

**MINUTES**  
**Professional Development Group**  
**Charlottesville Area Association of REALTORS®**  
**Monday, June 12, 2023**  
**3 p.m. – 4 p.m.**

**ATTENDANCE**

Members in Attendance: V. Chair: Debra Cash, Angela Hawkins, Marcella Johnson, Melissa Moody, Alex Rayfield, S. Yuri Reese, Ty Smith, BOD Liaison: Jessica Russo, Chair: Sasha Tripp, Arleen Yobs

**Staff in Attendance:** Teresa Kirkhart

**Absent:** Ashleigh Abrams, Brad Conner, Jessica Goins, Walter Johnson, McAnalle Neal, BOD Liaison: Pam Dent

**CALL TO ORDER**

Chair Tripp called the meeting to order at 3:04 p.m.

**MINUTES**

A **MOTION** was **MADE, SECONDED, and APPROVED** to accept the May 15th, 2023; meeting minutes as presented.

**BOARD UPDATES**

The Lockbox conversion is coming the week of July 17<sup>th</sup> and will be held at The Point, 155 Hansen Road, Charlottesville, VA 22911.

**OLD BUSINESS**

**CSI Protection Class w/instructor Robert Siciliano**

The group discussed how beneficial it would be to have this class and to add his fee (\$3500 + lowest cost travel) to the 2024 budget.

The group discussed having a Trade Show and adding the funds needed to the budget (\$13,000). The other item that was considered is increasing the instructor fee from \$70 - \$100/hr. This will entice a broader group of instructors to present to CAAR members.

**2023 GMM Nov 2<sup>nd</sup> Meeting**

The group worked on the topic: "Roadmap to Custom Home Building" working with REALTORS® and clients. They confirmed all speakers on the panel:

- Christopher Brement, President, Bramante Homes
- John Kerber, President & CEO, Dominion Custom Homes
- Jim Curtiss, Vice President of Operations, True Living

**Description:** You have a client that has land and is ready to build their dream home. They are entrusting you to help them navigate through the entire process of a custom home build. You're excited for the opportunity and do not want to disappoint your client, but you've never done a "land-to-lot" deal before now. Where do you go to find information on which builder can handle this job and handle your client? Where is the step-by-step guide that helps you understand the process of taking raw land to a completed, custom home?

That's where this panel discussion will help provide you with the roadmap to get from the starting line to the finish line while adding value to the client, creating great relationships with local custom builder(s), helping manage expectations of both builder and client, explaining the builder's job and the job of your client, and making communication key throughout the entire project.

The panel is comprised of three top, local, custom builders from our area who are here to help taxi you through the winding "roads" of how to build with each company. At the end of this discussion, you will be able to "drive" your client through all the stops of building a custom home.

The discussion is a list of 5 pre-set questions for each builder followed by an open-floor Q&A session.

Topics include the following:

1. What is needed to build a home on raw land before you ever contact a builder?

- a. What is state required?
  - b. What might be local requirements?
2. How to choose the right builder for your client
- a. What are your client's needs and wants?
  - b. What are the builder's needs and wants?
3. What are anticipated timeframes for design, permitting, and construction?
- a. What are the expectations of the client from the builder's point of view?
  - b. What are the expectations of the builder from the client's point of view?
4. What are ways the REALTOR can add value to the builder?
- a. What does the builder want out of the REALTOR during the design/permitting/construction phases of the project?

**Latte & Learn Topics for 2024**

The group was asked about topics and discussed having this program in person. Their thoughts were Taxes in Feb. (in-person) and structural Engineering in May.

**NEW BUSINESS**

**Review of 2024 Schedule**

Staff provided a breakdown of the 2024 schedule for the group to review. (See following)

**Next Meeting**

Aug. 21<sup>st</sup> 3 p.m. – CAAR's Boardroom

**Important Dates**

- a. 6/15- New Laws Update – Virginia Realtors Virtual
- b. 6/15 GRI 505 Working with Sellers
- c. 6/21 YPN's Trivia Happy Hour
- d. 6/27 Broker Forum & New Laws Class
- e. 6/28 BOD Meeting
- f. 6/29 National Code of Ethics Day – Watch Party
- g. 7/3 & 7/4 CAAR Office Closed

**Adjourn**

The meeting was adjourned at 4:00 p.m.