

Be Safe During COVID-19

- Stay home
- Practice social distancing
- Wash your hands often
- Avoid touching your eyes, nose and mouth
- Clean and disinfect household surfaces
- Cover your coughs and sneezes



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Pathways to Professionalism

Respect for Property

- * Be responsible for everyone you allow to enter listed property.
- * Never allow buyers to enter listed property unaccompanied.
- * When showing property, keep all members of the group together.
- * Never allow unaccompanied access to property without permission.
- * Enter property only with permission even if you have a lockbox key or combination.
- * When the occupant is absent, leave the property as you found it (lights, heating, cooling, drapes, etc). If you think something is amiss (e.g. vandalism), contact the listing broker immediately.
- * Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it unless instructed otherwise.
- * Use sidewalks; if weather is bad, take off shoes and boots inside the property.

Support the Back-to-School Program

Due to the COVID-19, the "Back to School Program" will look different while everyone will be abiding by social distancing and mass gathering guidelines.

Due to the Schools not sure if school in the Fall is virtual or in person, Catholic Charities is working on a distribution plan with the schools for the fall.

We have committed to do our part as we have done for years.

However, this year instead of asking members to shop and deliver supplies to the Association Office, we will be collecting checks or cash ONLY! This will eliminate exposure for members that are not comfortable yet shopping and in addition it will eliminate traffic to the Association Office during a time we are still following the City of La Crosse Guidelines for distancing and mass gatherings.

Please join in and help by supporting the Catholic Charities Back to School Program: Please send your check to the Association Office at 111 6th St. S., La Crosse, WI 54601 by July 20. Please make your check out to "Catholic Charities" and in the memo line write "Back to School."

If you have questions, please call Char at 608-785-7744.



2 Executive Report

We Are Here to Help You Amid This Crisis

By Char Glocke, Association Executive



Recently, Kent & I had the opportunity to zoom in to the Virtual NAR Legislative Meetings usually held in Washington, DC, but changed due to COVID-19.

These virtual meetings offered a chance for Kent & I to be updated on the issues at hand. However, because of limitations created in the virtual environment, I didn't feel they were as informative as they are live in DC. I am hoping that 2021 will be back to the live meetings, events and Hill Visits.

It was sad to cancel the Golf Outing. However, considering the ongoing pandemic and our responsibility to provide a safe environment for each attendee, it needed to be cancelled. Next year, we will make it bigger and better.

Our virtual Orientation will be held on the zoom platform on June 24. All applicants please watch for an invitation via email.

Please take a moment and write a check to Catholic Charities for the Back to School Program. We have been involved for years and did not want to let them down this year. So instead of members buying supplies, we are going to make this a cash/check campaign. Our members will not have to shop. Please mail your check today.

Don't forget we have two new Exclusion Forms: One for "Office Exclusive" and one for "Delayed Status." Check out the article in this newsletter.

As WRA and NAR are discouraging in-person open houses, and if you choose to schedule an open house, please check out the WRA recommendations included in this newsletter to keep everyone safe.

Even if WI does not have a lot of mandates for safety during this pandemic, please remember, the COVID-19 is still happening. Masks, safe distancing, washing/sanitizing our hands and all the other safety precautions recommended by the CDC are still important to follow.

Stay safe and stay healthy!

Wearing Your REALTOR® Pin?

Each day you leave your home, you should be wearing your REALTOR® pin. Not everyone that has a real estate license is a REALTOR®. Be proud! Wear your pin! What was that? You can't find your pin? Just stop by the Association Office and we will give you a replacement pin for free.

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RIVER CITY REALTOR®

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Advertising rates for the River City Realtor® are \$6.00 per column inch payable in advance. All new advertising or changes in ads should be delivered to the Association Office, camera ready, by the 15th of the month prior to publications. Make checks payable to the La Crosse Area REALTORS® Association.

Frequently Requested Phone Numbers:

WRA Legal Hotline • 608-799-4468
DSPS • 608-266-5511
Zip Forms Support • 1-800-383-9805
Metro MLS Helpdesk • 1-800-490-3731

Virtual Orientation Scheduled

We have developed and scheduled our very first Virtual Orientation on Thursday, June 24 from 9:00 a.m. to 2:00 p.m. on the Zoom Platform. The test will also be done virtually after the Orientation is completed.

