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Director Committee Report

Director name: Andy Bencosme

Committee name and position on Committee: MLS Policy Committee, Member

Committee meeting date and time: Oct. 10, 2013, 2:00 p.m. to 3:50 p.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Changes to NAR Policy Statement 7.57 Re MLS Service Categories
Outcome achieved: Vote to take a neutral position
- Item discussed: Expanded Comp Submissions
Outcome achieved: Motion failed
- Item discussed: Legal Update on Pocket Listings
Outcome achieved: Discussion on trends and ethical implications

Please summarize your meeting in one paragraph:

NAR will be considering changes to what is considered a core, basic and optional service from the MLS. There is a lot of discussion whether we should allow public facing websites and other items which some brokers consider to be competitive towards them, to be part of the MLS services. Committee took a neutral position to wait and see. There was motion to allow the submission of non-listed sales to the MLS for Comp purposes. This motion failed as these comps would not be the same as fully marketed listings in the MLS.



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Director Committee Report

Director name: Andy Bencosme

Committee name and position on Committee: Global Real Estate Forum, Member

Committee meeting date and time: Oct. 11, 2013, 10:00 a.m. to 12:00 p.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: CTBC Global Lending Program
Outcome achieved: How to handle a foreign buyer and special lending rules
- Item discussed: How to facilitate a title order for a foreign buyer
Outcome achieved: What is needed to issue title when dealing with foreign buyers
- Item discussed: How to facilitate an escrow order for a foreign buyer
Outcome achieved: Discussion on pitfalls with foreign buyer escrows

Please summarize your meeting in one paragraph:

There was a panel of 3 Global Transactions specialists, one from a large foreign bank, one escrow person and a title person.

They discussed issues with how to transfer money in to the U.S. from different countries and the restrictions there are. They also discussed the issues involving getting a loan with foreign income and a lack of U.S. Credit History. Title discussed how to prove identities, especially when dealing with foreign entities like LLC's and corporations.



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Director Committee Report

Director name: Andy Bencosme

Committee name and position on Committee: Board of Directors, Director

Committee meeting date and time: Oct. 11, 2013, 3-5p.m. / Oct 12, 2013, 8am-12pm

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Standard Forms Advisory Report
Outcome achieved: Update on new changes to forms and ZipForms
- Item discussed: Homeownership House Committee Report
Outcome achieved: Voted Down proposed changes to HOA/Tenant rules
- Item discussed: CAR Honorary Member-For-Life Report
Outcome achieved: One of AAR's members received this status

Please summarize your meeting in one paragraph:

There are 7 new forms and 23 modifications coming in November.
There will be a separate Counter Offer and Multiple Counter Offer form.
ZipForms will allow for some disclosures to be filled out electronically
by seller through DocuSign. There was a motion to sponsor legislation
to allow HOA's to collect tenant's rents when owners are not paying
HOA fees. This motion was defeated.
identities, especially when dealing with foreign entities like LLC's and
corporations.



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Director Committee Report

Director name: Randall Traw

Committee name and position on Committee : Global Real Estate Forum

Committee meeting date and time: 10/10/13 at 10:00 am thru 12:00 pm

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: China Trust Bank (CTBC) Financing a Foreign Buyer
Outcome achieved: Communicated a Comprehensive Foreign Buyer Program currently available
- Item discussed: Inter Valley Escrow - Escrow Issues pertaining to foreign buyers
Outcome achieved: Discussed issues related to foreign buyers purchasing property in California
- Item discussed: Orange Coast Title - Title issues pertaining to foreign buyers
Outcome achieved: Discuss the steps needed to identify the identity of a foreign buyer

Please summarize your meeting in one paragraph:

This was a panel discussion of three industry leaders relating to foreign buyers in California. China Trust Bank provided a financing plans available to foreign buyers looking to purchase property in seven states. They also described the flexibility and ease of the programs with only one months bank statements required. Inter Valley Escrow provided an in-depth look of the complications which may arise with the escrow and how to rectify them. Orange Coast Title provided the legalities involved with the purchase transaction and how to correct the issues prior to opening a title order or even escrow. There was a lively question and answer session discussing general and specific questions the attendees have encountered.



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Director Committee Report

Director name: Randall Traw

Committee name and position on Committee: MLS Policy Committee

Committee meeting date and time: 10/10/13 at 2:00 pm thru 3:50 pm

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Changes to NAR Policy Statement 7.57
Outcome achieved: Committee voted on taking a Neutral Position
- Item discussed: Expanding Comparable Submissions
Outcome achieved: Committee voted on Defeating the motion
- Item discussed: Update on Realtor.com
Outcome achieved: _____

Please summarize your meeting in one paragraph:

These amendments, the first since 1996, give MLS's necessary guidance that information, services and products included and a basic MLS package must be substantially related to the purpose and function of the MLS. They also clarify that the cost of creating, operating and promoting public-facing MLS websites may be included in the basic cost of MLS. The amendments also authorize MLS's where permitted by law, to include information, products and services other Allies to categorized as optional as part of the basic MLS package provided that the MLS does not realize an economic benefit. This requires that the MLS does not make a profit or receive a commission or rebate

(Continuance of report)

based on the sale, lease or license that exceeds the operational costs of providing the information, service or product.



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Director Committee Report

Director name: Randall Traw

Committee name and position on Committee: Standard Forms Advisory Committee Forum on Forms

Committee meeting date and time: 10/10/13 at 9:30 am thru 11:30 am

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: 7 new Forms
Outcome achieved: To be released 11/29/2013
- Item discussed: 24 revisions to existing forms
Outcome achieved: To be release 11/29/2013
- Item discussed: New Residential Purchase Agreement coming
Outcome achieved: To be released in April 2014

Please summarize your meeting in one paragraph:

This meeting culminated the year's worth of recommended changes to a number of forms, as well as addressing the new forms scheduled release on November 29, 2013. Below you will find the matrix of the New forms as well as the noted changes on the existing forms. There was additional discussions regarding changes to the Seller Instructions to Exclude Listing from Multiple Listing Service (SELM) form and how to improve its effectiveness by the addition of two questions. This will be investigated and presented at the January business meetings.

November 2013 Form Release Quick Summary

This chart is a quick summary of the new and revised standard forms scheduled for release on November 29, 2013. For further information, please refer to the C.A.R. web page at <http://www.car.org/legal/standard-forms/summary-forms-releases-chart/november2013formreleases/>. Please note this list is subject to change.

Form Code	Form Name	Replaces	Brief description of form/how the form was revised	OK to use prior revision
*BVLIA	Buyer Vacant Land Additional Disclosure	NEW	Advises buyer regarding inspections and issues related to purchase of vacant land	N/A
*CLLC	Corporation/Limited Liability Company Signature Addendum	NEW	Provides form for proper signing of documents by corporations and limited liability companies	N/A
DSSC	Delivery of or Failure to Deliver Short Sale Lender Written Consent	NEW	Provides means for buyer and seller to document the delivery or non-delivery of short sale lender(s)' written consent and buyer and seller actions	N/A
*NTQ	Notice to Quit	NEW	Provides means for landlord to give notice to vacate for certain non-curable defaults	N/A
*PA	Pet Addendum	NEW	An addendum for clarifying rules regarding landlord's allowing a pet	N/A
*PHSA	Pool, Hot Tub, and Spa Addendum	NEW	An addendum for documenting certain rules and obligations for tenant's rental of property with a pool, hot tub or spa	N/A
SMCO	Seller Multiple Counter Offer	NEW	For use when seller is making multiple counter offers	N/A
*ARC	Authorization to Receive and Convey Information	11/12	Added C.L.U.E. report to information authorization	OK
AVID	Agent Visual Inspection Disclosure	4/11	Modified to facilitate use when more than one unit on property	OK
BIE	Buyer's Inspection Elections	11/08	Added elections for inspections related to vacant land	OK

November 2013 Forms Release

CO	Counter Offer	11/12	Modified to be used when making only a single counter offer. Multiple counter offer language removed	OK
*CR	Contingency Removal	4/10	Modified to make clearer that for can be used for removing buyer or seller contingencies	OK
*HOA	Homeowner Association Information Request	4/13	Modified to reflect recodification of Davis Sterling act in Civil Code	Only until December 31, 2013
ICA	Independent Contractor Agreement	6/11	Changes to permitted activities section	OK
*LL	Lease Listing Agreement (Exclusive Authorization to Lease or Rent)	4/13	Modified to clarify commission when there are excluded parties	OK
*LRA	Application to Rent/Screening Fee	11/12	Gives specific permission for landlord to obtain reports for all representations not just credit reports	OK
*NOE	Notice of Entry	4/13	Methods of service section modified	OK
*NSE	Notice of Sale and Entry	11/11	Changed to reflect recent court case about "normal business hours"	OK
*PL	Probate Listing Agreement	4/13	Modified to clarify commission and duties when there are excluded parties	OK
*PMA	Property Management Agreement	11/12	Modified section re: delivery of owner accounting statements	OK

November 2013 Forms Release

*RID	Receipt for Increased Deposit/Liquidated Damages	11/12	Language modified to automatically apply to liquidated damages clause unless opt-out checked	OK
RLA	Residential Listing Agreement - Exclusive	4/13	Modified to clarify commission and duties when there are excluded parties	OK
*RLAA	Residential Listing Agreement - Agency	4/13	Modified to clarify commission and duties when there are excluded parties	OK
*RLAN	Residential Listing Agreement - "Open"	4/13	Modified to clarify commission and duties when there are excluded parties	OK
*RLAS	Residential Lease After Sale (Seller in Possession After Close of Escrow)	1/06	Modified to clarify that the day one of the lease begins on the day after close of escrow date	OK
RR	Request for Repair	4/09	Modified to clarify seller response	OK
SA	Seller's Advisory	11/11	Added date line next to broker signature	OK
SBSA	Statewide Buyer and Seller Advisory	11/12	Added Tsunami warning and language regarding internet advertising	OK
*SFA	Seller Financing Addendum and Disclosure	10/02	Disclosure added to explain use in light of Dodd-Frank and new seller financing disclosure requirements	OK
SPQ	Seller Property Questionnaire	11/11	Added question about seller's awareness of smoking on the property	OK

C.A.R. no longer monitors the legal validity of any prior form version and the C.A.R. User Protection Agreement only applies to the most current version of a form.

See <http://www.car.org/legal/standard-forms/user-protection-agreement/> for full text of the User Protection Agreement.

* These forms will only be available either via zipForm6 or from the following Associations: Beverly Hills/Greater Los Angeles AOR, California Desert AOR, Newport Beach AOR, North San Diego County AOR, Pismo Coast AOR, Sacramento AOR.



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Director Committee Report

Director name: Kelvin Wong

Committee name and position on Committee: Federal Committee-Member

Committee meeting date and time: October 10, 2013

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Review recommendations of C.A.R.'s 4 policy committees.

Outcome achieved: _____

- Item discussed: _____

Outcome achieved: _____

- Item discussed: _____

Outcome achieved: _____

Please summarize your meeting in one paragraph:

Action Item: That C.A.R. in conjunction with N.A.R. "oppose" preemptive federal legislation and/or regulations that would limit a homeowner's access to their home equity, thus preserving the authority of individual states to determine a homeowner's right to borrow against their home equity. Approved.

To review and monitor federal legislative and regulatory proposals and actions as they relate to CA real estate market. The 4 committees are Transaction and Regulatory, Land Use and Environmental, Taxation and Government Finance, and Housing. Also Distressed Property Task Force gave their final report before the task force was sunset.

Path Act, Tax Reform and Qualified Residential Mortgage were also discussed.



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Director Committee Report

Director name: Kelvin Wong

Committee name and position on Committee: Public Policy Forum-Member

Committee meeting date and time: October 9th, 2013 2:00-4:00 P.M.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Future of Mortgage Finance Reform-Congressman Gary Miller
Outcome achieved: Panel Discussions.
- Item discussed: Future of Mortgage Finance Reform-David Min, Assistant Professor of Law at UC Irvine
Outcome achieved: Panel Discussions.
- Item discussed: Future of Mortgage Finance Reform-Paul Leonard, CA Director at the Center for Responsible Lending
Outcome achieved: Panel Discussions.

Please summarize your meeting in one paragraph:

No Action Items. Panel discussion on Congressional efforts to reform Fannie Mae and Freddie Mac.
Goals of the reform shall achieve 1. Broad and deep liquidity. 2. Affordable home ownerships as broadly accessible as possible. 3. Stability through business cycles and geographic coverage. 4. Consumer Protections.
Discussed 4 possible options to reform Mortgage Finance. 1. No government Backstop.
2. Guarantee Mechanism to scale up during times of crisis. 3. Catastrophic reinsurance behind significant private capital. 4. Muddle through the status quo.



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Director Committee Report

Director name: Kelvin Wong

Committee name and position on Committee: LGR Forum-Vice Chair

Committee meeting date and time: October 10th, 2013 10:00-11:30 A.M.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Eminent Domain & Underwater Mortgages-Richmond
Outcome achieved: Facts sharing from Contra Costa AOR. It is an ongoing battle.
- Item discussed: Business License/Tax
Outcome achieved: Facts sharing from Fairfield. Hal Alpert, Northern Solano County.
- Item discussed: Points of Sale Inspections--Eastvale and Monterey Park
Outcome achieved: Successful stories shared.

Please summarize your meeting in one paragraph:

No Action Items. Chair of GAD Subcommittee reports by David Kissinger.
Bay Area One Plan, Proposition 90, Tribal Consolidation Area, Lead Based Paint
and Building Relationships Calaveras County were also discussed and reported.
Monterey Park, dropping the Point-of-sale inspections.
Rationals: 1) Old and outdated records keeping prevent accurate determinations
by the city whether structures and building are properly permitted. 2) Costly and
and non-profitable to continuously conduct the inspection program.



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Director Committee Report

Instructions: As decided at the latest Strategic Planning session, Directors are responsible for submitting meaningful reports on all Committee meetings attended for publication within the AAR and for reporting back to our membership at a MLS Caravan meeting. Please use one report sheet per Committee meeting attended. Reports are due within 7 days after completion of the meetings. Remember, your report will be published on the AAR website and in the monthly magazine. Please send your report(s) to the EVP: Andrew@theaar.com

Director name: Mike Vachani

Committee name and position on Committee: Taxation and Government Finance, Committee Member

Committee meeting date and time: Committee Meeting -2:00-3:30 October 11, 2013

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Split Roll Tax - State Taxation Issue
Outcome achieved: Discussed this in detail and how the state wants to reassess Commercial properties. A motion was passed.
- Item discussed: Lots of Bills requesting to reduce the voting threshold from 2/3 to 55% for Bonds.
Outcome achieved: CAR continue to oppose all bills that will reduce the voting threshold
- Item discussed: Commercial Real Estate Building and Energy usage benchmarking
Outcome achieved: The California Energy Commission (CFC) delayed the implementation of AB1103

Please summarize your meeting in one paragraph:

The first half of the meeting was spent discussing Split Roll Tax and Proposition 13. CAR currently opposes a Split Roll Tax. A Split Roll Tax will retain Prop 13 protections for residential property but reassesses commercial properties on a different schedule. A lot of good discussion occurred ending with a motion for the CAR President to appoint a Presidential Task Force to analyze the issue, and CAR's policy on Split Roll Taxation and related issues. This motion was approved at the board of directors meeting. We also looked at Florida's property tax system and how it differs significantly from California's system. This will be studied as part of the other related issues in the above motion. We discussed the numerous bills trying to reduce the voting threshold for bonds from 2/3 to 55%. CAR should maintain to oppose all measure that reduce the threshold. Finally, the California Energy Commission (CFC) delayed the implementation of AB 1103 which would have required energy usage benchmarking of commercial buildings starting with 50,000 square foot building in July 2013. This was delayed twice. This rule will take effect January 1, 2014. In addition, the planned roll out of energy usage benchmarking for 10,000 square foot buildings will also take effect January 1, 2014. This will put everything back on schedule.



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Director Committee Report

Instructions: As decided at the latest Strategic Planning session, Directors are responsible for submitting meaningful reports on all Committee meetings attended for publication within the AAR and for reporting back to our membership at a MLS Caravan meeting. Please use one report sheet per Committee meeting attended. Reports are due within 7 days after completion of the meetings. Remember, your report will be published on the AAR website and in the monthly magazine. Please send your report(s) to the EVP: Andrew@theaar.com

Director name: Mike Vachani

Committee name and position on Committee: Realtor Action Fund, Committee Member

Committee meeting date and time: Meeting was on Thursday October 10 at 9:30 AM

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Reviewed the Goal of RAF and what we achieved this years so far.
Outcome achieved: Raised 1.8 million, 12% of CAR Members, This is a drop from previous years
- Item discussed: All Local Associations to Educate Members on RAF and RAA, Increase pressure on Members to Donate
Outcome achieved: Request for all local associations to have a RAF committee, use RAF toolkit
- Item discussed: Review of Impac funds spent this year so far
Outcome achieved: We have spent \$889,087 (\$377k for state impact, \$491 for local impact)

Please summarize your meeting in one paragraph:

The Realtor Action Fund (RAF) reviewed the difference of RAF (which is a voluntary political action fund) and Realtor Assessment Fund (RAA). The RAA is the \$49 assessment that is currently charged to all REALTORS in CA. CAR's goal for the RAF is 1.7 million annual of which we have collected 1.8 million so far. 12% of CAR membership have participated this year and 9% of AAR members. We are going to increase our efforts to ensure members understand the difference between RAA and RAF and why it is very important for all of us to donate to RAF. Everyone was reminded to push their local association to create a local Realtor Action Fund Committee. We spent the final part of the meeting discussing goals for 2014. We are asked to increase our recognition of RAF Contributors at the local level, make sure the RAF donations are above the line in the dues billing, provide RAF Due Billings inserts and talking points with the Annual Dues Bills. We can use LCRC funds to reimburse associations for cost to print these inserts. We should also focus our time on creating an RAF Committee on the local level. CAR has created numerous template flyer's and RAF certificated to be used by local associations. Other items discussed were updated for CREPAC, IMPAC, And PAF.



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Director Committee Report

Director name: Margaret Garemore

Committee name and position on Committee : Risk Management and Consumer Protection

Committee meeting date and time: Friday, October 12, from 8:00 -11:00 a.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Home Warranty Rep Report on Current Home Warranty Issues
Outcome achieved: Information provided on risks of not getting a home warranty for buyers
- Item discussed: Pest Control Rep Report on Current Pest Control Board matters
Outcome achieved: Information provided on Bond and Insurance Increases for Vendors
- Item discussed: Detailed Presentation Errors and Omissions Insurance Policies
Outcome achieved: Information provided on how to evaluate and choose the best E & O Insurance Policy

Please summarize your meeting in one paragraph:

The number of home warranty orders is down probably because agents are excluding them from offers to make their offers more attractive to sellers; However that leaves a lack of coverage for buyers when problems arise. But even with a policy in place, pre-existing conditions are not covered, and Home Warranty Company may ask for a copy of the home inspection report to verify the information. The Structural Pest Control Board bond requirements are increasing from \$4,000 to \$12,500. Plus the liability insurance requirements are going up from \$25,000 to \$100,000 for property damage and \$300,000 for bodily injury. The E & O presentation detailed and highlighted pertinent problems with many policies including incomplete coverage or policies missing certain coverages such as property management. It is critically important to read the policy to understand and compare the exact coverage offered and not just take the least expensive policy. Also, Gov Hutchinson gave an excellent overview and update on legal matters.



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Director Committee Report

Director name: Margaret Garemore

Committee name and position on Committee: Regional Rep Pro Standards Committee

Committee meeting date and time: Friday, October 12, 2013 - 8:00 - 10:00 a.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Reporting of Discipline for publishing on CAR Website
Outcome achieved: Discussion and move towards forced Board reporting
- Item discussed: Ethical Violations including: Private MLS's, Inaccurate Listings' Status, Improperly Double Ending Deals.
Outcome achieved: Discussion of ramifications of agents who engage in unethical behavior
- Item discussed: The emphasis on local Associations to police their members and report discipline to CAR
Outcome achieved: Heated discussion of ramifications to Boards for punishing/ reporting members including lost membership and lawsuits.

Please summarize your meeting in one paragraph:

At this time the Professional Standards Committee is very concerned and focused on addressing unethical behavior of Realtors
with an emphasis on listing agents' behaviors and actions such as keeping new listings off of the MLS, using and encouraging private MLS's
improper reporting of listings' status, lack of agent cooperation with other agents, double-ending deals and the plan for implementation of stronger
citations, fines (Ethics fine is \$15,000 as of January 2014) and other discipline, plus the reporting of discipline to CAR as a deterrent to these behaviors.
In addition, with the intention of enforcing local Associations' Board of Directors' Compliance in pursuing and reporting agents
who have violated their ethical obligations, CAR is pushing for enforcement through ramifications against the Directors who do
not comply with the new discipline guidelines along with the reporting to CAR of discipline against their agents. A few agents/brokers
spoke at the meeting against the heavy penalties and reporting of agents for fear of retaliation in the form of lost membership and possible lawsuits.



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Director Committee Report

Director name: Margaret Garemore

Committee name and position on Committee : Membership

Committee meeting date and time: Friday, October 12, 2014 3:00 - 5:00 p.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: The NAR proposal to change the criteria for Emeritus Status to require at least one year of NAR Committee Service.
Outcome achieved: Discussion and request that this move not be endorsed by CAR.
- Item discussed: Presentation of CAR membership overview, including age and income of members
Outcome achieved: An excellent overview and presentation of the details of membership statistics
- Item discussed: The list applicants eligible for C.A.R. Honorary Member-for-Life status.
Outcome achieved: Review of the list of candidates who are eligible for CAR Members for life.

Please summarize your meeting in one paragraph:

The membership meeting focused on the move by NAR to change the emeritus status requirements to include that the member must have held a position at NAR, which up to now, has never been a requirement. This would reduce the number of Realtors who qualify for this status. The benefit to the Realtors is not having to pay NAR dues after reaching a certain age plus a number of years as a member of NAR. On a positive note, an excellent presentation was done with graphs and details of who the membership consists of including demographic information, income and expenses as reported by Realtors. This provided excellent information as to who our fellow Realtors are and how they work this business.

In addition, we got to see the list of candidates who are eligible for CAR Members for Life.



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Director Committee Report

Director name: George R. Monte

Committee name and position on Committee: Membership Committee - Member

Committee meeting date and time: October 10, 2013 3:30 p.m. to 5:00 p.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Membership Forecast & Member Profile Survey

Outcome achieved: _____

- Item discussed: REALTOR Emeritus Status

Outcome achieved: _____

- Item discussed: Honorary Member-for-life Applicants

Outcome achieved: Approval of 206 Applicants by Association

Please summarize your meeting in one paragraph:



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Director Committee Report

Director name: George R. Monte Committee
 Committee name and position on Committee: Taxation & Government Finance - Member
 Committee meeting date and time: Oct. 10, 2013 2:00 p.m. to 3:30 pm

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Proposition 13 / Split Rate / Florida Model
 Outcome achieved: _____
- Item discussed: Reducing the vote threshold to Approve Housing Bonds
 Outcome achieved: _____
- Item discussed: Evaluating Proposals for Sponsored Legislation
 Outcome achieved: _____

Please summarize your meeting in one paragraph:



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Director Committee Report

Director name: George R. Monte

Committee name and position on Committee: Standard Forms Advisory Committee - Member

Committee meeting date and time: October 11, 2013 8:00 a.m. to 12:00 p.m.

Please list the top 3 items discussed at your meeting and the eventual outcome, if applicable:

- Item discussed: Discussion of 7 New Forms and 23 revised forms for November Review

Outcome achieved: _____

- Item discussed: Reviewed requests and recommendations for various form improvements

Outcome achieved: _____

- Item discussed: Discussion updates to RPA for finalization soon.

Outcome achieved: _____

Please summarize your meeting in one paragraph:
