REALTOR® ASSOCIATION Funding **Request** Form

Date: November 15, 2006

Funds Requested By:

Applicant/REALTOR® Association: Pacific West Association of REALTORS® (PWR)

Address: 702 Town & Country Road

City/Zip: Orange, CA 92868 Telephone: 714.245.5500 Fax: 714.245.5599

Name of Executive Officer: Nancy Gilmore, CEO Email Address: nancyg@pwr.net

Contact Person (if different): Jodi Werner, EVP Email Address: jodiw@pwr.net

Web Site Address: www.pwr.net

Purpose of Funding:

C.A.R.H.A.F. funding is requested in support of the PWR "Opening Doors" First-Time Buyer Down Payment Assistance Program, established as a means for the REALTOR® community to address the housing affordability crisis in Orange and Los Angeles Counties by assisting low to moderate income families in fulfilling the American dream of home ownership. In 2007, the "Opening Doors" program will attempt to assist up to 40 families by providing $5,000 to $15,000 in down payment funds per family towards the purchase of their first home. The program will put families into homes, create a tool for PWR REALTOR® members to better serve their clients, encourage the use of a REALTOR® in the home buying process, and create good-will and positive PR opportunities to promote the REALTOR® image in the local community.

Recipient of Check: Pacific West Association of REALTORS® Charity Foundation

Treasurer/Financial Officer: Patricia Theaker, Treasurer

Address (Street/P.O. Box): 702 Town & Country Road, Orange, CA 92868 Federal Tax ID #: 03-0511248

Brief Program Description:

First-Time Buyer Down Payment Assistance program to address the housing affordability crisis in Orange and Los Angeles counties by helping low/moderate income families in the purchase of their first home.

Amount Requested: $ 100,000

Authorized By (to be completed by HAF): _____

IMPORTANT: REALTOR® Associations must attach a copy of Association minutes which authorized this request for funds.
To avoid delays in processing requests, please be sure the above information is complete and accurate. INCOMPLETE FORMS WILL BE RETURNED FOR FURTHER INFORMATION. Requests for funds will be received on an ongoing basis throughout the year. The review process will typically take 30 to 45 days from the date on which a request is received. The review process may be delayed if additional information or clarifications are required.

E-Mail completed form to: *monicar@car.org* **For more information call:** (213) 739-8380

Program Description: *Please attach additional material as necessary.*

1. Please describe, completely and concisely, the purpose of the program:

The PWR "Opening Doors" First-Time Buyer Down Payment Assistance program was created as a means for the REALTOR® community to address the housing affordability crisis in Orange and Los Angeles Counties by assisting low to moderate income families in fulfilling the American dream of home ownership. In 2007, the "Opening Doors" program will attempt to assist up to 40 families by providing $5,000 to $15,000 in down payment funds per family towards the purchase of their first home. The program will put families into homes, create a tool for PWR REALTOR® members to better serve their clients, encourage the use of a REALTOR® in the home buying process, and create good-will and positive PR opportunities to promote the REALTOR® image in the local community.

2. Please describe the history/evolution of the program:

In 2003, PWR established a non-profit Charity Foundation as a means to support community groups and housing opportunity programs within the local community. Since its inception, PWR REALTOR® members have contributed over $300,000 to the Charity Foundation and have provided volunteer and financial support to community service organizations, crisis groups and local housing issues. The "Opening Doors" program is the Charity Foundation's first major initiative. Our membership of over 15,000 REALTORS® understands that the housing affordability crisis in Orange and Los Angeles counties is a significant barrier to homeownership, and therefore created the "Opening Doors" program as a means to address this issue.

3. What are the benefits and who are the beneficiaries of the program?

In addition to providing desperately needed housing to low and moderate income families, the "Opening Doors" program creates a tool for PWR REALTOR® members to better serve their clients, and encourages the use of a REALTOR® in the home buying process. This program provides a platform for our PR and advertising agencies to create a consumer-based campaign throughout Southern California promoting REALTORS® as good neighbors who build strong communities. The beneficiaries of the program will not only be the first-time buyers, but also PWR REALTOR® members, the local housing market, the REALTOR® image as a result of the positive PR, and PWR/CAR will benefit as the supporters of this important program.

4. What is the significance of the program to REALTORS®? How will this program affect housing affordability in your community?

The "Opening Doors" program is significant to REALTORS® by serving as a demonstration of their total commitment to address the housing affordability crisis on a local basis. Further, the program creates value in PWR and CAR membership, and provides a platform for REALTORS® to positively counter the negative media coverage of the current market and the value of a real estate professional.

By providing down payment assistance, this program positively affects housing affordability by creating buyer equity, a lower monthly payment, a guaranteed market interest rate on a safe mortgage product, buyer education, and pride of home ownership and personal accomplishment. The program was structured to be partnered with other state, county and charitable programs, therefore closing the housing affordability gap and bringing the opportunity of homeownership to challenged buyers.

5. Who has overall responsibility for the program and, if different, who has day-to-day responsibility? How are these persons selected, and what are their qualifications?

The overall responsibility of the "Opening Doors" program falls to the PWR Charity Foundation Board of Directors, subject to approval by the PWR Board of Directors. The Charity Foundation Board is comprised of PWR REALTOR® and Affiliate members who have partnered and committed to serve and to give back to their community. The Charity Foundation Board members possess a strong real estate, finance, education, and fair lending background, in addition to an extensive non-profit management and fundraising experience. The day-to-day operation of the Charity Foundation and the "Opening Doors" program is the responsibility of PWR E.V.P. Jodi Werner who has 17 years of association management and non-profit administration experience.

6. What are appropriate measures of success of the program?

The success of the "Opening Doors" program will be measured by the number of families we have helped, the community attitudes we have changed, by the volunteers we have inspired, the partnerships we have established, and the legacy we have created for the success and continuation of the "Opening Doors" program in 2008 and into the future.

7. Do other programs provide the same or similar service? How does this program differ?

The "Opening Doors" program is unique in that it is designed to be "REALTOR®-centric". It is the only down payment assistance program that is actually funded, driven and governed by REALTORS®. While there are other down payment assistance programs available, the "Opening Doors" program specifically educates buyers on the value of working with a REALTOR®, and creates a tool for REALTORS® to better serve their clients while enhancing their image.

8. Will part or all of HAF's committed funds be recoverable? Yes XXX No XXX

If yes, please explain and provide estimate of recoverable funds.

Funds will be recoverable in the event the homeowner sells or transfers the property within 3 years of the purchase date. The recoverable funds will be returned to the "Opening Doors" program for redistribution to another family.

Program Budget

1. What is the budget for this program? If program has an indefinite term, what is the annual budget?

The annual budget is $215,000 for 2007. Our goal is to seek corporate sponsorships and fundraisers to grow the budget each year, thus helping additional families to become homeowners. See details in the attached business plan.

2. What percentage of the total program budget would be comprised of the C.A.R.H.A.F. funds requested?

The C.A.R.H.A.F contribution would comprise 46% of the total program budget for 2007.

3. Has the program received C.A.R.H.A.F. funds in the past? Please provide year(s) and amount(s):

No, PWR has not received any C.A.R.H.A.F. funds in the past.

4. How will C.A.R.H.A.F. funds be used among the following categories?

Category	Amount	Percentage
Admin/Overhead	_____$0_____	_____
Direct Services	_____$0_____	_____
Fundraising	_____$0_____	_____
TOTAL	_____$0____	_____

All of the funds contributed to the "Opening Doors" program from C.A.R.H.A.F. will go directly towards the homebuyers' down-payment.

Fundraising Strategy:

1. Please indicate specific sources/groups and amounts of revenue already raised for this program.

Sources/Groups	Amounts
PWR Members (2003-2006)	$225,000
Fundraisers (2003-2006)	$100,000

2. What sources/groups are targeted for additional funds and at what amounts?

Sources/Groups	Amounts
For 2007…	
PWR Members	$90,000
Corporate Sponsors	$25,000
(industry trade groups, Realtor Affinity Partners, Lenders, Affiliates, etc.)	

3. What fundraising techniques will be employed?

Our fundraising strategy will commence mid-year following the initial distribution of funds to homeowners. We have hired a PR firm that will assist in maximizing our media coverage of the program, both within the industry and with consumers. Many lending institutions are required to participate in community housing programs, and we believe we will have a compelling story to present to our sponsors. Sponsor packages will include advertising on the web site, promotion to PWR's membership of 15,000, and inclusion in our consumer direct advertising campaigns.

4. What role will consultants play in fundraising?

None, at this time. Fundraising will be executed via a cooperative effort between PWR staff and members of the Charity Foundation Board of Directors.