As an applicant, you will receive a Zoom meeting invitation. If you have questions on how zoom works, please call Char or Kristal and we can walk you through the connection process prior to this date.

Remember, all Applicants are mandated to attend a New Member Orientation. You are required to attend one of the first two orientations offered after the submission of your application. If two orientations are missed, a \$100 fine will be charged to you for each subsequent miss.

In addition, all applicants are mandated to complete the New Member Code of Ethics-Online course prior to the zoom orientation. Please make sure that you have taken the course and submitted the certificate to Kristal.

The Virtual Orientation invitation will be sent shortly.

Security Check Reminder!

How secure are your passwords? Hackers will first try words like "password", your company name, the software's default password, and other easy-to-guess choices. They'll also use programs that run through common English words and dates. To make it harder for them to crack your system, select strong passwords — the longer, the better — that use a combination of letters, symbols, and numbers. Change your passwords often.

MLS Cooperation 8.0 Implementation

During this implementation period of the MLS Cooperation 8.0/Delayed Listing Status, you have been doing an awesome job at submitting listings in 1 (one) business day. So amazing.

REMEMBER: As of July 1, the fines will be implemented. So, please continue the great work and call us if you have any questions. We would love to help you to do it right the first time and therefore eliminate any potential fines.

WI CE Course Re-Scheduled for September 9

We have rescheduled CE 5/6 again due to Governor Evers "Safer at Home" order. The new date will be Sept. 9 at Cedar Creek with Jon Sayas as our instructor.

Everyone who signed up for the previous dates will be automatically signed up for this session. If this date does not work for you, call Kristal for a refund. We have room for more sign ups.

If you have questions, please call 608-785-7744.

Agent Code

Sorry to Paul McNulty for missing his Agent Code in last month's newsletter! Call the Association Office if you find yours in this month's issue and you will win a free dinner at the next General Membership Meeting!

L75781



4 Member News

Help Us Recognize Outstanding LARA Members!

Nominations for LARA Hall of Fame/Member of Distinction award are due July 15.

If you know a member who has made an outstanding contribution through involvement/contributions made in the local real estate industry, State, Local and National REALTOR® Association, political and civic and is a member of LARA for at least three years, nominate your candidate today! Nominations will be accepted until July 15. Please check out the Nomination Form in this edition of the "River City REALTOR®".

2020 Golf Outing Cancelled!

We understand that our Golf Outing is the most popular event that our Association offers our members. However, in light of the ongoing pandemic and our responsibility to provide a safe environment for each and every attendee and after much discussion, the Officers cancelled our Golf Outing. Our number one priority is the health and safety of our members, guests, and sponsors that attend this outing. After a discussion with Dave Cornelius at Cedar Creek, we cannot guarantee a safe environment for our attendees. Carts are restricted to only one person, buffets are not allowed at this time and social distancing would be impossible to enforce. These and many other factors led to the decision of the Golf Outing being cancelled this year. See you at a bigger and better outing in 2021!



President is Spokesperson for the Organization

It is important in creating the best public impression of the Association that any statements regarding the activities of the Association or its public positions come from an official source in the Association. This allows for coordination and clarity in the Association's message.

Our policy is to have the Association President, or someone specifically designated by the President in particular situations, as the only spokesperson for the Association. Our Presidents have spokesperson training and an understanding of the entire Association and how its parts fit together.

If you are contacted by anyone, including the media, for any report on the Association or its activities, refer them to the Association office and arrangements will be made to respond.



