

# MLS & Rules Committee

## Lawrence Board of REALTORS®

Tuesday, March 22, 2022 – 1:00 pm to 2:30 pm  
IN-PERSON Meeting (a Zoom link is also available)

### Call to Order

### Approve previous meeting minutes

### Report from MLS Staff

1. Consider the “No Show Until...” rule. Listings in the MLS must be available for showings. Delaying when the listing is available to show is not permitted.
2. Consider adding School District as a field in Paragon (we would need a full list of all districts, although we could add them as we go).
3. Consider update to the “Commission Based On” field in Paragon to reflect existing MLS Rules & Regulations by adding:

Commission Based On: [Percentage of the](#) Gross Sales Price

[Percentage of the](#) Net Sales Price

[Definite Dollar Amount](#)

### Consider

1. Add Convenience Calculations & Conditional Logic
  - a. Total Acres (acres) and Lot Size (square feet) to auto calculate when 1 field value entered?
    - i. Discussed at end of previous meeting with a motion that was rescinded.
2. Consider Items from Site Review of Paragon System –
  - a. Features Categories to be Reviewed/Updated/Expanded – example of Flooring
  - b. Consider Green Features – Green the MLS
3. Add HERS Rating (Home Energy Rating System) as an MLS Field (Conditional Logic with New Construction). Suggested are 3 fields – HERS Rated Yes/No; HERS Year; HERS Rating (numeric field).
4. Enable Advanced Search Functionality
  - a. Lookup Fields Contain: Equal and Not Equal To
  - b. Free Form Fields Contain: Not Equal To, Contains, Contains All, Starts With, Not Starting With, and Does Not Contain
5. Enable Photo Labels and Descriptions in Paragon
  - a. Predetermined Labels / Free Form / or a Hybrid offering both
6. Review Collaboration Center Options
  - a. Display of Automated Valuation Methods: RPR AVM and Zestimate
  - b. Display of Agent License Number
7. Enable CMA – Auto Adjustments for Numeric and Feature Fields
8. Consider IDX Fees (both setup and recurring)
  - a. Current Rate: One-time setup fee of \$25. No recurring fees.
  - b. Staff Proposed: \$75 at IDX Request (one-time setup fee of \$25 plus data fee of \$50).
  - c. Consider: \$75 at IDX Request (as proposed) plus annual recurring data fee of \$50.

### 2022 MLS & RULES

#### *Bailey Stuart, Chairperson*

Cheri Drake	McG
Chris Earl	McG
Claire Vowels	SRE
Jill Ballew	PFR
Libby Grady	SRE
Lindsay Landis	SRE
Michelle Roberts-Freeman	McG
Mohammad Aldamen	SRE
Nicholas Lerner	EXP
Ryan Desch	McG
Shelly Milburn	R+K
Vanessa Schmidt	BHGKC
Victoria Perdue	KWI
Zach Dodson	KWI
Rob Hulse, Staff Liaison	SRE
	LBOR

9. Consider Member Request to:
  - a. Consider changing Central Middle School to Liberty Memorial
  - b. Consider whether we should turn off schools and/or advise members how to complete given the current discussions regarding School Closures.
  - c. Consider making 1st floor footage a required field.
10. Consider timeline/suggestions for Sales Contracts/Forms to be updated.
  - a. Suggested changes to be pulled together for discussion.

#### **Old/Tabled Business**

1. Update from IDX Subcommittee to Establish Definition for “reasonably prominent” in IDX Rules:
  - a. Section 18.2.12: All listings displayed pursuant to IDX shall identify the listing firm in a reasonably prominent location and in a readily visible color and typeface not smaller than the median used in the display of listing data. (Amended 05/17) M
  - b. Sub-Committee Members: Nicholas Lerner (McG), Cheri Drake (McG), Drew Deck (RN), Tanya Kulaga (HRE), Jill Ballew (SRE), Michelle Roberts-Freeman (SRE), Victoria Perdue (KW), and Lindsay Landis (McG).
2. Discuss Contingency on the Sale/Closing of Buyer’s Property form and Notice to Remove the Contingency for the Sale/Closing of Buyer’s Property.
3. Discuss submittals of a two-unit property on a single lot that is not well described as a duplex. Should a new category be added in multi-family, and should the Residential Class include an area for ancillary dwelling units?
4. Sellers choosing to Record Video and Audio at showings and/or open houses. Best practices shared by Danielle Davey, LBOR Legal Counsel.

