

HUNTSVILLE AREA ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS MEETING AGENDA
535 Monroe Street, Huntsville, AL
Tuesday, January 29, 2012
9:30 AM

CALL MEETING TO ORDER

JULIE LOCKWOOD

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CONSENT AGENDA
a) Motion to approve the HAAR Consent Agenda/Minutes
JULIE LOCKWOOD
- IV. TREASURER'S REPORT
a) Year End Financials
KATHY MANN
- V. PRESIDENT'S REMARKS
a) Approval of Professional Standards and Grievance Committees
b) Approval of MLS Committee
JULIE LOCKWOOD
- VI. CEO UPDATE
a) Calendar
KIPP COOPER
- VII. COMMITTEE REPORTS
a) Forms Committee
-Short Sale Addendum (see attached)
ROD SCHUMANN
b) Finance & Budget
-Motion to approve CPA firm (see attached)
KATHY MANN
c) ARPAC
SHA JARBOE
d) Governmental Affairs
STEVEN LAMAR
e) Affiliate Director
CRAIG PAULUS
f) North Alabama CRS
BONNIE BALLARD
g) WCR
CINDI PETERS
h) YPN Huntsville
JOHN EVANS
- VIII. OTHER BUSINESS
a) Signature card approval for new officers

ADJOURN MEETING

IMPORTANT DATES

- February 7** Membership Luncheon
- February 14-16** AAR Salesmanship Conference
- February 19** HAAR and NALMLS O&D
- March 7** Membership Luncheon

HUNTSVILLE AREA ASSOCIATION OF REALTORS®
OFFICERS & DIRECTORS MEETING MINUTES
Monday, December 18, 2012
8:30 AM

PRESENT: President Bill Ward, President-Elect Julie Lockwood, MLS President Bill Stewart, Secretary/Treasurer Opie Balch , Attorney Bo Harrison, Cindy Allen, Ginny Brandau, Lori Carter, Shannon Fortner, Betty Hughes, Steven LaMar, Rachael Lamb, Zeld Lanza, Terry Lewis, Kathy Mann, Valerie Miles, Clif Miller, Landa Pennington, Sid Pugh, Michael Rosenblum, Robert Simons, Carrie Turner, Regina Underwood, Rod Weaver, Jan Wells

ABSENT: Amanda Howard, Lynn Kilgore, Linda Sheffield,

STAFF: CEO Kipp Cooper, Christina Hearne, Rhonda Ricketts, Katy Means, Tammy Owen

OTHERS PRESENT: Scott Averbuch, Tommy Adams, Pat Glenn, Walt Hennessee, Charles McCubbins, Anne Moss, Rod Schumann, Tatyana Thrapp, Mark Williams

At a meeting of the Officers and Directors, held at the Huntsville Area Association of Realtors, 535 Monroe Street Huntsville, AL, 35801, the meeting was called to order by President Bill Ward at 8:34am, Central Standard Time.

Invocation was led by Cindy Allen.

Pledge of Allegiance was led by Rod Weaver.

MOTION: To approve the Consent Agenda with the minutes withheld.

Motion Carried.

Ginny Brandau requested that anytime there are Motions from a NALMLS mentioned in the HAAR minutes that they be included.

The NALMLS Motions from the November 19, 2012 meeting were presented. (see Attachment A)

MOTION: To approve the HAAR minutes from the November 18, 2012 meeting with the addition of the NALMLS Motions that were presented.

Motion Carried.

(Change will be made to minutes to reflect this motion)

TREASURERS REPORT

Secretary/Treasurer Opie Balch presented the November Financials.

PRESIDENT'S REMARKS

State R.V.P. Sid Pugh gave an update on what is going on at the state level. They have started a search for the EVP and have appointed Sue Dahrouge as the interim. They hope to have a candidate chosen by February. He also reminded everyone to make plans to attend the AAR Winter meeting in February

HOA Task Force Member Betty Hughes said the task force met with Senator Sessions and they are looking to modify the HOA legislation in Alabama. They hope to tighten up disclosure, accountability and enforcement. They hope to have something going to the legislature by April 2013.

MOTION: To eliminate the purchase of food at any Committee Meetings.

Motion Carried.

President Bill Ward created a Task Force to update the facilities rental policy.

He requested that Zelda Lanza, and Carrie Turner serve on that committee and he wants CEO, Kipp Cooper and Attorney Bo Harrison's input as well.

President Bill Ward created a Task Force to start a local Leadership Program.

He said he is going to ask Steve Cawthon to help and when he asked for volunteers Regina Underwood said she would like to help too.

MOTION: To approve the Facilities Rental Policy Task Force and the Leadership Program Task Force.

Motion Carried.

CEO UPDATE

CEO, Kipp Cooper gave an update on our audit. He said they have received 2 quotes locally and sent a formal RFP request to the CPA firms that do the audits for the Birmingham Association of REALTORS, Atlanta Association of REALTORS and the Nashville Association of REALTORS. The date for them to respond is the end of December. The Atlanta CPA has declined as they are not receiving new clients and the Birmingham and Nashville CPA's are sending bids. They should be able to begin the audit end of January and beginning of February. They are also looking at getting some additional quotes for multiple years and also it was suggested that we see about the firm we choose doing our taxes as well.

There was discussion on the possibility of doing an audit for the past 3 years.

MOTION: After we narrow down to 3 accounting firms from the RFP's that were sent out that we also ask them to submit a bid going back 2 more years and then bring it forward to the board of directors to discuss.

Motion Carried.

MOTION: To implement a \$50 fee along with a 5% payment processing fee for any of our councils (ex. YPN, CRS, WCR etc.) to use our registration and payment capabilities and the \$50 fee goes under a new line item "Facility Use and Staff Services" (formerly "Building Rental Income") and the 5% goes under the line item "Bank Fees".

Motion Carried.

COMMITTEE REPORTS

Forms Chairman Rod Schumann presented the following changes to the Financed Sales Contract.

Binding Agreement Date. This instrument became a "Binding Agreement" on the date that the Contract was finalized, accepted and delivered. Any written notice to a party's agent or transaction broker is deemed notice of delivery to that party.			
Date:	_____ , 20__	at _____	by _____
Signature	Binding Agreement Date	Time	Listing Agent
Recommendation to replace the above language to read as follows:			
<i>Binding Agreement Date.</i> <i>The listing agent certifies that the contract was finalized, accepted and delivered to all parties either in writing or electronically and the binding agreement date to begin contract performance is:</i>			
Date:	_____ 20__	at _____	by _____

MOTION: To approve the Financed Sales Contract changes (see above)

Motion Carried.

MOTION: To approve changes to the Inspection Addendum but take the words “and deliver” out. (see attachment B)

Motion Carried.

ARPAC Committee Chair Zelda Lanza shared that we raised the most money in the state for ARPAC with \$64,360

Affiliate Director Shannon Fortner informed everyone that investors are getting a lot stricter on owner occupied property and transferring them over to investment properties. He also thanked everyone for the last two years.

CRS Member Landa Pennington said they will be having their Installation of their new officers on January 8th.

WCR President Zelda Lanza said they had a great Installation banquet last week and the new President for 2013 is Cindi Peters

NEW BUSINESS

President-Elect Julie Lockwood presented the proposed 2013 Committee Chairs and the 2013 Finance and Budget Committee and Personnel Policy Committee for approval.

2013 Proposed Committee Chairs

Member Profitability

Chair: Bill Stewart

MLS Committee

Chair: Opie Balch

Orientation Committee

Chair: Lori Carter

Co-Chair: Jim Hoekenschnieder

Professional Standards

Chair: Dee James

Co-Chair: Clif Miller

REALTORS In Action

Chair: Betty Hughes

ARPAC

Chair: Sha Jarboe

Co-Chair: Holly Polston

Bylaws

Chair: Jennifer Perrault

Co-Chair: Nancy VanValkenburgh

Caravan

Chair: Roy Claytor

Co-Chair: Jim Davis

Forms

Chair: Rod Schumann

Co-Chair: Marsha Buxton

Governmental Affairs

Chair: Steven Lamar

Grievance

Chair: Terry Lewis

Co-Chair: Barry Berman

2013 Personnel Policy Committee

YEAR	2013
A Past President	Cindy Allen (2013)
MLS President	Opie Balch
Director	Clif Miller
Member-At-Large	Shannon Hoff (2013)
Member-At-Large	Sherry Dinges (2014)
Ex officio (pres.)	Julie Lockwood

2013 Finance and Budget

YEAR	2013
CHAIR	Kathy Mann
<i>CO-CHAIR</i>	
MLS President	Opie Balch
President Elect	Bill Stewart
Ex Officio	Julie Lockwood
	Jay Jones (3)
	Jeff Nixon (3)
	Tommy Pruett (2)
	Kristina Bass (2)
	Carrie Turner (1)
	Sarah Hereford (1)

MOTION: To approve presented Committee Chairs/co-chairs and 2013 Finance and Budget Committee and Personnel Policy Committee. (see above)

Motion Carried.

Forms Chair Rod Schumann withdrew the Short Sale Addendum form to be presented at a later date.

The Board moved into Executive Session.

Meeting adjourned at 10:53 am

Minutes submitted respectfully by Christina Hearne for Opie Balch.

Attachment A- NALMLS Minutes from November 19, 2012

**NALMLS
OFFICERS AND DIRECTORS MEETING MINUTES**

November 19, 2012 8:30AM

PRESENT: Bill Stewart, President; Bill Ward; Julie Lockwood; Opie Balch; Cindy Allen; Ginny Brandau; Lori Carter; Betty Hughes; Racheal Lamb; Zelda Lanza; Kathy Mann; Valerie Miles; Clif Miller; Landa Pennington; Sid Pugh; Michael Rosenblum; Robert Simons; Carrie Turner; Regina Underwood; Rod Weaver; Jan Wells; Jan Scott (Athens/Limestone); Wanda Gunter (Athens/Limestone); Linda Peek (Morgan County); Mike Sandoval (Morgan County); Rita Chitwood (DeKalb County)

ABSENT: Steven Lamar; Terry Lewis; Pat Rusidoff (Jackson County); Tressie Young and Nikki Tucker (Etowah/Cherokee); Bruce Sanford and Patience Maples (Marshall County); **LEGAL COUNSEL:** Bo Harrison

ASSOCIATION STAFF: From HAAR: Christina Hearn, Elizabeth Pruett, Rhonda Ricketts, Tammy Owen, Katy Fitzgerald

OTHERS PRESENT: Linda Sheffield; Amanda Howard; Mark Williams; Cindy Dyar; Jay Jones; Pat Glenn

At the meeting of the NALMLS Officers & Directors, held at 535 Monroe Street, Huntsville, AL 35801, the meeting was called to order by President Bill Stewart.

INVOCATION: Kathy Mann.

PLEDGE: Mike Sandoval.

MOTION TO APPROVE CONSENT AGENDA

Bill Stewart

MOTION To approve the November 19, 2012 Consent Agenda.

MOTION carried (noted to correct a mistype)

Cindy Allen was thanked for her service and it was announced she will not be coming back as a Director.

MLS COMMITTEE MOTIONS

Bill Stewart

Motions from the NALMLS Committee Meeting, November 6, 2012

MOTION

To add a new required field to NALMLS called Short Sale Yes/No.

MOTION Carried.

MOTION

Motion was properly seconded

Request to display a message for members to agree to a Terms of Use:

The initial Terms of use (Version 1) language will state:

“By uploading and/or cloning photos, you hereby acknowledge that you have obtained the proper licensing to the photo and hereby indemnify HAAR and/or NALMLS of any copyright infringement that may occur”.

How this will work: When agent signs into ListIt, they must agree to the above terms. They will not be prompted to do this again, unless the terms change.

MOTION Carried.

Opie went over the Profit and Loss and Actual - \$93,017 over budget by end of year. Opie wants to be certain that O&D is aware of this.

MOTION To reconsider 2013 Budget at the request of the membership.

Motion was properly seconded.

MOTION Carried.

MOTION To approve the new 2013 Budget.

MOTION was properly seconded.

Discussion

MOTION to amend the motion to approve the 2013 Budget by removing the \$15,000 temporary salary.

MOTION seconded.

Discussion

Call for question.

Call for question was properly seconded.

Call for question Carried.

Amended Motion to remove the temporary salary of \$15,000 from the 2013 Proposed Budget.

Motion failed.

MOTION to table the discussion on the approval of the 2013 Budget until such a time the motions from Finance & Budget committee meeting could be considered.

MOTION was properly seconded.

MOTION Carried.

MOTIONS from Finance & Budget Committee:

MOTION: To raise NALMLS dues \$7.00 per member per month.

(The dues increase is already reflected in the 2013 proposed budget)

MOTION comes with second from committee.

Discussion

MOTION Carried.

MOTION: To not renew the computer lease in 2013 and going forward that each entity will purchase their own computer unless it's a shared resource and then the cost will be alternated.

MOTION comes with second from committee.

MOTION Carried.

MOTION to have a task force review the travel policy and reduce the travel expense to \$15,000 for the 2013 budget and make a recommendation at the November 19th NALMLS O&D meeting.

MOTION comes with second from committee.

Discussion

Amended Motion: To amend motion from \$15,000 to \$18,230.

MOTION was seconded.

Amended MOTION Carried.

Original MOTION: To have a task force review the travel policy and reduce the travel expense to \$18,230 for the 2013 budget.

MOTION Carried.

MOTION to do a full audit and pull money from the reserves provided the membership approves it.

(Audit for 2012)

MOTION comes with second from committee.

Discussion

Substitute Motion: To solicit bids from three different vendors to perform an audit of 2012. If an audit is approved by membership at a called meeting at the end of November the costs would be shared between NALMLS and HAAR. The full costs of audit would be taken from reserves.

Substitute Motion was properly seconded.

MOTION Carried.

Vote was taken on Original Motion as Amended by the Substitute Motion.

MOTION Carried.

Request that Jason Miller (accountant) give us costs for a 3 year audit.

MOTION Joyce in Marshall County requested early payment for the last quarterly royalties.

Discussion all regional associations would receive early payments.

Amended Motion to amend the motion that we do pay point of contact and royalties for October and November at the first part of December and the rest of payment the end of December.

Amended Motion was properly seconded.

Amended Motion Carried.

Main Motion as amended Carried.

MOTION proposed to NALMLS O&D that we eliminate all food at NALMLS meetings.

MOTION was amended to include we go paperless as well.

Amended Motion was properly seconded.

Amended Motion Carried.

Main Motion as amended Carried

MOTION presented from floor to increase application fee for NALMLS to \$250 starting in January, 2013. (Make sure this amount does not exceed NAR rules)

MOTION was properly seconded.

MOTION Carried.

