IL 60491
  Ph: (708) 301-9127
  Fax: (708) 301-9128
  Email: dietzvacuum@gmail.com

- Ready Vac, Inc.
  George Riddiford
  2333 Hamilton Rd.
  Arlington Heights, IL 60005
  Ph: (847) 437-5771
  Fax: (847) 437-5961
  www.riddiford.com
  Email: info@riddiford.com

- RK Hydro-Vac, Inc.
  Kerry Murphy, Jeff Keller, Tricia Alsip, Shawn Baker, Jason Lowder
  322 Wyndham
  Piqua, OH 45356
  Ph: (800) 754-9376
  Fax: (937) 773-8676
  www.rkhydrovac.com
  Email: estimating@rkhydrovac.com

- Vac-It-All Services, Inc.
  Noel Prudent, Bob Pauli
  4533 Green Park Rd.
  St. Louis, MO 63123
  Ph: (314) 487-5600
  Fax: (314) 487-1200
  www.vac-it-all.com
  Email: sales@vac-it-all.com

- Velocity Roof Vac Service Inc.
  Phil Albergo
  1308 Meyers Rd.
  Lombard, IL 60148
  Ph: (630) 936-2421
  Fax: (630) 916-7110
  www.velocityroofvac.com
  Email: phil@velocityroofvac.com

Honorary Contractor Member

Dryspace Inc.
Dennis Runyan
707 66th Ave. SW
Cedar Rapids, IA 52404
Ph: (319) 365-2720
Email: info@dryspace.com

Local #11 Contractor
STATE OF ILLINOIS ROOFING LICENSING

Since its inception, CRCA has worked continually with Illinois Legislators to create laws that protect consumers, workers, and the firms that employ these to install roofing and waterproofing as well as the supplier of the materials and services needed.

In 1985, CRCA’s leaders worked to draft, lobby, and help pass the legislation now known as the Illinois Roofing Industry Licensing Act. This important statute created the license definitions and structure for roofing and waterproofing work in Illinois with the goal of protecting consumers from unscrupulous contractors as well as to provide structure to municipal and state officials for enforcement and punishment.

Below, please find some frequently asked questions regarding the Illinois Roofing Industry Licensing Act. For more information, please visit: www.idfpr.com and follow the links to Division of Professional Regulation.

When is an Illinois Roofing License required?
Illinois law requires all roofing and waterproofing work to be performed by state licensed roofing contractors. An exception is if a property owner is performing roofing on their own personal property. If an employee-employer relationship exists, the employee is able to perform roofing on the employer’s residential property and only roof repair to the employer’s commercial or industrial property. Roof replacement and Recover, including torching requires a state licensed roofing contractor. Illinois law requires that a building permit applicant is required to list the actual entity that will be performing the work on the roofing portion of the project. Falsifying this information could be considered identity theft, punishable as a Class 4 felony.

What are the two types of roofing licenses?
• “Limited” Roofing license are for those contractors whose roofing business is limited to residential roofing, consisting of 8 units or less.
• “Unlimited” Roofing License means a license made available to contractors whose roofing business is unlimited in nature and includes roofing on residential, commercial, institutional and industrial properties.

What are the responsibilities of code enforcement officials as they relate to roofing contractors?
Illinois law requires any official authorized to issue building permits to ascertain that the applicant contractor is duly licensed, by the state of Illinois before issuing the permit.

How do I verify a license number?
Verification can be done through the Illinois Division of Professional Regulation http://www.idfpr.com/DPR or call (217) 785-0800

What information must the contractor provide when applying for a building permit?
In addition to any local requirements, an Illinois roofing contractor’s license number and licensee’s name, as it appears on the license, should be on both the building permit application and building permit. An applicant’s government issued photo ID (i.e. driver’s license, state ID, etc.) is also required.

What information is required on all roofing and waterproofing contracts, bids and advertisements?
• Land based phone number and street address other than a PO Box are required on all contracts.
• All bids, contracts, and advertisements (including commercial vehicles used for the roofing contractor’s business) must include the Illinois roofing contractor’s license number and licensee’s name, as it appears on the license.
Are Subcontractors allowed?
Roofing work can only be subcontracted to an Illinois Licensed Roofing Contractor, whose license information must appear on the roofing portion of the building permit application.

Can a Licensed Roofing Contractor, who will not be performing work on the project, allow his/her license to be used by unlicensed roofing contractor?
No, this would be a violation of the Illinois Industry Licensing Act and the licensed contractor could be subject to fines up to $10,000 and revocation of their license.

