MLS & Rules Committee

Lawrence Board of REALTORS®

Tuesday, April 5, 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

Consider



- 2022 MLS & RULES Bailey Stuart, Chairperson McGCheri Drake McG Chris Earl SRE Claire Vowels (Excused) PFR Jill Ballew (Excused for late arrival) SRE Libby Grady SRE Lindsay Landis McG Michelle Roberts-Freeman (Excused) SRE Mohammad Aldamen EXP Nicholas Lerner McG Ryan Desch R+K **BHGKC** Shelly Milburn Vanessa Schmidt KWI Victoria Perdue **KWI** Zach Dodson (Excused) SRE Rob Hulse, Staff Liaison **LBOR**
- 1. 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
 - c. Consider Tech/Smart Home items
 - Move Security Alarm from Interior (and should we have two categories instead -Wired Security System, Wireless Security System)
 - ii. Smart Thermostat(s)
 - iii. Smart Doorbell
 - iv. Exterior Cameras
 - v. Interior Cameras
 - vi. Smart Home Controller
 - vii. Smart LED lights
 - viii. Audio System (or something to include things like in-celling and/or exterior speakers)
 - ix. Other suggestions???
 - d. Borrowing from Topeka, add HOA Fee Includes Section
 - e. Borrowing from Topeka, add Water Heater Section

From Lindsay/Bailey

- Section G: Roof
 - Add Solar Shingles or Solar Roof Tiles (I think that's Tesla's name for them)
 - Add Architectural
 - Possibly add "Impact Resistant Shingles" I know those are a complete upgrade that reduces insurance and many people really value. I'm not certain if they're still considered composition and if it'd cause confusion but that'd be an easy answer to find.
- Section I: Windows
 - Add Single Hung (and then educate that most of the ones we're calling Double Hung are Single Hung)
- Section J: Floors
 - Add Engineered Hardwoods
 - Add LVT (or Luxury Vinyl Tile if we don't want an acronym)
 - o Instead of Ceramic maybe just tile? Or if not then add porcelain and stone.
- Section K: Heating
 - o Add Geothermal
 - Remove Space Heater (just can't imagine this being used)

- Section L: Cooling
 - Instead of Window 1, 2, and 3 can we just make that line say Window Unit(s) and get rid of the other two lines?
 - Add Geothermal
- Section M: Appliances
 - Add Range Hood
 - Add Ice Maker
- Section N: Interior
 - o Remove security alarm (going somewhere with this in a second)
 - Add Sump Pump
- Section O: Fireplace
 - Add Blower
- Section Q: Amenities
 - o Add Fitness Center or Gym
- Section T: Driveway
 - This is so picky, but it has driven me crazy for years that Hard Surface is not the first one since I would venture to guess that 90%+ of our residential listings have a concrete driveway (87% of statistics are made up on the spot).
 - Does rock mean gravel? If so, can it just say gravel? Is there another "rock" driveway
 I'm not thinking of?
- Section U: Ponds
 - o None is such an odd choice for me here. Is that necessary to include?
 - What does "Site Available" mean? There's a place to put a pond? Seems like such a strange thing to have here. Not something I've seen utilized but maybe I'm not understanding.
- Section V: Utilities to Property
 - o Seems like we could remove Fiber Optic
- Section W: Utilities Available
 - o Seems like we could remove Fiber Optic
- Section Y: Phone Service
 - I would be in favor of getting rid of this section completely as it no longer really applies.
- Section ZC: Associated Documents
 - Add Offer Instructions
- 2. 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).
- 3. 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
- 4. Enable Photo Labels and Descriptions in Paragon
 - a. Predetermined Labels / Free Form / or a Hybrid offering both
- 5. Review Collaboration Center Options
 - a. Display of Automated Valuation Methods: RPR AVM and Zestimate
 - b. Display of Agent License Number
- 6. Enable CMA Auto Adjustments for Numeric and Feature Fields

- 7. 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.
- 8. 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.
- 9. 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).
- 10. 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

- 11. 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 29, 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, subject to a change in the window of availability to show changed to 8am to 9pm. Motion passed.