MOTION(s)

1. The annual accountant's review shall be presented to the Executive Committee, AE and CFO.
2. The Finance and Budget Committee shall meet monthly.
3. Immediately following the annual accountant's review, the Finance and Budget Committee, with input from the AE, shall meet no later than October 1st to formulate the next year's budget and present it to O&D in October so that it may be presented to the membership at the November meeting.
4. The HAAR budget shall include the "investment in NALMLS"
5. When presenting the proposed budget, it shall include the previous year's budget.
6. The financial reports shall include the following: Membership counts from Rapattoni (not including any duplicates such as DRV, RV or non-dues paying members such as government entities) and renewable contracts. In addition to traditional financial reports, a layman's term overview shall be included.
7. The P&L shall include a list of all capital items purchased as well as the annual budget and the variance between annual and actual.
8. Set aside, in a separate account from other savings, the actual reserves for each entity and call them "HAAR restricted operating reserves" and "NALMLS restricted operating reserves" respectively. Any transfer of these funds, other than to renew a CD, will require a majority vote of O&D.
9. Any time any money is transferred from any non-restricted savings account, such action shall be reported to O&D.

MOTION comes with second from committee.

Discussion

Include and any other non-budgeted items to item 7 above:

Amended MOTION to Item 7: The P&L shall include a list of all capital items purchased and any other non-budgeted items as well as the annual budget and the variance between annual and actual.

Amended MOTION was properly seconded.

Amended MOTION Carried.

Amended MOTION to Item 8: To add to end: Those accounts should be segregated in the Financial Reports presented to O&D.

Amended MOTION was properly seconded.
Amended MOTION Carried.

MOTION: To approve the above nine points and two amendments of the main motion.
MOTION Carried.

MOTION to approve the 2013 Proposed Budget as amended.
MOTION Carried.

OTHER BUSINESS:

Request from Dekalb County to add Sub-Areas as is done in Etowah and Cherokee Counties.

MOTION: To add sub areas for Dekalb County in NALMLS.
MOTION was properly seconded.
MOTION Carried.

MOTION: To approve Request for Medical Leave extension for Jill Ward by Sandra Lowry Re/Max Distinctive.

After reason for request was obtained,

MOTION was amended: To approve a Request for Medical Leave for Jill Ward for the fourth quarter of 2012.
MOTION was properly seconded.
MOTION Carried.

MOTION: To approve Request for Medical Leave extension for Jill Ward by Sandra Lowry Re/Max Distinctive for the fourth quarter of 2012.
MOTION was properly seconded.
Motion Carried.

REMARKS/COMMENTS FROM NALMLS ASSOCIATION EXECUTIVES

- HAAR – No report.
 - Athens/Limestone –Jan Scott reported membership is picking up and it has been a great year.
 - Etowah/Cherokee –No report.
 - Jackson County – No report.
 - Marshall County – No report.
 - Morgan County – Linda Peek reports that things are good.

Meeting was adjourned.

Minutes respectfully submitted by Elizabeth Pruett

Attachment B- Inspection Addendum



INSPECTION ADDENDUM



THIS ADDENDUM is attached to and forms a part of the Purchase Contract between:

_____ Purchaser(s)

and _____ Seller(s)

concerning the property commonly known as _____

City _____ County _____ State _____ Zip _____

Purchaser(s) acknowledges that Purchaser(s) is not relying on any representation made by the Brokers or their licensees regarding the condition of the property.

At his own expense, and within _____ working days of acceptance and delivery of this contract (**Binding Agreement Date**) by all parties, Purchaser may inspect the property for major defects and/or hazardous conditions either personally, or through registered inspectors, licensed contractors, or other competent persons of Purchaser's choosing. Within 3 working days of completion of the inspection(s) Purchaser will provide Seller a *Request for Repairs* form stating those major defects and/or hazardous conditions which Purchaser requests Seller to correct, together with a complete copy of all inspection reports, at no expense to Seller. **Unless an extension is agreed to in writing, failure of the Purchaser to perform their inspection(s) and provide these documents to Seller within specified time limit will conclusively be deemed Purchaser's acceptance of the property regardless of any defects and/or hazardous conditions.**

Upon receipt of the Request for Repairs and the inspection report Seller will have 3 working days to notify Purchaser, in writing, of those corrections Seller is willing to make. If Seller elects not to make all requested corrections, Purchaser within 2 working days, will have 3 options: (1) accept in writing Seller's decision as to repairs Seller is willing to make and proceed to closing with Purchaser making such repairs as Purchaser or Purchaser's lender requires but which Seller is not making; (2) submit a new request for repairs which shall be treated in the same manner as the initial request for repairs; or (3) void this contract in writing without further claim except for the return of the earnest money advanced with this contract and not otherwise spent. **Unless previously agreed to in writing, failure of either party to respond within the allotted time will conclusively be deemed acceptance of the other party's proposal. Conditions which do not meet the definition below of a major defect or hazardous condition fall outside the scope of this agreement and Seller's refusal to correct those conditions does not constitute grounds for termination of this contract.**

A major defect is a defect which threatens the structural integrity, or significantly shortens the life, or denies the intended use, of a substantial portion of the property. A hazardous condition is one which threatens health or safety. Conditions which meet current governmental guidelines are not considered hazardous; neither are conditions which met the local building codes in effect at the time of construction or modification unless such codes have been changed to require retroactive correction. Corrective action which brings a condition within governmental guidelines will be considered to have eliminated the condition.

All conditions in Paragraph 4 (a) of the sales contract remain in full force and effect. Any Written notice to a party's agent or transaction broker is deemed notice to that party. Notwithstanding any of the above, the closing of this sale will constitute acknowledgment by the Purchaser(s) that the property was acceptable at the time of closing unless otherwise agreed to in writing.

Recommendation to add the following paragraph:

In calculating any time period under this Agreement, the commencement day shall be the next working day. In the event a performance deadline occurs on a Saturday, Sunday or holiday, as defined herein, the performance time period shall be extended to the next working day.

Time is of the essence regarding this Addendum.

Dated this the _____ day of _____.

 PURCHASER

WITNESS _____

 PURCHASER

 SELLER

WITNESS _____

 SELLER

FORM INSP ADD
 (Revised 11-12)

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December 2012 COMMITTEE REPORTS

ARPAC

January 2013 ARPAC Update:

- 1. We want to give recognition throughout 2013 to all 2012 major donors**
 - Working on of list of ideas
- 2. Education**
 - From our leaders to our newest members, we are working on ideas to make education simple and consistent throughout the year
 - We must begin with our Leadership, Directors, even our ARPAC committee and be examples for our membership. We cannot expect out of our membership what we will not do ourselves.
- 3. Events**
 - 2 events for the year
 - Looking at dates in May and September as these months seem to work best
 - Talking with NAR who has previously offered to help with an invitation only event for current and past major donors. We would also like to expand this to top producers as well.
 - Second event TBD after event with NAR is in place
- 4. Challenge**
 - ***To Directors, Leadership and ARPAC Committee to make a minimum \$500 investment in ARPAC for 2013***

BYLAWS

Nothing to report.

CARAVAN

Nothing to report.

FINANCE & BUDGET

No report.

FORMS

No report.

GRIEVANCE

No report.

GOVERNMENTAL AFFAIRS

No report.

MEMBER PROFITABILITY

No report.

ORIENTATION

The Orientation Committee Met on January 15th at 10am. There were 11 of our 14 committee members present including our staff liaison Christina Hearne.

We voted to keep our current Orientation Schedule in place but will be adding additional speakers/instructors for this year. Anyone wanting to teach will be required to sit through the segment of orientation that they are wanting to teach in order to qualify to teach that section. Jim Hoekenschnieder our co-chair will be responsible for planning

out our speaker/instructor schedule for the year along with monitoring qualifications. We currently have spots for 3 sponsors per orientation and we voted to have all sponsors pay the same rate of \$250 per sponsorship. We will have two sponsors on day one and one sponsor on day two. We have two people from committee scheduled to sit in on each segment of orientation on February 4th and 5th to review content. Our next meeting is scheduled for February 14th at 10am and we will be breaking down the schedule and discussing the content of each section of orientation and how we can improve. We will also discuss possibly adding a reception at the end of day one where we will invite the executive board, directors, committee chairs and HAAR members who serve on the state and national level to attend so that new Realtors can meet and greet.

*Respectfully Submitted,
Lori Carter Orientation Committee Chair*

PROFESSIONAL STANDARDS

Nothing to report.

REALTORS in Action

Nothing to report.

Dec.-Jan, 2013 HAAR MEMBERSHIP REPORT

The Huntsville Area Association of REALTORS® has received 4 Designated REALTOR® Applications, 12 REALTOR® Applications and 3 Affiliate Applications from Dec. 14, 2012 thru Jan. 24, 2013.

Designated REALTOR®

Karen Davis	Lake Homes Realty
Travis Howard	Amanda Howard Property Management
Robert “Keith” Robinson	Network Realty
Sandra Sandlin	Signature Homes of Huntsville
Scott Wood	McDonald & Asso R E & Settlement Serv

REALTOR®

Vicki Baker	Re/Max Alliance-Madison
Jonathan Brumfield	Keller Williams Realty-HSV
Michael Darwin	Rise Real Estate-Parkway Plaza
Daniel Davenport	Davenport Agency, LLC
Melissa Gilliland	Coldwell Banker First
Judy Hardin	Rosenblum Realty
Alex Mukai	Keller Williams Realty-Mad
Kathy Mendenhall	Keller Williams Realty-HSV
Doris Phillips	Lake Homes Realty
Marc A Seldon	Weichert Realtors, The Space Place
Gregory Torrence	McDonald & Asso R E & Settlement Serv
Sarah Turner	Brown and Meers homes and Land, Inc.
Doris Tucker	Pinnacle Properties LLC

AFFILIATE

Pace Davis	Bridge Interactive
Pat Gilliland	Food Bank of North Alabama
Sheree Moore	Iberia Mortgage

Alabama Housing Statistics Reporting Form
North Alabama Multiple Listing System, Inc. ([NALMLS](#))

Board: HUNTSVILLE AREA ASSOCIATION OF REALTORS

Month: December, 2012

MONTHLY TOTALS (This represents our previous form.)					
	# Sold This Month	Average Selling Price	Median Selling Price	Average Days On Market	# of Units on the Market
Total	362	\$211,172	\$184,000	109	2712
	# Pending This Month	Average Pending Price	Median Pending Price	Average Days On Market	# of Units Currently Pending
Total	217	\$191,664	\$173,465	100	486

BY PROPERTY TYPE (Please mark "NR" if MLS cannot retrieve these figures)					
	# Sold This Month	Average Selling Price	Median Selling Price	Average Days On Market	# of Units on the Market
Existing SF (Single Family, Garden & Townhomes):	235	\$176,199	\$149,900	135	2,161
Condo(New & Existing):	7	\$199,482	\$230,000	121	102
New Construction: (Single Family, Garden & Townhomes)	120	\$280,344	\$277,057	77	449

PRICE DISTRIBUTION			
Price Range:	# of Total Sales:	AVG DOM	# of Current Active Listings
\$99,999 OR UNDER	65	92	484
\$100,000 - \$124,999	31	83	235
\$125,000 - \$149,999	39	84	308
\$150,000 - \$199,999	60	96	520
\$200,000 - \$249,999	47	68	347
\$250,000 - \$299,999	47	74	298
\$300,000 - \$349,999	29	40	153
\$350,000 - \$399,999	20	58	117
\$400,000 - \$449,999	8	26	54
\$450,000 - \$499,999	2	114	51
\$500,000 - \$549,999	2	85	25
\$550,000 - \$599,999	2	327	31
\$600,000 - \$649,999	5	25	15
\$650,000 - \$699,999	1	145	10
\$700,000 - \$749,999	1	0	8
\$750,000 - \$799,999	2	589	9
\$800,000 OR OVER	1	104	47

These statistics should represent residential sales of houses, condos and townhomes in your board area.

For this report, please use statistics for single-family residential sales only. Do not include lots or commercial properties.

Please complete this housing survey form and return it to AREREC by 15th of the month following the survey month.

For your information, the median sales price is the price that lies in the middle of the list of prices of homes sold, ranked in order of amount (lowest to highest or vice versa). In other words, half the homes in your area sold for more, half sold for less. Smaller boards may be able to determine that price with the least effort. In most cases, boards with an MLS can use their MLS software to generate this monthly number.

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Balance Sheet

As of December 31, 2012

Dec 31, 12

ASSETS

Current Assets

Checking/Savings

1101 · Petty Cash	300.00
1102 · Petty Cash - Key System	147.00
1103 · Regions Operating Account #0700	152,297.20
1105 · Restricted - Operating Reserves	579,066.65
1108 · Restricted - Bldg Maint Reserve	25,568.77
1109 · Restricted - Computer Reserve	10,229.67

Total Checking/Savings 767,609.29

Other Current Assets

1190 · Prepaid Expenses	5,501.26
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Total Other Current Assets 5,501.26

Total Current Assets 773,110.55

Fixed Assets

1202 · Building Accessories	3,920.54
1203 · Land (Purchased July 1980)	130,722.50
1204 · Furniture & Equipment	9,366.84
1215 · Land Improvements	4,361.91
1217 · Computer Equipment	1,090.45
1218 · Original Building	0.12
1219 · Building Addition	139,045.86
1220 · Trademark	6,209.16
1230 · Copyright	274.69
1250 · HAAR Logo	3,013.90
1221 · Leasehold Improvements	132,107.31

Total Fixed Assets 430,113.28

Other Assets

1225 · Investment in MLS	576,951.45
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Total Other Assets 576,951.45

TOTAL ASSETS

1,780,175.28

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

130412 · Payable - NAR Assmt 2012	175.00
130413 · Payable - NAR Assmt 2013	5,670.00
130512 · Payable - NAR Dues 2012	50.00

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Balance Sheet

As of December 31, 2012

	<u>Dec 31, 12</u>
130513 · Payable - NAR Dues 2013	19,440.00
130612 · Payable - AAR Dues 2012	113.36
130613 · Payable - AAR Dues 2013	32,640.00
130712 · Payable - AAR New Mbr Fee 2012	600.00
130913 · Payable - ARPAC 2013	10,560.00
1315 · Accrued Income Tax Payable	433.00
1317 · Atrium Fund	2,501.36
1320 · Deferred Income	103,748.50
1321 · Accrued Expenses	719.46
1323 · Accrued Income	1.31-
1324 · Building Use - Refundable Dep	600.00
Total Other Current Liabilities	<u>177,249.37</u>
Total Current Liabilities	<u>177,249.37</u>
Total Liabilities	177,249.37
Equity	
3900 · Fund Balance	1,702,582.23
Net Income	99,656.32-
Total Equity	<u>1,602,925.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,780,175.28</u></u>

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Profit & Loss Budget vs. Actual