Can an out of state roofing contractor perform work in Illinois?
Yes, but only if an out of state contractor first obtains an Illinois roofing license.

What is the consequence of fraudulently obtaining a building permit?
If a building permit applicant knowingly, in the course of applying for a building permit, provides the roofing license number of a roofing contractor whom he or she does not intend to have perform the work on the roofing portion of the project, he/she is committing identity theft under the Illinois Criminal Code and could be punishable as a Class 4 Felony.

What if roofing contractor is changed mid-project?
The building permit applicant should promptly notify the local building department of the roofing contractor for the project changes.

Can a roofing contractor advertise or promise to pay/rebate any portion of an insurance deductible as an inducement to homeowners?
No, effective 1/1/2012, the Home Repair and Remodeling Act (IL HB 3034) prohibits a contractor from representing or offering to represent on behalf of the homeowner on any insurance claim in connection with the performance of such roofing work or interior home repair.

How are Roofing Contractors classified in terms of Insurance (Unemployment, Public Liability and Property Damage)?
No work involving the construction, reconstruction, alternation, maintenance or repair of any kind of roofing or waterproofing may be done except by an Illinois Licensed Contractor. To obtain such a license, the contractor must submit satisfactory evidence that public liability and property damage insurance in the required amounts, and that he/she has obtained Workers’ Compensation insurance for roofing covering his/her employees or is approved as a self-insurer of Workers’ Compensation in accordance with Illinois law. The municipal permit application should require the Unemployment Insurance (IU) of the contractor and a respective Certificate of Insurance referencing the 5551 Roofing Specific Insurance Classification.

How to determine if licensed or to report a complaint on a roofing contractor?
Visit www.idfpr.com and follow the license lookup link. Cases of identity theft should be reported to local law enforcement. All other complaints should be filed on the Department of Professional Regulation website http://www.idfpr.com/DPR. Please contact the CRCA office for more information at info@CRCA.org or 708-449-3340.
ARTICLE I: NAME AND OFFICES

Section 1. Name. The name of the association is the CHICAGO ROOFING CONTRACTORS ASSOCIATION, incorporated under the General Not for Profit Corporation Act of the State of Illinois (hereafter the “Association”).

Section 2. Offices. The Association shall maintain a registered office in the State of Illinois and a registered agent at such office. The Association may have other offices within or without the State, as the Board of Directors shall determine.

ARTICLE II: PURPOSES AND OBJECTIVES

Section 1. Purposes and Objectives. The purposes and objectives of the Association are:

a. To support, protect, and advance the Association goals and objectives for the benefit of the industry and its members, including but not limited to the support of legislation that is designed to benefit the members of the industry and the public as a whole, as well as the opposition of legislation that is deemed harmful to the members of the industry and the public as a whole;

b. To sponsor programs directed towards the furtherance of the interests of the industry and its members;

c. To perform such functions as shall promote and provide for the welfare of the industry and the public, and engage in all lawful activities appropriate for an industry trade association, including improving communication; conducting research and education activities; representing the industry in its contacts and relations with the government, building code officials and fire marshals, architects, specifiers, engineers, other organizations, and the general public; analyzing and discussing conditions and opportunities affecting or which may affect the roofing contractors industry; and promoting roofing contractors;

d. To maintain a working relationship with related labor unions affecting the Association members, in particular, Local No. 11 of the International Union of Roofers, Waterproofers and Allied Workers (hereafter “Local No. 11”), or as may be determined by the Board of Directors from time to time; and

e. To do any and all lawful acts and to perform and furnish any and all lawful services which may be deemed to be useful and desirable in order to carry out any of the above purposes and objectives or to conduct any of the above activities.

ARTICLE III: MEMBERS

Section 1. Classes and Qualifications for Membership. The Association shall have four (4) classes of members, as follows:

a. Contractor Members. Any business entity, including an individual proprietor, partnership, company, or corporation (including a subsidiary corporation), which (i) has a regularly established place of business, (ii) has financial and legal responsibility sufficient to carry on the business, and (iii) is engaged in the installation of low slope and steep slope roofing, waterproofing, damp and weatherproofing and air barriers (collectively referred to as “Roofing”) as its primary business, and is duly licensed by the State of Illinois as a Roofing Contractor as required by the type of services provided.