First the Committee discussed Acres and Lot Size and how they can relate to each other

2022 MLS & RULES		
Bailey Stuart, Chairperson	McG	Present
Cheri Drake	McG	Present
Chris Earl	SRE	Present
Claire Vowels	PFR	Excused
Jill Ballew	SRE	Present
Libby Grady	SRE	Excused
Lindsay Landis	McG	Present
Michelle Roberts-Freeman	SRE	Excused
Mohammad Aldamen	EXP	Late-Excused
Nicholas Lerner	McG	Present
Ryan Desch	R+K	Late-Excused
Shelly Milburn	BHGKC	Present
Vanessa Schmidt	KWI	Present
Victoria Perdue	KWI	Present
Zach Dodson	SRE	Excused
Rob Hulse, Staff Liaison	LBOR	Present

automatically in the Paragon system. After discussion, it was moved and seconded to change the Paragon system so that when Acres or Lot Size are entered, the system will auto calculate the other field; and that the selection for Acres or Lot Size is a required field with a required value; plus, the Approximate Acres field will be auto-filled from the value that has been input (the Paragon system will have a drop-down list with Acres and Lot Size, with a numeric field to enter the numeric value). Motion Passed.

Next, the Committee discussed Features in Paragon. Early in the discussion, it was moved and seconded to remove "Showing Instructions" in Paragon's Features in entirety, and to expand the field for Showing Instructions to 500 characters. Motion Passed.

To capture the history of the values that exist in the system for Features > Showing Instructions, it was moved and seconded to concatenate all Showing Instruction values in Features and put it at the end of the field for Showing Instructions. Motion Passed.

As the discussion of Features continued, the Committee evaluated and decided to make no changes to B. Possession and C. Terms.

Next, the Committee jumped to Features section ZA. County. It was moved and seconded to Convert the existing value for County to a Look-up field to land near the Address at input and in reports. Motion Passed.

Having reached the end of the scheduled meeting time, a next meeting was established on April 4th at 1pm. Meeting Adjourned.

Rob Hulse

Subject:

FW: MLS & Rules Recap - next meeting April 5th at 1pm

Feedback on Features:

- All feature categories where applicable:
 - o Combine 'other' and 'see remarks' to be one choice.
 - If/when selected the remarks section to be 'conditionally required'
- Style
 - o Add choice Reverse 1.5
 - Solar is this a style? Or a green feature? Or HVAC component?
 - o Multi level is this necessary with the other available options?
- Basement
 - 'crawl' change to 'crawl space'
 - 'day light' should this be 'daylight'
 - o 'Bi-level' what does this mean? Is it a basement and sub-basement?
 - Add choices
 - Stone
 - Block
 - Concrete
- Construction
 - Add 'lap siding'
- Roof
 - Add
 - Tar
 - flat
- Garage type
 - o Add
 - Rear entry
 - Side entry
 - Tandem
 - Converted
- Windows
 - Storms 3 choices avail
 - Isn't 'some storms' and 'all storms' enough?
 - 'most storms' seems vague
- Floors
 - o Add
 - LVT
 - Cord
 - Change 'vinyl' to 'vinyl sheet'
- Heating
 - Spell out
 - FAE
 - FAP
- Cooling
 - o 'window' why 3 choices? Is 'window' not enough?
- Appliances
 - o Add -
 - range electric

- range gas
- freezer
- Interior
 - o 'walk-in' walk in to what?
 - Sauna is this dry sauna?
 - O Wheel chair access consider update to name?
 - o Add
 - Main floor bedroom
 - Main floor master
 - Laundry room
- Fireplace
 - Change 'three' to '3+'
- Exterior
 - o Add
 - Covered porch
 - Covered deck
 - Partially fenced yard
 - Treed lot
 - Level yard
 - Level driveway
 - O Wheel chair access consider update to name?
 - 'sprinkler system' update to 'irrigation system'?
- Amenities
 - Change feature group name to 'HOA Features'
 - Consider moving these choices to 'exterior' FG
 - Golf lot
 - Wooded lot
 - Lakeside lot
- Outbuildings
 - 'several' change to '2+'
 - Elevator example of this in use?
- Fencing
 - o Add PVC
- Driveway
 - o Combine 'dirt' and 'rock' to a single choice?
- Ponds
 - o 'several' change to '3+'?
 - O Site available what is this? Feels unclear to me
- Utilities to property
 - 'propane/leased' change to 'propane (leased)'
 - 'propane/owned' change to 'propane (owned)'
- Utilities available
 - 'propane/leased' change to 'propane (leased)'
 - 'propane/owned' change to 'propane (owned)'
 - Note: I wonder how the 2 utility categories could be misunderstood. Should we consider rules to keep users from choosing the same choices in both categories?
- Phone service
 - Doe we need this category?
 - 'DeSoto' correct spelling to 'De Soto'