January 2011 through December 2012

	<u>Jan - Dec 12</u>	<u>2012 Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>Jan - Dec 11</u>	<u>2011 Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense								
Income								
1502 · Interest Income	8,239.08	3,500.00	4,739.08	235.4%	8,574.09	7,000.00	1,574.09	122.49%
1503 · Application Fees	66,522.92	68,000.00	1,477.08-	97.83%	70,500.00	75,600.00	5,100.00-	93.25%
1520 · Late Fees	10,298.50	13,500.00	3,201.50-	76.29%	13,310.00	10,500.00	2,810.00	126.76%
1524 · Annual Key Maintenance	35,684.95	38,036.46	2,351.51-	93.82%	36,993.44	38,506.65	1,513.21-	96.07%
152511 · HAAR Dues 2011	0.00	0.00	0.00	0.0%	210,705.65	231,000.00	20,294.35-	91.22%
152512 · HAAR Dues 2012	194,696.71	208,700.00	14,003.29-	93.29%	0.00	0.00	0.00	0.0%
1526 · Rent Income - MLS	81,000.00	81,000.00	0.00	100.0%	81,000.00	81,000.00	0.00	100.0%
1527 · Education Income	24,428.00	28,000.00	3,572.00-	87.24%	28,451.50	11,000.00	17,451.50	258.65%
15291 · Banquet Sponsorships	12,750.00	25,000.00	12,250.00-	51.0%	23,210.00	26,000.00	2,790.00-	89.27%
1530 · Misc Income	679.36	3,000.00	2,320.64-	22.65%	4,607.70	2,000.00	2,607.70	230.39%
1531 · Building Rental Income	5,920.00	4,000.00	1,920.00	148.0%	4,095.00	4,000.00	95.00	102.38%
1533 · REALTOR Expo	11,120.00	11,480.00	360.00-	96.86%	11,235.00	10,000.00	1,235.00	112.35%
1535 · ARPAC Event Income	20,081.00	0.00	20,081.00	100.0%	13,955.00	0.00	13,955.00	100.0%
15351 · Arbitration/Mediation Fees	1,500.00	1,500.00	0.00	100.0%	1,000.00	1,500.00	500.00-	66.67%
15352 · Ethics Fines	1,000.00	0.00	1,000.00	100.0%	0.00	0.00	0.00	0.0%
1536 · Lease of Computer System	75,000.11	75,000.08	0.03	100.0%	70,000.08	70,000.08	0.00	100.0%
1538 · Maps Income	348.00	500.00	152.00-	69.6%	297.00	1,000.00	703.00-	29.7%
1539 · GMM Luncheon Income	16,146.63	16,950.00	803.37-	95.26%	10,820.00	10,270.00	550.00	105.36%
1546 · Royalties from NALMLS	38,108.00	46,598.40	8,490.40-	81.78%	40,438.00	44,007.60	3,569.60-	91.89%
1552 · KeyBoxes	40,540.00	44,625.00	4,085.00-	90.85%	43,525.00	47,250.00	3,725.00-	92.12%
1553 · Supra Activekey Car Charger	275.00	375.00	100.00-	73.33%	400.00	575.00	175.00-	69.57%
1554 · Supra Ekey Fob	1,260.00	3,600.00	2,340.00-	35.0%	3,353.95	2,760.00	593.95	121.52%
1555 · Supra Replacement Key Container	88.00	100.00	12.00-	88.0%	583.00	100.00	483.00	583.0%
1556 · Supra iPhone Adapter	8,673.00	4,425.00	4,248.00	196.0%	6,915.48	1,600.00	5,315.48	432.22%
Total Income	654,359.26	677,889.94	23,530.68-	96.53%	683,969.89	675,669.33	8,300.56	101.23%
Gross Profit	654,359.26	677,889.94	23,530.68-	96.53%	683,969.89	675,669.33	8,300.56	101.23%
Expense								
1700 · AE Search	5,466.90	0.00	5,466.90	100.0%	0.00	0.00	0.00	0.0%

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Profit & Loss Budget vs. Actual

January 2011 through December 2012

	Jan - Dec 12	2012 Budget	Variance	% of Budget	Jan - Dec 11	2011 Budget	Variance	% of Budget
1735 · Accounting	11,660.68	6,500.00	5,160.68	179.4%	7,675.76	5,000.00	2,675.76	153.52%
1736 · Dues & Subscriptions	1,786.00	2,000.00	214.00-	89.3%	1,684.99	2,000.00	315.01-	84.25%
1740 · Advertising	4,409.79	9,095.00	4,685.21-	48.49%	2,875.80	2,015.00	860.80	142.72%
1743 · ARPAC (Golden R \$2000)	20,963.04	2,000.00	18,963.04	1,048.15%	13,654.60	2,000.00	11,654.60	682.73%
1756 · Bank Svc Charge & CC Processing	7,085.89	6,000.00	1,085.89	118.1%	6,620.36	5,240.00	1,380.36	126.34%
1757 · BRAC Expenses	0.00	2,000.00	2,000.00-	0.0%	785.98	3,000.00	2,214.02-	26.2%
1761 · Charitable Projects (\$5,000)	0.00	5,000.00	5,000.00-	0.0%	5,000.00	5,000.00	0.00	100.0%
1762 · Contributions	250.00	500.00	250.00-	50.0%	2,250.00	1,000.00	1,250.00	225.0%
1766 · Copier/Fax	1,800.00	1,800.00	0.00	100.0%	3,000.00	3,000.00	0.00	100.0%
1771 · Chamber of Commerce-HREGI (15K)	15,000.00	15,000.00	0.00	100.0%	15,000.00	15,000.00	0.00	100.0%
1773 · Depreciation Expense	33,375.43	0.00	33,375.43	100.0%	34,817.09	0.00	34,817.09	100.0%
1774 · Amortization Expense	732.80	0.00	732.80	100.0%	732.80	0.00	732.80	100.0%
1776 · Education & Seminars	19,311.51	14,500.00	4,811.51	133.18%	24,294.53	10,950.00	13,344.53	221.87%
1785 · Grievance Committee	253.57	500.00	246.43-	50.71%	249.34	500.00	250.66-	49.87%
1786 · Installation Banquet	15,744.95	25,000.00	9,255.05-	62.98%	28,946.89	26,000.00	2,946.89	111.33%
1806 · Insurance	5,779.00	6,800.00	1,021.00-	84.99%	6,421.40	6,800.00	378.60-	94.43%
1825 · Hospitality	5,000.00	5,000.00	0.00	100.0%	0.00	1,000.00	1,000.00-	0.0%
18271 · Lockbox-SUPRA	23,491.90	40,000.00	16,508.10-	58.73%	39,546.17	32,000.00	7,546.17	123.58%
18272 · Lockbox Buyback	7,150.00	5,000.00	2,150.00	143.0%	3,750.00	3,000.00	750.00	125.0%
18275 · EKey Fob	1,444.73	4,000.00	2,555.27-	36.12%	3,264.39	3,000.00	264.39	108.81%
18276 · iPhone Adapter	8,230.74	5,000.00	3,230.74	164.62%	6,305.65	3,000.00	3,305.65	210.19%
1831 · Legal	1,724.75-	4,000.00	5,724.75-	43.12%-	3,438.61	4,000.00	561.39-	85.97%
1838 · Member Profitability	43.09	1,500.00	1,456.91-	2.87%	804.86	1,500.00	695.14-	53.66%
1839 · Member Relations	1,397.83	2,000.00	602.17-	69.89%	1,716.52	2,000.00	283.48-	85.83%
1840 · Governmental Affairs	10,300.00	15,000.00	4,700.00-	68.67%	13,300.00	15,000.00	1,700.00-	88.67%
1843 · Membership Meetings	19,695.33	16,270.00	3,425.33	121.05%	16,601.06	16,000.00	601.06	103.76%
1845 · Office Expense/Supplies	5,564.98	5,000.00	564.98	111.3%	10,427.07	9,600.00	827.07	108.62%
1846 · Open House	3,534.32	5,000.00	1,465.68-	70.69%	4,497.20	5,000.00	502.80-	89.94%
1847 · Business Meetings	9,768.46	12,450.00	2,681.54-	78.46%	8,082.38	10,000.00	1,917.62-	80.82%
1848 · Network Server Maintenance	1,349.12	1,500.00	150.88-	89.94%	800.72	5,800.00	4,999.28-	13.81%
1850 · Postage	3,859.67	2,800.00	1,059.67	137.85%	3,309.40	2,500.00	809.40	132.38%
1853 · Professional Standards Comm	328.02	500.00	171.98-	65.6%	249.33	500.00	250.67-	49.87%

HUNTSVILLE AREA ASSOCIATION OF REALTORS
Profit & Loss Budget vs. Actual
 January 2011 through December 2012

	<u>Jan - Dec 12</u>	<u>2012 Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>Jan - Dec 11</u>	<u>2011 Budget</u>	<u>Variance</u>	<u>% of Budget</u>
1854 · REALTOR Expo Expense	7,474.23	7,750.00	275.77-	96.44%	6,178.55	6,000.00	178.55	102.98%
1855 · Printing	99.27	1,500.00	1,400.73-	6.62%	395.10	2,000.00	1,604.90-	19.76%
18560 · Security System	528.00	954.00	426.00-	55.35%	586.93	1,000.00	413.07-	58.69%
18561 · Janitorial Services	11,785.87	18,564.00	6,778.13-	63.49%	15,539.19	18,500.00	2,960.81-	84.0%
18562 · Landscaping & Lawn Care	6,298.52	6,600.00	301.48-	95.43%	6,632.40	6,760.00	127.60-	98.11%
18563 · Pest Control	1,617.08	1,940.00	322.92-	83.36%	1,812.08	1,850.00	37.92-	97.95%
18564 · Electrical	1,075.94	1,000.00	75.94	107.59%	1,381.44	1,000.00	381.44	138.14%
18565 · Plumbing	75.92	500.00	424.08-	15.18%	929.70	100.00	829.70	929.7%
18566 · Heat & A/C	1,669.65	3,500.00	1,830.35-	47.7%	3,458.55	2,500.00	958.55	138.34%
18568 · Repairs and Maintenance	7,587.56	10,600.00	3,012.44-	71.58%	954.52	4,210.00	3,255.48-	22.67%
18569 · Waste Dumpster Services	976.00	1,236.00	260.00-	78.96%	936.00	1,236.00	300.00-	75.73%
1857 · Property - Annual Maintenance	0.00	0.00	0.00	0.0%	2,409.43	7,790.00	5,380.57-	30.93%
1861 · Special Projects	2,700.00	0.00	2,700.00	100.0%	6,477.20	0.00	6,477.20	100.0%
1864 · Orientation	478.41-	7,470.00	7,948.41-	6.4%-	2,989.37	8,500.00	5,510.63-	35.17%
1865 · Service from MLS	287,379.96	287,380.00	0.04-	100.0%	278,240.35	278,241.00	0.65-	100.0%
1866 · Tax Penalty	47.59	0.00	47.59	100.0%	308.00	0.00	308.00	100.0%
1867 · Strategic Planning	3,333.33	3,000.00	333.33	111.11%	3,333.33	3,000.00	333.33	111.11%
1870 · Taxes - Property	14,244.80	14,245.00	0.20-	100.0%	14,244.80	14,382.00	137.20-	99.05%
1872 · Public Relations	0.00	0.00	0.00	0.0%	26,872.56	26,000.00	872.56	103.36%
1873 · Travel	72,094.12	60,000.00	12,094.12	120.16%	69,269.85	60,000.00	9,269.85	115.45%
1874 · Telephone	3,476.68	3,000.00	476.68	115.89%	3,999.96	3,999.96	0.00	100.0%
1880 · Utilities	19,495.76	22,000.00	2,504.24-	88.62%	20,459.32	22,000.00	1,540.68-	93.0%
1892 · Miscellaneous	5.00	1,000.00	995.00-	0.5%	113.13	1,000.00	886.87-	11.31%
1990 · Provision for Income Tax	17,011.18	0.00	17,011.18	100.0%	11,554.00	0.00	11,554.00	100.0%
Total Expense	701,551.05	673,954.00	27,597.05	104.1%	749,178.66	671,473.96	77,704.70	111.57%
Net Ordinary Income	47,191.79-	3,935.94	51,127.73-	1,199.0%-	65,208.77-	4,195.37	69,404.14-	1,554.3%-
Other Income/Expense								
Other Income								
1505 · Investment Income - MLS	50,488.99-				114,322.00-			
1540 · Gain/(Loss)-Disposal of Asset	1,500.00-				0.00			

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Profit & Loss Budget vs. Actual

January 2011 through December 2012

	<u>Jan - Dec 12</u>	<u>2012 Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>Jan - Dec 11</u>	<u>2011 Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Total Other Income	51,988.99-				114,322.00-			
Other Expense								
1997 - State Income Tax Expense	475.54				4,756.00			
Total Other Expense	475.54				4,756.00			
Net Other Income	52,464.53-				119,078.00-			
Net Income	<u>99,656.32-</u>	<u>3,935.94</u>	<u>103,592.26-</u>	<u>2,531.96%-</u>	<u>184,286.77-</u>	<u>4,195.37</u>	<u>188,482.14-</u>	<u>4,392.62%-</u>
The following are Non-cash expenditures								
2773 - Depreciation Expense	33,375.43				34,817.09			
2775 - Amortization Expense	732.80				732.80			
1505 - Investment Income - MLS	50,488.99				114,322.00			
1540 - Gain/(Loss)-Disposal of Asset	1,500.00				0.00			
Net Income (excluding non-cash expenditures)	<u>-13,559.10</u>				<u>-34,414.88</u>			

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Profit & Loss Budget vs. Actual