This entity must submit evidence that shows it is so qualified, is located in the State of Illinois, City of Chicago or Chicagoland vicinity as determined by the Board of Directors, and has been operating as an Illinois Licensed Roofing Contractor business during application for membership in the Association in the appropriate category. Contractor members may have branch locations.
b. **Associate Members.** Any business entity, including an individual proprietor, partnership, company, or corporation (including a subsidiary corporation), which (i) has a regularly established place of business; (ii) has financial and legal responsibility sufficient to carry on the business; and (iii) is a manufacturer; consultant, representative, seller, or provider of services to Roofing Contractors; provider of allied products or accessories to the Roofing industry; or supplier of materials or significant components used in the Roofing industry, as its primary business. Associate members may have branch locations, but shall not be engaged in installation services or be Roofing Contractors. Associate members may participate in the Association and other such activities as prescribed by the Board of Directors. Associate members shall not be eligible to hold an elective office in the Association, shall not be counted for a quorum and shall not be entitled to vote for any purpose, except to elect no more than three Associates to serve as a director on the Board of Directors.

c. **Honorary Members.** Honorary membership may be conferred upon an individual by the Board of Directors, acting by majority vote of all the members of the Board. Honorary members shall not be entitled to voting privileges, shall not hold office and shall not serve on the Board of Directors.

d. **Friends of CRCA.** CRCA membership may be conveyed upon contractor companies located outside of the CRCA Service Area, who attend CRCA events, participate in committees, and support the association through special assignments at CRCA. There will be no membership fee charged and will not be recognized in the CRCA membership directory or website listing and do not need to be duly licensed by the State of Illinois as a Roofing Contractor. Friends of CRCA members shall not be entitled to voting privileges, shall not hold office and shall not serve on the Board of Directors.

**Section 2. Application Procedure and Admission of Members.** An applicant for membership shall complete and sign the application form provided by the Association and submit it to Association Management, who shall forward it to the Membership Committee Chair for his/her recommendation to the Board of Directors. The application and the Membership Committee Chair’s recommendation shall then be submitted to the Board of Directors for consideration at its next regular or special meeting, or by mail ballot or electronic ballot.

The affirmative vote of a majority of the directors shall be required to approve the application at a meeting. The unanimous vote of the directors shall be required to approve the application by mail ballot or electronic ballot. The applicant shall become a Contractor or an Associate member (as appropriate) of the Association, upon approval and receipt of the initial dues payment.

**Section 3. Voting Rights.** Each Contractor member shall be represented in the Association by one Voting Representative and shall be entitled to one vote on each matter submitted to a vote of the general Association membership.

Associate members shall have no voting rights on matters submitted to a vote of the general Association membership with the exception of the election of the one Associate member to the Board of Directors. This elected Associate Board of Directors member shall have voting rights on matters submitted to the Board of Directors.

All subsidiaries and branches of one company, under common ownership or economic control, shall have only one vote among them for all matters submitted for vote.

**Section 4. Voluntary Resignation.** Any member may resign from membership in the Association by filing a written resignation with Association Management, giving sixty (60) days notice of such intention to resign. Such resignation shall not entitle the member to a refund of prepaid dues or relieve the member of its unpaid financial obligations. Proof of delivery of the notice of resignation shall comply with Article XII, Section 7. A resigned member shall immediately cease and desist from using or making reference to the Chicago Roofing Contractors Association in website, literature, advertising, guarantees, social media, etc.

a. No such resignation from any Contractor member who has delegated its bargaining rights to the Association shall become effective, within the three (3) months prior to the termination date of any existing labor contract to which the Association is a party (as bargaining agent) or during negotiations for such a contract. In the event of such resignation, such members shall not thereafter have any right or interest in or to any records, assets, or other property of the Association.
b. A timely resignation, effective within the limitations provided above, shall not serve to change the former members’ rights and obligations as an Employer under any existing labor contract negotiated by the Association for such former member (as its bargaining agent) for the remainder of the term of that labor contract. A release with specificity, if any, from such rights and obligations under such labor contract, shall be accomplished only by written agreement of the Association and written agreement of the labor union concerned, pursuant to a written request (for such a release) from the former member, addressed to both the Association and the labor union.

Section 5. Suspension for Failure to Pay Financial Obligations. Any member, who shall be in default for two (2) months or more in the payment of Association dues or financial obligations from the due date, shall be suspended from membership unless the Board of Directors, by a majority vote of all the members of the Board, directs other action. The membership of any member suspended for failure to pay its financial obligations shall terminate at the conclusion of a period of sixty (60) calendar days after its suspension, unless such period is extended by the Board of Directors. In which case, the membership shall, without further action, terminate at the end of the extended period if the financial obligations have not been paid.