Rob Hulse

Subject: FW: MLS & Rules Recap - next meeting April 5th at 1pm

Feedback on Residential listing input form:

Fields to consider setting to required

- State
- For auction
- Display on internet/vow
- Non-conforming bedrooms
- Dual or variable rate commission (*in light of clear cooperation rules)
- List agent status
- Lot size (*I think we already voted on this one)
- Total bedrooms
- Baths-full
- 1st floor total sqft (*I think we already voted on this one)
- Total acres (*I think we already voted on this one)
- Escrow account
- Seller concessions

Fields to consider setting to conditionally required

- If HOA = yes, then require
 - HOA contact person
 - o HOA phone
 - HOA Email
- If 'special assessment 1 amount' is populated with amount greater than \$0
 - Make other 'special assessment fields available'
- If 'seller concessions' = yes, then conditionally require
 - Seller concession \$
 - Seller concessions misc

Field order update

- 'owner phone' move to be after 'owner'
- 'occupant phone' move to be after 'occupant'
- Rooms separate these fields into their own section
- 'total acres' move above 'crop acres' and other acreage breakdowns
- Agent hit count why on input form?
- Client hit count why on input form?
- Sold field section
 - Move section to be below standard section. This would allow for all fields required at time of status change to be visible without scrolling

Field setup to review/change

- Zip code change to lookup
 - o Full state list is available from USPS
 - This would allow for lookup relationships between geographic fields (city, state, zip)
- Area update to use either city or county as area field

- o If we link together city, state, county, and zip in lookup relationships the 'created areas' are no longer necessary
- o Map searches accomplish what areas were originally designed to help do
- Type review options?
- Style review options?
- Subdivision review lookup choices?
- School district add to system?
 - o Set to required?



Shelly Doris Milburn, Associate Broker

dba - SD Home Team, LLC

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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.

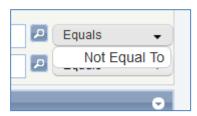
New operators for Search Lookup Fields and Freeform Fields

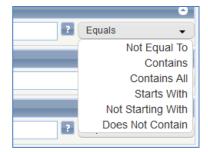
New field operators are now available for display on Lookup fields which give the user the ability to filter specific criteria (i.e. Subdivisions, etc.) when executing a search. If the MLS elects to have this feature activated, depending on the Field types, the following will display.

- 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.





Black Knight Financial Services MLS Solutions



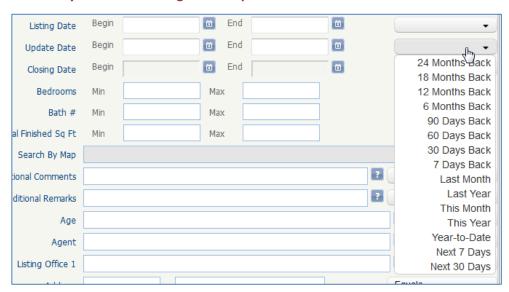
Date Ranges: Days Back and Months Back search ranges

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

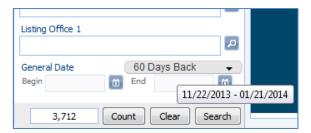
- 24, 18, 12, 6, Months Back
- 90, 60, 30, 7 Days Back
- Last Month, Last Year, This Month, This Year, Year-to-Date, Next 7 Days, Next 30 Days

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

Contact your SSM to configure this option.

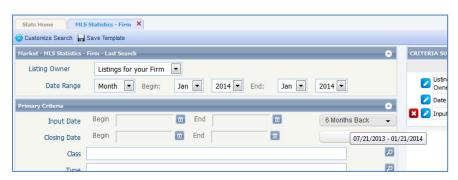


Quick Search



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.

