

**Agenda**  
**MetroTex Leasing and Property Management Committee**  
**December 17, 2015**  
**Conference Room "A"**

**10:00 a.m. until 11:30 am**

Call to Order: Steve Craven

- Approval of the minutes previous minutes  
Exhibit #1 Steve Craven

Call to Order & Announcements:

- Speaker – Stuart Lautin, Higier Allen & Lautin “Bet You Didn’t Know That” – New 2015 Rules, Statutes and Appellate Decisions Impacting Property Leasing and Management

New Business:

- Romeo Arrieta, MetroTex Association Director of Government Affairs & Community Relations will give update on City of Dallas Rental Registration

Old Business:

1. Update on Lease Pending Status for Matrix
  - a. Listings in the Lease Pending Status will expire upon their expiration date

Adjourn

**2015 Committee Goals:**

1. Committee members will create brief bi-weekly tips each Friday on leasing and property management topics, with a link to the subject source when possible. The tips will be included in the weekly MLS Digest. Committee members will promote and share these tips through social media. 25%
2. Committee members will create a consolidated online information resource on technology tools used by the Leasing & Property Management professional (ZipForms, Ipad, applications, online photo storage, property management software, and 3rd party inspection software...). Committee members will share this information with their colleagues, and through social media outlets to their spheres of influence. 100%
3. Committee members will commit to attend four MLS area meetings to speak on common leasing and property management issues - highlighting the value and benefit of utilizing a leasing & property management specialist. 50%
4. Committee members will create a quarterly guest blog on leasing and property management statistics or topics of interest. Once the blogs are published, committee members will share this information with colleagues and through social media outlets to their spheres of influence. 50%

**Our next Committee meeting is scheduled for Thursday, January 21st at 10:00 am.**

**Minutes**  
**MetroTex Leasing and Property Management Committee**  
**August 20, 2015**

The meeting was called to order at 10:00 a.m. by chairperson, Steve Craven. Other members present were Alisha Billingsley, Chris Blackman, Obadiah Boles, Barbara Coleman, Eddie Davis, Allan Ellis, William Ferguson, Terri Green, Babette Griffin, Danny Hardeman, Shirley Johnson, Sheila Lambeth, John Larriviere, JW Ney, Bill Sabino, Deborah Sherman, Angela Squitieri, Clark Stephenson, and Susan Wilson. MetroTex Staff in attendance was: Cathy Faulkner – MLS Director.

Guests present were: Suzanne Athey, Jonathan Stroud, Barbara Trumball, Ron Rinker, Joshi Joseph, and Tanner Franklin.

The Committee approved the previous month's minutes as presented.

The Committee discussed a Tenant's Rights Brochure and will revisit at a later meeting if any changes are suggested.

The Committee participated in the NARPM Affiliate Appreciation program followed by lunch.

Guest Speaker Stewart Lautin of Higier Allen & Lautin P.C. "Bet You Didn't Know That."

Guest Speakers Suzanne Athey, Antonio Gipson, and William Ferguson discussed "Norman Wear and Tear vs. Damage."

The next scheduled meeting will be the November 19<sup>th</sup> Event with Judge Al Cercone discussing "The Eviction Process" in Training Room 1.

There being no further business the meeting was adjourned at 12:37 pm.

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Lisa U. Davis  
MLS Coordinator