Section 6. Termination of Membership. The Board of Directors, by affirmative vote of two-thirds (2/3) of all of the members of the Board, may expel a member for cause after an appropriate hearing, conducted in accordance with due process procedures adopted and approved by the Board of Directors and Legal Counsel. Termination of membership, for whatever reason, shall not relieve the member of its obligations for dues or other financial obligations accrued and unpaid. Upon such termination, the terminated member shall not thereafter have any right or interest in or to any records, assets, privileges, or other property of the Association, and shall cease and desist from using or making reference to the Chicago Roofing Contractors Association in any website, literature, advertising, guarantees, social media, etc.

a. Such expulsion from the Association shall not relieve the expelled member from obligations as an Employer, nor cause the expelled member to lose rights as an Employer under any currently effective collective bargaining agreement (for the remainder of the term of such agreement) for which the Association was the bargaining agent when the agreement was being negotiated or when it was executed. A release with specificity, if any, from such rights and obligations shall be accomplished only by written agreement of the Association and written agreement of the labor union, pursuant to a written request (for such release) from the expelled member addressed to both the Association and labor union.

Section 7. Reinstatement. Upon written request, signed by a former member and filed with Association Management, the Board of Directors may, by the affirmative vote of two-thirds (2/3) of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate. These terms may include payment of previously delinquent dues and other financial obligations.

Section 8. Transfer of Membership. Membership in the Association is not transferable or assignable.

Section 9. Additional Classes of Membership. Additional classifications of non-voting members may be created by the Board of Directors, from time to time, to accommodate special needs, contractors not located in Chicago or the Chicagoland vicinity, and/or changes within the Roofing industry.

ARTICLE IV: MEETING OF MEMBERS

Section 1. Annual Meeting. An annual meeting of the Association shall be held as directed by the Board of Directors for the purpose of electing officers and directors and for the transaction of such other business as may come before the meeting. The Board of Directors may designate the place for any annual meeting. If no designation is made, the place shall be the registered office of the Association in the State of Illinois.

Section 2. Regular Meetings. Regular meetings of the Association shall be held at such time and place as designated by the Board of Directors.
Section 3. Special Meetings. Special meetings of the Contractor members of the Association may be called by the President, the Board of Directors, the Executive Committee, or upon written request of ten (10) Contractor members having voting rights and filed with the President and Association Management, for the purpose(s) stated in the notice and call of the meeting. The person(s) calling such a meeting shall fix the place and time of the special meeting.

Section 4. Notice of Meetings. The Association Management shall deliver written notice stating the place, date and hour of any meeting of members to each member not less than ten (10) calendar days before the date of each Annual or regular meeting, and five (5) calendar days before each special meeting. In the case of a special meeting, the purpose(s) for which the meeting is called shall be stated in the notice. When a meeting is adjourned to another time or place, notice of the adjourned meeting need not be given if the time and place of the rescheduled meeting are announced at the meeting at which the adjournment is taken.

Section 5. Attendance at Meetings. Notwithstanding the fact that a Contractor member shall be entitled to only one vote from its Voting Representative on each matter submitted to a vote of the general Association membership, any number or persons regularly employed for a Contractor member may attend at the invitation of the member at any meeting of members, unless otherwise required by these Bylaws.

Section 6. Quorum. Twenty-five percent (25%) of the designated Voting Representatives in attendance at the meeting, represented in person or by proxy, shall constitute a quorum at any Association meeting. If a quorum is not present, a majority of the voting members present may adjourn the meeting to another time without further notice. Withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at that meeting.

Section 7. Manner of Action. If a quorum is present, the affirmative vote of a majority of the members present and voting shall be the act of the members, unless the vote of a greater number is required by law or these Bylaws.

Section 8. Proxies. At any meeting of the general Association membership, a member entitled to vote may vote either in person or by proxy executed in writing by the Association member or by his/her duly authorized Voting Representative. A proxy shall be valid only with respect to the specific meeting for which it is given.

Section 9. Voting by Mail or Other Means. Any vote, including the election of directors and officers, may be conducted by mail, facsimile or other electronic means in such manner as the Board of Directors shall determine, consistent with these Bylaws, or as may otherwise be allowed by law.