January through December 2012

	<u>Jan - Dec 12</u>	<u>2012 Budget</u>	<u>Variance</u>	<u>% of Budget</u>	
Ordinary Income/Expense					
Income					
1502 · Interest Income	8,239.08	3,500.00	4,739.08	235.4%	
1503 · Application Fees	66,522.92	68,000.00	1,477.08-	97.83%	
1520 · Late Fees	10,298.50	13,500.00	3,201.50-	76.29%	
1524 · Annual Key Maintenance	35,684.95	38,036.46	2,351.51-	93.82%	
152512 · HAAR Dues 2012	194,696.71	208,700.00	14,003.29-	93.29%	
1526 · Rent Income - MLS	81,000.00	81,000.00	0.00	100.0%	
1527 · Education Income	24,428.00	28,000.00	3,572.00-	87.24%	
15291 · Banquet Sponsorships	12,750.00	25,000.00	12,250.00-	51.0%	
1530 · Misc Income	679.36	3,000.00	2,320.64-	22.65%	
1531 · Building Rental Income	5,920.00	4,000.00	1,920.00	148.0%	
1533 · REALTOR Expo	11,120.00	11,480.00	360.00-	96.86%	
1535 · ARPAC Event Income	20,081.00	0.00	20,081.00	100.0%	
15351 · Arbitration/Mediation Fees	1,500.00	1,500.00	0.00	100.0%	
15352 · Ethics Fines	1,000.00	0.00	1,000.00	100.0%	
1536 · Lease of Computer System	75,000.11	75,000.08	0.03	100.0%	
1538 · Maps Income	348.00	500.00	152.00-	69.6%	
1539 · GMM Luncheon Income	16,146.63	16,950.00	803.37-	95.26%	
1546 · Royalties from NALMLS	38,108.00	46,598.40	8,490.40-	81.78%	
1552 · KeyBoxes	40,540.00	44,625.00	4,085.00-	90.85%	
1553 · Supra Activekey Car Charger	275.00	375.00	100.00-	73.33%	
1554 · Supra Ekey Fob	1,260.00	3,600.00	2,340.00-	35.0%	
1555 · Supra Replacement Key Container	88.00	100.00	12.00-	88.0%	
1556 · Supra iPhone Adapter	8,673.00	4,425.00	4,248.00	196.0%	
Total Income	654,359.26	677,889.94	23,530.68-	96.53%	
Gross Profit	654,359.26	677,889.94	23,530.68-	96.53%	
Expense					
1700 · AE Search	5,466.90	0.00	5,466.90	100.0%	
1735 · Accounting	11,660.68	6,500.00	5,160.68	179.4%	
1736 · Dues & Subscriptions	1,786.00	2,000.00	214.00-	89.3%	
1740 · Advertising	4,409.79	9,095.00	4,685.21-	48.49%	
1743 · ARPAC (Golden R \$2000)	20,963.04	2,000.00	18,963.04	1,048.15%	
1756 · Bank Svc Charge & CC Processing	7,085.89	6,000.00	1,085.89	118.1%	
1757 · BRAC Expenses	0.00	2,000.00	2,000.00-	0.0%	
1761 · Charitable Projects (\$5,000)	0.00	5,000.00	5,000.00-	0.0%	
1762 · Contributions	250.00	500.00	250.00-	50.0%	
1766 · Copier/Fax	1,800.00	1,800.00	0.00	100.0%	
1771 · Chamber of Commerce-HREGI (15K)	15,000.00	15,000.00	0.00	100.0%	
1773 · Depreciation Expense	33,375.43	0.00	33,375.43	100.0%	Non-cash expense
1774 · Amortization Expense	732.80	0.00	732.80	100.0%	Non-cash expense
1776 · Education & Seminars	19,311.51	14,500.00	4,811.51	133.18%	
1785 · Grievance Committee	253.57	500.00	246.43-	50.71%	
1786 · Installation Banquet	15,744.95	25,000.00	9,255.05-	62.98%	
1806 · Insurance	5,779.00	6,800.00	1,021.00-	84.99%	
1825 · Hospitality	5,000.00	5,000.00	0.00	100.0%	
18271 · Lockbox-SUPRA	23,491.90	40,000.00	16,508.10-	58.73%	
18272 · Lockbox Buyback	7,150.00	5,000.00	2,150.00	143.0%	
18275 · EKey Fob	1,444.73	4,000.00	2,555.27-	36.12%	
18276 · iPhone Adapter	8,230.74	5,000.00	3,230.74	164.62%	
1831 · Legal	1,724.75-	4,000.00	5,724.75-	43.12%-	
1838 · Member Profitability	43.09	1,500.00	1,456.91-	2.87%	
1839 · Member Relations	1,397.83	2,000.00	602.17-	69.89%	
1840 · Governmental Affairs	10,300.00	15,000.00	4,700.00-	68.67%	
1843 · Membership Meetings	19,695.33	16,270.00	3,425.33	121.05%	
1845 · Office Expense/Supplies	5,564.98	5,000.00	564.98	111.3%	

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Profit & Loss Budget vs. Actual

January through December 2012

	<u>Jan - Dec 12</u>	<u>2012 Budget</u>	<u>Variance</u>	<u>% of Budget</u>
1846 · Open House	3,534.32	5,000.00	1,465.68-	70.69%
1847 · Business Meetings	9,768.46	12,450.00	2,681.54-	78.46%
1848 · Network Server Maintenance	1,349.12	1,500.00	150.88-	89.94%
1850 · Postage	3,859.67	2,800.00	1,059.67	137.85%
1853 · Professional Standards Comm	328.02	500.00	171.98-	65.6%
1854 · REALTOR Expo Expense	7,474.23	7,750.00	275.77-	96.44%
1855 · Printing	99.27	1,500.00	1,400.73-	6.62%
18560 · Security System	528.00	954.00	426.00-	55.35%
18561 · Janitorial Services	11,785.87	18,564.00	6,778.13-	63.49%
18562 · Landscaping & Lawn Care	6,298.52	6,600.00	301.48-	95.43%
18563 · Pest Control	1,617.08	1,940.00	322.92-	83.36%
18564 · Electrical	1,075.94	1,000.00	75.94	107.59%
18565 · Plumbing	75.92	500.00	424.08-	15.18%
18566 · Heat & A/C	1,669.65	3,500.00	1,830.35-	47.7%
18568 · Repairs and Maintenance	7,587.56	10,600.00	3,012.44-	71.58%
18569 · Waste Dumpster Services	976.00	1,236.00	260.00-	78.96%
1861 · Special Projects	2,700.00	0.00	2,700.00	100.0%
1864 · Orientation	478.41-	7,470.00	7,948.41-	6.4%-
1865 · Service from MLS	287,379.96	287,380.00	0.04-	100.0%
1866 · Tax Penalty	47.59	0.00	47.59	100.0%
1867 · Strategic Planning	3,333.33	3,000.00	333.33	111.11%
1870 · Taxes - Property	14,244.80	14,245.00	0.20-	100.0%
1873 · Travel	72,094.12	60,000.00	12,094.12	120.16%
1874 · Telephone	3,476.68	3,000.00	476.68	115.89%
1880 · Utilities	19,495.76	22,000.00	2,504.24-	88.62%
1892 · Miscellaneous	5.00	1,000.00	995.00-	0.5%
1990 · Provision for Income Tax	17,011.18	0.00	17,011.18	100.0%
Total Expense	<u>701,551.05</u>	<u>673,954.00</u>	<u>27,597.05</u>	<u>104.1%</u>
Net Ordinary Income	47,191.79-	3,935.94	51,127.73-	1,199.0%-
Other Income/Expense				
Other Income				
1505 · Investment Income - MLS	50,488.99-			Non-cash expense
1540 · Gain/(Loss)-Disposal of Asset	1,500.00-			Non-cash expense
Total Other Income	51,988.99-			
Other Expense				
1997 · State Income Tax Expense	475.54			
Total Other Expense	475.54			
Net Other Income	52,464.53-			
Net Income	<u>99,656.32-</u>	<u>3,935.94</u>	<u>103,592.26-</u>	<u>2,531.96%-</u>
The following are Non-cash expenditures				
2773 · Depreciation Expense	33,375.43			
2775 · Amortization Expense	732.80			
1505 · Investment Income - MLS	50,488.99			
1540 · Gain/(Loss)-Disposal of Asset	1,500.00			
Net Income (excluding non-cash expenditures)	<u>-13,559.10</u>			

HUNTSVILLE AREA ASSOCIATION OF REALTORS

Background Information

January through December 2012

HAAR Membership Count:	Projected Dues Income	90% retention
As of December 31, 2012: 1571 Realtors and Designated Realtors	\$ 174,381.00	\$ 156,942.90

Other Notes

Number of members who terminated in 2012	2
Number of members who went inactive in 2012	252
Number of members on medical/military leave in 2012	1
Active Realtor/DR count as of 12/14/2012	1575
Active Realtor/DR count as of 1/21/2013	1590
Suspended Realtor/DR as of 1/21/2013	1

Renewable Contracts:	Purpose	Term	Expires	2012 Amount
UTC (formerly Supra) - Income	ActiveKEY	6 years	2/1/2015	ActiveKEY \$21/holder annually
UTC (formerly Supra) - Income	eKEY	6 years	2/1/2015	eKEY \$2/holder monthly
UTC (formerly Supra) - Expense	Lockboxes	6 years	2/1/2015	\$89 new / \$69 refurb + s/h & tax
UTC (formerly Supra) - Expense	Lockbox key container assembly	6 years	2/1/2015	\$9.30 + s/h & tax
UTC (formerly Supra) - Expense	iPhone adapter	6 years	2/1/2015	\$49.95 + s/h & tax
UTC (formerly Supra) - Expense	eKEY fob	6 years	2/1/2015	\$49.95 + s/h & tax
Chamber of Commerce	Chamber website	annually	12/1/2012	\$ 1,470.00
Chamber of Commerce	HREGI		5/1/2012	\$ 15,000.00
Elavon	Credit card processor	3 year	4/1/2015	\$66 base fee + % on card type (1.39% - 3.21%)
AON Insurance	Professional Liability insurance	annually	1/1/2013	\$ 4,600.00
C.N.A. Insurance	Building insurance	annually	6/1/2013	\$ 1,679.00
Frank Riddick	Governmental Affairs	annually	annually	\$ 12,000.00
Guardian Storage Unit	offsite storage	monthly	monthly	renegotiated to \$205/mth
Intermedia Exchange	Email & shared calendar hosting. Shared w/ NALMLS	annually	2/1/2013	\$ 936.48
Professional Security System	quarterly monitoring	3 year	5/31/2015	\$ 372.00
Jani-King	janitorial service	monthly	monthly	renegotiated to \$485/mth
Elite Pest Control	monthly pest control service	annually	8/1/2013	new vendor at \$75/mth
Cooks Pest Control	quarterly termite service	annually	11/1/2013	\$ 676.00
Conditioned Air Solutions	quarterly preventive maintenace on air units	annually	8/1/2013	new vendor at \$324/qtr
Fish Window Cleaning	quarterly window cleaning service	quarterly	quarterly	\$ 600.00
Koorsen Fire Protection	annual fire extinguisher inspection	annually	4/1/2013	\$150 basic charge
NALMLS	Intercompany services & allocation of salaries	annually	1/1/2013	\$ 24,581.66
NALMLS - POC	Point of contact fee & royalties	annually	1/1/2014	POC will start in 2013
Huntsville Utilities	monthly	monthly	monthly	\$1800 average

Captial Items Purchased:	Amount	Purchased Date
Modifications to A/C unit for front office	\$ 5,575.00	7/11/2012

Non Budgeted Items Purchased:	Amount	Purchased Date
Habitat for Humanity sponsor	\$ 1,000.00	2/24/2012
CRP 50th anniversary sponsor	\$ 750.00	4/27/2012
Free2Teach	\$ 150.00	7/31/2012
Fair Housing Forum sponsor	\$ 800.00	8/23/2012
AE Search	\$ 5,024.50	8/01/12-10/31/12
IRS Tax penalty of 2011 filing of 990T	\$ 47.59	11/9/2012
Trademark filing	\$ 1,254.00	3/01/12-8/31/12

Notes to December 2012 Financial Statement

HAAR Balance Sheet

The HAAR balance sheet currently reflects total assets of \$1,780,175 compared to \$177,249 in liabilities. 99% of the current assets are in cash, CD, money market or restricted reserves.

Deferred Income consists of \$101,718 for 2013 dues, and \$2,030 for 2013 Installation Banquet income

HAAR Profit and Loss Statement

Line 1503 - Application Fee - shows a decrease of \$3,977 from 2011

Line 1520 - Late Fees Income - decreased by \$3,011 from 2011

Line 1524 - Annual Key Maintenance - decreased by \$1,308 from 2011 which is attributable to members leaving and/or members turning in their Active key for the eKey. We currently have 1410 members on Active keys, 94 on eKey Professional, 307 on eKey Basic. We received \$26,789 for Active Key users and \$8,896 for eKey users

Lines 152511 & 152512 - HAAR Dues - decreased by \$16,008 from 2011. The number of members who went inactive in 2012 is 252. Of this count, 144 went inactive between November 2011 - March 15, 2012. The 2012 budget was factored on 1920 members at 98% retention or 1882 members

Lines 1527 - Education Income - shows a decrease of \$4,023 from 2011, however, 2012 netted \$5,116 in education income & sponsors

Line 1533 - REALTOR Expo - netted \$3,645 in income for 2012

Line 1535 - ARPAC Income - netted \$1,117 in income for 2012

Line 1539 - GMM Luncheon Income - shows an increase of \$5,326 over 2011. This is attributable to better attendance of the membership meetings. However, when compared to the expense line 1843 - Membership Meetings, HAAR has incurred a loss of \$3,548

Line 1546 - Royalties from NALMLS - shows a decrease of \$2,330 from 2011. This is attributed to the loss of membership. The December 2011 y/e member count was 1694 compared to the December 2012 y/e member count of 1586. A loss of 108 members

Line 1552 - Key Boxes Income - actuals were \$40,540 in 2012 and \$43,525 in 2011 for a decrease of \$2,985. When compared to the expense lines 18271 Lock Boxes Purchases & 18272 Lock Box Buybacks, HAAR netted \$9,898

Line 1554 - Supra Ekey Fobs and line 1556 - Supra iPhone Adapter shows the member trend towards the adapter and away from fobs. This can also be seen in the expense line 18275 - Ekey Fob Purchases and line 18276 - iPhone Adapter Purchases. The combined net of these accounts is \$257

The Gross Profit line shows a decrease of \$29,610 in income from 2011.

