



PBBR FRIDAY FLASH

9052 E. 13th Street, Suite D – Cadillac, MI 49601

Voice: (231) 775-2660 FAX: (231) 775-0462

Email: info@pbbbr.com URL: <http://www.pbbbr.com>

Editor: Sally Baker, Executive Officer sally@pbbbr.com



November 7th, 2008

Expect the Best. Prepare for the Worst. Capitalize on what comes! Zig Ziglar

LEADERSHIP 2008

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MEMBERSHIP

Johnson and Associates, Inc. has closed, and their business has 'merged' with **Coldwell Banker Schmidt REALTORS®**. Broker Keith Johnson, and agents Bill Heydenberk and Carol Mogan have become associates of CBSR.

Leanna Johnson and Sharon Craig will leave the active practice.

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GRIEVANCE & PROFESSIONAL STANDARDS COMMITTEES CLINIC
December 1st, 2008 1:30 to 5 pm
Coyle's Restaurant - Houghton Lake

If you are currently serving on or wish to serve on the Grievance Committee or as a panelist in our Professional Standards Cooperative with other area association or will be in a leadership position during 2009, you will be interested and eligible to attend this clinic.

This clinic incorporates highly specialized training and is geared to the actual nuts and bolts of roles and responsibilities of grievance panels, professional standards panels, association staff and the role of leadership in Professional Standards matters.

Seating is very limited, since the clinic was designed to include eligible members our cooperative member associations.

If you are interested in attending this class, please be sure you make your reservation with Sally at the board office. Call her at (231) 775-2660 or email her at sally@pbbbr.com

There are 20 seats allowed per association. We currently have 10 seats reserved for leadership people. We will not be able to take your reservations for this clinic if you are not able commit to service.

PBMLS DATABASE UPDATES

After November 10th, you will be able to access the new database for a 'look/see' and for entering your new contacts and prospects. The database is in evolutionary process right now with associations and relationships being built into it.

All of the new fields were set and certified by the MLS committee as of August 29th when the database went into final lockdown, so nothing can be changed with regard to any of the new fields. There is no going back.

We are having custom built views, searches and spreadsheets created with our input. We want the 'look' to be as much like what you are used to as possible.

We are working on statistical report calculations and exception reporting work will begin for board staff (Sally and Amber).

If you are interested in logging on to the new database to look around after November 10th, you may go to <http://pbmls.fnismils.com> And use your current log in and password. However, you must use the first letter of your current primary database before your log in: Example is if you currently log in as johndoe, you will temporarily log in as rjohndoe or wjohndoe.

You may see daily changes to this new site since it won't go live till 1/5/2009

The new listing profile forms (data input forms) are in the MLS docs tab at the top of the screen. You can view the entire field list for each Class by looking at the profile forms.

For anything that was removed from the legacy databases, there has been a field or fields added to take the place of them. For instance, home code info and water related info has changed slightly and has been removed from key word fields, but have been added to the general fields.

PB MLS DATABASE UPDATES

TRAINING ON NEW DATABASE

We have scheduled training through FNIS for our subscriber/users on the new database for 2 days during the week of December 8th.

This will not be the new user basics as we have been offered by FNIS in the past. We have made specific requests so that we can offer our subscriber/users essential functions in a more advanced mode, and also advanced module training on things such as:

CMA
Contacts/Prospects
E-AdWriter
Customized Views
Using Reports

SENTRILOCK UPDATES

REPORTS OF AGENTS USING ANOTHER AGENT'S SMARTCARD TO ACCESS A LOCKBOX

Currently we have a couple of formal written complaints to go before the MLS committee for lockbox or smart card violations. However, board staff has become aware of incidents where an agent is using another agent's smart card and in fact have even seen a Sentrilock tech support ticket documenting that someone is using another person's card.

The lockbox service is still relatively new, and we understand that there may be lapses of judgment for such things as forgetting to call before showing a vacant house, but there are rules about this. If you haven't read the Lockbox Service rules and regs and Lockbox Service policies and procedures, it's time you do so again. These violations could result in some serious sanctions and fines.

For allowing the use of your Smartcard by another agent:

Section 10 - Granting unauthorized use of a Smart Card:

Definition of unauthorized use: Granting of use of a Smart Card to someone other than the assigned user of that Smart Card

Granting of unauthorized use of a Smart

Card will result in the following fines and sanctions:

1st offense \$500 fine to the Participant, letter of warning to be retained on file of the identified

authorized Participant or the Associate found in violation.