Section 10. Informal Action by Members. Any action required to be taken at a meeting of the Association, or any other action which may be taken without a meeting of the Association, may be taken without a meeting by mail, email, or other electronic means, provided such action receives approval of a majority of the members, or such larger number required by the Bylaws, provided that the number of members casting votes would constitute a quorum if such action had been taken at a meeting of the members.

ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers. The Board of Directors shall manage the affairs of the Association and shall have general strategic planning and policy-making authority with respect to the interests of the Association as a whole.

Section 2. Number and Qualifications. The number of Contractor directors shall be no less than nine (9) and no more than fourteen (14). Additionally, there shall be at least one (1) and no more than three Associate Directors. Each director must be a full-time employee of a member firm. No two (2) individuals representing one Contractor or Associate member firm are to serve as a director or officer during the same year or at the same time.

Section 3. Election and Tenure. Members of the Board of Directors shall be elected at the Annual Meeting of the Association members. All Directors (Contractor and Associate) shall serve three (3) year terms of office to succeed directors whose terms then expire, or until election of their successors. No director shall be eligible to serve consecutive three (3) year terms without the interruption of at least one year, with the exception of a director who is an officer. This provision shall not prevent any Contractor member from serving on the Board of Directors as an officer. All directors elected at the Annual Meeting shall take office on January 1st, following the Annual Meeting.
Section 4. Annual and Regular Meetings. The annual meeting of the Board of Directors shall be held, without other notice than these Bylaws, in conjunction with the Annual Meeting of the members. The Board of Directors may also meet at such other times as may be determined by the Board. Notice of such regular meetings shall not be required if the time and place of such meetings are fixed by the Board.

Section 5. Special Meetings. Special meetings of the Board of Directors and Executive Committee may be called by the President or at the written request of any two (2) directors. The person(s) calling a special meeting of the Board shall fix the time and place of any such meeting and shall state in the notice the purpose(s) for which the meeting is called.

Section 6. Quorum. A majority of the Board of Directors, then in office, shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a quorum is present at the meeting, a majority of the directors present may adjourn the meeting to another time without further notice. Withdrawal of directors from any meeting shall not cause failure of a duly constituted quorum at that meeting.

Section 7. Manner of Action. If a quorum is present, the affirmative vote of two-thirds (2/3) of the directors present shall be the act of the Board of Directors, except where otherwise provided by law or by these Bylaws. All directors are entitled to cast one vote, including the Immediate Past President and the director elected by the Associate members.

Section 8. Proxies. No director may act by proxy on any matter.

Section 9. Attendance Alternatives. Members of the Board of Directors may participate in any meeting of the Board through use of a conference telephone or similar interactive technology by means of which all persons participating in the meeting can communicate with each other or through any technology or equipment allowable under law. Such participation in the meeting shall constitute attendance in person at the meeting.

Section 10. Voting by Mail or Other Means. Any vote may be conducted by mail, facsimile or other electronic means in such manner as the Board of Directors, in its discretion, shall determine, consistent with these Bylaws, or as may otherwise be allowed by law.

Section 11. Informal Action. Directors may take any action that they could take at any meeting of the directors without a meeting by mail, email or other electronic means if a fax, email or other written record of approval of the action so taken is submitted by all the directors entitled to vote on the subject. Such consent shall have the same force and effect as a unanimous vote.

Section 12. Vacancies. Any vacancy occurring in the Board of Directors shall be filled by appointment of the President. A director appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor, and shall take office immediately upon said appointment.

Section 13. Removal. A director may be removed with or without cause, by the affirmative vote of two-thirds (2/3) of the board members entitled to vote on removal of directors, at a meeting at which a quorum is present, provided written notice of the meeting is delivered to all such members at least twenty (20) calendar days before the meeting stating that a purpose of the meeting is to vote on removal of the named director(s).

Section 14. Compensation. Directors shall not receive any compensation for their services as directors.

ARTICLE VI: OFFICERS

Section 1. Officers. The elective officers of the Association shall be a President, a 1st Vice-President, a 2nd Vice-President, a Secretary, a Treasurer, and the Immediate Past President, all of whom serve by virtue of their office as voting members of the Board of Directors. Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties assigned, from time to time, by the Board of Directors.
CRCA BYLAWS

Section 2. Election and Term of Office. The officers of the Association shall be elected by the Contractor members at the Annual Meeting of the Association. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. Each officer shall hold office until his/her successor shall have been duly elected. All officers shall take office on January 1st following the Annual Meeting.