Line 1700 - AE Search - was an unbudgeted item for 2012. All expenses are related to the search, interviews, and hiring of the AE

Line 1735 - Accounting - shows an increase of \$3,984 over the 2011 expense which is attributed to 1) 2011 Review of \$7,700, 2) CPA consulting service and meetings of \$3,880 and 3) deposit slips for accounting of \$81

Line 1743 - ARPAC Expense - includes \$2,000 to maintain HAAR's Golden R status, \$224 for an item donated to the AAR ARPAC Auction, and \$18,739 in expense for the two ARPAC fundraisers. Income from the fundraisers netted was \$1,117

Line 1766 - Copier/Fax - reflects the HAAR payment to NALMLS for use of the copier

Line 1776 - Education Expense is down \$4,983 from 2011. Income netted was \$5,116

Lines 1773 & 1774 - Depreciation & Amortization - these are **NON-CASH** expenses

Line 1806 - Insurance contains the E&O insurance for HAAR as well as the building insurance expense which was renegotiated

Line 1825 - Hospitality is related to HAAR sponsorship of the reception held for Richard Van Valkenburgh, 2013 AAR President

Line 18271 - LockBox Purchases - is down \$16,054 from 2011 which is attributed to HAAR keeping a smaller inventory on hand as well as reselling the used boxes that come in. Line 18272 - Lockbox Buyback has increased \$3,400 over 2011. In 2012, HAAR bought back 143 lockboxes as opposed to 75 in 2011. Income netted is \$9,898

Line 1831 - Legal Fees - consists of \$3,275 in IP & Board Atty fees, and a reclass of \$5,000 for legal fees related to claiming amnesia for the filing of UBI tax

Line 1840 - Governmental Affairs - is below budget due to Frank's absence

Line 1845 - Office Expense - decreased \$4,862 from 2011 which is attributed to the renegotiation of the storage unit and staff being more conservative with supplies

Line 1846 - Open House Expense - decreased \$962 due to staff renegotiating food costs with Bubba

Line 1850 - Postage Expense - is \$1,059 overbudget due to more defective Supra products being returned

Line 18561 - Janitorial Service - decreased \$3,753 from 2011 and is \$6,778 underbudget for 2012 due to staff renegotiating cleaning services and supply vendors

Line 18566 - Heat & A/C - decreased \$1,788 which is attributed to changing vendors for preventative maintenance on the HVAC system

Lines 18568 - Repairs & Maintenance - increased \$6,633 from 2011 but is underbudget for 2012 by \$3,012. Expenses include 1) replacement of 3 fire extinguishers \$424, 2) pressure washing curbs \$881.20, 3) repairs to front doors and reception window \$1,850, 4) cleaning of ice machine \$250, and 5) balance due of work by Jerry Brooks. Work was related to 2010 & 2011 renovation but was not billed until 12/2012

Line 1861 - Special Projects - was an unbudgeted item. The expense consists of the following sponsorships: 1) Habitat for Humanity \$1,000, 2) Cummings Research Park 50th Anniversary \$750, 3) Free2Teach \$150, and 4) Fair Housing Forum \$800

Line 1864 - Orientation - consists of expenses of \$3,296 and sponsor income of \$3,775. Note there was not an income line setup for Orientation Sponsors in 2012. Therefore the \$478 is a profit to HAAR

Line 1873 -Travel - increased \$2,824 from 2011. This account includes travel for the AE, HAAR President and Incoming President, Frank Riddick and various directors. Meetings attended are AAR Leadership & Realtor Day-Montgomery, AE Institute-Chicago, Midyear Mtg-DC, AAR Summer Mtg-Perdido Beach, AAR Annual Convention-New Orleans, NAR Annual Convention-Orlando. Unbudgeted meetings were: AAR Special Called Meeting of \$2,209, Mediation Training in Chicago of \$2,482, and reclass of a prior yearend entry by accounting firm of \$2,831 which they considered to be "immaterial", NAR Leadership in Minneapolis \$1,776, Dutch dinner at NAR \$782

Line 1990 - Provision for Income Tax is an estimated projection of taxes that will be paid in relation to 2012 Corporate Taxes. HAAR will not know actuals until the tax return is completed by the CPA

The Total Expense line shows a decrease in expenses of \$47,627 from 2011

Line 1505 - Investment in MLS shows the loss incurred on NALMLS that is carried over to the HAAR books

The 2012 Net Income shows a loss of \$99,656 compared to the 2011 Net Income Loss of \$184,286

Auditing Firm	City, State	Contact Name	Contract Phone#	RFP sent	Response Received	Proposal Received	Email	Tax Quote	Audit Proposal	Tax Prep	Est Travel expenses	Total
Anglin, Reichmann, Snellgrove	Huntsville, AL	Jason Miller	256-533-1010	verbal	yes	yes	jmiller@anglincpa.com	yes	27000	3500		30500
Beason & Nalley	Huntsville, AL	Brett Holt	256.533.1720	verbal	yes	yes	bholt@beasonnalley.com	yes	22500	3450		25950
Warren Averett	Huntsville, AL	Ryan Chaffin	256.533.7610	verbal	not interested at this time		Ryan.Chaffin@warrenaverett.com					
Barnes & Blackwell	Huntsville, AL	Chuck Brand	256-562-2274	verbal	no reply					no reply		
McGriff Dowdy	Huntsville, AL	Cathy Bostrom	256-533-9105	yes	yes	yes	cbostrom@mdacpa.com	yes	23800	5500		29300
Dent, Baker & Co, LLP	Birmingham, AL	Dale Prosch	205.380.1913	yes	yes	yes	dprosch@dentbaker.com	yes	19500	3500	1500	24500
Frasier, Dean & Howard	Nashville, TN	Bob Weatherly	615-383-6592	yes	yes	yes	weatherb@fdhcpa.com	yes	18500	4000	2565	25065
Chris Kitchens, CPA	Atlanta, GA	Chris Kitchens	770-792-4464	yes	not accepting new clients		ckcpa@mindspring.com					
Johnson, Feigley, Newton, & Brand	Athens, AL	Mike Brand	256-232-7500 x112	yes	yes	yes	mbrand@jfnb.net	yes	13500 estimated	2400	250+	16150



December 28, 2012

Kipp Cooper, CEO
Huntsville Area Association of REALTORS, Inc.


We are pleased to provide a proposal for audit and tax services for Huntsville Area Association of REALTORS, Inc. and North Alabama Multiple Listing Service, Inc. With our years of experience in working with Birmingham Association of REALTORS, we feel that we can offer you a unique audit team that will fit your needs. You will be a valued client of Dent, Baker & Company, LLP and we are committed to providing you with proactive and timely auditing, tax and accounting services.

I strongly encourage you to contact our references at your convenience. We strive to develop strong, lasting relationships with our clients and will be dedicated to serving you and working with you and your management team.

We look forward to becoming a trusted and valuable resource to your firm.

Sincerely,

DENT, BAKER & COMPANY, LLP



Dale A. Prosch, CPA
Partner



Understanding of Services Requested

Thank you for requesting a proposal from Dent, Baker & Company to provide professional services to Huntsville Area Association of REALTORS, Inc. and North Alabama Multiple Listing Service, Inc. We understand that you seek a CPA firm to provide the following services:

- Audit of consolidated financial statements
- Tax returns for the above entities

Dent, Baker & Company, our partners and staff are independent with respect to Huntsville Area Association of REALTORS, Inc. and North Alabama Multiple Listing Service, Inc.

Your Dent, Baker & Company team will be ready to meet with management for audit and tax planning and to continue to meet with and advise management throughout the audit process. In addition, as part of the audit process, we will gain an understanding of your internal accounting controls. We will provide our written recommendations for strengthening these controls as well as make other recommendations concerning your business processes.

We have compiled a team for you that reflects a strong combination of experience and professional qualifications.

Beyond the traditional audit and tax services we provide, we also offer a broad variety of resources. Please view our firm's website at www.dentbaker.com in order to obtain further background information on our firm.



Key Considerations

Dent, Baker & Company, LLP has a long history of working with organizations who are governed by a volunteer Board of Directors. Providing timely and reliable financial information that can be clearly communicated is key to serving these clients. We will be in communication with your Executive Committee or Finance Committee as the audit progresses, keeping them informed about the audit status and any audit findings they should be aware of.

The following is an outline of our proposed audit process for the Association:

1. Once we are selected as your advisor, we will begin the planning phase of the audit. If possible, we would like to review certain prior year's workpapers of your previous CPA. We will also schedule a visit to your office to meet with your staff, develop an understanding of your internal control structure and learn more about your organization through a review of documents such as organizational papers, communications from the IRS concerning the not-for-profit status of the Association, copies of prior years tax returns, intercompany leases and minutes for 2011 and 2012.
2. We will also discuss with you the timing and length of the audit fieldwork and provide you with a list of information we will need from your staff. Our audit team will arrive at your office on the scheduled day in January, 2013 and stay on the job until it is completed.
3. Upon completion of the fieldwork, we will draft the financial statements and schedule a meeting to review these with you. In accordance with our professional standards, we will communicate in writing any internal control weaknesses that came to our attention during the audit. We will also include other recommendations relating to business processes and efficiencies. The management letter process is an integral part of the overall effectiveness of the audit.



Key Considerations

4. As non-profits trend toward a “Sarbanes-Oxley style” of governance, boards in general have taken on a new level of responsibility. We welcome the opportunity to meet with the Executive/Finance committees and the Board as appropriate to ensure our Firm is fully focused on giving advice and counsel regarding fiduciary responsibilities.

We feel our firm offers a number of advantages to the Association, a few of which are mentioned below:

We understand your business. Dent, Baker has more than a thirty year history of serving the Birmingham Association of REALTORS and the Birmingham Area Multiple Listing Service, Inc. Because of our involvement in many of their projects and day-to-day problem solving, we have a unique understanding of REALTOR Associations and the environment in which they operate. Our team will continue to build on this knowledge.

An accounting firm with multi-dimensional expertise. The Association needs an accounting firm that goes beyond auditing and offers business consulting and advisory services to assist in the development and growth of your business. At Dent, Baker we are proactive in taking the information we gather from you to offer relevant, valuable business advice to the long term benefit of your organization.

Accessibility: timely response to questions, issues or concerns. We are committed to exceptional client service in all that we do at Dent, Baker. The ready availability of our staff enables us to provide you with prompt, flexible and cost-effective service. It is our policy at Dent, Baker to return calls and emails in a timely manner.



Key Considerations

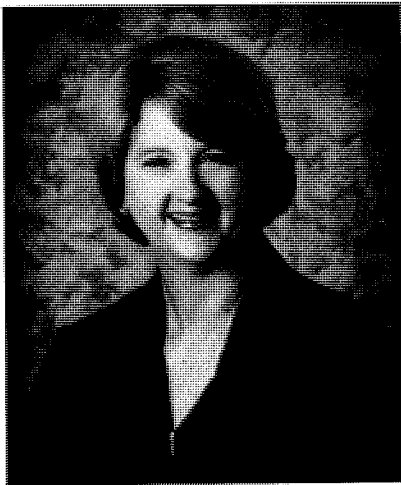
Timeliness of Service Delivery: We understand the importance of meeting reporting and tax filing deadlines. Our goal is to deliver our final work product (audit reports and tax returns) well in advance of the required deadlines.

Our Size. We are the perfect size to provide services to your organization. At Dent, Baker, you will be an “A” client and will receive the attention the Association needs and deserves. We offer on call availability.

Ease of transition. We will facilitate a smooth transition by beginning to plan the audit as soon as we are appointed. The combined experience of our audit team members allows us to assure you minimal disruption to your ongoing operation. In addition, we understand the importance of timely financial data and are prepared to accommodate your needs.

PKF Affiliation: Dent, Baker’s membership in the PKF North America and PKF International LTD, a select group of leading international CPA firms, offers national and international reach and resources to assist you. This allows us to have unlimited access to tax and financial resources as it affects your operations in all fifty states and throughout the world.

Your Professional Team

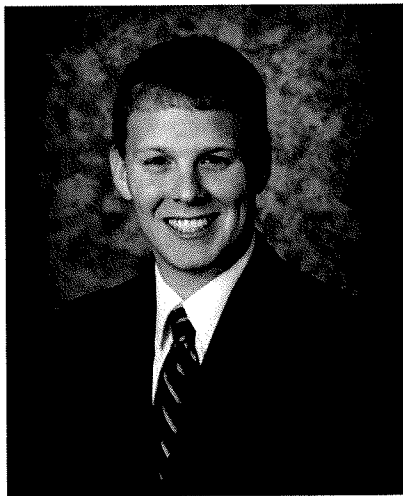


Dale A. Prosch, CPA

A native of Birmingham, Dale began work with Dent, Baker & Company, LLP in 1973, after receiving her Bachelor of Science degree from the University of Georgia. She has many years of experience specializing in not-for-profit organizations, healthcare clients and serves both wholesale and retail distribution clients.

Dale is a member of the Alabama Society of Certified Public Accountants, the American Institute of Certified Public Accountants, Alabama Grocers Association, National Society of Accountants for Cooperatives, The Women's Exchange, The Women's Network, Shades Valley Rotary and serves on the Board of Directors of The State of Alabama Ballet.

Your Professional Team



James W. Moody, CPA

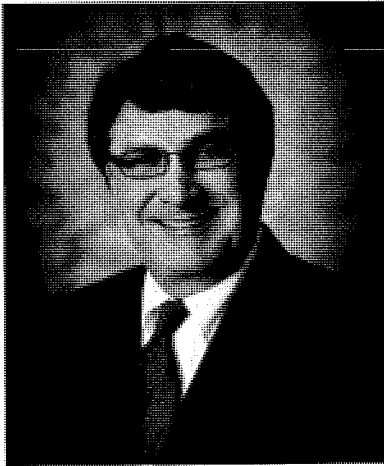
James Moody joined Dent, Baker & Company, LLP in January 2006. James graduated summa cum laude from Samford University with a Bachelor's degree in accounting in 2006 and Masters of Accountancy in 2007. James earned his CPA designation in 2007.

James provides accounting, audit, consulting and tax services for privately held businesses in many industries, including wholesale distribution, professional service firms, and the not-for-profit sector. James also provides consulting and tax services for shareholders of privately held businesses and high net-worth individuals.

James is a member of the Alabama Society of Certified Public Accountants, the American Institute of Certified Public Accountants, and the Rotaract Club of Birmingham. James currently serves as Treasurer of the Birmingham Chapter of the ASCPA.

James and his wife Leslie live in Moody with their daughter Lily. James is active in his local community and serves as a deacon at Cedar Grove Baptist Church in Leeds.

Your Professional Team



James L. Hart, CPA/ABV/CFF, CBA

James L. Hart celebrates his 39th anniversary at Dent, Baker & Company, LLP this year, having joined the firm in 1973. While Mr. Hart has led the firm in a number of areas during his career, including service as partner in charge of accounting and auditing and quality control, he has served as the firm's litigation services partner for over 30 years. He served a 15 year term as the firm's Managing Partner and CEO, and continues to lead the firm's Forensic Accounting and Litigation Services Division as its Senior Partner.

A native of Huntsville, Alabama, Jim graduated from Samford University with a B.S. degree in Accounting and Business Administration, after which he served in the U.S. Navy during the final months of the Vietnam War.

Mr. Hart has earned the American Institute of CPA's (AICPA) Accredited in Business Valuation (ABV) designation, and Certified in Financial Forensics (CFF) designation; as well as the Institute of Business Appraisers (IBA) Certified Business Appraiser (CBA) designation. Each of these certifications represents, respectively, the very highest level of demonstrated accomplishment within the recognized field of specialization, and they add a unique dimension to Mr. Hart's forensic accounting practice.



Your Professional Team

James L. Hart, CPA/ABV/CFF, CBA – continued

In large part as the result of Hart's long history of experience in litigation and forensic accounting services, Hart was appointed by Alabama's Governor and is currently serving a four year term on the Alabama Securities Commission, the body responsible for regulating the securities industry statewide.

Mr. Hart holds the unique distinction of being a past recipient of the Gold Medal Award, which recognized the highest score in Alabama on the CPA exam.

Mr. Hart holds memberships in the Alabama Society of Certified Public Accountants (ASCPA), having served in a variety of offices and leadership positions, including terms on the CPA Society's governing board, as well as a term as president of its Birmingham chapter.