(A) **Will a percentage of the funds raised accrue to such firms? Yes ____ No _XX__**

If yes, what percentage? ____%

Not applicable.

5. What is your timeframe for fundraising and what is the timeframe for the program?

Fundraising for the "Opening Doors" program has been in place since 2003 when the Charity Foundation was established. PWR Members contribute to the Charity Foundation on an annual basis as an optional contribution in the dues billing. In 2006, approximately 50% of members contributed to the Foundation prior to the establishment of the "Opening Doors" program. We anticipate that the excitement about this program will boost our member contribution levels even higher. The program was announced to members in October. Our PR campaign to the industry, consumers and lender organizations begins in December. We anticipate accepting applications beginning February 1. Our corporate fundraising efforts will commence mid-year following the initial distribution of funds to homeowners so that we may include the families we've helped.

6. Have you successfully raised funds in the past for similar programs? Please explain:

The Charity Foundation has been successfully raising funds since its inception in 2003, both through the voluntary member contribution in the dues billing and through fundraising events. The intent of these fundraising efforts was to build a "war chest" to be used towards a major housing affordability initiative, such as the "Opening Doors" program. Both the Board of Directors and the PWR staff have extensive charitable fundraising within the REALTOR® community.

I promise to send a follow-up report to the C.A.R.H.A.F. Committee within 30 days after the contribution.

Signature: **Phil Schaefer, Association President**

Signature: **Nancy Gilmore, CEO, Association Executive**

C.A.R.H.A.F. Expenditure Guidelines

The following guidelines indicate the many ways in which C.A.R.H.A.F. funds may be used to advance the housing affordability interests of REALTORS® and REALTOR® organizations.

C.A.R.H.A.F. funds **CANNOT** be used for activities that directly or indirectly support or oppose a candidate for public office.

C.A.R.H.A.F. funds **SHALL NOT** be used to support or oppose the following: 1.) Ballot Measure Campaigns; 2.) REALTOR® Issue Mobilization Campaigns; 3.) Dues and Contributions to Coalitions; 4.) Receptions/Events/Conferences; 5.) Professional or Volunteer Advocacy; 6.) Advocacy and Policy Education; and/or 7.) Policy Research and Consulting Services. These functions are supported by IMPAC funds.

C.A.R.H.A.F. funds must be used for charitable purposes that supports C.A.R.H.A.F.'s mission to play an active role in addressing the ongoing housing affordability crisis facing our state by promoting homeownership and addressing housing affordability issues statewide. The term charitable is used in its generally accepted legal sense and includes, but is not limited to, relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening of neighborhood tensions; elimination of prejudice and discrimination; defense of human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

For specific information on C.A.RH.A.F. guidelines and procedures, contact C.A.R.H.A.F. staff: Monica Rodriguez (213) 739-8380 or email at: monicar@car.org.

C.A.R.H.A.F. Guiding Principles

The Committee agreed to base its decisions upon the following guiding principles:

- In general, all programs should require matching funds to leverage C.A.R.H.A.F. funds. This includes grants to local associations. For example, a local association could request funds from C.A.R.H.A.F. for a project, but it should be able to obtain matching funds from other entities such as lenders, government, non-profits or other housing advocates.
- Where possible, funds should be recoverable.
- A REALTOR® ‘s services should be encouraged in all home purchase transactions. This will require that REALTORS® become familiar with both the C.A.R.H.A.F. and the programs offered by C.A.R.H.A.F. partners.

Self-Help Project Guidelines:

At no time will HAF commit more than 50% of the remaining 25% total annual disbursement to Self Help projects (including Habitat for Humanity). Request for funds will not exceed the LESSER of: A) $50,000, or B) 10% of total existing funds. However, if a Regional approach with a majority of associations develops a large Habitat program, HAF may grant funds up to 10% of total existing funds. In addition, HAF may consider granting a larger sum with consent of the Board of Directors.

702 Town & Country Road
Orange, CA 92868
949.245.5500
www.pwr.net

PACIFIC WEST ASSOCIATION OF REALTORS®

CHARITY FOUNDATION

HELPING HANDS TO PROMOTE THE AMERICAN DREAM

"Opening Doors"
PWR First Time Buyer
Down Payment Assistance Program (DAP)

Business Plan

Mike DeLeon, President
Laura Patterson, Vice President

Rev. November 14, 2006

TABLE OF CONTENTS

Introduction 3

About the PWR Charity Foundation 3

Property Eligibility Requirements
- A. Eligible Single Family Units 3
- B. Property Location 4

Applicant Eligibility Requirements
- A. IRS Disclosures 4
- B. Funds 4
- C. Income Limit Determination 4
- D. Maximum Income Limits 4
- E. Applicant Credit Qualification 5
- F. Recapture Requirements 5
- G. First-Time Buyer Requirement 5
- H. Owner Occupancy 5
- I. Residency Requirement 6
- H. Media Consent 6

Application
- A. Acceptance Period 6
- B. Application Procedure 6
- C. Incomplete Applications 6

Approval
- A. Notification of Acceptance 6
- B. Notification of Non-Acceptance 7
- C. Approval Voucher 7
- D. Lender Good Faith Estimate 7
- E. Funding 7

Financial Analysis
- A. Funding 7
- B. Budget 7

Summary 8

Introduction

"Opening Doors" is the Pacific West Association of REALTORS® Charity Foundation's (PWRCF) First-Time Buyer Down Payment Assistance Program (DAP). The program was established as a means for the REALTOR® community to assist low to moderate income families in fulfilling the American dream of home ownership. In 2007, the "Opening Doors" program will attempt to assist up to 40 families by providing $5,000 to $15,000 in down payment funds per family towards the purchase of their first home. The program is a benefit not only to the community, but also to PWR REALTOR® members who may offer this program to their clients.

For the purposes of this outline, the following definitions will remain:

- "PWR" shall refer to the Pacific West Association of REALTORS®
- PWRCF shall refer to the Pacific West Association of REALTORS® Charity Foundation
- "Opening Doors" shall refer to the PWRCF Down Payment Assistance Program (DAP).
- "Applicant" shall refer to the individual(s) making application to the Opening Doors program.
- "PWR Underwriting Committee" shall refer to the team of lenders appointed by PWR or PWRCF to review and make funding recommendations.

About the PWR Charity Foundation

The PWR Charity Foundation is a non-profit charitable corporation established by the Pacific West Association of REALTORS® as a means to promote housing opportunities within the local community. Since its inception in 2003, PWR REALTOR® members have contributed over $250,000 to the Charity Foundation and provided volunteer and financial support to community service organizations, crisis groups and low-income housing programs.

Property Eligibility Requirements

A. **Eligible Single Family Units:** The following minimum standards and/or requirements (rules) shall apply for eligibility purposes. These rules may be modified by PWR or PWRCF as, in their sole discretion, they may deem necessary or advisable.

1. The total acquisition cost (price) of the property must be equal to or below the price limit for the county in which the property is located, under the applicable columns for Targeted or Non-Targeted Area as defined in the H.U.D. Homeownership Program Sales Price Limits, http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf.
2. Newly constructed homes that have not been previously occupied and existing resale real estate units of any design configuration are eligible. Condominium conversions and rehabilitated units are treated as resale homes because the units were previously occupied.
3. Only homes, including manufactured homes that are taxed as "real estate" and have permanent foundations, are eligible.
4. Each unit must meet the minimum eligibility requirements of the applicable mortgage insurer.
5. The property must be intended for single-family residential use only. Additional units, including guest houses, "Granny" units, "in-law" quarters, and/or separate units containing kitchen facilities, are not eligible for the DAP.
6. Any residential unit where more that 15% of the total area of the residence will be used for a trade or business and/or which qualifies the Applicant for a tax deduction for a business expense for business use of the residence under section 280A of the IRS code (or other applicable codes) is not eligible.
7. Lot size cannot exceed five (5) acres.
8. All units must be free and clear of al resale controls/restrictions and/or secondary financing unless previously approved by the PWR Underwriting Committee.
9. Defects/repairs identified by the appraiser and/or requirements specified by the appraiser on the appraisal report must be corrected. Neither PWR nor PWRCF, or its agents, shall be expected to verify these matters in any manner whatsoever.

10. All units must be complete with respect to construction or repairs, ready to occupy, meet health and safety standards of the locality, and meet all of the requirements of the mortgage insurer.
11. All applicants must be prepared to execute and must execute any waivers, disclaimers, or other documents required by PWR or PWRCF.