Section 3. Vacancies. The President may fill any vacancy in any office for the unexpired portion of the term. An officer appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor, and shall take office immediately upon such appointment.

Section 4. Removal. An officer may be removed with or without cause, by the affirmative vote of two-thirds (2/3) of the members of the Board of Directors entitled to vote on removal of officers, at a meeting at which a quorum is present, provided written notice of the meeting is delivered to all such members at least twenty (20) calendar days before the meeting stating that a purpose of the meeting is to vote on removal of the named officer(s).

Section 5. President. The President shall be the principal executive officer of the Association and shall preside at all meetings of the members and of the Board of Directors. Subject to the direction and control of the Board of Directors, the President shall perform all duties incident to the office of President and such other duties as may be assigned by the Board of Directors from time to time. The President shall be party to a labor contract negotiated by the Association and shall be represented by the Labor Negotiating Committee.

Section 6. Vice Presidents. In the absence of the President, or in the event of his/her inability or refusal to act, then the 1st Vice President shall perform the duties of the President until the President can resume the duties of his/her office. In the event that the President or 1st Vice President cannot perform their duties, then the 2nd Vice President shall perform the duties of the President until the President or the 1st Vice President can resume their duties of office. The terms of the Vice President shall run concurrently with the other officers and they shall serve without seniority and without automatic succession to the office of President. The Vice Presidents shall have such other duties as assigned by the President or the Board of Directors from time to time. The 1st Vice President shall be party to a labor contract negotiated by the Association and shall be represented by the Labor Negotiating Committee.

Section 7. Secretary. The Secretary shall cause to be made minutes of meetings and a general report of the Association during the preceding year. He/She shall perform such other duties as assigned by the President or by the Board of Directors from time to time.

Section 8. Treasurer. The Treasurer shall review the activities of Association Management pertaining to the finances of the Association and shall cause to be made regular reports to the Board of Directors on the financial conditions of the Association and the adequacy of the accounting records of the Association. The Treasurer shall have such other duties as assigned by the President or the Board of Directors from time to time.

Section 9. Immediate Past President. The Immediate Past President shall be ex-officio and be a full voting member of the Board of Directors, and shall remain the Immediate Past President as long as his/her immediate successor in such office shall continue to be President of the Association. During such time, he/she shall also be a member of the Executive Committee. The Immediate Past President shall perform all other duties as may be assigned by the President or Board of Directors from time to time.

ARTICLE VII: COMMITTEES

Section 1. Executive Committee. The Executive Committee of the Board of Directors shall consist of the current officers of the Association and the Immediate Past President. During any period between meetings of the Board, the Executive Committee shall be authorized to take any action which the Board itself might take in the management of the Association, except as specifically limited by law or by the Board of Directors. The Executive Committee shall report actions taken and/or make recommendations to the Board by communication or at the next scheduled meeting of the Board of Directors. Meetings of the Executive Committee may be held upon such notice and call as determined by the President or the Board of Directors. The President shall be the Chair of the Executive Committee.
Section 2. **Other Committees.** The President may appoint one or more committees to accomplish the Association’s goals and objectives, each of which shall consist of one (1) or more directors. The President shall designate a least one Chair of each Committee who shall be a director. All such Committees shall make periodic reports to the Board of Directors. The activities of these Committees shall be subject to limitations as may be prescribed by the President or the Board of Directors.

Section 3. **Committee Terms.** Each member of a committee shall continue until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or ceases to qualify as a member.

Section 4. **Trustees.** Trustees to any fund of Contractor members, party to an effective collective bargaining agreement, are appointed by the President as established by the terms of the Trust. The terms of the Trust additionally mandate procedures such as Trustee’s terms of office, vacancies, removal and other operational procedures. Each Trustee shall continue in office until his/her successor is appointed, or such Trustee ceases to qualify as a member, or a Trust is dissolved.

**ARTICLE VIII: DUES, FEES AND ASSESSMENTS**

Dues, fees and assessments shall be determined from time to time by the Board of Directors.

**ARTICLE IX: ASSOCIATION MANAGEMENT FIRM**

Section 1. **Association Management.** The services of an Association Management Firm may be engaged by the Board of Directors and shall have approval by a majority of the Board of Directors. The Association Management Firm shall be paid such compensation as may be determined by the Management Committee.

Section 2. **Duties.** The Association Management Firm shall be an independent company and shall perform such duties as may be required by the Board of Directors. The Association Management Firm shall be responsible to and under the direct control of the President, except as the Board of Directors may otherwise specifically provide. It shall be the principal administrative officer of the Association and shall be custodians of the books, records, papers, seal and other articles of the Association as described in the Association Management agreement.