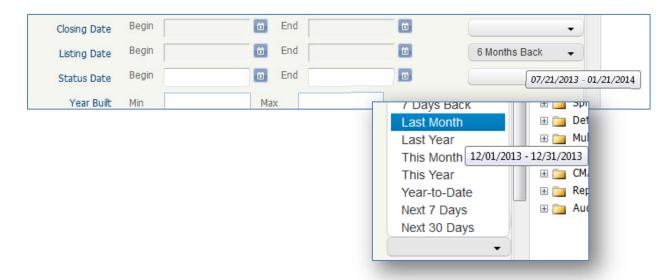


Paragon 5.20 Release Enhancements



Hover Tool Tip on filter for applied Date Range

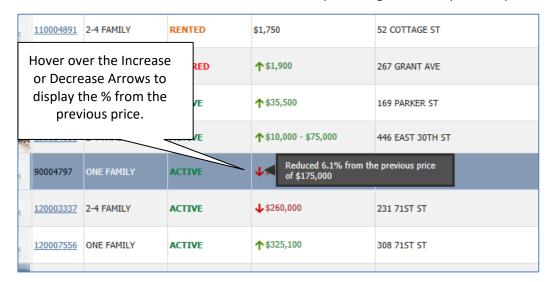
When the filters are available, a hover over tool tip will display the equivalent date range on both the field display and within the list itself:



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

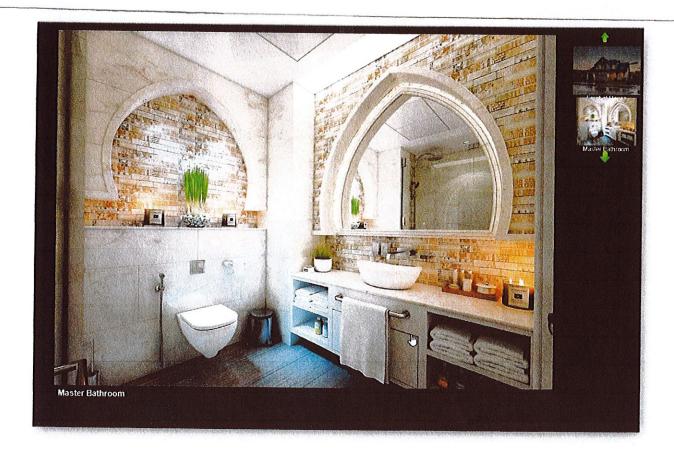


3

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



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





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:

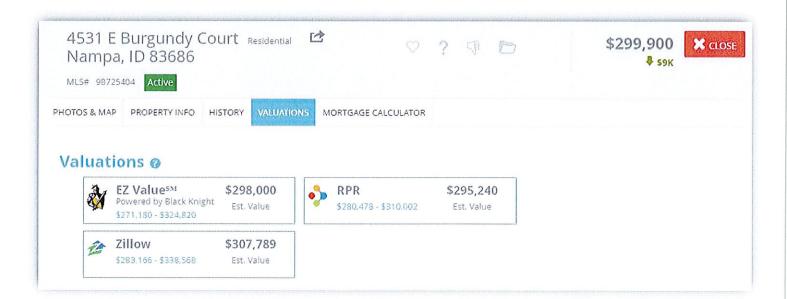
- 1. The Property Detail Report in Paragon Connect and Collaboration Center
- 2. The Map Panel for Listings and Parcels in Paragon
- 3. The CMA Comparable Price Analysis Report in Paragon

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.