He has served Dent, Baker's PKF Network in various leadership positions, including a term on its governing board. Mr. Hart also holds memberships in the American Institute of CPA's (AICPA), and the Institute of Business Appraisers (IBA).

Mr. Hart served the longest continuous term on the Samford University Brock School of Business Executive Advisory Council, and was the recipient of the school's distinguished Alumnus of the Year Award in 2006 and in 2008 received the Beta Alpha Psi Distinguished Accounting Alumnus of the Year. During 2007-2008, Mr. Hart was honored to be named to serve as a founding board member of the Mann Center of Ethics and Leadership. These awards recognize Hart's professional achievements, leadership, integrity, along with Hart's support of the School of Business and its mission.



Your Professional Team

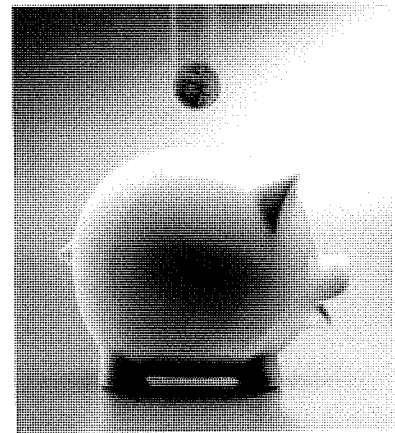
James L. Hart, CPA/ABV/CFF, CBA – continued

In his personal practice of forensic accounting, Hart's opinions are often sought in connection with some of the largest and most prominent cases in the Southeast, and his opinions have been repeatedly cited by state and federal courts. In his largest case, taking some 9 years of litigation, 3 trials, and 2 appeals, a result exceeding \$200 million was achieved for Hart's clients. In other instances, Hart was selected by a federal court to arbitrate a \$17 million international trading dispute, and Hart recently arbitrated a multi-million dollar commercial dispute over a failed business venture. When a complex accounting, taxation, or a financial matter needs to be understood by a jury or his clients, Mr. Hart possesses a unique ability to explain the often complex matters in plain, understandable English.

Mr. Hart is married to the former Dianna Davidson of Huntsville and they are the parents of 4 adult children.

Fee Schedule

In the interest of establishing a long-term relationship with the Association, we have structured our fees to provide you with cost effective solutions without sacrificing quality or convenience. We take pride in being transparent with our billing practices. We are confident our fees represent good value and allow you to maximize the dollars available for your needs.



Our proposed fee for the audit services based on time expended at our standard hourly rates is:

2012	\$18,500 - \$19,500	Capped at \$19,500
2013	\$19,500 - \$20,250	Capped at \$20,250
2014	\$20,250 - \$21,000	Capped at \$21,000

Our proposed fee for the preparation of the Forms 990, 990T, 1120 and 20 based on time expended at our standard hourly rates is:

2012	\$3,000 - \$3,500	Capped at \$3,500
2013	\$3,500 - \$4,000	Capped at \$4,000
2014	\$3,500 - \$4,000	Capped at \$4,000

We are pleased to include an agreement that if the fees for these services based on our standard hourly rates are less, you will be billed the lesser amount. Our fees for these services will be based on the actual time spent at our usual and customary hourly rates, plus charges for direct out-of-pocket costs. Hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned.

We plan to use your staff to the greatest extent possible in order to minimize audit fees.

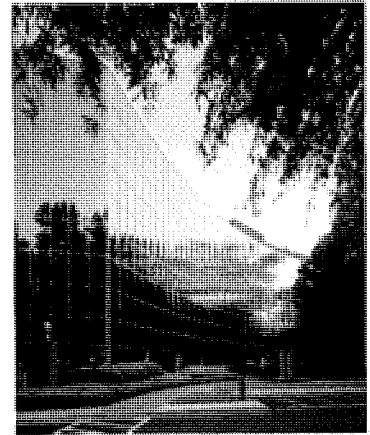


Fee Schedule

Our estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. It assumes that your current auditor will provide 2011 audited financial statements with a signed and dated auditor's report. Other unexpected circumstances that could affect our fee estimate include fraud, defalcation, material departures from established procedures, etc. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional cost.

Firm Profile

Since 1952, Dent, Baker & Company has served the Birmingham area by providing high quality financial and management services to a diverse and successful client base. As an innovative, locally owned certified public accounting firm, Dent, Baker is committed to our clients, the community and our personnel. The outstanding quality of our work and our success in building and maintaining our clients' net-worth are the keys to the value Dent, Baker has delivered for 60 years.



Providing Exceptional Client Service

This is at the center of all we do. Our strong focus on delivering top-notch client service has helped Dent, Baker build long-term relationships with businesses, institutions and individuals who look to us for financial solutions. Nurturing these relationships and continuing to increase our clients' profitability are what drive our accounting practice.

Delivering Value To You

Our goal is to become our clients' most trusted and valued advisor. We believe that a true business consultant:

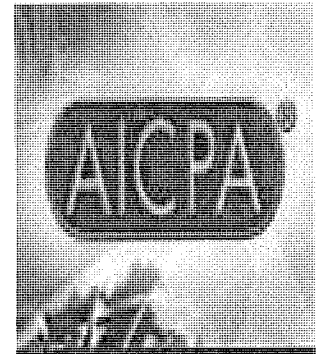
- Understands a client's organization and anticipates its needs;
- Proposes relevant solutions and delivers them;
- Stays informed of new tax laws and other developments and keeps clients informed.

These are the qualities that define Dent, Baker & Company.

Firm Profile

Dent, Baker Receives Highest Peer Review Rating

The American Institute of Certified Public Accountants (AICPA) Peer Review Program is dedicated to enhancing the quality of accounting, auditing and attestation services performed by AICPA members in public practice.



The AICPA Peer Review Board is committed to designing, implementing and maintaining a preeminent peer review program that monitors the quality of a firm's accounting and auditing practice.

In accordance with the AICPA guidelines, Dent, Baker & Company, LLP is reviewed every three years by an independent CPA firm's peer review team. Our last peer review was conducted in 2011 and we received the highest marks possible: a peer review rating of *pass*. As judged by the comprehensive peer review process, this represents the best possible judgment granted by a peer review team.

Peer review reports and letters of comment, if any, are available on all firms that participate in the Peer Review Program. This information is easily accessible on the AICPA's website, www.aicpa.org, under "Peer Review Public File."

For your convenience, we have included a copy of our Peer Review Report.

GILBERT F. DUKES, JR.
G. TIMOTHY GASTON
J. WILBERT JORDAN, JR.
KERRY L. WEATHERFORD
JOHN M. SIMON
E. LAMAR REEVES
KEVIN M. RITTELMAYER
APRIL B. BOUDREAUX
MARK R. CHAPMAN
TIMOTHY B. SMITH



SMITH, DUKES & BUCKALEW • LLP

CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS

3800 AIRPORT BLVD, STE. 101
P.O. BOX 160427, MOBILE, AL 36616
PHONE: (251) 343-1200
FAX: (251) 344-0966

29000 HIGHWAY 98, BLDG B, 1ST FLOOR
P.O. BOX 2483, DAPHNE, AL 36526
PHONE: (251) 621-9600
FAX: (251) 621-9608

CAROL E. CROWE

System Review Report

To the Owners of Dent, Baker & Company, LLP
and the Peer Review Committee of the Alabama Society of Certified
Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Dent, Baker & Company, LLP (the firm) in effect for the year ended April 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Dent, Baker & Company, LLP in effect for the year ended April 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dent, Baker & Company, LLP has received a peer review rating of *pass*.

Smith, Dukes & Buckalew, LLP

Smith, Dukes & Buckalew, LLP
September 22, 2011

Client References



Dent, Baker & Company, LLP serves a wide variety of companies who have been in business for generations.

Our credibility with new clients is enhanced by the willingness of existing clients to corroborate our high level of responsiveness and attest to the consistent quality of our services. We encourage you to contact these individuals in your consideration of Dent, Baker & Company:

Birmingham Association of
REALTORS
Cliff Long, Executive Director
Brian Sparks, President
P O Box 59609
Birmingham, AL 35209
871-1911

Birmingham Jewish Federation
Birmingham Jewish Foundation
Richard Friedman, Exec Dir.
Sally Friedman, Exec Dir.
3966 Montrose Road
Birmingham, AL 35213
879-0416

The following is a suggested list of questions you could discuss with our references:

1. Is the firm responsive to your needs rendering timely, value-added services at a fair price?
2. Does the firm provide more than compliance services? Has their management advice helped make your company stronger?

Client References

Dent, Baker & Company was named the 2009 Best in Business Award Winner by the Birmingham Business Journal. Included in our nomination booklet was a total of 16 nomination letters from clients, business acquaintances and friends. We have included one of these letters for your review.

Attached Client Testimonial:

Watts Realty Co., Inc.
Bill Watts, CCIM, CPM, CRB, GRI
Chairman of the Board
P.O. Box 11425
Birmingham, AL 35202
(205) 251-1267





April 14th, 2009

Ms. Ruwena Healy
Marketing 24/7, Inc.
5601 Ridgeview Drive
Trussville, AL 35173

Re: **Dent, Baker & Company, LLP**

Dear Ms. Healy:

It is a pleasure to assist in the nomination of Dent, Baker & Company, LLP (Dent) for BBJ's **Best In Business Award**. My family, related businesses and clients, as well as friends, have been working with the firm since the early 1960s and have worked at some point with all principles of the firm as well as the rest of the teams. Over the years we have consulted with Dent for many things, including incorporations, federal and state taxes, reorganizations, recapitalizations, buy/sell agreements, as well as personal estate, retirement, and tax planning. On many occasions we have referred or recommended the firm to our clients for their corporate and personal needs and we have been very happy that many of our clients have utilized the firm's quality products and services.

What has been of particular interest to us and our clients is their outstanding capacity to interact quickly and directly. Even if one staff member is unavailable, another principle or staff member can quickly fill a necessary need with comprehension and knowledge. They have a full diversity of knowledge. Accessibility, even during the tax season, is so important to us and our clients. Their very personalized service is gratifying to my firm as we try to answer our clients' needs.

When new tax issues and laws arise, Dent always communicates the new information quickly and efficiently. As with most major accounting firms, computerization is a maximum performance necessity. Dent not only provides an extremely high quality of services, but they continue to maintain a very personal local expertise exemplified by their willingness and ability to work tax forms direct with their clients at the conference table in order to insure and provide exceptional service.

It is our sincere hope that BBJ can recognize Dent, Baker & Company as being one of the very best in the business in Birmingham.

Sincerely,

Bill Watts, CCIM[®], CPM[®], CRB[®], GRI[®]
Chairman of the Board – Watts Realty Co., Inc.
Alabama Real Estate Commissioner, Sixth Congressional District



FOUNDED 1906
Property Management / Development / Investment Sales / Insurance



January 22, 2013

Katy Means
Finance Director
Huntsville Area Association of Realtors
535 Monroe Street
Huntsville, AL 35801

Dear Katy,

I am writing this letter as a recommendation for the CPA firm of Dent Baker and our CPA within that firm, Dale Prosch.

We had previously retained Dent Baker as our audit firm, however, it was put out for bid in 1996 when Charles Penn came on board as our new CEO. Due to circumstances we were made aware of by the IRS, we felt that our CPA from 1996 until 2012 was not serving our interest in the proper way. As you know, we were notified by the IRS that tax forms from 2008 until 2011 were not filed, only extensions. It was at that time that we put this service out for bid again and after interviewing several CPA firms decided to retain Dent Baker.

I personally have gone through the 2011 audit and tax returns filing with Dale and Patrick Barker of Dent Baker and found them very easy to work with and very timely in these areas. I also worked with Dale from 1989 until 1996 as our auditor.

I highly recommend them and know you will have the same experience with them that we do.

Please let me know if you have any other questions.

Sincerely,

Robyn Kaylor
Director, Administration & Finance
Birmingham Association of REALTORS
Birmingham Area Multiple Listing Service
205-802-6073
rkaylor@barbham.com

To whom it may concern:

The Birmingham Jewish Foundation and our sister organization, the Birmingham Jewish Federation have been using the accounting firm of Dent Baker for the last four years. Our audit and tax preparation have been conducted by their non-for-profit division headed by partner, Dale Prosch. We are extremely pleased with their work for us.

We have found them to be very knowledgeable about the tax laws and accounting requirements in the area of charitable giving. Endowments, such as ours, have many complicated rules to follow and they have been with us every step of the way. I have been especially pleased at their expertise in this area and their command of the issues. They have been available to answer questions and provide advice for us.

We feel very comfortable with the quality and thoroughness of their audit. We believe the recommendations they have made to us for improvements have improved our organization's operations.

During our time with the firm, the IRS form 990 changed and was expanded dramatically and they worked closely with us to make sure that we were able to provide the appropriate information on the new form.

In addition, we converted from an old, very much out-of-date accounting software to a new system. This made our audit this year especially challenging, as reconciliation of numbers was not a simple procedure. We were very satisfied that they made the process as painless as possible for us.

We believe they have gone above and beyond in the services they have provided to us. I am very happy to strongly recommend the firm of Dent Baker

Sally Friedman
Executive Director
Birmingham Jewish Foundation
205-803-1519 (phone)
205-803-1526 (fax)
sallyf@bjf.org

Client References

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Chairman of the Board
P.O. Box 11425
Birmingham, AL 35202
(205) 251-1267





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Sincerely,

Bill Watts, CCIM[®], CPM[®], CRB[®], GRI[®]
Chairman of the Board – Watts Realty Co., Inc.
Alabama Real Estate Commissioner, Sixth Congressional District



FOUNDED 1906
Property Management / Development / Investment Sales / Insurance



2013 MLS Committee

Opie	Balch - MLS President	
Julie	Lockwood	Huntsville
Kathy	Mann	Huntsville
Bill	Ward	Huntsville
Jennifer	Perreault	Huntsville
Dee	James	Huntsville
Elizabeth-Cooper	Golden	Huntsville
Rod	Schumann	Huntsville
Rod	Weaver	Huntsville
Sha	Jarbo	Huntsville
Cindy	Dyer	Huntsville
Zach	Bingham	Huntsville
Valerie	Miles	Huntsville
Bill	Stewart	Huntsville
Barry	Berman	Huntsville
Kim	Niemeier	Huntsville
Linda	Sheffield	Huntsville
Alan	Wright	Huntsville
Wanda	Gunter	Athens/Limestone
Carol	Royster	Athens/Limestone
Rita	Chitwood	DeKalb
Not yet announced by board		Etowah/Cherokee
Not yet announced by board		Etowah/Cherokee
Pat	Rusidoff	Jackson
Patience	Maples	Marshall
Bruce	Sanford	Marshall
Linda	Peek	Morgan
Mike	Sandoval	Morgan

01.15.2013

F&B Motions

All three motions passed the committee and were Unanimous.