**ARTICLE X: THE LABOR RELATIONS GROUP AND THE LABOR NEGOTIATING COMMITTEE**

Section 1. **Members.** Contractor members of the Association, who are a party to the labor contract negotiated by the Association with Local No. 11 or any other union or associated unions, shall become members of the Labor Relations Group and delegate their bargaining rights to the Labor Negotiating Committee. New members of the Association become members of the Labor Relations Group by executing an agreement to be bound to the current agreement with Local No. 11 or any other union. The President shall appoint certain members of the Labor Relations Group to comprise the Labor Negotiating Committee.

Section 2. **Responsibilities.** The Labor Negotiating Committee shall be responsible for negotiating and administering the collective bargaining agreement for the Association with Local No. 11 or another appropriate bargaining unit as may be determined. Only Labor Negotiating Committee members may take part in the negotiation and administration of the collective bargaining agreement with Local No. 11 or any other union or association of unions. The Labor Negotiating Committee is the sole and exclusive bargaining representative of all members of the Labor Relations Group who have delegated their bargaining rights to the Association. No member of the Labor Relations Group, who has delegated bargaining rights to the Association, may enter into any separate negotiations, discussions or separate agreement (oral or written) with any labor union or association of labor unions which in any way conflicts with, amends or deviates from any collective bargaining agreement entered into by or on behalf of the Association with any union or association of unions. Members of the Labor Relations Group, who have delegated their bargaining rights to the Association, agree to support the Labor Negotiating Committee in its negotiations with any union and shall not enter into any separate negotiations or discussion or reach or attempt to reach any understandings, formal or informal, or execute any agreement with a union that the Labor Negotiating Committee is responsible for negotiating, without the express approval of the Labor Negotiating Committee.
Section 3. Resignation, Revocation, Termination. Members of the Labor Relations Group, whose bargaining rights have been delegated to the Labor Negotiation Committee, may not resign their membership from the Labor Relations Group or the Association or revoke or terminate any bargaining rights delegated to the Labor Negotiating Committee except during the period between one hundred eighty days (180) days and ninety (90) days before the expirations of any existing collective bargaining agreement which the Labor Negotiating Committee has acted as the bargaining representative for members of the Labor Relations Group or until the negotiations for a successor agreement have been concluded and a new agreement reached. For notice of revocation or termination of bargaining rights to be timely, such notice must be sent to the Association, by certified mail, return receipt requested, during the appropriate period set forth in this Article III, Section 4.

ARTICLE XI: LIABILITY, INDEMNIFICATION AND INSURANCE

Section 1. Limitation of Liability. No director, officer, employee, or agent of the Association acting in his/her official capacity shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of such director, officer, employee or agent except to the extent dictated by law.

Section 2. Indemnification. The Association shall indemnify and hold harmless any person or entity to the full extent required by law, who is or was serving in his/her official capacity at the request of the Association as a director, officer, employee, or agent, and may otherwise indemnify any person or entity to the extent permitted by law.

Section 3. Insurance. The Association shall be required to purchase and maintain insurance for such indemnification of the directors, officers, employees, or agents against any liability asserted against the person and incurred in any such capacity, or arising out of the person’s status as such, regardless of whether the Association would have the power to indemnify against such liability.

ARTICLE XII: GENERAL PROVISIONS

Section 1. Contracts. The Board of Directors may authorize any officer(s) or agent(s) of the Association in addition to the officer(s) or agent(s) so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

Section 2. Deposits, Checks, Drafts, Etc. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select and/or approve. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer(s) or agent(s) of the Association and in such manner as shall, from time to time, be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Association Management Executive Director shall sign such instruments.

Section 3. Fiscal Year. The fiscal year of the Association shall be conducted on a calendar year from January 1st through December 31st.

Section 4. Books and Records. The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and Committees, and shall keep a record giving the names and addresses, both post office and electronic, of all members at the Association headquarters. Any voting member shall have the right to examine, in person or by agent, at any reasonable time or times, the Association’s books and records of account and minutes, and to make extracts therefrom, but only for a proper purpose. In order to exercise this right, a voting member must make a written demand upon the Association, stating with particularity the records sought to be examined and the purpose therefore. If the Association refuses examination, the voting member may file suit in the circuit court of the county in which either the registered agent or principal office of the Association is located to compel by mandamus or otherwise such examination as may be proper. If a voting member seeks to examine books or records of account, the burden of proof is upon the voting member to establish a proper purpose. If the purpose is to examine minutes, the burden of proof is upon the Association to establish that the voting member does not have a proper purpose.
Section 5. Audit. The accounts of the Association shall be audited on a regular basis by an independent Certified Public Accountant approved by the Board of Directors.

