

**MLS Committee Meeting Minutes**  
**Friday, Aug. 2, 2013 \* Association Office**

Meeting called to order 9:06 am by Chairman Jean Dunstan

**PRESENT:** Jean Dunstan, Chair; Sandy Bass, Nohemi Diaz DeLeon, Paul Evans, Ruben Hernandez, Shelley Ostrowski, Jan Marie Ennenga (staff)

**ABSENT:** Linda Bauch, Diana Bingham Cheryl Leifeste

**MINUTES**

Meeting minutes from June 7, 2013 were reviewed.

- ***It was moved, seconded and carried to approve the June 7, 2013 MLS Committee Minutes.***

**SUPRA LEASE/NEW KEYSAFES/RESPONSIBILITY MODEL**—It was reported that the Board of Directors voted to authorize entering into a new contract with SUPRA and exchange out the currently keysafe/lockboxes for the new ibox BT LE model. The tentative exchange date is the end of the second week of September.

AE Jan Marie reported that in her discussion with other associations at the recent AZ AE Conference, she asked about their keysafe management system. ARMLS and Tucson both indicated that the responsibility for management lies with the agents/brokers and not with the Association. They do not operate a “library check out system” and highly advise that Yuma transition away from this model. Although the boxes remain under a master lease between the Association and Supra and cannot leave the MLS service area, the “rights” to utilize, trade, sell, exchange boxes is transferred to those assigned the boxes. In order to ensure accurate accounting and accountability transfer forms are required when boxes are exchanged. The form is signed by both parties and brought into the office with the boxes for re-programming and reassignment. If keysafes are needed beyond the starting number allocated (*proposed that it be based on highest box count in the previous year minus lost boxes plus a percentage for growth*), they would purchase new boxes from the Association.

✓ **BOARD ACTION REQUESTED: Key Safe Responsibility**

- *It was moved, seconded and carried to recommend that the Association transition to the new keysafe/lockbox responsibility model whereby brokers/agents are responsible for managing their own inventories and the association will no longer be checking boxes in and out. It is recommended that this occur following the lock box exchange and that the starting allocation be based on the number of boxes assigned at last year’s peak, minus any lost boxes, plus a growth allocation to be determined after the exchange based on the number of excess boxes in inventory.*

**RESIDENTIAL DATA FORM UPDATE**

✓ **COMMITTEE ACTION ~ Residential Data Form**

*It was moved, seconded and carried to add additional fields for Handicap Access on the Residential Data Form under Interior Features and Exterior Features categories, and to add “drip” to the Sprinklers/Bubblers Landscaping Features field .*

**NEXT MEETING**

The next meeting of the committee will be held on Friday, Sept. 6 at 9 a.m.

*Respectfully Submitted,  
Jan Marie Ennenga  
Association Executive*