#### **New Business**

#### **Adjourn**

# MLS & Rules Committee Meeting Minutes

Lawrence Board of REALTORS®

Tuesday, March 2, 2022

1:00pm to 2:30pm

The meeting was called to order by Committee Chairperson Bailey Stuart. After review, **it was moved and seconded to approve the previous meeting minutes. Motion passed.**

## LMLS Staff Report:

Staff shared a "Window on the Law" release from NAR with information about best practices for video and audio recordings during showings and/or open houses. Local KS law was applied and LBOR Legal Counsel provided a local version of Best Practices. During discussion a question was posed: Is it the Agent's duty to protect the Seller and/or Buyer on this issue? After discussion, **it was moved and seconded to table this item for future discussion. Motion Passed.**

Next, the Committee received information about NAR Policy Changes and timelines. An update to the implementation of policy for two of the required items: Broker Attribution in IDX Display, and MLS to Provide a Single Data Source to Brokers. The deadline for implementation of these two was extended to 9/1/2022.

Next, the Committee continued to consider items from the Paragon Site Review. Because of the timeline to submit SCR's (Service Change Requests) to Black Knight, the Committee started the discussion on Item 3 of the agenda – Add Convenience Calculations & Conditional Logic.

Discussed first was Items 3.d., Square Feet: The Committee discussed how using auto sums to calculate total square feet can be used. As a result of discussion:

- a. **It was moved and seconded to make 1<sup>st</sup> Floor Square Feet a Required Field. Motion Passed.**
- b. **It was moved and seconded to rename Total Square Feet, Total Finished Square Feet. Motion Passed.**
- c. **It was moved and seconded to use Conditional Logic to flag the Total Finished Square Feet field so that the field will not be a value less than the sum of square feet at each level. Motion Passed.**

Next, the Committee discussed the use of Conditional login on both the HOA fields and Special Assessment fields in Paragon.

## For HOA –

- a. **It was moved and seconded to apply conditional logic to the HOA Fields, and only requiring the additional HOA fields be completed if "Yes" is selected to HOA. Motion Passed.**

## For Special Assessments –

- a. **Create an additional field for Special Assessments that is a Yes/No, and if yes is selected the Special Assessment fields would be available to complete, and that at minimum at least one field that is a Special Assessment Amount be given a value. Motion Passed.**
- b. **That all fields in General Tax, Special Assessments, and Total Tax be a currency field allowing for decimals. And that the system be used to Auto Calculate Total Taxes from the sum of General Tax and Special Assessments. And that Special Assessment Amt be expressed as Special Assessment Annual Amt. Motion Passed.**

Next, as auto calculations were discussed, **it was moved and seconded to use auto calculate to determine the Lot Size or Acres fields, based upon entry in the other.** During additional discussion it was revealed that this would not be immediately populated in the system, and that it could be hard to land on a specific amount of square footage when acres are revealed. **The Motion was rescinded** by the maker and the Second agreed.

Having reached the end of the scheduled meeting time, a next meeting was established on March 22, 2022, at 1pm. Meeting Adjourned.

## 2022 MLS & RULES

### Bailey Stuart, Chairperson

	McG	Present
Cheri Drake	McG	Excused
Chris Earl	SRE	Present
Claire Vowels	PFR	Present
Jill Ballew	SRE	Present
Libby Grady	SRE	Present
Lindsay Landis	McG	Present
Michelle Roberts-Freeman	SRE	Present
Mohammad Aldamen	EXP	Present
Nicholas Lerner	McG	Present
Ryan Desch	R+K	Present
Shelly Milburn	BHGKC	Present
Victoria Perdue	KWI	Present
Zach Dodson	SRE	Present
Vanessa Schmidt	KWI	Present
Rob Hulse, Staff Liaison	LBOR	Present

## Pre-Release: Paragon v5.20 Release Enhancements

### Agent

#### Search

Along with the following enhancements, several backend improvements have been made to Search functionality in order to provide improved performance and stability.

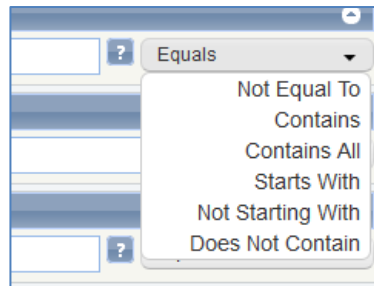
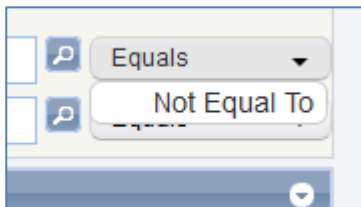
#### New operators for Search Lookup Fields and Freeform Fields

New field operators are now available for display on Lookup fields which give the user the ability to filter specific criteria (i.e. Subdivisions, etc.) when executing a search. If the MLS elects to have this feature activated, depending on the Field types, the following will display.

