

**EL DORADO COUNTY ASSOCIATION OF REALTORS® TOP ACHIEVERS CLUB**

**EL DORADO COUNTY ASSOCIATION OF REALTORS®  
“TOP ACHIEVERS CLUB”  
STANDING RULES**

October 23, 1990 UPDATED November 1995, November 5, 1997, November 1998, February 4, 1999, January 19, 2001, November 14, 2002, November 3, 2004, November 03, 2005, October 19, 2006, October 25, 2007, August 11, 2008, September 1, 2010, November 2011, November 2012, November 2013, November 2014, November 2015, November 2016, November 2017, November 2018, November 2019, November 2020

**PURPOSE**

To recognize the TOP REALTORS® that have achieved a minimum of \$3 million dollars in closed escrows during the prior calendar year, with a minimum of 10 separate transactions, or 15 closed ends of escrows!!!

**ELIGIBILITY**

The applicant must be a licensed Real Estate Agent or Broker, and a member in “good standing” with the El Dorado County Association of REALTORS®. (A member in good standing is one, who has been accepted into the Club for the current year, paid their EDCAR dues and any Life member who has paid their EDCAR dues).

**PLEASE NOTE: 70% OF TRANSACTIONS SUBMITTED MUST BE PROPERTIES LOCATED IN AMADOR, EL DORADO, PLACER OR SACRAMENTO COUNTIES.**

**CRITERIA FOR APPROVAL**

Applicant must submit in writing the “closed escrows” in which he/she has been either the listing or selling Agent/Broker, or both. Applicant will only be given 200% credit of the sales price if they have represented both the buyer and the seller of the closed escrow. (Exception: See page 3, Builder Contracts & FSBO’s). Applicant will only be given credit for 100% of a transaction if they represent only a buyer or only a seller in a single transaction.

If the applicant shared in the listing end or the selling end of the transaction with another Agent, he/she can only take credit for the portion that the applicant actually completed. (Example: Applicant shared listing end with Agent A and Agent B sold the property, the applicant can only take credit as follows: 100% list divided in half or 50% of the sales price. If more than two agents were involved then the appropriate percentage would apply). **NO CREDIT IS GIVEN FOR “REFERRALS”**, only sales, based on the percentage of the total transaction. (If a referral is paid, the Agent receiving the referral fee will not receive any credit towards an end). All agents’ signatures must appear on the listing agreement and sales agreement. The listing agreement and sales agreement to be

on file and available if requested by the Top Achievers committee for qualification and all agents names must appear on the MLS printout or in remarks section of the MLS printout.

The applicants must submit the following enclosed Real Estate Transaction Summary where he/she has received a commission and represented either the buyer or seller, or both, of the transaction.

- |                       |                                     |
|-----------------------|-------------------------------------|
| A. Resale Residential | E. Commercial Sales                 |
| B. New Residential    | F. Income Property Sales            |
| C. Land               | G. Exchange of Real Property        |
| D. Ranch Sales        | H. Leases of Residential/Commercial |

To be counted, a closed escrow must be recorded during the calendar year. (Both MLS and Non-MLS sales will be counted.) Applicant may submit transactions where he/she was a principal to the transaction, as long as there was a commission involved. 100% of the actual sales price shown in escrow will be the amount counted toward an end. EXCEPTION: If an applicant is involved in a transaction where no commission is involved (i.e. such as a relative or for their own account) a written statement from the broker must accompany the application verifying their participation in the transaction, and a copy of the agency disclosure form must also be attached showing who they represented.

REALTORS® and non-resident Broker members do not receive credit for listing and sales of the associated licensed personnel. They receive listing and selling credit only for their own individual transactions.

**Exchanges:** The dollar volume credit for the listing and selling shall be determined by adding together the transaction prices, as established in escrow, of all listed properties and dividing the total by the Association members participating, unless commissions earned by the Association members participating are not equal, then credit will be given to the individual's share thereof.

**Leases:** Credit will be given during the calendar year in which commission is earned. The dollar amount of credit is based on the amount of commission paid for that calendar year. (Example: \$2 million 5 year lease with total commission paid up front, full credit should be given. If partial commission is paid over the term of the lease, only partial credit will be given). Leases can only be counted toward an agent's \$3 Million dollar volume and cannot be counted if qualifying by "ends of escrows". Applicant must complete the Lease Verification Form and be prepared to supply supporting documents if requested by the Top Achievers Board.

**Newly Developed Subdivision:** Credit will be given only as one-half of one end of escrow, if listed by the developer without cooperation with other Broker/Agents. Credit is counted on the sales price at close of escrow, not including bonds.

**Production Homes:** Sales of new production homes DO NOT qualify. An Agent is deemed to have earned a referral fee by not being responsible for writing the contract and not being held liable for its errors and omissions.

**Agents Who Are Partners:** Agents who are partners with same last name and first name initial must have full name distinction on MLS closed sale print out.

**Builder Contract:** When the direct contracts are consummated by an Agent, both ends shall count based on the contract price (provided commission earned is verified by original residential purchase agreement and a copy of Agency Relationship.) The home must be finalized in the year credit is applied for.

**FSBO:** If an Agent sells a property not listed, they will receive 200% of sales price if the seller is not an active MLS Participant or Broker, (Provide dual agency verification by Agency Disclosure and a Residential Purchase Agreement with the Broker Verification Form).