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Open House Information

NAR and WRA continue to recommend sellers and their agents avoid having In-Person Open Houses at this time. However, if sellers, real estate firms and agents are willing to have in-person open houses after checking for any applicable local safer-at-home orders, the WRA offers the following best practices. (not legal advice)



- Use the WRA's Coronavirus (COVID-19): Showings and Inspections Safety Commitment form (WRA-CVSI), available at www.wra.org/WRA-CVSI. This Commitment relates to the entry into a property by a buyer and the buyer's real estate agent for showings, including open houses.
The seller may ask each open house attendee and their agents to sign a copy of this Commitment.
- In addition to the guidance and considerations in the WRA-CVSI, listings agents should discuss with the seller:
 - o Precautions that will be taken during open houses, including an agent will not conduct an open house if the agent does not feel well and will not knowingly let others in the property who have elevated temperatures or do not feel well.
 - o The seller's concerns or required precautions.
 - o Review WRA's COVID-19 Residential Property Showing Guide at www.wra.org/coronavirussowinguidelines and discuss how the seller can assist in preparing the property for an open house as well as setting expectations for the open house attendee.
 - o Whether the agent will be wiping down common surfaces between each open house attendee permitted into the property.
 - o Limiting the number of people in the property at one time to key decision-makers.
 - o Set up a staging area outside the property and maintain six-foot separation between parties arriving for the open house.
 - o Whether open house attendees should be spread out to 15-30 minute sessions.
 - o Whether there will be a sign-up sheet with contact information.
 - o Offer one way into the property and another way out.
 - o The RISK CANNOT BE COMPLETELY ELIMINATED and that measures provided are to help prioritize safety.

- Source: WRA

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What is the Purpose of RPAC?

The purpose of RPAC is clear: voluntary contributions made by REALTORS® are used to help elect candidates who understand and support their interests. These are not members' dues; this is money given freely by REALTORS® in recognition of the importance of the political process.

2019 Investors

RPAC Investors \$250-\$499

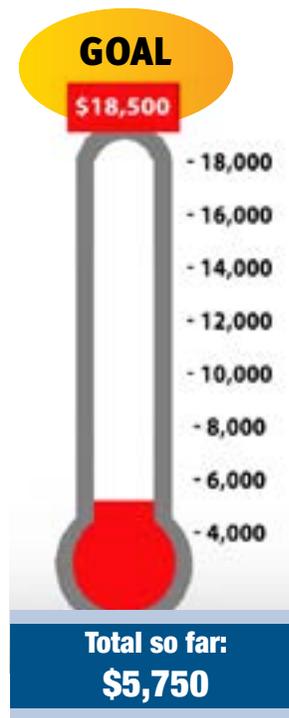
Jeff Pralle
Ryan Olson

RPAC Investors \$500-\$999

Dan Veglahn
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La Crosse County Sold & Active Listings – May 2020 7

PRICE-CLASS/TYPE	SOLD/ACTIVE RESIDENTIAL LISTINGS						CURRENT ACTIVE LISTINGS	
	0-2 BDRMS	3 BDRMS	4+ BDRMS	TWO FAMILY	CONDO CO-OP	TOTAL UNITS	SINGLE FAMILY	CONDO CO-OP
29,999.99 and under	0	1	0	0	0	1	0	0
30,000 - 39,999.99	0	0	0	0	0	0	0	0
40,000 - 49,999.99	0	0	0	0	0	0	0	0
50,000 - 59,999.99	0	0	0	0	0	0	0	0
60,000 - 69,999.99	0	0	0	0	0	0	1	0
70,000 - 79,999.99	2	0	0	0	1	3	0	0
80,000 - 89,999.99	0	0	0	0	1	1	2	0
90,000 - 99,999.99	0	0	1	0	0	1	0	0
100,000 - 119,999.99	0	1	1	0	0	2	6	0
120,000 - 139,999.99	3	2	1	0	0	6	1	0
140,000 - 159,999.99	1	3	2	1	0	7	13	1
160,000 - 179,999.99	2	9	2	0	0	13	10	0
180,000 - 199,999.99	3	8	3	0	1	15	17	2
200,000 - 249,999.99	1	17	9	0	2	29	24	9
250,000 - 299,999.99	0	6	5	0	0	11	28	0
300,000 - 399,999.99	0	8	14	0	4	26	61	1
400,000 - 499,999.99	0	1	3	0	0	4	18	2
500,000 and over	0	1	0	0	1	2	25	5
TOTALS	12	57	41	1	10	121	206	20
AVERAGE	150,342	228,377	273,322	159,415	271,650	238,874	336,208	327,860
MEDIAN	151,000	210,500	254,900	159,415	236,000	219,000	304,900	239,900

