

Hi Jonathan and Marilyn,

In an effort to keep you informed on market activity, I have attached the report for all activity on lots located in Severance, Loveland, Windsor and Fort Collins between \$100,000-160,000 from 2-10 acres since we went back on the market January 2nd. You will notice there have been 9 lot closings. 39935 Hilltop Cir that sold was listed at \$140,000 and sold for \$135,000. Also, 39887 Ridge Park Dr sold for \$150,000, which was one of Marv's lots. It was driven as a presale for Baessler Homes. We are currently competing against 47 lots on the market. Of the 47 lots, 3 are under contract. One of those under contract is 39226 Scenic View Ct in Belmont Farms and is listed at \$110,000.00 and has been on the market since 2008. Let me know if you have any questions. Thanks, Dave

"Defining Excellence One Customer at a Time"

David T. Muth, CRS, CSP, EcoBroker, CDPE

The Group, Inc. Real Estate

800-571-1024 Toll Free

970-481-5963 Cell

www.muthrealestate.com

2014 Goals and Business Plan

2011 Business Results

Budgeted GCI=	\$
Actual GCI=	\$
Average Sales Price=	\$
Total Volume=	\$
Total Sides=	\$

2012 Business Results

Budget GCI=	\$
Actual GCI=	\$
Average Sales Price=	\$
Average Sales Price=	\$
Total Sides=	56
Total Buyers=	26
Total Sellers=	30

2013 Business Results

Budget GCI=	\$
Actual GCI =	\$
Average Sales Price=	\$
Average Sales Price=	\$
Total Sides=	83
Total Buyers=	28
Total Sellers=	55

2014 Business Goals

Budget GCI =	\$
Average Sales Price =	\$
Average Sales Price =	\$
Total Volume =	\$
Total Sides =	80

Goals to Implement:

1. Increase Realtor Email Database (Realtors we do business with)
2. Communication! (Implement Contact Info/Bullet Point for ALL Sellers)
3. Attend more business and social engagements/networking (min 1 per month)
4. Increase volunteering and golf hours
5. Focus on "Hot List"/Organize through Weekly Call List and monthly meeting
6. Gear up to reinstate Holiday Party
7. Be in FLOW!
8. Tiffany does 1 open house a month
9. Tiffany attend listing appointments/contract signing when time permits
10. Ptarmigan Postcard of Homes Sold in 2013
11. Dave to include "Snapshot" of the market within Quarterly Stats
12. Send out "Thank You" Letters to OB's after successful closing
13. Order Pre-Inspections
14. Order Home Warranty

Client Auto- Flow Projects and Dates:

1. January: Annual Client Letter
2. February: Year End Stats
3. March: Annual Appreciation Charts
4. April: 1st Qtr Stats
5. May: Insider
6. June: Updated Demographics
7. July: 2nd Qtr Stats
8. August: Dave's Mid Year Update
9. September: Announcement of Holiday Party "Save the Date"
10. October: 3rd Qtr Stats
11. November: Party Invite
12. December: Christmas Cards

Closing Checklist

- _____ Give Buyer Utility Info
- _____ Coordinate Closing Time
- _____ Home Warranty
- _____ Schedule Walk Thru (check ahead of time)
- _____ Review Figures
 - _____ -Send Payoff to Seller
 - _____ -HUD & Settlement Sheet
 - _____ -Deed
- _____ Closing Gift & Card for Buyer/Seller
- _____ Schedule Post-Closing Follow Up Call in ACT
 - _____ Buyers - 2 day – any surprises?
 - _____ 2 weeks – have you met your neighbors, everything going well?
 - _____ 3 months – how is the house working for you?
 - _____ Sellers – (7 day, 30 day)
- _____ Schedule Home Anniversary in ACT (Recurring) – Add year it closed
- _____ Update Client List
- _____ Update Insider List and Email Ina to update Starship Insider List
- _____ Update ACT
- _____ Update Word Document (2014 Closings)
- _____ Put File Together- in drawer with brochures
- _____ ORDER “Just Sold” POSTCARDS and MAKE LABELS (Ashley Grisel – Mkt)
- _____ Remove from Book of Listings & Brochure Box List
- _____ Print Thank You Letter to OB
- _____ Check MLS-Sold
- _____ Move Email Folder
- _____ Remove Listing Expiration from Outlook
- _____ Key & Garage Door Openers
- _____ Record Bonus
- _____ Add OB to Realtor list in Outlook
- _____ If our listing - Email Robyn Young and let her know property has closed

Contract Dates & Deadlines

7290 Tamarisk Dr.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Title, Off-Record Title, Association Documents	14
15	16 Title Objection, Off-Record Title Objection, Association Documents Objection	17	18 Title Resolution, Inspection Objection	19	20	21
22	23 Survey, Inspection Resolution, Property Insurance Objection	24 Survey Objection	25 Survey Resolution	26 Appraisal	27 Appraisal Objection	28
29	30	1	2 Loan Objection	3	4	5
6	7	8	9 CLOSING	10	11	12

June – July 2014

Dave Muth Assistant

Daily

- Check email, voicemail, calendar and box
- Print Dave's Hotsheet
- Showings
 - Email Seller Feedback, Email Agent Feedback Request
 - 7 Day "Maybe" Follow-up
- Current Business (*Under Contract, New Listings, Closings, New Buyer, Price Change/Withdrawn, Inspection Items, Contracts, CMA's, Etc...*)