### **PREPARATION OF APPLICATION**

- A) Applicants will fill out individual application form, Master's Club Report for TA Qualifying (see attached instructions), business card, which verifies you as the agent in the transaction. Application MUST be signed by your manager!
- B) The Non-MLS listing form must be filled out for any transactions that were not in MLS and must be signed by the Broker. A copy of the Agency Disclosure Statement, Confirmation of Agency and Final Closing Statement must be submitted with application.
- C) All applicants must submit applications with payment (cc or check) covering annual dues & cost of plaque.
- D) All Checks are to be made out to EDCAR Top Achievers.

### **DEADLINE FOR APPLICATIONS**

Applications will be accepted any time after December 1<sup>st</sup> of any given year at the El Dorado County Association of REALTORS® office. The final deadline for submitting is as specified on application cover sheet. The steering committee will verify applications. Any application received after the due date will be reviewed by the Top Achiever Governing Board and may not be approved or, if approved, a \$200.00 late fee will be imposed. Ratification of approval will be at the February meeting of the Governing Board. Notification shall be mailed to the applicants no later than January 31<sup>st</sup>.

### **VERIFICATION OF APPLICATION**

All deposit receipts, lease agreements and rental agreements must be available for verification upon request of the Top Achievers Club Governing Board. Failure to furnish records for verification will cause applicant to be disqualified from further participation in the Top Achievers Club.

## **APPEAL**

In the event a member has been disqualified, the Agent will have the right to appeal the action before the Association Directors. The Top Achievers Club will present information and a recommendation to the Association.

## **LIFE MEMBERSHIP**

An accepted applicant who qualified for the Top Achievers Club either 3 consecutive years or 3 out of any 5 consecutive years will be eligible for Life Membership and a gold plaque or gold plate will be available. New Life Members and Continuing Life Members must qualify yearly and pay dues of \$150.00 plus the cost of their plaque to receive media coverage. (Cost established yearly.)

**Continuing Life Members:** Members who have reached the Life Membership status and again attain \$3 Million dollars in net sales and qualify for the Top Achievers Club, and pay dues. (Plaque optional).

**Sustaining Life Members:** Life Members who do not achieve \$3 million dollars in net sales but wish to participate in all events and continue in the club, shall pay dues and be allowed use of the Top Achievers Club logo on business cards and stationery. (However, cannot receive a plaque or year designation).

## **ANNUAL AWARDS**

**First Year:** Qualified applicants will receive a gold pin. Plaques will be available each year (or year achieved added after 1<sup>st</sup> year) with the Club's gold emblem.

**LIFE MEMBER:** A gold plaque or gold plate is available if achieved in 3 consecutive years or achieved in 3 out of 5 consecutive years. For interim years, a year designation can be added to first year plaque.

**FIVE CONSECUTIVE YEARS AS A LIFETIME MEMBER:** 5 year plaque is available.

**TEN CONSECUTIVE YEARS AS A LIFETIME MEMBER:** 10 year plaque is available.

**FIFTEEN CONSECUTIVE YEARS AS A LIFETIME MEMBER :** 15-year plaque is available.

**TWENTY CONSECUTIVE YEARS AS A LIFETIME MEMBER:** A special plaque is available.

**TWENTY-FIVE CONSECUTIVE YEARS AS A LIFETIME MEMBER:** A special plaque is available.

## **MEDIA COVERAGE**

The Top Achievers Committee will arrange Media Coverage for all qualified applicants. Members are asked to submit a wallet size picture.

**ANNUAL DUES**

Yearly winners and “first time” Life Members will be expected to pay \$150.00 dues, plus the cost of their plaques (if desired). Life Members Dues - \$150.00/year. (A Life Member who does not apply for active status with current \$3 Million dollar sales volume may always rejoin the club by simply paying their dues before the January deadline).

**ELECTION OF OFFICERS**

The Top Achievers Club Governing Board shall be made up of a maximum of thirteen (13) members to be elected by the Top Achievers Club Membership during February of every year. No more than three members shall be associated from any one individual office.

The Governing Board shall be comprised of the following:

<b><u>Executive Committee:</u></b>	President	Vice President
	Secretary	Treasurer

**Steering Committee:** Eight members

**OFFICERS:** The current Top Achievers Club Governing Board shall place nominees for each of the offices of President, Vice-President, Secretary and Treasurer on the Ballot Form for election by the Top Achievers Club Membership. The nominee or nominees they select for President must have been a Past Officer, or a Steering Committee member.

**STEERING COMMITTEE:** The Top Achievers Club Membership shall place names for vacancies of the existing committee on the Ballot Form provided from a list of current active members. Those nominees receiving the most votes will fill the Steering Committee vacancies. The Steering Committee will also review and screen applicants for membership each year. Two or more members are to be Lifetime Members of the Top Achievers Club.

**USE OF LOGO:**

A Top Achievers Club Member “in good standing” may use the Top Achievers Club Logo on their personal business cards and stationery. The Top Achievers Club Logo will be used only by Life Members, and members who have been accepted for membership **for the prior year**. (The logo will not be used by the member, if the member did not qualify for the club during the prior year, excluding **paid up** Life Members.)

**CLUB SPONSORED FUNCTIONS:**

There will be an Annual Awards Banquet where recognition will be given for the past year, and plaques will be distributed to members who paid for them.

Adopted: October 23, 1990

Updated: 11/95, 11/97, 11/98, 2/99, 1/01, 11/02, 11/04, 11/05, 10/06, 10/07, 08/08, 09/10, 11/11, 11/12, 11/13, 11/14, 11/15, 11/16, 11/17, 11/18, 11/19, 11/20