

Membership Standards

Texas Bed and Breakfast Association (hereinafter TBBA) is known for its premier properties and exacting standards of hospitality. A premier property is one that assures the highest levels of service, accommodation and comfort. Premier properties incorporate uniqueness, quality and professionalism according to the criteria listed in this document.

To be eligible to apply for TBBA membership:

1. The property must have been open and operating under the same ownership for at least one full year. The one year's ownership requirement is waived for existing TBBA approved properties that are under new ownership. (The process for New Owner application is covered in paragraph 7 under Inspection Procedures below.)
2. The property can alternately qualify for membership if the owner has operated another lodging property for at least one year providing that their service or part thereof in that capacity can be documented as having occurred within the past 36 months.
3. The property must have architectural integrity inside and outside in keeping with the property's aesthetic setting. Aesthetics include décor, setting, ambiance, furnishings, and service.
4. The décor must be compatible with the architecture and furnishings demonstrating an exacting standard of excellence.
5. If you own, operate, and/or advertise more than one property in Texas, all guest rooms will be subject to inspection for membership approval. In this context "operate" and "advertise" are intended to mean to do so in a way that gives the prospective guest the impression that the room or property is approved by TBBA.

The attached sheets include all criteria that will be inspected prior to acceptance into TBBA membership. Items with an asterisk are mandatory – meaning they must be met at inspection time for a property to be approved into membership. You can use this as your “working copy” to prepare for your inspection. The inspector will provide a new copy with the results at the time of inspection.

ORIGINAL STANDARDS adopted by full membership at Annual Meeting on March, 5, 1995. Revised at Annual Members' Meetings on March 17, 1996; February 3, 1997; February 2, 1998; and September 14, 1998; and at Board Meetings on January 11, 1998; August 16, 1998; January 17, 1999; June 11, 2000; June 11, 2001; August 11, 2002; May 5, 2003; and July 14, 2003; November 15, 2004; January 10, 2005; May 16, 2005; July 22, 2005; November 14, 2005; September 25, 2006; January 22, 2007, May 21, 2007 and November 5, 2007.

STANDARDS COMMITTEE 2006-2007: Chairman: Ron Bleeker, American Heritage House, Granbury.

Review and Inspection Checklist

The current form used by the Independent Inspector(s) for reviewing and inspecting the property of a prospective TBBA Member or for reviewing and inspecting the property of an existing TBBA Member for membership renewal is available online in Adobe Format at http://www.texasbb.org/MembersOnly/Standards_Form.pdf.

Inspection Procedures

Inspections are conducted by independent inspectors contracted by TBBA to inspect prospective members and to re-inspect current members. TBBA-approved members are the *premier* properties in the state, delivering more than merely a place to stay, but an overall *unique* and *outstanding* experience. Every facet of the stay must meet *or exceed* a guest's expectations for excellence.

All properties must undergo the inspection process to be approved into TBBA membership. Said inspection, does not, however, include validation that the property is compliant with local regulatory code(s).

The inspector will call the applicant to make a reservation at the property for the inspection. The inspection actually begins with this initial phone call. Properties are expected to provide complimentary overnight accommodations, breakfast, and a gracious welcome to the independent inspector, treating him or her as a typical guest.

The inspector may take photos of the interior and exterior of the property during the visit; if so, these will be submitted to the Board at the time the property is presented for approval.

At the end of each inspection visit, the inspector and innkeeper will discuss the inspection critique sheet together, and both will sign it. The innkeeper may request a repeat inspection by another inspector at the innkeeper's expense.

New applicants must successfully pass a TBBA inspection before being presented to the board for approval into TBBA membership. Completion of the inspection process and satisfaction of the listed criteria does not mean *automatic* acceptance. Board approval must take place following a successful inspection. (Board meetings are held bimonthly throughout the year.)

For uninterrupted membership continuance, new ownership of a TBBA member property requires submitting a new owner application within six months of the time the ownership change takes place or November 15th whichever occurs first. The inspection will follow the initial inspection procedures outlined above.

Acquisition of additional property (or properties) requires a full inspection be performed within six months of the time of acquisition. This inspection will follow the initial inspection procedures (above).

After an independent inspector has conducted a site review and an overnight guest experience, the property will be presented to the TBBA board. The results of the whole experience plus submission of necessary documentation will be considered for membership consideration. The board may table an application to allow the property more time to comply with standards or to complete any other membership requirements. A final decision on membership must be voted on at the next, subsequent board meeting. Applications denied membership has the option to participate in TBBA's mentoring program at no additional cost, and may subsequently choose to re-apply to TBBA. At any time during consideration of the eligibility of a property, a board member may visit the property in question.

At all times the TBBA organization -- its inspectors, board members, innkeepers, and associate members -- strive to be governed by exemplary ethical standards and business practices.

Re-inspection Requirements

Re-inspections are performed every two years for member properties for the duration of their membership in TBBA at member's expense. This re-inspection does not require an overnight stay.

Re-inspections may be performed following the receipt of one or more complaints about the member property by guests. This re-inspection may require an overnight stay; if so, the cost of the inspection will be paid by TBBA.

Required Fees and Annual Dues

Application fee*: \$25 – to be remitted with your application

Initial Full Inspection fee*: \$120 – to be remitted with your application

One-time Marketing fee: \$100 – to be paid after admission into membership. This fee covers all administrative functions related to new membership: adding the property to the TBBA database; creating a New Member package for the property with gold plaque, certificate and all resource materials; adding the property to the TBBA Web site; adding the property's text and art to the TBBA directory of properties; and including the property in all property directories in the future at no charge. ***This fee is waived for members in good standing of the Texas Hotel & Lodging Association.***

Annual Dues – based on property size according to the schedule below – to be paid after admission into membership:

Properties with:

1-2 Rooms.....	\$275
3-6 Rooms.....	\$335
7-15 Rooms.....	\$395
16-30 Rooms.....	\$455
31 Rooms & Up.....	\$515

Multiple Property Discount:

If you own and operate more than one property with the same management -- add up the total number of guest rooms in all properties to determine the base rate for dues and add \$75 per property after the first to calculate total dues.

Dues are paid annually January 15th to cover January-December of that year. **Properties that join mid-year pay pro-rated dues based on the number of months left in the calendar year.** (For example, a property approved in June would pay for June-December. It would then receive the annual dues billing in October to be paid by January 15 for the following year.)

Re-inspection fee*: \$75 every two years – paid by members during the re-inspection visit.

* *Application and inspection fees are non-refundable in the event that a property does not pass and is not approved into membership or for any other reason does not complete the inspection process.*