Unit Sales by Time on Market

DAYS	RES	CONDO
1 - 30	87	9
31 - 60	9	0
61 - 90	5	0
91 - 120	4	0
121 or over	6	1
TOTAL SALES	111	10

Unit Sales by Financing Type

TYPE	RES	CONDO
Adj Rate Mtg	1	0
Assumable	0	0
Cash	9	3
Conventional	69	6
FHA	12	0
Land Contract	0	0
Other	8	1
TOTAL SALES	111	10

Property Type

Property Type	Volume	Median Sold Price
Residential	26,187,215	217,500
Condo	2,716,500	236,000
All	28,903,715	219,000

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Where Will You Be When You Get The Next NAR Call For Action?

As a busy professional on the go your lifeline to clients and your office is your phone. Fewer and fewer of us are tied to a traditional desktop or laptop anymore to complete the functions of our work. Smartphones and tablets are how we increasingly manage our information and daily tasks

The REALTOR® Action Center Mobile App – Don't Just Get It – Use It! Download and Login Today!

To download, text "App" to 30644 and remember to login!



Legal Updates Available at WRA.org

At www.wra.org you can search legal updates for the topic of your choice.

This publication is emailed to all members on a monthly basis. Important information is covered in these updates. It's a great resource and benefit of membership for you.

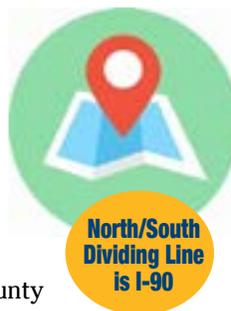


MLS Tour Boundaries

The current dividing line between the North and the South Tour is I-90.

Exceptions:

- Holiday Heights and Mayfair Addition are North Tour
- Burns, Bangor, Hamilton, and Monroe County are North Tour
- Washington and Barre are South Tour
- French Island is South Tour
- Dakota and Dresbach are North Tour
- La Crescent and Hokah are South Tour



Tour Information

Load Your Own Tours and Open Houses

Agents now can load their own tours and open houses in Flex. If you have any questions, please call Ryan at 608-785-7838.



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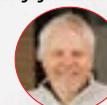
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June

- 3** Open House Deadline
3 p.m.
South Tour
- 10** Open House Deadline
3 p.m.
North Tour
- 17** Open House Sabbatical
South Tour
- 24** Open House Deadline 3 p.m.
North Tour
- 25** Virtual New Member Orientation
9 a.m. – 2 p.m.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

- 1** Open House Deadline
3 p.m.
South Tour
- 3** Association Office Closed
- 8** Open House Deadline
3 p.m.
North Tour
- 15** Open House Sabbatical
South Tour
- 22** Open House Deadline 3 p.m.
North Tour
- 29** Open House Deadline 3 p.m.
South Tour

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Birthdays - June

3	Seng Vang	14	John Forsythe	24	Marybeth Buswell
3	Eric Johnson	14	Steven Meade	25	Gary Lass
3	Nicole Rose	17	Ian Matchett	26	Kyle Koelbl
3	Ann Linhart	18	Nancy Gerrard	26	Keagan Lyden
4	Jackie Gerke-Edwards	18	Nathan E. Trim	29	Sandra Schultz
4	Emily Diefenbaugh	20	Chloe Boster		
5	Lauren Lockington	20	Karl Albrecht		
5	Todd Verduyse	20	B.J. Hamilton		
5	Todd Verduyse	20	Josh Neumann		
5	Gaylord Zastrow	21	Mary Pretasky		
8	Kevin Lee	21	Jerel Rickun		
10	James Weber	22	Nathan Kotek		
12	Nicholas Adams	23	Julia Schilling		
12	Jason Wang	24	Spenser Nickelatti		
12	Mark Woida	24	Harlan Hein		