Section 6. Corporate Seal. The corporate seal, if any, shall be in such form as the Board of Directors shall prescribe.

Section 7. Delivery of Notice. Any notice required to be given by law, or authorized or approved by the Articles of Incorporation or these Bylaws, shall be deemed to be delivered according to the following rules: upon personal delivery; if by mail, when deposited in the United States mail in a sealed envelope, properly addressed, with postage prepaid; if by facsimile, when the facsimile is sent via the facsimile number shown for the member/director in the records of the Association; if electronically, when transmitted to such email address shown for the member/director in the records of the Association; and if by overnight mail, when deposited with the shipping company in a sealed envelope, properly addressed, with shipping charges prepaid or billed to sender’s account.

Section 8. Waiver of Notice. A written waiver of any notice required to be given by statute, the Articles of Incorporation or these Bylaws, signed by the person(s) entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at a meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting to the holding of the meeting because proper notice was not given.

Section 9. Use of Funds and Dissolution. The Association shall use its funds only to accomplish the objectives and purposes specified in its Articles of Incorporation, and no part of its funds shall inure or be distributed to the members of the Association. Upon dissolution of the Association, any funds remaining after payment of all debts and liabilities shall be distributed in the manner specified in the Articles of Incorporation of the Association.

Section 10. Compliance With I.R.C. Section 501(c)(6). The Association shall operate and conduct its activities in accordance with those permitted a nonprofit association under Internal Revenue Code Section 501(c)(6).

Section 11. Writing. Actions required to be “written” or “in writing,” or to have written consent or written approval of, members, directors, or committee members shall include any communication transmitted or received by electronic means or by any other technology permitted by law and not prohibited in the article of incorporation or by policy or procedure of the Board of Directors. A requirement for a signature shall be satisfied by any means recognized by law, e.g., electronic signature, unless prohibited by policy or procedure of the Board of Directors.

Section 12. Legal Counsel. The Board of Directors shall retain Legal Counsel for the Association upon such terms and conditions as the Board shall deem advisable.

Section 13. Procedure. All meetings of the Association shall be governed by parliamentary law as set forth in the most recent edition of Robert’s Rules of Order when not inconsistent with law or these Bylaws or any special rules of order the Association Board of Directors may adopt.

ARTICLE XIII: AMENDMENTS

The power to alter, amend, or repeal the Bylaws or to adopt new Bylaws shall be vested in the Board of Directors, acting by affirmative vote of two-thirds (2/3) of all of the directors. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given. The Bylaws may contain any provisions for the regulation and management of the affairs of the Association not inconsistent with law or the Articles of Incorporation.

Restated/Adopted 11/12/13, 11/24/15, 2/8/16, 6/14/16, 3/14/17, 12/12/17
WHAT ARE YOU WAITING FOR?

Join these generous donors in supporting the CRCA foundation
Mission: To support philanthropic causes, research and education to further the roofing and waterproofing industry and community.

Visit www.crca.org/crcafoundation to learn more or contact the CRCA office at 708.449.3340

The CRCA Foundation is registered with the Secretary of State of Illinois as a charitable, not-for-profit corporation (No. 7122-868-1) and with the US Internal Revenue Service as a 501(c)(3) tax-exempt organization, Federal Tax ID# 82-2888590.
CRCA Mission Statement

CRCA’s mission is to unite those engaged in the roofing and waterproofing industry in Illinois and beyond by providing educational programs, informational resources and networking opportunities, as well as advocating on behalf of its members to enhance roofing industry standards.

CRCA Value Statement

• To encourage and foster a feeling of friendship and cooperation among members.
• To provide for the mutual exchange of practical and educational information that may be useful to its members.
• To establish and endeavor to maintain a high standard of business ethics and conduct among its members and to encourage such feelings among all others associated with the roofing industry.
• To remain in close contact, through public relations activities, with Architects, Engineers, Contractors and other segments of the construction industry, including property owners and the general public, so that all our communications efforts are coordinated and channeled to the best interests of our members, their employees, our industry, and the public welfare.