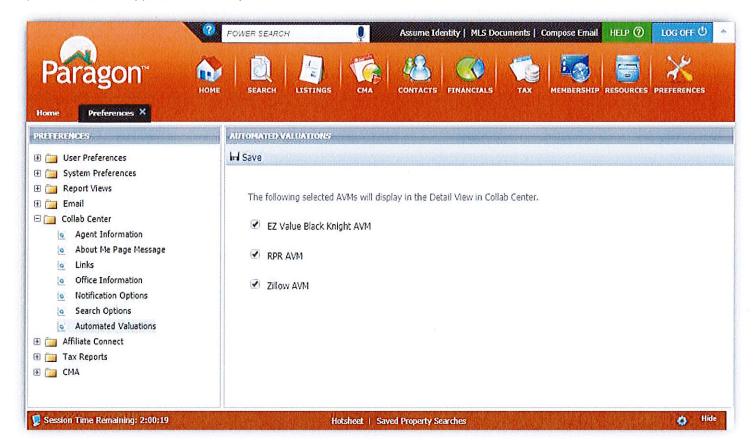




Paragon v5.72 Release Enhancements_P100 (August 2019)

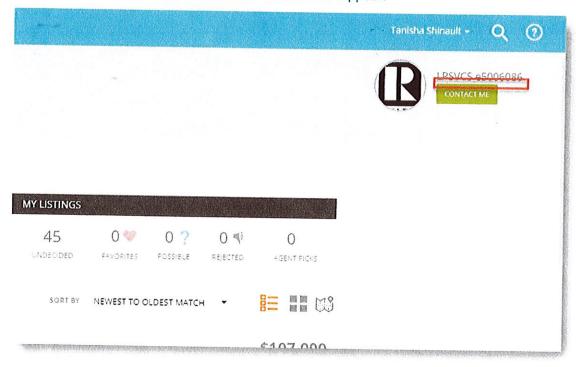
AVM User Preference setting

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.





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





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

CALGULATED ADJUSTMENTS

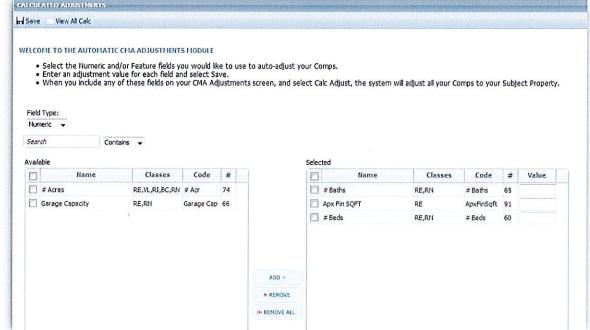


Figure 2 - Fields > Select Numeric Field> CMA Auto Adjustable Checkbox





Paragon v5.69 Release Enhancements_V3

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

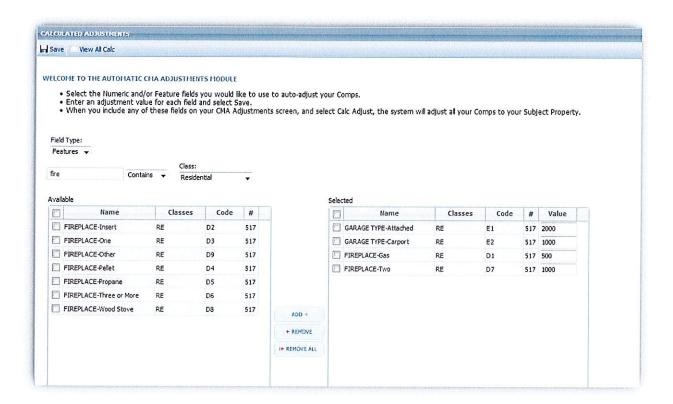
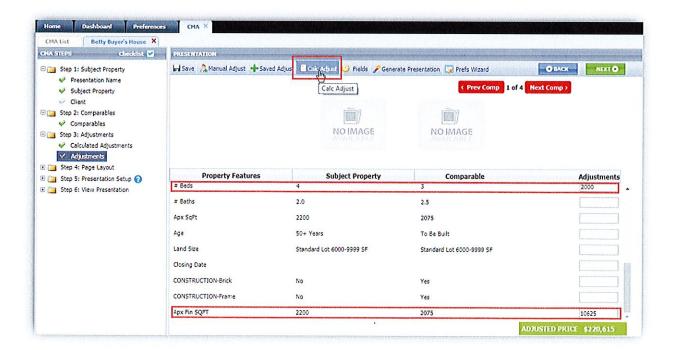


Figure 3, Calculated Adjustments applied to CMA Comps



Paragon 5.69 Release Enhancements_V2

1/19/2022