B. **Property Location** – Applicant must be purchasing a property located with the jurisdiction of PWR, as subject to change and generally defined as follows: Anaheim, Anaheim Hills, Brea, Buena Park, Cypress, Fullerton, Garden Grove, La Habra, La Habra Heights, La Mirada, La Palma, Lakewood, Long Beach, Los Alamitos, Norwalk, Orange, Pico Rivera, Placentia, Rossmoor, Santa Ana, Seal Beach, Signal Hill, Stanton, Tustin, Villa Park, Westminster, Whittier, and Yorba Linda and the County areas of Orange or Los Angeles Counties covered within PWR's jurisdiction as approved by the National Association of REALTORS®.

Applicant Eligibility Requirements

A. **IRS Disclosure** – PWR or PWRCF may be required to disclose information provided by Applicants to the IRS pursuant to the IRS reporting requirements under the Tax Act or other Federal law.

B. **Funds** - The Opening Doors program may fund $5,000 to a maximum of $15,000 per family towards the Applicant's down payment costs.

C. **Income Limit Determination -** The sources of income of the applicant(s) will be calculated and compared to the annual income against the most recent Program Bulletin income limits for the county under applicable family size and area.

D. **Maximum Income Limits -** The Applicant's annual family income may not exceed the maximum income limits based on Median Family Income Data published by the Department of Housing and Urban Development (HUD), http://www.calhfa.ca.gov/homeownership/limits/income/income-main.pdf, and may be lower than the maximum allowed under Federal tax law.

1. At the approval stage, PWRCF will recalculate the Applicant's income pursuant to guidelines outlined manual and examine it for eligibility purposes. These examinations will be conducted and decisions will be final.
2. Family Income Definition (document regarding current year to date documentation will be required as well as three years prior Federal income tax returns): "Family income" is defined as the annualized gross income of an applicant, mortgagor, and any other person who is expected to 1) reside full time in the residence being financed, 2) be vested of title, and 3) be obligated on the mortgage (or trust deed). When calculating annual income for eligibility purposes, PWR will not include income from other household family members who are not co-applicants, or the income from non-occupying co-signors. PWRCF calculates family income for program eligibility purposes only, and these calculations are not intended to reflect or replace the income calculations used by the lender or the mortgage insurer for loan qualification purposes. PWR's income-eligibility calculations are described below.
3. Gross Income Includes:
   a) Wages/Salaries/Commissions.
   b) Assets and Business Income, including but not limited to, interest, dividends, partnership income, trust fund income, net income from the operation of a business or profession or rental property.
   c) Human Assistance/Services and public assistance, including, but not limited to, social security, housing assistance, annuities, insurance policies, retirement funds, pensions, disability or death benefits, other similar types of periodic receipts, disability, worker's compensation, unemployment and severance pay.

d) Alimony/Child Support/Contributions including periodic allowances, separate maintenance payments, housing allowances, and regular contributions or gifts received from persons not residing in the dwelling, including child support payments for the benefit of the applicant's child or children.
e) Military income including regular pay, special pay and allowances.

E. **Applicant Credit Qualification –** Applicant must qualify under the underwriting credit standards of the Lender, PWR Underwriting Committee and/or the mortgage insurer. Applicants must have sufficient funds to satisfy any required down payment, closing costs, and necessary or required reserves and have sufficient income to meet the monthly mortgage payments as solely determined by the mortgage insurer and the PWR Underwriting Committee. In addition, any lien, judgment and/or collection account must be paid prior to the close of escrow.

1. Applicant contribution – A minimum of 1% of the sales price shall be applied to the applicant's down payment from applicant's own funds (no gifts are allowed to meet the minimum).
2. Maximum assets shall not exceed $25,000 excluding 401k funds.
3. Gift funds for down payment and costs are allowed after 1% minimum is met.
4. Minimum credit score of 620 for all applicants.
5. Full loan documentation required, including 3 years federal tax returns, 1 months pay check stubs, 2 months bank statements, driver's license, and proof of residency.
6. Acceptable lending institutions include banks and savings and loans. Loan Brokers/Wholesale lenders not permitted.
7. Lenders rates, terms and fees to be deemed reasonable within industry trends and standards.
8. Loan terms will include fixed rates only for a period of not less than 5 years. No adjustable rate loans or programs with prepayment penalties or negative amortization.
9. Opening Doors funds to be applied to down payment only.
10. Seller credit allowed for payment of applicants closing costs.
11. Applicant must participate in a buyer education program as defined by the PWR Underwriting Committee.
12. Applicant must be referred by active PWR REALTOR® member who has contributed to the PWR Charity Foundation.
13. Applicant must purchase a property located in a city within PWR's jurisdiction, as defined under Property Requirements, Section B.