Weekly

- **Monday**
 - Mail RE Weekly & Source Ads (Monthly)
 - Schedule Open Houses for upcoming weekend (if any)
- **Tuesday**
 - Email RE Weekly Ad Materials
 - Personal Listings x2
 - Highpointe Estates/Belmont Farms/Waterford Hill
 - Sales Meeting @ 8:00am
 - Meeting with Dave @ 9:30am
- **Wednesday**
 - Fill Brochure Boxes
- **Thursday**
 - Order Brochures
 - Real Estate Website Stats
- **Friday**
 - Email Showing Graphs
 - Weekly Call List

Monthly

- Marketing Calendars
- Insiders/Insider Counts
- Income/Expenses
- FLOW!
- 30 Day Reviews
- Email Blast

Quarterly

- Update Market Statistics in (4) Pre-listing Books (February, April, July, October)

Yearly

- Business Planning (Revise Hotlist, Year End Income/Expenses)
- Annual Client Letter
- Update Closings on Website
- New Calendar for Dave
- Update (4) Pre-Listing Books

EXCELLENCE

Excellence is never an accident. It is achieved only as a result of an unrelenting and vigorous insistence on the highest standards of performance. It requires an unswerving expectancy of quality from everyone.

Excellence is contagious. It infects and affects everyone. It charts the direction of a program. It establishes the criteria for planning. It provides zest and vitality. Once achieved, excellence has a talent for permeating every aspect of life.

Excellence demands commitment and a tenacious dedication. Once it is accepted and expected, it must be nourished and continually reviewed and renewed. It is a never-ending process of learning and growing. It requires a spirit of motivation and boundless energy. It is always the result of a creatively conceived and precisely planned effort.

Excellence inspires; it electrifies. It potentializes every phase of life. It unleashes an impact which influences every program, every activity, every person. To instill it is difficult; to sustain it, even more so. It demands imagination and vigor. But most of all, it requires a constant state of self-discovery and discipline.

Excellence is one's life-line. It is the most compelling answer to apathy and inertia. It energizes a stimulating and pulsating force. Once it becomes the expected standard of performance, it develops a fiercely driving and motivating philosophy of operation. Excellence is a state of mind put into action. It is a road-map to success. When a climate of excellence exists, all things come easier.

Excellence is important because it is everything.

Explanation of Marketing Calendar

Fill Brochure Boxes-

Every Wednesday, we will check the brochure box at your home to ensure it is adequately stocked for the coming weekend.

Email Showing Graphs-

Every Friday, we will compile graphs showing the number of total showings for the week in comparison to the previous year as well as the previous 5 year average. These graphs will be emailed to you.

Broker to Broker Calls-

Once a month, we will call Brokers that have been showing property in your homes price range to see if your home would be something they would like to show their Buyer.

Pitch at Meeting-

When your home is new to the market or has been modified from the original terms (i.e. price change, etc.) we will pitch your home at our weekly sales meeting for the entire company.

Source Ad/Mail Source Ad-

The Group puts together a full color publication featuring company listings that is printed once a month. When your home is featured in The Source, we will mail you a copy of the advertisement.

Real Estate Weekly Ad/Mail RE Weekly Ad-

Once a month, your home will be featured in the Real Estate Weekly. This is an insert in the Coloradoan, Windsor Beacon and Loveland Connection newspapers. We will mail you a copy of the advertisement when your home is featured.

Email Blast-

Once a month, we will send a mass email to all Partners at The Group, Inc as well as top producing Agents from other companies advertising your property. We will cc you on this email.

Website Stats-

Once a month we will mail you the statistics of how many people have viewed your virtual tour, new visitors to your home's site, etc.

30 Day Review-

On the last Friday of the month, we will put together a market update including recent sales and other properties listed in your neighborhood and discuss this information with you. We can then reevaluate our position on getting your home sold and adjust as necessary.

Listing Review-

Once a month, we will go through all of the details of your listing including all marketing to make sure everything is accurate and current (i.e. summer pictures vs. winter pictures, etc.), as well as make changes to "freshen up" your listing.

May 2014 – 5752 Nicklaus Drive

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Real Estate Weekly Ad
4	5 Mail RE Weekly Ad	6	7 Fill Brochure Box	8 Email Real Estate Website Stats	9 Email Showing Graphs	10
11	12	13	14 Fill Brochure Box 30 Day Review	15	16 Email Showing Graphs	17 Real Estate Weekly Ad
18	19 Mail RE Weekly Ad	20	21 Fill Brochure Box	22	23 Email Showing Graphs Listing Reviews	24
25	26	27	28 Fill Brochure Box Email Blast	29	30 Email Showing Graphs Broker to Broker Calls	31

Brought to You Exclusively by The Muth Team - Dave Muth 970-481-5963 Camie Trlica 970-377-4953

New Buyer Checklist

- _____ Relo Packet
- _____ Gift Basket (if out of town Buyer)
- _____ Put File Together/ Label
- _____ Add Client to Insider List
- _____ Update Client List
- _____ Update ACT
-Calls (6mos)
- _____ Set up Auto Email in IRES
- _____ Add Folder to Email
- _____ Pre-Qual Letter (Lender Contact)

New Listing Checklist

- ___ Put file together/label
- ___ Print MLS sheet and tax record
- ___ CMA
- ___ PPSF chart
- ___ CMA booklet
- ___ Compile Listing Package (Staple)
 - Listing Contract
 - Seller's Property Disclosure (Make sure to fill out Source of Water section!!!)
 - Sq Ft Disclosure
 - