

## **Real Estate Sales & Marketing**

### **Mandates for 2023-2024**

**Board Liaison: Walt Van Den Langenberg**

**To work with the realtors in our community to keep both the Board of Directors and the Maple Leaf Management updated on any issues and/or opportunities within our real estate sector.**

- 1. Keep our community engaged and educated about the benefits of utilizing the real estate agents in the sales office vs. outside agents or “For Sale by Owner” options.**
- 2. Ensure that at least one of our agents is available and in attendance at all Open Board Meetings and Homeowner’s Meetings to be interact with the community as well as provide regular updates as to the status of real estate sale and trends within our community.**
- 3. Ensure that all realtor sales transactions are providing each homeowner with the necessary documentation to complete the sale as well as current Rules & Regulations, Emergency Preparedness forms, etc.**
- 4. Ensure that all rental transactions within the community go through the corporate office in accordance with the current Rules & Regulations For Occupancy sections 18 and 19.**
- 5. Ensure the realtors in our sales office keep all information contained within the Real Estate tab of our Maple Leaf Golf & Country Club website accurate and up-to-date.**
- 6. Review the current Real Estate Transaction Fee described in BYLAW TWELVE—FISCAL MANAGEMENT section 14 to determine if an increase to the fee is recommended.**