These rules may be amended from time to time at the sole discretion of PWR or PWRCF.

F. **Recapture Requirements** - Program participants selling or transferring the subject property or any portion of it, within 36 months of purchase (as defined as the recording date) are subject to a 100% recapture of the original funds obtained from the PWR DAP. Applicants will be required to sign an agreement to be recorded at the time of purchase reflecting this condition.

G. **First Time Buyer Requirement**

1. Determination of First-Time Buyer Status – Tax Law defines a first-time homebuyer as a person who has not had an ownership interest in any principal residence (a home in which they lived) during the three-year period prior to the execution of the mortgage loan. An exception would be an applicant who was displaced due to a natural disaster, as determined by FEMA. PWRCF may, from time to time, amend this definition.
2. In addition true, correct and complete signed copies of the Applicant's Federal income tax returns as filed with the IRS (or IRS printouts of complete tax returns) for the immediate three years or an affidavit of non-filing in addition to Applicant's landlord, and rental receipts with rental receipts with rental agreements for the years in question and signed IRS Form 4506.

H. **Owner-Occupancy –** Applicants seeking funds from the Opening Doors program must occupy the financed residence as their principal residents within 60 days of closing (as defined above),

and continuously thereafter, for the term of the loan or until the property is sold. Investor loans are prohibited. Upon discovery that the property is leased, rented or gifted by the Applicant without PWR's or PWRCF's prior written approval the agency will require the lender to notify the Applicant immediately to correct the situation. Failure on the part of the Applicant to re-occupy the property may result in a declaration of a non-monetary default.

I. **Residency Requirement -** PWR or PWRCF will require that all applicants be either a United States citizen or national of the United States, or a qualified alien as defined by the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Qualified aliens are defined below. The PWR Underwriting Committee will review and verify the supporting documents, but may rely on any documents submitted as truthful.

1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA).
2. An alien who is granted asylum under Section 208 of the INA
3. A refugee admitted to the United States under Section 207 on the INA.
4. An alien paroled into the United States under Section 212d(5) of the INA for a period of at least one year.
5. An alien who is granted conditional entry under section 243(h) of the INA or Section 241 (b)(3).
6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1980.
7. An alien who is a Cuban or Haitian entrant.

J. **Media Consent** - Applicant gives consent to be interviewed by members of the media relative to their experience with the PWR Charity Foundation Opening Doors program.

Application

A. **Acceptance Period -** Applications for Opening Doors program funds will be accepted as determined by PWRCF based upon the availability of funds, PWRCF analysis, and PWRCF rules and policies. The Opening Doors program shall be subject to suspension at any time as determined by PWR or PWRCF depending upon funding levels or other considerations as determined by PWR or PWRCF. PWR REALTOR® members shall be noticed of the availability of funds and application acceptance periods in Association communications and on PWR's website (www.pwr.net).

B. **Application Procedure** - Applications for the Opening Doors program will be available on the PWR website (www.pwr.net), or at the PWR office. The Opening Doors Application and Requirements document will generally specify buyer and property requirements, and the required documentation that must accompany the application. In order to attempt to preserve the confidentiality of Applicant information, completed Opening Doors Applications shall be hand-delivered to PWR at 702 Town & Country Road, Orange, CA, 92868 or at locations designated by PWR or PRWCF. (See www.pwr.net for current directions.)

C. **Incomplete Applications** – Applications received by PWRCF that are not complete or that to do not include all the required documentation will be returned, generally within ten (10) days of receipt, to the PWR REALTOR® member for completion and re-application.

Approval

A. **Notification of Acceptance** – Applicants will generally be notified by PWRCF of acceptance or denial within twenty-one (21) days of receipt of the completed application by PWRCF.

B. **Notification of Non-Acceptance** - If the Applicant is denied, PWR will generally endeavor to notify the PWR REALTOR® and the Applicant within twenty-one (21) days from the receipt of the application by PWRCF. The Applicant may be informed of the reason for denial and shall be eligible for re-application should circumstances leading to denial change.

C. **Approval Voucher** – Upon approval, PWRCF will issue the Applicant an Approval Voucher valid for the period stated on the Voucher, verifying program acceptance and confirmation of the funds.

D. **Lender Good Faith Estimate –** Upon approval, PWRCF shall request that the lender submit a Good Faith Estimate and a copy of the note. Applicant shall authorize delivery as requested.

E. **Funding -** Funds from the Opening Doors program shall be disbursed to title during the closing procedures.

Financial Analysis

A. **Funding** - The PWR Opening Doors program will be funded by the PWR Charity Foundation as determined on an annual basis by the PWR Charity Foundation Board of Directors. Charity Foundation Funds are generally raised in the following manner:

1. Member contributions in Dues Billing – PWR REALTOR and Affiliate members may include a voluntary contribution to the PWR Charity Foundation in their annual dues billing statement. This amount is $10 for 2006 and will increase to $15 for 2007.
2. Corporate Sponsorships – The PWR Charity Foundation solicits and receives contributions from corporations and Affiliate member sponsors who share a common goal to promote home ownership.
3. Fundraisers – The PWR Charity Foundation organizes various fundraising events throughout the year that are attended by PWR members.
4. Other lawful methods as developed from time to time by the PWRCF Board of Directors or Volunteers.

B. **Budget** – The PWR Charity Foundation budget for 2007 is estimated as follows:

PWR Charity Foundation "Opening Doors" DAP 2007 Budget		
Income		
Member Contributions-2007 Dues Renewal	$90,000	
Sponsors	$25,000	
CARHAF Contribution	$100,000	
		$215,000
Expense		
Opening Doors Program		
40 families @ $5,000	$200,000	
Marketing	$5,000	
		$205,000
Ending Fund Balance		$10,000

Summary

The Opening Doors program is a unique opportunity for local REALTORS® to make a difference in the communities they serve, and in the lives of the families that will achieve their dreams of home ownership.

PACIFIC WEST ASSOCIATION OF REALTORS®
Board of Directors Meeting
August 31, 2006

A

PRESENT Phil Schaefer (8), Bill Nelson (8), Patti Theaker (8), Mary Ebersole (8), James Figueroa (7), Diane Gantt (7), Cheri Kelley (7), Rich Cosner (4), Geoff McIntosh (7), Christine Norris (8), Terry Robertson (8), Dale White (7)

ABSENT Scott Brady (4), Sandy DeAngelis (6), Cindy Tittle (5)

GUEST John Reynolds

STAFF Nancy Gilmore, Jodi Werner, Phil Hawkins, Barbara Goldberg, Mark Epstein, Spencer Thompson, Iryn Agabon

CALL TO ORDER

The meeting was called to order by President P. Schaefer at 10:00am at the PWR Office.

CONSENT CALENDAR

It was Moved, Seconded and CARRIED to approve the Consent Calendar.

GENERAL

Finance Committee

P. Theaker presented the July 2006 Financials Performance. Total revenue is up 3% over 2005, largely due to continuing Supra Boxes seals, an increase of 46%. Members including affiliates are up 13% over last year. MLO's have increased 6% over 2005, which includes Office Assistants and Clericals. The investment portfolio YTD return is 3.5%.

It was Moved, Seconded and CARRIED to approve the 2006 July Financials as presented.

President's Report

President P. Schaefer announced that Wanda Alley is moving out of the area and has resigned from all her appointments.

- **Motion to approve the appointment of Hamid Kharrat to fill Wanda Alley's position as CAR Director for the remainder of 2006.**

- **Motion to approve the appointment of Joyce Leonard to fill Wanda Alley's position as NAR Director for the remainder of 2006.**

GENERAL (cont.)

President's Report (cont.)

- **Motion to approve the appointment of Patti Theaker to fill Wanda Alley's position as SoCal MLS Director for the remainder of 2006.**

- **Motion to approve the appointment of Tom Levitt and Graham Reid as PWR's representative to the Socal MLS Committee.**

- **It was Moved, Seconded and CARRIED that Jeanne Salazar and Mary Wells be appointed to serve on the MLS Committee to December 31, 2006.**

- **It was Moved, Seconded and CARRIED that Pacific West AOR induct Wanda Alley as the first Honorary Member For Life. (UNANIMOUSLY)**

President- Elect's Report

B. Nelson announced the following appointments:

- **Motion to approve that Hamid Kharrat fill Wanda Alley's position as 2007 CAR Director.**