- **Lookup Fields Contain:** Equals and Not Equal To
- **Free Form Fields Contain:** Not Equal To, Contains, Contains All, Starts With, Not Starting With, and Does Not Contain

The operators applied values will be retained when a search is saved.

These field operators when active will also be available in Hotsheet Search.



## Date Ranges: Days Back and Months Back search ranges

New date range filters are now available for configuration for date fields. When configured, this functionality will be active on all system date fields.

- 24, 18, 12, 6, Months Back
- 90, 60, 30, 7 Days Back
- Last Month, Last Year, This Month, This Year, Year-to-Date, Next 7 Days, Next 30 Days

When active, these filters will also be available in Client Connect Searches (see Client Connect section).

**Contact your SSM to configure this option.**

The screenshot shows a search form with several date fields: Listing Date, Update Date, and Closing Date. Each field has a 'Begin' and 'End' date input with a calendar icon. To the right of these fields is a dropdown menu that is open, displaying a list of date range options: 24 Months Back, 18 Months Back, 12 Months Back, 6 Months Back, 90 Days Back, 60 Days Back, 30 Days Back, 7 Days Back, Last Month, Last Year, This Month, This Year, Year-to-Date, Next 7 Days, and Next 30 Days. Below the date fields are other search criteria like Bedrooms, Bath #, and Finished Sq Ft, each with Min and Max input fields. At the bottom, there are fields for Search By Map, Additional Comments, Additional Remarks, Age, Agent, and Listing Office 1.

## Quick Search

The screenshot shows the Quick Search interface. It includes a field for Listing Office 1, a General Date dropdown set to '60 Days Back', and a date range display showing '11/22/2013 - 01/21/2014'. Below these are input fields for a count (showing '3,712') and buttons for Count, Clear, and Search.

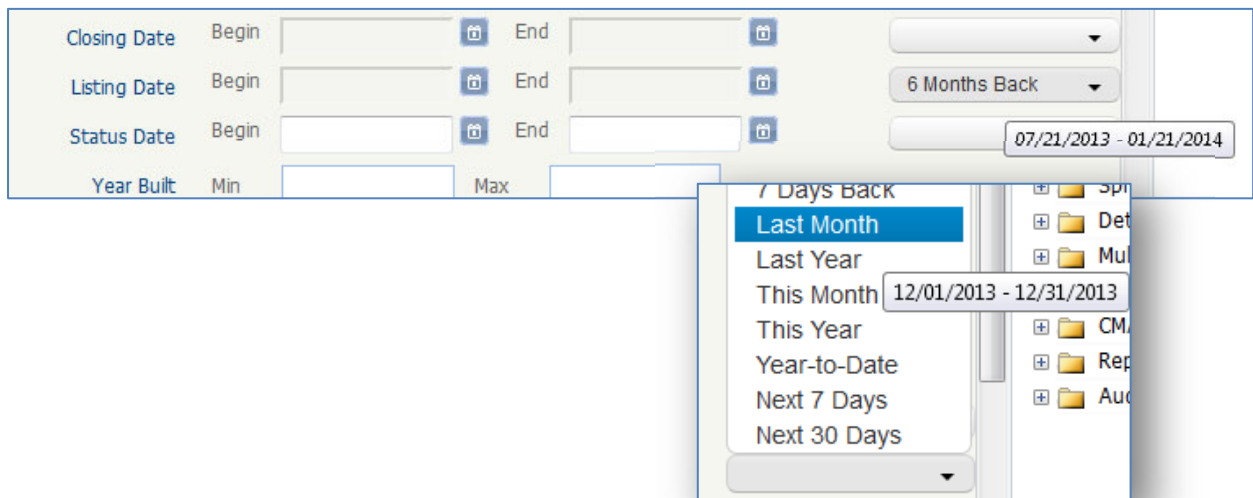
## Statistical Reporting

When active on the MLS, the date range operators will also appear in Statistical Reporting Date fields that have been customized to the search screen.

The screenshot shows the Statistical Reporting interface. It includes a 'Stats Home' button and a 'MLS Statistics - Firm' tab. The main section is titled 'Market - MLS Statistics - Firm - Last Search'. It features a 'Listing Owner' dropdown set to 'Listings for your Firm', a 'Date Range' dropdown set to 'Month', and date inputs for 'Begin' (Jan 2014) and 'End' (Jan 2014). Below this is a 'Primary Criteria' section with 'Input Date' and 'Closing Date' fields, each with a 'Begin' and 'End' date input and a date range dropdown set to '6 Months Back'. A date range display shows '07/21/2013 - 01/21/2014'. On the right, there is a 'CRITERIA SUMMARY' panel with checkboxes for 'Listing Owner', 'Date', and 'Input'.

## Hover Tool Tip on filter for applied Date Range

When the filters are available, a hover over tool tip will display the equivalent date range on both the field display and within the list itself:



## New! v

With the 5.20 release, arrow indicators and a hover over percentage have been added to the Price column in the Spreadsheet. By default, Red will indicate a decrease and Green will indicate an Increase.

On hover over of the arrows the increase/decrease percentage from the previous price will display

<a href="#">110004891</a>	2-4 FAMILY	RENTED	\$1,750	52 COTTAGE ST
		RED	↑ \$1,900	267 GRANT AVE
		VE	↑ \$35,500	169 PARKER ST
		VE	↑ \$10,000 - \$75,000	446 EAST 30TH ST
90004797	ONE FAMILY	ACTIVE	↓	Reduced 6.1% from the previous price of \$175,000
<a href="#">120003337</a>	2-4 FAMILY	ACTIVE	↓ \$260,000	231 71ST ST
<a href="#">120007556</a>	ONE FAMILY	ACTIVE	↑ \$325,100	308 71ST ST



Here is what the label and description would look like with the description allowing 255 characters:



Front of House

Here is what the description would look like at the max number of characters. It does not take away from the photo; there is a pop up that appears over the photo when a user mouses over it but when they lower their mouse the box goes away. Transparency...

And here is one with just the label. As I mentioned in the description they both only appear when you mouse over the image:



Master Bathroom





## Paragon v5.72 Release Enhancements\_P100 (August 2019)

### Automated Valuations

**Action Item:** Verify AVM setup

To integrate more data analytics into Paragon, Paragon Connect, and Collaboration Center, we are introducing Automated Valuations from Black Knight, RPR, and Zillow. Automated Valuations are estimated market values based on mathematical modeling of a property's value at a specific point in time based on comparable properties and other available data. The AVMs will be available in the following three areas:

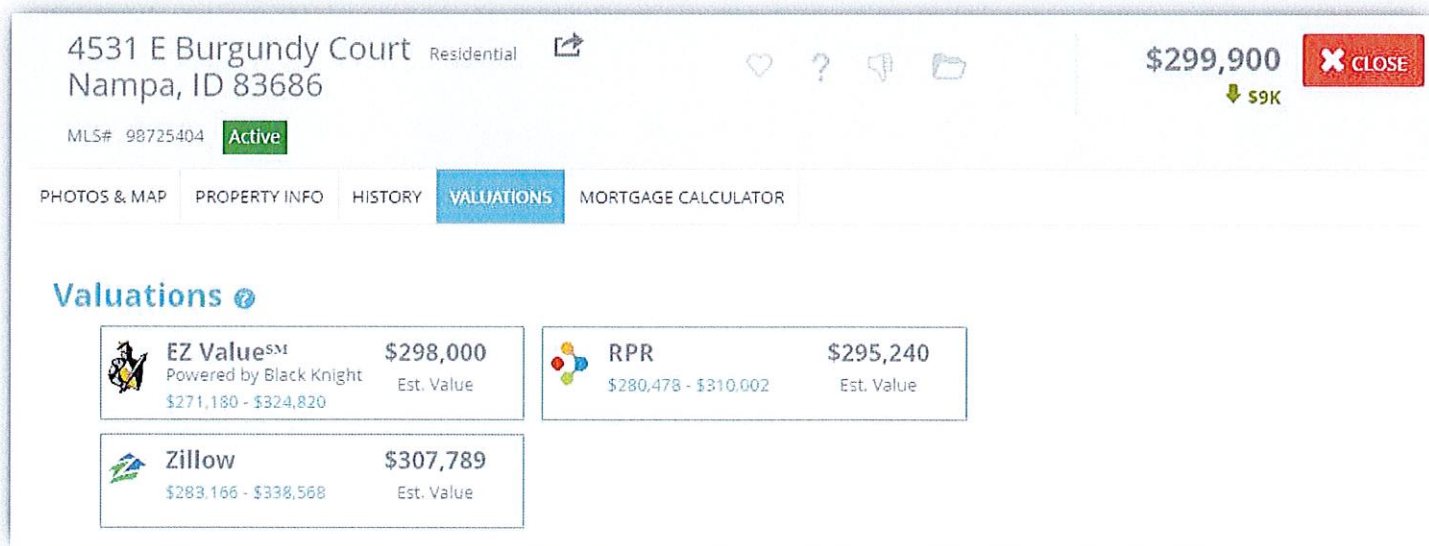
1. The Property Detail Report in Paragon Connect and Collaboration Center
2. The Map Panel for Listings and Parcels in Paragon
3. The CMA Comparable Price Analysis Report in Paragon

The AVMs can be enabled/disabled at the MLS and Board levels by Black Knight. Once they are enabled, Agents will see a new User Preference for the Collab Center called Automated Valuations. This will give agents the ability to disable the AVMs so that they do not appear in the Collaboration Center.

**NOTE:** The new data and analytics that we are adding to Paragon including AVMs are provided as a courtesy to customers that license BK Public Record Data, either through Paragon Tax and CRS. If your MLS does not use Paragon Tax or CRS then please contact your Sales Representative to discuss options for enabling these new features in your Paragon system.

### AVMs in Detail View of Collaboration Center and Paragon Connect

When enabled, a new "Valuations" tab will appear in the Detail View. Clicking on the tab will jump the user to the section of the report.



The screenshot displays the 'Valuations' tab for a property at 4531 E Burgundy Court, Nampa, ID 83686. The property is listed for \$299,900. The 'Valuations' tab is active, showing three automated valuation models (AVMs):

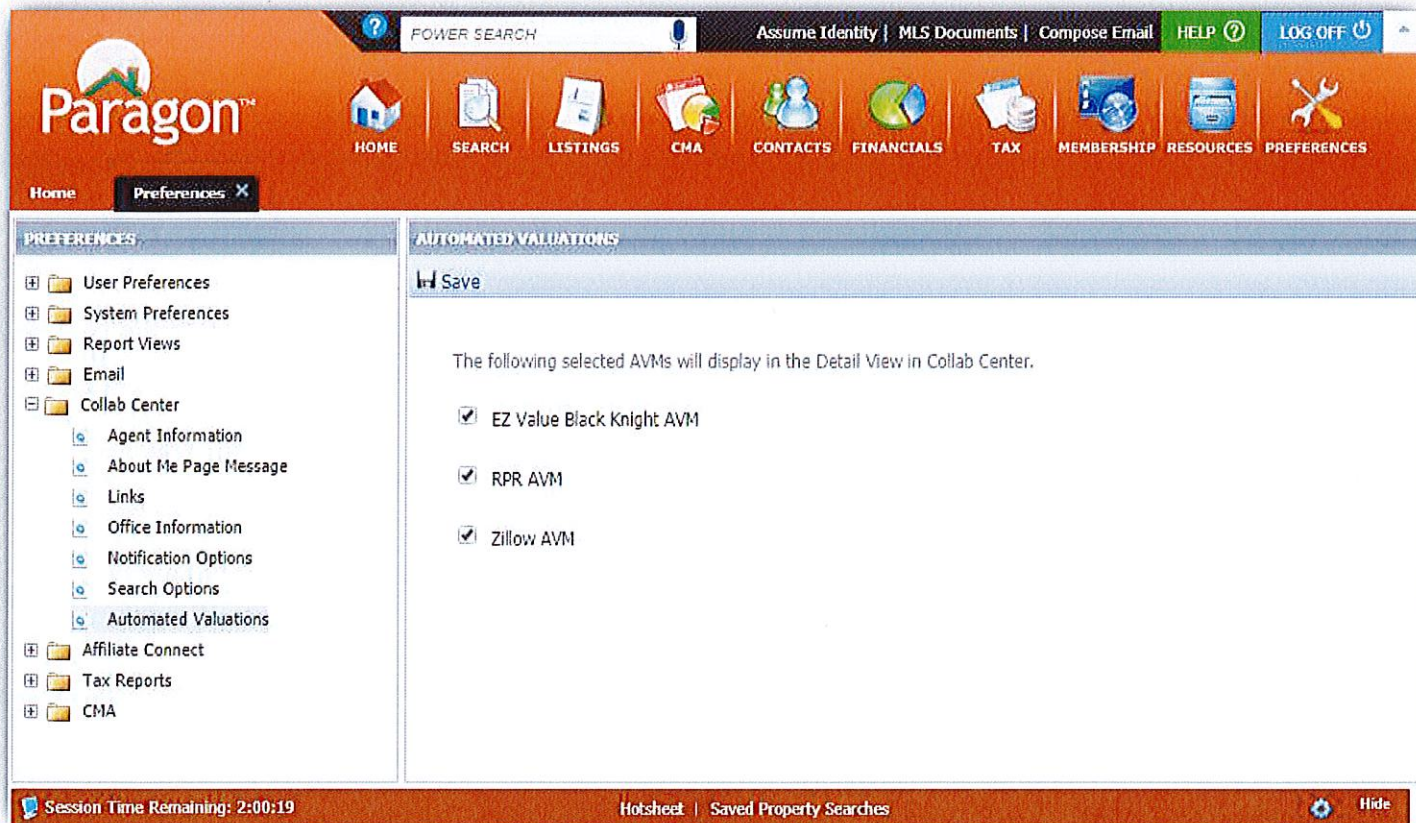
AVM Provider	Estimated Value	Value Range
EZ Value <sup>SM</sup> (Powered by Black Knight)	\$298,000	\$271,180 - \$324,820
RPR	\$295,240	\$280,478 - \$310,002
Zillow	\$307,789	\$283,166 - \$338,568



## Paragon v5.72 Release Enhancements\_P100 (August 2019)

### AVM User Preference setting

Agents can enable/disable the AVMs for the Collab Center from this new User Preference. If the MLS or Board does not have the AVMs enabled, this user preference will not appear. If the MLS or Board only enable one or two of the AVMs, only those AMS will appear in the user preference.



Tanisha Shinault

LPSVCS e5006086  
Agent Lic # 5006086  
CONTACT ME

MY LISTINGS

45

0

0

0

0

UNDECIDED

FAVORITES

POSSIBLE

REJECTED

AGENT PICKS

SORT BY

NEWEST TO OLDEST MATCH

\$107,000

If there is no value on the agent record the label will *not* appear:

Tanisha Shinault

LPSVCS e5006086  
CONTACT ME

MY LISTINGS

45

0

0

0

0

UNDECIDED

FAVORITES

POSSIBLE

REJECTED

AGENT PICKS

SORT BY

NEWEST TO OLDEST MATCH

\$107,000

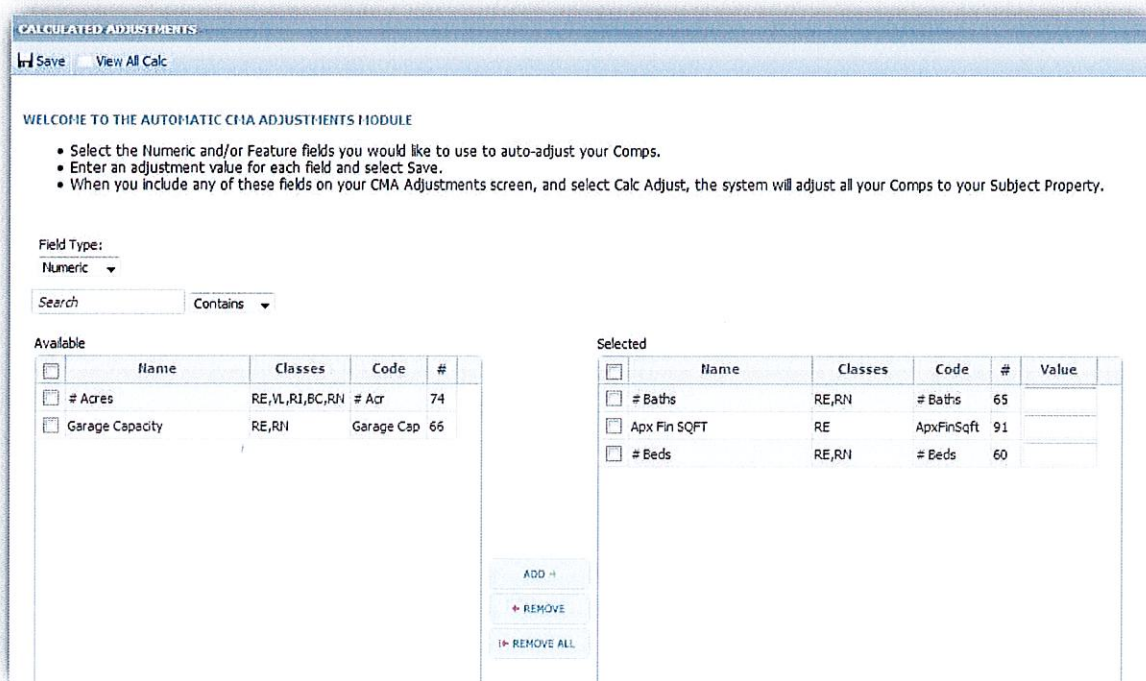
## Paragon v5.69 Release Enhancements\_V3

### CMA – Calculated Auto Adjustments for Numeric and Feature Fields

This enhancement allows each user to create and save adjustment values to current system fields (numeric and features only) that can be applied to CMA comparables and automatically calculated based on field values. Feature fields and Numeric fields can be added to the Calculated Adjustments table. When applied to comps in CMA with the Calc Adjust button, the adjustment value is added to each comp, and the total adjustment for that field on each comp is automatically calculated based upon the value in each comp listing compared to the Subject Property value.

- **Action Item:** Users can customize the selected fields and values in Preferences > CMA > Adjustments > Calculated Adjustments. **MLS should select which Numeric fields will be available by selecting the CMA Auto Adjustable Checkbox at the bottom of the field setup screen.**

Figure 1, Preferences > CMA > Calculated Adjustments > Numeric fields



The screenshot shows the 'CALCULATED ADJUSTMENTS' window with a 'Save' button and a 'View All Calc' button. Below the buttons is a welcome message and instructions. The 'Field Type' is set to 'Numeric'. There are search and filter options. The 'Available' table lists fields like '# Acres' and 'Garage Capacity'. The 'Selected' table lists fields like '# Baths', 'Apx Fin SQFT', and '# Beds'. Buttons for 'ADD', 'REMOVE', and 'REMOVE ALL' are at the bottom.

Available	Selected
<input type="checkbox"/> # Acres	<input type="checkbox"/> # Baths
<input type="checkbox"/> Garage Capacity	<input type="checkbox"/> Apx Fin SQFT
	<input type="checkbox"/> # Beds

Figure 2 - Fields > Select Numeric Field> CMA Auto Adjustable Checkbox



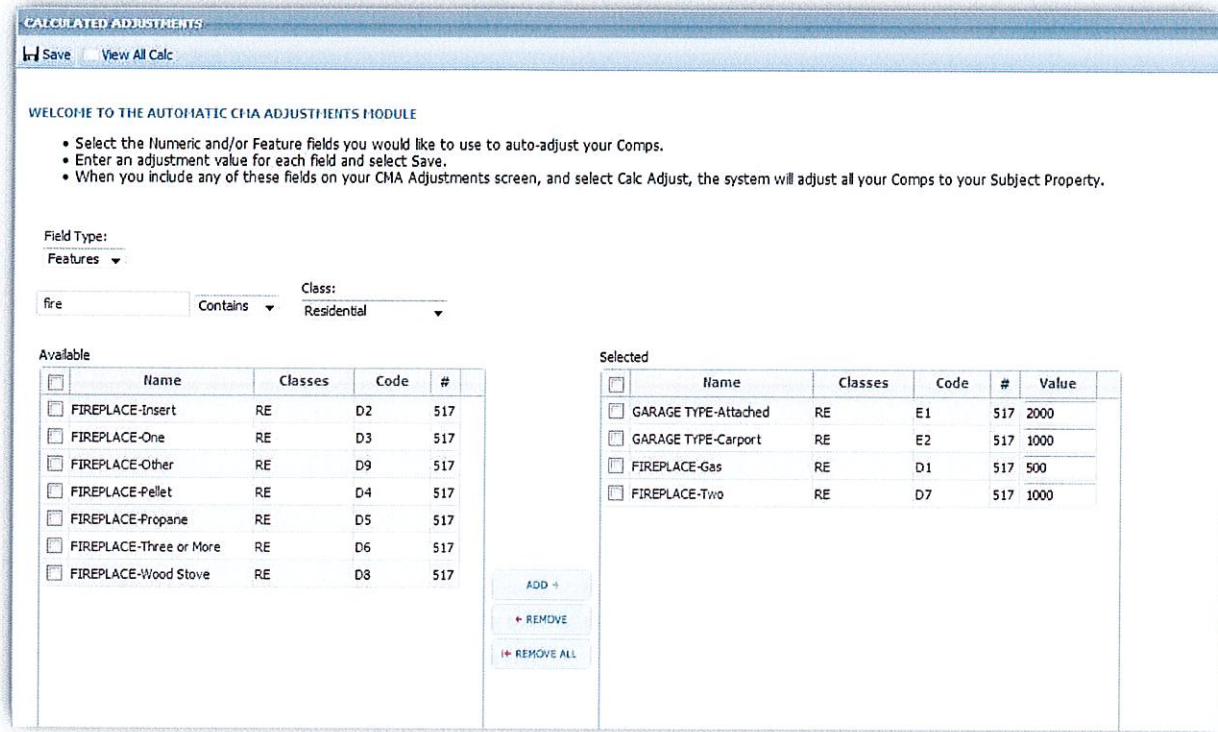
The screenshot shows the 'Fields' window with various settings. A red arrow points to the 'CMA Auto Adjustable' checkbox, which is checked.

Restrict User Code(Searchable):	
Viewable:	<input checked="" type="checkbox"/>
Restrict User Code(Viewable):	
Public:	<input checked="" type="checkbox"/>
Display Format:	CommaSeparated
Collab Center Edit:	<input checked="" type="checkbox"/>
Advanced Search:	<input type="checkbox"/>
Sold:	<input type="checkbox"/>
CMA Auto Adjustable:	<input checked="" type="checkbox"/>



## Paragon v5.69 Release Enhancements\_V3

Figure 2, Preferences > CMA > Calculated Adjustments > Feature fields



**CALCULATED ADJUSTMENTS**

Save View All Calc

WELCOME TO THE AUTOMATIC CMA ADJUSTMENTS MODULE

- Select the Numeric and/or Feature fields you would like to use to auto-adjust your Comps.
- Enter an adjustment value for each field and select Save.
- When you include any of these fields on your CMA Adjustments screen, and select Calc Adjust, the system will adjust all your Comps to your Subject Property.

Field Type:  
Features

fire Contains Class:  
Residential

**Available**

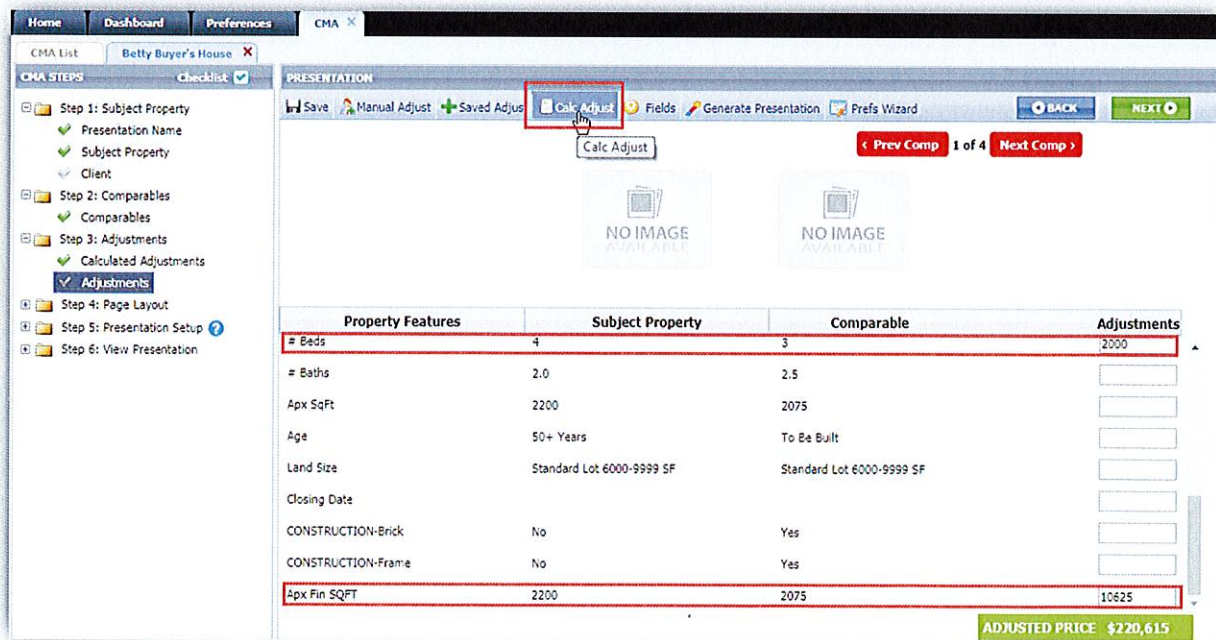
Name	Classes	Code	#
FIREPLACE-Insert	RE	D2	517
FIREPLACE-One	RE	D3	517
FIREPLACE-Other	RE	D9	517
FIREPLACE-Pellet	RE	D4	517
FIREPLACE-Propane	RE	D5	517
FIREPLACE-Three or More	RE	D6	517
FIREPLACE-Wood Stove	RE	D8	517

ADD +  
REMOVE  
REMOVE ALL

**Selected**

Name	Classes	Code	#	Value
GARAGE TYPE-Attached	RE	E1	517	2000
GARAGE TYPE-Carport	RE	E2	517	1000
FIREPLACE-Gas	RE	D1	517	500
FIREPLACE-Two	RE	D7	517	1000

Figure 3, Calculated Adjustments applied to CMA Comps



Home Dashboard Preferences CMA

CMA List Betty Buyer's House

**CMA STEPS**

- Step 1: Subject Property
  - Presentation Name
  - Subject Property
  - Client
- Step 2: Comparables
  - Comparables
- Step 3: Adjustments
  - Calculated Adjustments
  - Adjustments
- Step 4: Page Layout
- Step 5: Presentation Setup
- Step 6: View Presentation

**PRESENTATION**

Save Manual Adjust Saved Adjust Calc Adjust Fields Generate Presentation Prefs Wizard

Calc Adjust

Prev Comp 1 of 4 Next Comp

Property Features	Subject Property	Comparable	Adjustments
# Beds	4	3	2000
# Baths	2.0	2.5	
Apx SqFt	2200	2075	
Age	50+ Years	To Be Built	
Land Size	Standard Lot 6000-9999 SF	Standard Lot 6000-9999 SF	
Closing Date			
CONSTRUCTION-Brick	No	Yes	
CONSTRUCTION-Frame	No	Yes	
Apx Fin SQFT	2200	2075	10625

ADJUSTED PRICE \$220,615