



PBBR FRIDAY FLASH

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May 2nd, 2008

I'm a great believer in luck and I find the harder I work, the more I have of it. – Thomas Jefferson

LEADERSHIP 2008

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NEED TO KNOW



MEMBERSHIP

On the Move:

Justin Bartlett to RE/MAX Professionals

New Members:

Jo Marie Gurnow, ERA Houghton HH.com
Jennifer Schutt, Century 21 Professional
Susan Anderson, Exit Realty of Gr Cadillac

Get Well Wishes:

Amy Williams, RE/MAX Central Office Staff
is home recovering from recent surgery.

Get Well Wishes may be sent to Amy at:

Amy Williams
419 Stimson St
Cadillac MI 49601

Condolences:

Our condolences to the family of Matt Youngs, father of Jeff Youngs, MAR 2008 President.

Letha Foxworthy (94), former member and mother of Lynn Foxworthy and wife of Garnet Foxworthy, who preceded her in death in 1975. She, Garnet and Lynn operated Foxworthy Real Estate in Manton.

Brian Bosma (45), former member, and an appraiser with Bosma Appraisals, and son of former member Bruce (and Loretta) Bosma.

PAUL BUNYAN BOARD

NEW MEMBER ORIENTATION

Thursday, May 8th
9:00 to 5:00 p.m.
Check in begins at 8:30 a.m.
McGuire's Resort in Cadillac



Registration Forms will be available online this week. The Orientation will cover Anti-Trust, Fair Housing, Agency, Code of Ethics and association information.

Every 4 years, all REALTORS® are required to complete 2 1/2 hours of Code of Ethics Training. NARs current quadrennial period ends December 31, 2008.

You can take the COE Training online through an online review and test or through a class offered locally. **We invite our "veteran" members to attend the two-and-one-half hours Code of Ethics Training for New Members at our New Member Orientation on Thursday, May 8th, at 8:30** We hope to offer one more local class in the fall for our members to fulfill this mandatory membership requirement. A sign up request sheet will be at <http://www.pbbr.com>

We will also be offering Lockbox and Smart Card Training for all new users and **for those who received an excused absence from the training on April 23rd. Your cards will be activated at that time.**

CODE OF ETHICS QUAD TRAINING DEADLINE FOR COMPLETION OF THIS 4 YEAR BLOCK IS DECEMBER 31ST, 2008

PAUL BUNYAN MLS

Paul Bunyan MLS Committee

Rick Lantz, Chair; Jim Meier, Barry Fall, Sheila Richardson, Keith Johnson, Jo Ellen Serum, Dave Becker, Mark Hacker, Sandy Keezer, Bonnie O'Dell

LOCKBOX INFORMATION

What are 1 Day Codes

Anyone with the lockbox's 1 day codes can use them to open the key compartment of a lockbox without a SentiCard®.

1 day codes are good for one day and expire at midnight. You can create up to nine different 1 day codes for a single day. You can create them up to two weeks in advance.

Find 1 Day Codes

You can use the **REALTOR® Lockbox Web Site** to create or find 1 day codes. Use the following instructions to find the 1 day codes you previously created.

Use the **SentriLock Card Utility** to log in to the **REALTOR® Lockbox Web Site**. Insert your SentiCard® into the card reader attached to your PC or your Broker's office PC. The **SentriLock Card Utility** will display the **Login** window. If the **SentriLock Card Utility** does not display the **Login** window, click **Start | Programs | SentriLock Card Utility | SentriLock Card Utility**. The **SentriLock Card Utility** will detect your ID and fill in the **SentriLock ID** field automatically. Enter your password in the **Password** field. Click **Login** to access the **Main Menu** window. Alternatively, you can access the **REALTOR® Lockbox Web Site** directly. To access the Web site directly, use your Web browser to access <http://lockbox.sentrilock.com/lbs>. You will need your SentiLock ID and password to log in to the Web site.

From **Main Menu** window, click **View 1 Day Codes**.

The **SentriLock Server** will display the **1 Day Codes** window. If you're an Agent, the **1 Day Codes** window may display a list of 1 day codes you created. If you're a Broker or Association Administrator, you may see a list of 1 day codes the Agents in your office or Association created. Brokers can create 1 day codes for the Agents in their office. Association Administrators can create 1 day codes for all of the Agents in their Association.

To use a 1 day code from this window, locate the Agent's name in the **Agent** field or the lockbox serial number from the **Lockbox** field. In the row containing

the Agent's name or lockbox serial number, click the date in the **Date Valid** field. The **SentriLock Server** displays the **Edit 1 Day Codes** window. You can use any of the codes on this window to access the lockbox(es) on the date you selected. In addition to displaying current 1 day codes, the **1 Day Codes** window will display codes for the past 30 days.

Note: if your Association uses lockboxes with firmware revision 3 or greater, you may have generated lockbox specific 1 day codes. If the **Lockbox** field displays the serial number of a lockbox, the 1 day codes will only work with that particular lockbox. If the **Lockbox** field displays **ALL**, the 1 day codes will open all of the Agent's lockboxes.

Optionally, you can use the **Assigned To** field on the **Edit 1 Day Codes** window to add the name of the person who will use the 1 day code. The **SentriLock Server** will display the information from the **Assigned To** field on both the **Lockbox Access Log** and **Access Report** windows.

You can click **Save Changes** to save any changes you made on the **Edit 1 Day Codes** window.

Note: Before anyone can use a 1 day code to access your lockboxes, you need to do either one of these two things:

You can enter **FUNC + 6 + 1 + ENT** on the keypad of a lockbox to turn on contractor mode.

You can check the **1 Day Code Always On** check box on the **Agent Default Lockbox Settings** window. If you do this, your lockboxes will accept the 1 day codes. You will not need to turn on contractor mode. If you made any changes to the **Agent Default Lockbox Settings** window, you'll need to update your lockbox. To update your lockbox, first [renew your SentiCard®](#). After you renew your SentiCard®, insert it into your lockbox. This will update your lockbox with the settings you selected from the **Agent Default Lockbox Settings** window.

Log on to the Sentrilock website and click on the **SUPPORT** tab. Under the **SUPPORT** tab, you will find **TUTORIALS**, which are videos telling you exactly how to use the system.

What is Homeowner Shackle Release

Lockbox owners and their team members can allow a homeowner to release the shackle from a lockbox. This is beneficial to the homeowner who prefers to remove the lockbox from their home during the evening hours.

Before a homeowner can use a homeowner shackle release code, the lockbox owner must set up the lockbox to allow the code. Before you can set up the

lockbox, the homeowner or lockbox owner must select a 4 digit homeowner shackle release code. This code should not be the listing's address! Once you have a code, the lockbox owner or team member can insert their SentiCard into the lockbox and enter their PIN. When the lockbox displays the **READY** light, enter **FUNC + 5 + 6 + Homeowner Shackle Release Code + ENT** to set up the shackle release code.

After the lockbox owner or team member sets up the shackle release code, the homeowner can use the following instructions to release the shackle from the lockbox.

On the lockbox's keypad press and hold the **ENT** key. This will "wake up" the lockbox.

When the lockbox lights up the keypad, enter the following commands: **FUNC + 5 + 6 + Homeowner Shackle Release Code + ENT**. The lockbox will begin beeping.

While firmly holding the lockbox, gently press the shackle into the lockbox as the lockbox makes the triple beep sounds. After five triple beeps the lockbox will display the **READY** light, indicating that it's time to pull the shackle out of the lockbox. The shackle will come all the way out of the lockbox. If you are not holding onto the lockbox when the shackle unlatches, it could fall to the ground!

Note: if you enable homeowner shackle release, you should also check the **Do Not Clear Contractor Mode on Shackle Release** check box on the **Agent Default Lockbox Settings** window. If you do not check this box, the homeowner will disable homeowner shackle release the first time they remove the shackle from the lockbox. In addition, the lockbox will clear the homeowner shackle release code when the lockbox owner or team member uses **FUNC + 1 + ENT** to release the shackle.

What is a Call Before Showing Code

A call before showing code (CBS code) prevents Agents from accessing a lockbox with their SentiCards® until they call the listing Agent to obtain a CBS code. The CBS code is an additional code showing Agents need to enter into the lockbox before they can access the key compartment. Not all lockboxes use a CBS code. A listing Agent may choose to use this code to ensure that he or she knows about any showings prior to the actual showing date and time. Prior to showing the listing, the showing Agent must contact the listing Agent for the CBS code.

There are two types of CBS codes: static and dynamic.

A static CBS code does not change until you manually change it. A showing Agent can repeatedly use the same static CBS code to access the lockbox. If you decide to change the static CBS code, you'll need to do so via the **SentriLock Card Utility**. After you

change the code, you need to insert your SentiCard® into your lockboxes to update them with the new static CBS code.

A dynamic CBS code provides the security of giving time limited access to the key without the hassle of having to visit your lockbox to change codes. A dynamic CBS code is good for 1 day and expires at midnight. You can create a dynamic CBS code up to two weeks in advance.

Before a lockbox will require a showing Agent to enter your static or dynamic CBS code, you have to turn on call before showing mode on the lockbox.