Birthdays - July

1	Julianne DeLap	11	Anna Weidner	25	Char Botcher
1	Troy Peterson	11	Hoyt Zenke	25	Spencer Hegenbarth
3	Tim Ackerman	13	Mike Stangl	26	Kerry Kjome
4	Marian Precht	13	Daryl Blount	26	Harvey Bertrand
4	Steven Andrews	13	Jonathan Rose	26	Steven Betthausen
6	Daryl Holley	16	Marty Holub	27	Shaynn Davey
6	Michelle Burton	16	Judith Stanek	28	Laramie McClurg
6	Don Hogan	18	Dillon Bean	29	Nicole Borowski
6	Dawn Levandoski	18	Bradley Schank	29	Barb Hardie
8	Eric Seeger	20	Jordan Luther	30	Tara Campbell
8	Lisa Kind	20	Nancy McHugh	31	Stephan Stark
9	Amanda Pittman	24	Ann Roehen		
10	Travis Hamilton	24	Chuck Olson		
11	Tina Allbaugh	25	Thomas Steinmetz		

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“Ordinarily, when I cannot relate to a homebuyer, I refer the homebuyer to another salesperson whose personality is better suited to the homebuyer’s. Can I continue to follow this procedure if the homebuyer is a minority?”

Key Points

- Personality conflicts with a homebuyer can occur and should be handled carefully to avoid any charges of discrimination.

Areas of Liability

Avoid any criteria for reassigning homebuyers that are based on race, or that can be interpreted in any way as being based on race, color, religion, sex, handicap, familial status, or national origin.

Actions to Take

- **Brokers:** Never assign homebuyers to sales associates on the basis of race, color, religion, sex, handicap, familial status, or national origin. Never assign minority sales associates to work solely with homebuyers interested in relocating to predominantly minority residential areas.
- **Sales Associates:** If you find that you are having personality conflicts with a homebuyer and a reassignment is necessary, it should be made by the principal broker or sales manager. Your broker or manager should investigate the reasons given for the reassignment to ensure no racial bias or prejudice has occurred. Interview the homebuyers to determine their feelings and preferences in the matter. If a reassignment is

made, try to assign the homebuyers to a sales associate of the same race as the original sales associate. If the homebuyers request a sales associate of a specific race, color, religion, sex, handicap, familial status, or national origin, the circumstances of the reassignment should be carefully documented.

Suggested Responses

- **Broker to Sales Associate:** “Just what is the problem between you (a white sales associate) and Mr. and Mrs. Hollins (a black couple)? I realize that people from the Midwest may not be able to appreciate how much more expensive housing is here in the Bay Area. You know Fred (another white sales associate) is originally from the Midwest and he just put Mr. and Mrs. Smith (a white couple) from Des Moines in a nice ranch last week. Maybe he will have better luck with the Hollinses. Do you mind if he tries to help them?”

On the Move

REALTOR® Membership to Inactive

- **Assured Realty Solutions**
Angela Seubert
- **Property Prosource LLC**
Steve Scharlou

Transfer

- **Renee Dettmann** from EXP Realty to Results Realty
- **Raina Thelen** from Gerrard-Hoeschler, REALTORS® to Bluffside Real Estate
- **Victoria Klossing** from Lux Real Estate to Century 21 Affiliated

Inactive Office

- **Property Pro Source LLC**

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Nominating Committee to Meet

If you possess leadership skills and want to get involved, contact the Association for an application to submit your name for consideration for vacated director seats or the Secretary/Treasurer position. The Nominating Committee will meet this summer to review the candidates and conduct interviews. The deadline to submit applications is July 15. If you have any questions, please call Char at 608-785-7744 or email cglocke@larawebsite.com.

MLS Releases 2 New Exclusion Forms

With the implementation of the NAR Clear Cooperation 8.0 and Delayed Listing Status, it became necessary to revise the existing Exclusion Form and create one for Delayed Status.

Therefore, we now have two exclusion forms. One to use when taking an Office Exclusive listing and the other exclusion form is for the listings that will be entered in the Delayed Listing Status.

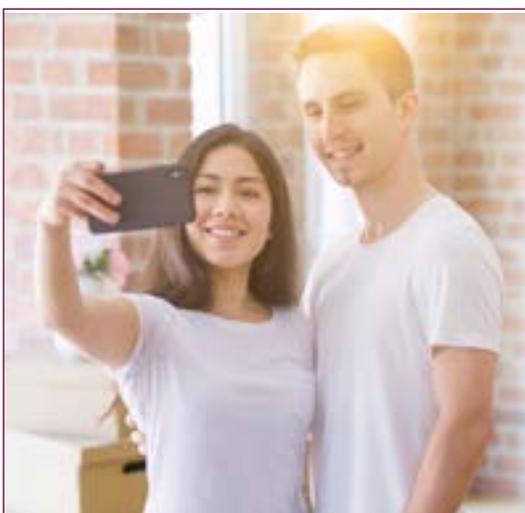
Both exclusion forms can be found on our website. Click on this link: <https://www.larawebsite.com/multiple-listing-service/>

Legal Updates Available at WRA.org

At www.wra.org you can search legal updates for the topic of your choice. This publication is emailed to all members on a monthly basis. Important information is covered in these updates. It's a great resource and benefit of membership for you.



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NMLS #649032

Safety Rules to Live by For REALTORS® Identity Protection

- It really is hard to protect your identity in this business because you do want everyone to know who you are and what you do. You want your name to appear on every website and every Google search. Subscribe to a protection program through your credit card company that will help alert you if false activity is taking place.
- **Change passwords often**, add verification password to credit cards when calling in, flag all three credit bureaus for fraud protection and password protect phones and laptop.
- **Shred all documents** with personal information (credit card numbers, bank account info, social security number). Have your credit frozen, so no one can open new accounts without your permission.
- **Never write down passwords**, open questionable emails, or provide personal info or account info unless you verify who's receiving it.
- **Never enter any personal information** on a shared computer or public Wi-Fi. Always run a virus scan before doing your online banking.
- **Do a Google search of yourself** to make sure no one else is trying to pass themselves off as you.
- **Have separate personal and professional** Instagram, Twitter and Facebook account. It's a lot of work, but worth it!
- **Only shop online from your personal** computer from trusted websites that are encrypted and utilize the "https" address. Also, never order online over unsecure Wi-Fi or unknown networks.



How Well Do You Know the Code of Ethics?

Article 3 – REALTORS® shall cooperate with other brokers except when cooperation is not in the client's best interest. The obligation to cooperate does not include the obligation to share commissions, fees, or to otherwise compensate another broker.

– Amended 1/95



La Crosse Area
REALTORS® Association Presents:



2019-2020 Wisconsin Real Estate Continuing Education
WI CE Course 5: Wisconsin Real Estate Law and Practices
and Course 6: Wisconsin Real Estate Transactions
September 9, 2020
Total - 6 Hours WI CE Credit / 6 Hours MN CE Credit
Instructor - Attorney Jonathan Sayas

Soda & Cookie Break Sponsored By:



Where: Cedar Creek
2600 Cedar Creek Lane
Onalaska, WI 54650
When: Wednesday, September 9, 2020
Time: 8:00 - 8:30 Registration, Bagels, English Muffins & Coffee
8:30 - 11:30 Course 5 and Exam
11:30 - 12:15 Hot Lunch Served
12:15 - 3:15 Course 6 and Exam

Check-in opens 30 minutes before class. Please be on time.
Those arriving late will not be permitted in class.

Cost: Member - \$71.00
Non-Member- \$81.00

Includes 6 hours of WI CE (also approved for 6 HRS MN credits), Bagels, English Muffins and Coffee. Hot lunch (see lunch menu)

Lunch Menu: Chicken Stir Fry and Rolls
One Course Member - \$56.00 (No Lunch)
Only: Non-Member - \$66.00 (No Lunch)

*There are no refunds for cancellations after September 2, 2020.
\$10 late fee if paid at the door.*

Sign up today and support your local Association!

Course 5 – Wisconsin Real Estate Law and Practices:

Adds variety to continuing education curriculum by exploring three distinct topics - how to avoid getting sued, waterfront properties, and unexpected disruptions to a business - in one course to keep discussions interest. First, you'll learn best practices to avoid complaints and litigation. Next, you'll explore Wisconsin's 15,000 lakes, 12,600 rivers and streams, and 84,000 miles of terrain and learn how regulation of waterfront properties affects your transactions. Finally, Course 5 discusses business interruptions caused by a flood, fire or a medical event. You'll learn how to protect your business from the unexpected and plan ahead for disruptions to your business.

