

**MLS Committee Meeting Minutes**  
**Friday, June 7, 2013 \* Association Office**

Meeting called to order 9:03 am by Chairman Jean Dunstan

**PRESENT:** Jean Dunstan, Chair; Linda Bauch, Diana Bingham, Nohemi Diaz DeLeon, Paul Evans, Ruben Hernandez, Shelley Ostrowski, Jan Marie Ennenga (staff)

**ABSENT:** Sandy Baas, Cheryl Leifeste

**MINUTES**

Meeting minutes from November 2012 and April 2013 were reviewed.

- *It was moved, seconded and carried to approve the Nov. 2, 2012 and April 12, 2013 MLS Committee Minutes.*

**ITEMS RECOMMENDED FOR BOARD ACTION**

**SUPRA LEASE/NEW KEYSAFES**--The contract with Supra is up for renewal next year (9/20/2014 with 180 day non renew notice) however there is an opportunity to renegotiate the contract and receive upgraded key safes, the ibox BT. The box communicates directly with smart phones and devices via an app but will also continue to work with the Active key. No fob or intermediary device is needed. The key box is also larger and more secure. The prices for the e-key subscriptions begin at or below current fees, with the active fee slightly higher. The activation fee drops both for the Active Key and the e-key and remains static for the duration of the lease. Key fees will increase by 2 percent a year and will be adjusted annually as per the lease schedule (if more keys are issued, the fee will drop; if fewer keys are active, the fee increases).

The proposal is for a one for one exchange for up to 2250 boxes. Active inventory for the association is currently at 2262. Total inventory, including 242 lost boxes is 2500.

✓ **BOARD ACTION REQUESTED: Key Safes/SUPRA Lease**

- *It was moved, seconded and carried to recommend that the Board of Directors authorize the President to sign a new six-year lease with Supra for up to 2250 new ibox BT keyboxes that includes an extended time for the Association to return and receive credit for boxes not initially turned in.*

**IMPLEMENTATION RECOMMENDATION:**

The committee recommends that the exchange be scheduled for early fall and that brokers/agents be notified well ahead of time so they can begin preparations for the exchange. The exchange will be on a one for one basis, and any boxes assigned to brokers/agents that are not turned in will be charged to them at a rate of \$100 per missing box. They may pay in full, make payment arrangements or pay as they check out additional boxes until the balance is paid in full. Boxes that are found within six months of the exchange date will be credited to their account, and refunds issued where applicable.

**MLS LISTING STORAGE PERIOD**--There was discussion about the amount of time to keep data stored in Paragon. The current setting is two years, but Paragon allows up to 10 years.

✓ **BOARD ACTION REQUESTED MLS Listing Period**

- *It was moved, seconded and carried to recommend that the Board increase the storage of information on the MLS to five years.*

**DISCUSSION ITEMS/NO ACTION**

- Keybox inventory is being monitored and boxes are being turned in as requested.
- Off MLS Listings (office exclusive/off market/pocket listings)~ were discussed and appear to be on the rise. MLS rules require that the Association office be notified and a copy of the seller signed document provided. It was suggested that a reminder be sent to brokers and agents. Shelly will work with Jan Marie to prepare.
- Cloud CMA request for a RETS feed/integration was reviewed and no action taken. Additional information will be send to the committee in advance of the next meeting

**NEXT MEETING**

The next meeting of the committee will be held on Friday, August 2 at 9 a.m., unless there is a need to meet in August to discuss lock box exchange implementation details, should the BOD so authorize.

Respectfully Submitted,

Jan Marie Ennenga  
Association Executive