Motion:

To contract with Dent, Baker & Co to perform the HAAR/NAMLS 2012 audit at cost of \$18,500 - \$19,500. The audit would be done on an income tax basis.

Rationale:

The firm has approximately 20 years experience with auditing the Birmingham Association of Realtors. The firm also has over 40 years experience in services to Bill Watts, Watts Realty Co.

The firm representative showed interest in doing its research on our material ahead of time.

The firm was the only one willing to cap it's expenses at \$19,500 plus travel of an estimated \$1,500.

The firm representative has suggestions and recommendations for a number of tax strategies & advantages that could benefit our organization.

The firm would start the audit planning process as soon as approval is given. They would conduct their fieldwork no later than the 2nd week of February in order to file the corporate tax return by March 15. As well, they could do the audit in a more timely manner by splitting their time between onsite work and remote work in order to keep the travel expenses down.

The firm representative will keep the CEO and F&B committee involved in the audit process.

The firm representative would address the membership (at no additional charge) after the audit is completed.

Should we choose to do so, the firm can perform an "Agreed Upon Procedure Engagement" that will investigate specific areas of concern rather than performing full audits of previous years which would minimize the expense incurred and would identify areas of deficiency or irregularity.

Motion:

To conduct a full audit every 3 years.

Rationale:

If serious deficiencies or irregularities are discovered as a result of the 2012 audit, then F&B would recommend performing an audit every year.

Motion 3:

To have Dent, Baker & Company perform the 2012 tax filings in conjunction with the audit.

Rationale:

\$3,500 for tax preparation is the same amount that we are paying our existing CPA firm.

Having the same firm prepare the tax return should prove timelier and will provide a new set of eyes that has experience in other REALTOR® association tax preparation.

For approval:

Grievance Committee

CHAIR	Terry Lewis	2014
<i>CO-CHAIR</i>	<i>Barry Berman</i>	<i>2014</i>
MEMBERS	Carey Rosenblum	2014
	Craig Lamar	2013
	Lynn Cawthon	2013
	John Morley	2015
	Thelma Dawson	2015
	Nancy VanValkenburgh	2015
	Cliff Mann	2013

Professional Standards

Chair: Dee James

Co-Chair: Clif Miller

Rex Anderson

Gerald Maxwell

Doris Wilson

Brenda Wilson

Stella Torres

Patricia Ledbetter

Jan Wells

B.J Boyanton

Martha Webster

Kathleen Gardner

Sid Pugh

Sophia Moore

Ann Owens

Jam Cap

Dottie Madison

Patricia West

Larry Carroll

Doris Griffin

Randall Cagle

Barbra Hubler

Professional Standards Continued

Robert Simons
Regina Underwood
Margaret Mann
Joe DeLehman
Larry Perreault
Linda Becker
Scott Averbuch
Rebecca Rogers
Jeff Nixon
Sherry Dinges
MaryLynn Dowling
Rod Weaver
Cindi Peters
Leslie Turner
Lynda Tallyn
Shirley Brooks
Rod Schumann
Landa Pennington
Gail Fay
Liz Simmons
Sherman Banks
Valerie Miles
Pat Glenn
Matt Curtis
Steve Cawthon
Ginny Brandau
Jennifer Perreault
Paul Buxton
Isaac Winkles
Jay Jones



SHORT SALE ADDENDUM



This is an addendum to the Sales Contract dated _____ including all prior addendums and counter offers, between _____ as Purchaser, and _____ as Seller, regarding the property located at _____ (“Property”). The terms of this Addendum are hereby incorporated as part of the Sales Contract, and to the extent the terms of this Addendum modify or conflict with any provisions of the Sales Contract, including all prior addendums and counter offers, these terms shall control.

1. ACKNOWLEDGMENT OF SHORT SALE

- A. Seller represents to Purchaser that the agreed upon purchase price for the Property may be less than the amount(s) owed to individuals/entities (“Third Parties”) that have an interest in the Property. For purposes of this Addendum, Third Parties may include, without limitation: institutional lenders, mortgage insurers, bankruptcy trustees, federal, state and local tax authorities, and private parties. Since some or all of the Third Parties will be asked to approve a lien payoff/release that is less or “short” of the amount actually owed, this proposed transaction is referred to as a “Short Sale.” All parties acknowledge that at the present time the exact identities of the Third Parties and/or the exact amounts of their liens may not be currently known.
- B. Seller and Purchaser acknowledge that significant time delays and other complications may occur while negotiating the Short Sale.

2. SHORT SALE APPROVAL

- A. This Agreement is contingent upon Seller’s receipt of and delivery to Purchaser of written consent (“Third Parties’ Consent”) to the Agreement by all existing Third Parties.
- B. Third Parties’ Consent means that all Third Parties shall collectively agree to reduce their respective loan balances by an amount sufficient to permit the proceeds from the sale of the Property to pay the existing balances on loans secured by the Property, real property taxes, brokerage commissions, closing costs, and other monetary obligations the Agreement requires Seller to pay at closing (including, but not limited to settlement charges, title charges, pro-rations, homeowners association fees and repairs) without requiring Seller to place any funds into escrow or have any continuing obligation to Third Parties.
- C. Seller shall deliver to Purchaser a copy of Third Parties’ Consent within 3 business days after receipt by the Seller. Seller’s presentation to Purchaser of Third Parties’ Consent satisfying Section 2.B shall remove the contingency in Section 2.A.
- D. Seller and Purchaser shall reasonably cooperate with existing Third Parties in the short sale process, but neither Seller nor Purchaser is obligated to change the terms of their Agreement to satisfy Third Parties’ Consent or settlement terms.
- E. If Third Parties’ written consent or settlement terms provided to Seller require changes to the Agreement in order to satisfy the terms of section 2.B the following will apply:
 - 1. Neither Purchaser nor Seller shall be obligated to continue negotiations to satisfy any of the requirements of the settlement terms.
 - 2. Either party may in writing cancel this Agreement.
 - 3. If the Agreement is cancelled pursuant to this section, Purchaser shall be entitled to return of any earnest money deposit.



SHORT SALE ADDENDUM



3. SELLER'S RIGHT TO ACCEPT AND SUBMIT ADDITIONAL OFFERS

- A. Purchaser agrees that at any time prior to the Seller's receipt of Third Parties' Consent, Seller may continue to market the Property for sale and submit additional offers for purchase of the Property to the Third Parties for review and approval.
- B. Upon the Seller's receipt of a written offer which will result in a higher net pay-off to the Third Parties, Seller shall present the Purchaser with a multiple offer notification and permit them to provide a final and best offer.

4. PURCHASER'S RIGHT TO CANCEL AGREEMENT

Seller agrees that at any time prior to Seller's receipt and submittal to Purchaser of the Third Parties' Consent, Purchaser may cancel the Agreement for any reason by providing written notice to Seller or Seller's Agent whereupon Purchaser shall be entitled to return of any earnest money deposit. **Upon written cancellation notification, the Seller hereby authorizes the Earnest Money Holder to release said earnest money deposit to the Purchaser without further claim or liability. Earnest Money Holder shall have ten banking days from receipt of written cancellation notice to return Purchaser's earnest money deposit.**

5. TIME PERIODS

Time periods in the Agreement for inspections, contingencies, covenants, and other obligations shall begin the following business day after Seller delivers to Purchaser the Third Parties' Consent.

6. CREDIT, LEGAL AND TAX ADVICE

Seller is informed that a Short Sale may have credit or legal consequences and may result in taxable income to Seller. Seller is advised to seek advice from an attorney, certified public accountant or other expert regarding such potential consequences of a Short Sale.

By signing below, Purchaser and Seller each acknowledge that they have read, understand, accept and have received a copy of this Short Sale Addendum.

Purchaser

Seller

Date

Date

Purchaser

Seller

Date

Date

HUNTSVILLE AREA ASSOCIATION OF REALTORS®
OFFICERS & DIRECTORS MEETING MINUTES
Tuesday, January 29, 2013
9:30 AM

PRESENT: President Julie Lockwood, President-Elect Bill Stewart, MLS President Opie Balch, Secretary/Treasurer Kathy Mann, Bonnie Ballard, Ginny Brandau, Lori Carter, Larry Carroll, Betty Hughes, Steven LaMar, Zelda Lanza, Terry Lewis, Valerie Miles, Clif Miller, Craig Paulus, Cindi Peters, Tommy Pruett, Michael Rosenblum, Rod Schumann, Robert Simons, Regina Underwood, Rod Weaver, Jan Wells

ABSENT: John Evans, Attorney Bo Harrison, Lynn Kilgore, Landa Pennington

STAFF: CEO Kipp Cooper, Christina Hearne, Rhonda Ricketts, Katy Means, Tammy Owen

OTHERS PRESENT: Cindy Dyer

At a meeting of the Officers and Directors, held at the Huntsville Area Association of Realtors, 535 Monroe Street Huntsville, AL, 35801, the meeting was called to order by President Julie Lockwood at 10:09am, Central Standard Time.

Invocation was led by Julie Lockwood.

Pledge of Allegiance was led by Bill Stewart.

MOTION: To approve the Consent Agenda

Motion Carried.

TREASURERS REPORT

Secretary/Treasurer Kathy Mann presented the 2012 end of year financials.

PRESIDENT'S REMARKS

President Julie Lockwood presented the Professional Standards, Grievance and MLS Committees for approval.

MOTION: To approve the proposed Professional Standards Committee

Professional Standards

Chair: Dee James

Co-Chair: Clif Miller

Rex Anderson

Gerald Maxwell

Doris Wilson

Brenda Wilson

Stella Torres

Patricia Ledbetter

Jan Wells

B.J Boyanton

Martha Webster

Kathleen Gardner

Sid Pugh

Sophia Moore

Ann Owens

Jan Cap

Dottie Madison

Patricia West

Larry Carroll

Doris Griffin

Randall Cagle

Barbra Hubler

Robert Simons

Regina Underwood

Margaret Mann

Joe DeLehman

Larry Perreault

Linda Becker

Scott Averbuch

Rebecca Rogers

Jeff Nixon

Sherry Dinges

MaryLynn Dowling

Rod Weaver

Cindi Peters

Leslie Turner

Lynda Tallyn

Shirley Brooks

Rod Schumann

Landa Pennington

Gail Fay

Liz Simmons

Sherman Banks

Valerie Miles

Pat Glenn

Matt Curtis

Steve Cawthon

Ginny Brandau

Jennifer Perreault

Paul Buxton

Isaac Winkles

Jay Jones

Motion Carried.

MOTION: To approve the proposed Grievance Committee

Grievance Committee

CHAIR	Terry Lewis	2014
<i>CO-CHAIR</i>	<i>Barry Berman</i>	<i>2014</i>
MEMBERS	Carey Rosenblum	2014
	Craig Lamar	2013
	Lynn Cawthon	2013
	John Morley	2015
	Thelma Dawson	2015
	Nancy VanValkenburgh	2015
	Cliff Mann	2013

Motion Carried.

MOTION: To approve the proposed MLS Committee subject to NALMLS approval

2013 MLS Committee

Opie	Balch - MLS President	
Julie	Lockwood	Huntsville
Kathy	Mann	Huntsville
Bill	Ward	Huntsville
Jennifer	Perreault	Huntsville
Dee	James	Huntsville
Elizabeth-Cooper	Golden	Huntsville
Rod	Schumann	Huntsville
Rod	Weaver	Huntsville
Sha	Jarboe	Huntsville
Cindy	Dyer	Huntsville
Zach	Bingham	Huntsville
Valerie	Miles	Huntsville
Bill	Stewart	Huntsville
Barry	Berman	Huntsville
Kim	Niemeier	Huntsville
Linda	Sheffield	Huntsville
Alan	Wright	Huntsville
Wanda	Gunter	Athens/Limestone
Carol	Royster	Athens/Limestone
Rita	Chitwood	DeKalb
Not yet announced by board		Etowah/Cherokee
Not yet announced by board		Etowah/Cherokee
Pat	Rusidoff	Jackson
Patience	Maples	Marshall
Bruce	Sanford	Marshall
Linda	Peek	Morgan
Mike	Sandoval	Morgan

Motion Carried.

MOTION: To appoint Larry Carroll as Chair of the Professional Development Committee (soon to be Education Committee)

Motion Carried.

CEO UPDATE

CEO, Kipp Cooper spoke about the Installation Banquet and how big of a success it was and that this is the first year in a while that we made a profit. He said that was largely in part to some vendors that do business with us to become members and sponsor the event.

He also talked about how staff has been doing a great job working with vendors to get them to join by taking the membership cost off of their bill.

He reminded everyone that we will be switching over to logging in through Valleymls.com instead of NALMLS on February 6th.

He demonstrated how to go in to the calendar feature of Valleymls.com and load events to your personal calendar.

He presented and read a letter from Judge Riddick regarding his request for a leave of absence. (see attachment A)

MOTION: To send a letter to Judge Riddick on behalf of our association in response to his letter

Motion Carried.

He also told everyone that the Agendas and the minutes from the meetings will be posted on Valleymls.com behind the password protected Member Portal so that all members will have access.

President Julie Lockwood inducted Directors that could not make it to the Installation Banquet. (Michael Rosenblum, Tommy Pruett and Betty Hughes)

COMMITTEE REPORTS

Forms Committee Chair Rod Schumann presented the new Short Sale Addendum form for approval. (see Attachment B)

MOTION: To approve the new Short Sale Addendum

Motion Carried.

Secretary/Treasurer and Finance and Budget Committee Chair Kathy Mann presented the motions from the Finance and Budget meeting regarding the audit. (see Attachment C)

MOTION: To contract with Dent, Baker & Co to perform the HAAR/NALMLS 2012 audit at cost of \$18,500 - \$19,500. The audit would be done on an income tax basis.

Motion Carried.

MOTION: To conduct a full audit every 3 years.

Motion Carried.

MOTION: To have Dent, Baker & Company perform the 2012 tax filings in conjunction with the audit.

Motion Carried.

MOTION: To approve travel for the accounting firm doing the audit at an expense not to exceed \$2000.

Motion Carried.

ARPAC Committee Member Zeldia Lanza told everyone that at the January meeting they had a brainstorming session and it looks like 2013 will be another great year.

Governmental Affairs Committee Chair Steven Lamar told everyone that they will be having their first meeting on February to get the year started.

Affiliate Director Craig Paulus told everyone that he would be meeting with his predecessor to discuss the Affiliate Director role and to collaborate about the Affiliate Council for 2013.

CRS Chair Bonnie Ballard informed everyone that their next meeting would be on the 15th and the speaker will be speaking on short sales. They are also going to bring the CRS core class here on October 24-25.

WCR President Cindi Peters said their next meeting will be in February and Colonel Hamilton will be speaking.