Course 6 – Wisconsin Real Estate Transactions:

Offers diverse topics to break away from regular continuing education content. Curious about tips and pointers for vacant land transactions? This course offers an hour-long discussion of the highlights of a vacant land transaction. Wondering about the most common mistakes with a condominium offer? Learn what not to do in a condominium transaction. Have questions about agency and multiple representation you have always wanted answered? Review multiple representation as well as the do's and don'ts of representing multiple parties in a transaction.

About the Instructor: Jonathan M. Sayas serves as Wisconsin underwriting counsel for Stewart Title Guaranty Company. Jonathan received his Juris Doctor from Valparaiso University in Indiana and is licensed to practice before all courts in the state of Wisconsin and U.S. Federal District Court - East District of Wisconsin.

Mail/Fax/Email/ or bring form & check or credit card to: La Crosse Area REALTORS® Association, 111 6th Street South, La Crosse, WI 54601
Fax: 608-785-7742 | Phone: 608-785-7744 | membershipservices@larawebsite.com

NAME: _____ FIRM NAME: _____
Please Check One: **Do you need MN CE?** [] YES [] NO Please Check One: [] COURSE 5 ONLY [] COURSE 6 ONLY [] BOTH COURSES

AMOUNT. ENCLOSED: \$ _____ Check # _____

To pay by credit card, complete & sign below (We accept MasterCard, Visa, Discover, and American Express)

Card : _____ - _____ - _____ Exp: _____ / _____ CVV Number: _____

Address where credit card statement is mailed _____ Zip Code _____

Signature (required for charges): _____

[] Please check here if you require special services or DIETARY NEEDS. Please attach a description of needs.

COVID-19: WORKPLACE RE-ENTRY CHECKLIST

May 7, 2020

Businesses should devise a multi-faceted and phased approach to the workforce's re-entry to the workplace, which takes into account guidance, regulations, and orders issued by federal, state and local governments and agencies, including the [World Health Organization](#) (WHO), the [Centers for Disease Control and Prevention](#) (CDC), the [Equal Employment Opportunity Commission](#) (EEOC), the [Occupational Safety and Health Administration](#) (OSHA), and [The White House](#).

Consider establishing a cross-functional COVID-19 Task Force, with representatives from across the organization, including human resources, legal, and facility operations, to prepare and monitor the re-entry of the workforce, as well as the evolving circumstances surrounding COVID-19. This checklist provides an overview of some of the key considerations the COVID-19 Task Force should consider when developing the organization's plan for the workforce's re-entry to the workplace.

This is general guidance only. Be sure to consult legal counsel, public health information, and all applicable executive orders, as required policies and practices may vary based on state and local laws.

PREPARE THE PHYSICAL WORKSPACE

- ✓ Establish cleaning protocols that adhere to CDC guidance.
- ✓ Post building cleaning protocols throughout the workplace.
- ✓ Post CDC recommended personal hygiene protocols reminders.
- ✓ Identify and consider hands-free alternatives to high-touch areas, such as revolving doors, knobs, light switches and plumbing fixtures.
- ✓ Conduct maintenance and updates to HVAC and building facilities by, for example, increasing ventilation and installing high-efficiency air filters.
- ✓ Modify workspaces to promote social distancing by, for example, creating smaller offices to allow for additional offices or installing higher walls between cubicles or other physical barriers between workspaces, such as clear plastic sneeze guards.
- ✓ Close or limit access to common areas, such as gyms, kitchens and cafeterias, or reconfigure to promote social distancing.
- ✓ Provide and maintain supply of personal protective equipment (PPE), sanitizers, and disinfectant wipes for employees and building guests.
- ✓ Restrict the total number of permitted building occupants in order to allow for social distancing.
- ✓ Place decals and space demarcations in common areas, such as the lobby, to note social distancing requirements and traffic flow patterns.
- ✓ Reconfigure meeting rooms to promote social distancing.
- ✓ Control all points of entry for staff, guests, and vendors.