2nd offense \$750 fine to the Participant, second letter of warning to be retained on file of the identified authorized Participant or the Associate found in violation.

3rd offense \$1000 fine and immediate suspension of use of the Smart Card of the identified authorized Participant or Associate found violation and review of violation by the board of directors of PBMLS within 35 days to determine future eligibility.

POLICY FOR OTHER VIOLATIONS OF SMART CARD USE

Lockbox is missing key when showing agent opens lockbox

- If an authorized user accesses a lockbox and finds the property key missing, the authorized user who discovers the situation is required to notify the listing office immediately.
- The last determined user accessing the lockbox will incur any expenses up to and including re-keying the home

Writing a Pin # on the Smart Card

The security of the entire Lock Box system is at risk and may be compromised by writing a Pin # on a Smart Card.

- **\$500 penalty shall be imposed by PBMLS for the misuse and compromise of the Lockbox System.**

Call Before Show

An authorized Smart Card user may not enter a property using a Smart Card or one-day Code without calling for a showing appointment in advance.

- **\$200 penalty may be imposed by PBMLS for misuse and compromise of the Lockbox System**

INFORMATION

➔ PBBR 2009 MEMBERSHIP
RENEWAL DUES ARE DUE BY
NOVEMBER 30th

Membership Renewal Dues are due by November 30th. Please remember to return your MLS Subscriber Agreements with your dues.

SELECT CUSTOMIZED PBBR FORMS

Over the past two years we have received many requests for us to create customized forms with the Paul Bunyan Board of Realtors® imprint, using a similar format to the Traverse Area Association of Realtors® forms. In order to be responsive to our members' needs and requests, the MLS committee worked on the most requested forms and those select forms are now in stock and will also become available in fillable Adobe Format sometime after the New Year for to use.

These forms contain the necessary MAR forms language and any customized language has been reviewed and approved by our legal counsel, Greg McClelland, of McClelland and Anderson LLC.

Samples of the new forms are available for your review in the Members Area Only section of <http://www.pbbr.com> under MLS Forms and with a 'NEW' icon to draw your attention to them.

Prices for the customized forms packages we have available for use are listed below.

- \$ 20 PBBR Listing Agreement (pkg 25)
- \$ 24 PBBR Purchase Agmt (pkg 25)
- \$ 14 PBBR Vacant Land Purchase Agmt (pkg 25)
- \$ 8 PBBR Designated Agency Agmt (pkg 25)
- \$ 14 PBBR Vacant Land Seller's Discl (pkg 25)

COE QUAD TRAINING REQUIREMENT

42 members of Paul Bunyan Board of Realtors® have not yet fulfilled their National Association of Realtors® membership requirement to complete a 4-year block training for Code of Ethics. If this class is not completed by 12/31/2008, their membership will go into suspension until such time as the requirement has been completed.

A list of names of those members who still need to complete the training is available in the Members Area Only section of <http://www.pbbr.com> under the education tab.

If your name is on the list, you are running out of time. We have already offered opportunities on 3 occasions this year to provide our members with the training needed to fulfill this requirement.

You can also fulfill this requirement online from the link we provide you on the board's website <http://www.pbbr.com>. It requires about 2-12 to 3 hours of your time, and there is a test at the end of the module.

At this time we know of no other nearby COE Quad Training classes available. If leadership requests that we hold another session, and we are able to

secure and instructor, the cost will be commensurate with the necessity of scheduling this additional class for any stragglers who have not taken it yet or who resist taking it online.

ANNOUNCEMENTS

NOTE FROM SALLY

Thank you to all of you who sent Andy and I cards of sympathy and offered kind words and prayers following the loss of Andy's mother on October 15th. Barbara was 86 when she passed on. She was quite a gal, youthful, witty, charming and smart as a whip, and we will miss her very much.

NOVEMBER 11TH VETERANS' DAY

To our members who are veterans, thank you for your service.



Veteran's Day is celebrated on November 11, and is a holiday set aside to honor veterans of the U.S. armed forces and those killed in battle. Originally called Armistice Day, it began as a commemoration of the ending of World War I on Nov. 11, 1918. After World War II it was recognized as a day to pay tribute to all service members, and in 1954 it was designated as Veterans Day.

NOVEMBER 10TH - U.S.M.C. BIRTHDAY!