HOA Task Force Member Betty Hughes said they will have their last meeting with Senator McCutcheon tomorrow in Huntsville and they hope to put forth some legislation. Their three main focuses are accountability, disclosure and enforcement.

NEW BUSINESS

CEO Kipp Cooper presented the new members that joined between 1/21-1/28 that were not in the Consent Agenda.

New Members (1/23/13-1/28/13)

New office – Rocket City Real Estate Broker- Spero Zervos

New Member-Deborah K Boss-Weichert Realtors, The Space Place

New Member-Ashley Roundtree- Weichert Realtors, The Space Place

New Member-Sarah Fisk- Signature Homes of Huntsville

MOTION: To approve new members by acclimation.

Motion Carried.

CEO Kipp Cooper presented the new 2013 bank card signatures for approval.

HAAR:

Julie Lockwood, HAAR President
Kathy Mann, Secretary/Treasurer
Kipp Cooper, CEO
Katy Fitzgerald, Finance Director

NALMLS:

Opie Balch, NALMLS President
Kathy Mann, Secretary/Treasurer
Kipp Cooper, CEO
Katy Fitzgerald, Finance Director

MOTION: To approve the presented 2013 bank card signatures.

Motion Carried.

Bill Ward presented the changes to the HAAR travel policy (see Attachment D)

MOTION: To approve new changes to the HAAR travel policy.

Motion Carried.

President Julie Lockwood shared with everyone that Betty Hughes was awarded the Robert Jemison Award and Margaret Mann was awarded the Mickey Phillips REALTORS for Children Award at the AAR convention last week.

Meeting adjourned at 10:53 am

Minutes submitted respectfully by Christina Hearne for Kathy Mann.

Attachment A- Letter from Frank Riddick

January 22, 2013

Officers and Directors of HAAR

Kipp Cooper

Subject: Leave of Absence

As most of you know, for the last few weeks I have had physical problems that have prohibited me from performing my duties as Governmental Affairs Director. The working agreement I have with the Association currently allows for me working 10 hours per week. Presently, due to my physical condition, I am unable to meet this requirement. Although the healing process is slow, the recent visit to my doctor indicates the prognosis is good.

This letter is to request that you grant me a Leave of Absence until such a time that I am able to perform my job duties. There will be no payments or benefits involved, i.e., salary, insurance or vacation.

Your favorable consideration of this request will be greatly appreciated.

Sincerely,

Frank Riddick



SHORT SALE ADDENDUM



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- B. Seller and Purchaser acknowledge that significant time delays and other complications may occur while negotiating the Short Sale.

2. SHORT SALE APPROVAL

- A. This Agreement is contingent upon Seller’s receipt of and delivery to Purchaser of written consent (“Third Parties’ Consent”) to the Agreement by all existing Third Parties.
- B. Third Parties’ Consent means that all Third Parties shall collectively agree to reduce their respective loan balances by an amount sufficient to permit the proceeds from the sale of the Property to pay the existing balances on loans secured by the Property, real property taxes, brokerage commissions, closing costs, and other monetary obligations the Agreement requires Seller to pay at closing (including, but not limited to settlement charges, title charges, pro-rations, homeowners association fees and repairs) without requiring Seller to place any funds into escrow or have any continuing obligation to Third Parties.
- C. Seller shall deliver to Purchaser a copy of Third Parties’ Consent within 3 business days after receipt by the Seller. Seller’s presentation to Purchaser of Third Parties’ Consent satisfying Section 2.B shall remove the contingency in Section 2.A.
- D. Seller and Purchaser shall reasonably cooperate with existing Third Parties in the short sale process, but neither Seller nor Purchaser is obligated to change the terms of their Agreement to satisfy Third Parties’ Consent or settlement terms.
- E. If Third Parties’ written consent or settlement terms provided to Seller require changes to the Agreement in order to satisfy the terms of section 2.B the following will apply:
 - 1. Neither Purchaser nor Seller shall be obligated to continue negotiations to satisfy any of the requirements of the settlement terms.
 - 2. Either party may in writing cancel this Agreement.
 - 3. If the Agreement is cancelled pursuant to this section, Purchaser shall be entitled to return of any earnest money deposit.

Short Sale Addendum

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SHORT SALE ADDENDUM



3. SELLER'S RIGHT TO ACCEPT AND SUBMIT ADDITIONAL OFFERS

- A. Purchaser agrees that at any time prior to the Seller's receipt of Third Parties' Consent, Seller may continue to market the Property for sale and submit additional offers for purchase of the Property to the Third Parties for review and approval.
- B. Upon the Seller's receipt of a written offer which will result in a higher net pay-off to the Third Parties, Seller shall present the Purchaser with a multiple offer notification and permit them to provide a final and best offer.

4. PURCHASER'S RIGHT TO CANCEL AGREEMENT

Seller agrees that at any time prior to Seller's receipt and submittal to Purchaser of the Third Parties' Consent, Purchaser may cancel the Agreement for any reason by providing written notice to Seller or Seller's Agent whereupon Purchaser shall be entitled to return of any earnest money deposit. **Upon written cancellation notification, the Seller hereby authorizes the Earnest Money Holder to release said earnest money deposit to the Purchaser without further claim or liability. Earnest Money Holder shall have ten banking days from receipt of written cancellation notice to return Purchaser's earnest money deposit.**

5. TIME PERIODS

Time periods in the Agreement for inspections, contingencies, covenants, and other obligations shall begin the following business day after Seller delivers to Purchaser the Third Parties' Consent.

6. CREDIT, LEGAL AND TAX ADVICE

Seller is informed that a Short Sale may have credit or legal consequences and may result in taxable income to Seller. Seller is advised to seek advice from an attorney, certified public accountant or other expert regarding such potential consequences of a Short Sale.

By signing below, Purchaser and Seller each acknowledge that they have read, understand, accept and have received a copy of this Short Sale Addendum.

Purchaser

Seller

Date

Date

Purchaser

Seller

Date

Date

Attachment C Finance and Budget Motions

01.15.2013

F&B Motions

All three motions passed the committee and were Unanimous.

Motion:

To contract with Dent, Baker & Co to perform the HAAR/NAMLS 2012 audit at cost of \$18,500 - \$19,500. The audit would be done on an income tax basis.

Rationale:

The firm has approximately 20 years experience with auditing the Birmingham Association of Realtors. The firm also has over 40 years experience in services to Bill Watts, Watts Realty Co.

The firm representative showed interest in doing its research on our material ahead of time.

The firm was the only one willing to cap it's expenses at \$19,500 plus travel of an estimated \$1,500.

The firm representative has suggestions and recommendations for a number of tax strategies & advantages that could benefit our organization.

The firm would start the audit planning process as soon as approval is given. They would conduct their fieldwork no later than the 2nd week of February in order to file the corporate tax return by March 15. As well, they could do the audit in a more timely manner by splitting their time between onsite work and remote work in order to keep the travel expenses down.

The firm representative will keep the CEO and F&B committee involved in the audit process.

The firm representative would address the membership (at no additional charge) after the audit is completed.

Should we choose to do so, the firm can perform an "Agreed Upon Procedure Engagement" that will investigate specific areas of concern rather than performing full audits of previous years which would minimize the expense incurred and would identify areas of deficiency or irregularity.

Motion:

To conduct a full audit every 3 years.

Rationale:

If serious deficiencies or irregularities are discovered as a result of the 2012 audit, then F&B would recommend performing an audit every year.

Motion 3:

To have Dent, Baker & Company perform the 2012 tax filings in conjunction with the audit.

Rationale:

\$3,500 for tax preparation is the same amount that we are paying our existing CPA firm.

Having the same firm prepare the tax return should prove timelier and will provide a new set of eyes that has experience in other REALTOR® association tax preparation.

Attachment D Travel Policy

Travel Policy

Huntsville Area Association of REALTORS®, Inc.

REIMBURSED EXPENSE

The following is to be used as a guideline for determining reimbursable expenses for Huntsville Area Association of REALTORS® (HAAR) personnel, officers, directors and others as noted **while doing the work of, or representing the association**. The number of attendees designated for any one meeting and expenses to be reimbursed may vary from time to time with economic conditions and with changing personnel and directors. The information contained below is to be used as an overall guideline for reimbursement. Every effort should be made to be a good steward of the Association's resources, to include booking flights at least 30 days in advance and taking advantage of any discounts. Travel expenses must be reasonable and adequately documented to satisfy the Association's policy and IRS regulations. ***The staff has a DUTY to question expenses that appear excessive or are unsubstantiated.***

OFFICERS OF THE ASSOCIATION:

See Reimbursement Procedures below (Rev 11-2012)

Officers are to attend AAR Winter Conference, AAR Summer Conference and AAR Annual Convention, NAR Mid-Year Meeting and NAR Annual Convention, and any other meetings approved by the Officers and Directors. The President Elect is also to attend the NAR Leadership Summit. (Note: First Vice President and Secretary/Treasurer expenses are to be reimbursed by NALMLS.) (Rev 4-2012)

1. Registration Fees. (Early Registration Amount Only).
2. Transportation costs
3. Room (Reimbursement for Leadership Summit is at full room rate)
4. Tickets to special functions
5. Meals

CHIEF EXECUTIVE OFFICER/EXECUTIVE VICE PRESIDENT:

See Reimbursement Procedures below (Rev 11-2012)

1. Registration Fees. (Early Registration Amount Only).
2. Transportation costs (Car-pooling recommended but not required)
3. Room (Reimbursement at full room rate)
4. Tickets to special functions
5. Meals

Meetings to include All AAR Meetings, All National meetings AAR/NAR Executive Officer's Seminars, and the Annual Convention of the ASAE.

Any other expenditures are to be approved on a case-by-case basis by the Executive Committee.

STATE DIRECTORS REPRESENTING THE HUNTSVILLE AREA ASSOCIATION OF REALTORS AT ALL AAR MEETINGS:

See Reimbursement Procedures below (Rev 11-2012)

1. Reimbursement for "Early Bird" registration fees to AAR Summer Conference and AAR Annual Convention.
2. Transportation costs
3. Room
4. Meals
5. AAR Winter BOD Meeting: No room reimbursement for winter meeting. One day per-diem plus driver's reimbursement (round trip not to exceed \$100 if car-pooling with an eligible traveler or \$50 if driving solo).

NATIONAL DIRECTORS REPRESENTING HAAR AT NAR MEETINGS:

See Reimbursement Procedures below (Rev 11-2012)

1. Registration Fees. (Early Registration Amount Only).
2. Transportation costs
3. Room (Reimbursement for Leadership Summit is at full room rate)
4. Tickets to special functions
5. Meals

HUNTSVILLE AREA ASSOCIATION DIRECTORS:

See Reimbursement Procedures below

\$200 stipend for attendance at AAR Winter Conference or AAR Summer Conference. (Rev 4-2012)

HAAR COMMITTEE OR TASKFORCE CHAIRMEN ATTENDING THEIR RESPECTIVE AAR COMMITTEE MEETINGS. HAAR MEMBERS SERVING ON AAR COMMITTEES AND TASK FORCES:

Up to \$200 reimbursement per trip. (1 reimbursement per trip, regardless of how many additional meetings are attended on that trip.)

HAAR REALTOR® MEMBERS RECEIVING AAR or NAR AWARD:

Reimburse travel, hotel and registration expenses to any HAAR member, who has received an AAR or NAR Award and must travel to an AAR or NAR meeting to accept the award. This reimbursement shall follow the same criteria as State Directors.

REIMBURSEMENT PROCEDURE

1. It is the traveler's duty to minimize costs wherever possible by car-pooling, taking public transportation, splitting cab expense, splitting costs of hotel rooms. (Rev 11-2012)
2. Prior to attending conventions, meetings, etc. members that have received approval by the Officers and Directors for reimbursement by the Huntsville Area Association of REALTORS®, should obtain an expense report form from the Association's bookkeeper or Executive Officer.
3. The completed expense report form must be returned to the Executive Vice President within 30 days of attending meetings and shall not extend into a new fiscal year and be submitted with a written report.
4. In general, receipts should accompany each item on the expense report whenever possible and must accompany any expense in excess of \$25.00. In particular, receipts must accompany items such as travel, lodging, etc., and should be well documented. Receipts are not required for meals covered by the per diem.
5. Reimbursement shall be made in only one category. There shall be no duplication of reimbursement.
6. Per Diem shall begin the day of the first attended meeting unless the time of and distance to the first meeting requires the member to leave the day before. **In such case, the Per Diem shall be \$40 for the departure day and \$50 for each remaining day.** Per Diem shall end the same day as the last meeting unless the time of and distance from it requires the member to stay over another night. In such case the Per Diem shall be \$40 for the departure day. (Rev 11-2012)
7. **Each traveler will be reimbursed one-half of the total room cost. Reimbursement is calculated at the lesser of Hotel Block Rates or Staff Liaison Select Room rate to be determined by staff liaison to O&D as the lowest achievable price 30 days prior to travel. (Select Rooms to be evaluated based on proximity to meeting, parking and general accommodations). (Rev 11-2012)** Unless otherwise specified, Hotel rooms shall be reimbursed beginning the night of the first meeting unless the time of and distance to the first meeting requires the member to leave the day before.

Reimbursement shall end the morning of the last meeting unless the time of and distance from it requires the member to stay over another night. (Rev 11-2012)

8. Each solo driver will be reimbursed one-half the rate listed below or full rate if car-pooling with other eligible travelers. Transportation costs, to be claimed by the driver only, are limited to the lesser of standard mileage rate at allowable per mile set by IRS, plus parking, or coach airfare. Airfare cost to be determined by staff liaison to O&D as the lowest achievable price flight including one (1) checked bag 30 days prior to travel and transportation to hotel. Car-pooling is encouraged and will be considered when determining whether flying or driving is justifiable. (Rev 11-2012)
If reimbursable airfare savings can be shown to offset additional Per Diem and Hotel charges by extending the member's stay (such as over a Saturday etc.) the additional day(s) Hotel and Per Diem will be reimbursed.
9. Reasonable expenses for tips (non-food related), taxi, bus, parking, tolls, hotel internet access, etc. are reimbursable. (rev 4-2012)
10. Entertainment expenses not related to association business, mileage for side trips, ancillary hotel charges (such as, but not limited to: room service, movies, phone calls, mini bar, wet bar, dry cleaning, health club fee, snacks etc.) are not reimbursable.
11. Eligible travelers are only those people who would qualify for reimbursement under this travel policy.

ELIGIBILITY

An eligibility list should be formalized by the Officers and Directors of the Huntsville Area Association of REALTORS® at the beginning of each year or no later than prior to each meeting or convention involving travel expense.

OTHER EXPENSES Any other expense shall be submitted for approval on a case-by case basis. ***The staff has a DUTY to question expenses that appear excessive or are unsubstantiated.***

Revision Date Effective: 4/1/2009, 4/24/2012, 11/14/2012