- ✓ Remove and discourage the use of shared tools, such as remote controls and conference room phones.
 - ✓ Establish and communicate building rules with employees and building guests.
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EMPLOYER PREPAREDNESS AND POLICIES

- ✓ Explore feasibility of workplace policies and practices that promote social distancing, such as encouraging continued telecommuting and staggered shifts.
- ✓ Consider whether school and daycare facilities are open.
- ✓ Consider availability of reliable and safe public transportation.
- ✓ Consider beginning reentry with employees whose positions are best performed in the workplace.
- ✓ Create a staff travel policy, and consider restricting all non-essential travel.
- ✓ Require employees to stay home if they are sick, and ask any employee who stays home sick if they are experiencing symptoms of COVID-19.
- ✓ Ensure the privacy of each employee who makes a COVID-19 report within the workplace.
- ✓ Consider whether to conduct daily contactless temperature checks on employees and building guests before permitting entry to the building, and whether to hire a trained medical professional to conduct the checks.
- ✓ Establish and communicate protocol for employees to report if they have been diagnosed with COVID-19, are experiencing COVID-19 symptoms, or have been exposed to COVID-19.
- ✓ Establish employer responsiveness plan to address reports of COVID-19 within the workplace, while keeping the identity of the individual confidential, to include sending the employee home immediately, cleaning and disinfecting the workplace, and informing others who have been in contact with the employee of potential exposure
- ✓ Update and communicate changes to personnel policies based on COVID-19 related laws, such as Families First Coronavirus Responsiveness Act, and post all required employee notices in conspicuous places and on the employee intranet.
- ✓ Consider whether to require employees and guests to complete a health certification prior to re-entry to the workplace affirming that they have not been experiencing COVID-19 symptoms within the past 14 days, and if previously tested positive, that their symptoms have resolved and have tested negative in accordance medical guidelines.
- ✓ Limit in-person meetings, including the permitted size of in-person meetings.
- ✓ Limit building guest access, and restrict outside meetings and events in the building.
- ✓ Establish a policy regarding employee participation in meetings and events outside the building.
- ✓ Continuously monitor for local outbreaks, and develop a plan in the event of an outbreak.
- ✓ Prepare to manage leaves of absences under federal, state and local laws.
- ✓ Review lease agreement, and coordinate with property manager regarding their plan for maintenance and upgrades to building infrastructure and protocols in response to COVID-19.

STAFF PREPAREDNESS AND TRAINING

- ✓ Train employees on proper sanitation and prevention techniques, including proper use of PPE and when and where PPE is required.
- ✓ Clearly set employee expectations in advance of their return to the office, with a strong emphasis on employee value, safety, and security.
- ✓ Train employees on how to safely get to and from the office.
- ✓ Encourage contactless interactions through the increased use of technology in order to reduce staff contact and exposure, and provide additional training on such resources.
- ✓ Articulate employer's commitment to employee privacy.
- ✓ Consider staggering employee shifts and breaks.

SPECIAL EMPLOYEE CONSIDERATIONS

- ✓ Provide reasonable accommodations to employees with ADA-qualifying disabilities.
- ✓ Employees with pre-existing mental conditions that have been exacerbated by COVID-19 may be entitled to reasonable accommodations; be sure to engage in an interactive process with the employee for any accommodation requests.
- ✓ Do not ask employees whether they have an underlying medical condition that makes them more vulnerable to COVID-19.
- ✓ Employees who contract COVID-19 in the workplace may file a workers' compensation claim.
- ✓ Provide accommodations and greater flexibility for those individuals who may be at a [higher risk of severe illness from COVID-19](#); but do not compel, such persons to stay home.
- ✓ Provide flexibility to employees with child or elder care obligations.

FOSTER A COMMUNICATIVE CULTURE

- ✓ Communicate all details, and solicit staff input, throughout each phase of the re-entry strategy.
- ✓ Engage and ensure leadership alignment with all phases of the reentry to the workplace strategy.
- ✓ Schedule virtual meetings for staff to communicate guidance, policies, and to solicit questions and feedback.
- ✓ Establish mechanisms for ongoing two-way communication with staff.
- ✓ Communicate new protocols and standards through all available channels, including signage, virtual meetings, recorded messages, and employee intranet.
- ✓ Promptly share all relevant updates from federal, state and local governments and agencies to demonstrate fluidity, and to establish employer as a trusted source of information.