- **Motion to approve that Joyce Leonard fill Wanda Alley's position as 2007 NAR Director.**

- **Motion to approve the appointment of Terry Robertson as a 2007 NAR Director.**

- **Motion to approve the appointments of Patti Theaker as 2007 SoCal MLS Director and Tom Levitt as the alternate.**

- **Motion to approve the appointments of the following REALTOR® Members to the 2007 Budget & Finance Committee; Cheri Kelley – Chairman (1 year - term), Patti Theaker – Immediate Past Chair (1 year - term), Alina Adams (1st year of a 3 - year term), Mike Deleon (3rd year of a 3 year term), Allan Gantt (2nd year of a 3 - year term), Gary Masciel (3rd year of a 3-year term), Geoff McIntosh (2nd year of a 3-year term), Terry Robertson (1 year term as President-elect), Bob Landgraf (1st year of a 3-year term), Douglas Cale (2nd year of a 3-year term), Don Lehman (3rd year of a 3-year term). (UNANIMOUSLY)**

PACIFIC WEST ASSOCIATION OF REALTORS®
Board of Directors Meeting
August 31, 2006

GENERAL (cont.)

CEO Report — N. Gilmore gave an update on the following:

Save the dates:

- Thursday, Dec. 21st, 11:00am @ the Club House Restaurant, Costa Mesa – BOD Meeting;
- Thursday, Nov. 30, 6:30pm, Orange Hill Restaurant – Bill Nelson's Installation.

- The Management Agreement with Tri-Counties AOR was discussed.

  Motion to renew the management agreement with Tri-Counties Association of REALTORS®.

- Marin County Resolution was also discussed.

  It was Moved, Seconded and CARRIED to support the resolution.

- She also reported about the A/E Meeting she attended in Beaver Creek, CO and added that everyone feels that the focus should be on the brokers and to keep them informed at all times.

Government Affairs — P. Hawkins invited everyone to the upcoming Broker/Manager Reception at PWR Office on Wednesday, October 4th, 5:30p – 7:30p.

- The State of California is considering re-opening Fred C. Nelles Correctional Facility. This youth jail has been closed for 4 years now and the City of Whittier would really like to build retail and housing in the area. The State of California has suggested that if they re-open the jail it may be for youth or adults. The City is campaign to stop the State and has asked for Realtor help.

  Motion to support the City of Whittier to stop the State of California for re-opening Fred C. Nelles Correctional Facility.

- North Tustin – The County of Orange has been picking up open house signs in the North Tustin area. President Elect Bill Nelson along with a few other Realtors will be meeting with the County Officials to discuss the County's sign ordinance on Sept. 15th

PACIFIC WEST ASSOCIATION OF REALTORS®
Board of Directors Meeting
August 31, 2006

GENERAL (cont.)
Government Affairs

- C.A.R. has taken an oppose position on Prop 88 & 90

Charity Foundation

J. Werner discussed the First -Time Buyer Down Payment Assistance Program. The program is funded by PWR's Charity Foundation and was established as means for the REALTOR® community to assist low to moderate income families in fulfilling the American dream of home ownership.

It was Moved, Seconded and CARRIED that the PWR Charity Foundation "Opening Doors" First Time Buyer Down Payment Assistance Program be approved in concept, subject to legal review.

Next Meeting **Thursday, September 21, 2006, 10:30am**

Executive Session

Nancy Gilmore, CEO

Iryn Agabon, Executive Assistant

PWR *Opening doors.*℠

CHARITY FOUNDATION

REALTOR®

First-Time Buyer Down Payment Assistance Program

***PWR** is helping local families achieve the dream of home ownership by providing up to $15,000 in down payment assistance. Qualified applicants must be represented by a PWR REALTOR® member and meet other qualifications.*

Program details will be posted on www.pwr.net in December.

REALTORS®!! Be sure to include your tax-deductible contribution of $15 to the PWR Charity Foundation in your 2007 dues payment in support of PWR's housing programs.

PWR
PACIFIC WEST ASSOCIATION OF REALTORS®
CHARITY FOUNDATION
HELPING HANDS TO PROMOTE THE AMERICAN DREAM

Tax ID# 03-0511248

Pacific West Association of REALTORS®, 702 Town & Country Road, Orange, CA 92868
714-245-5500 · www.pwr.net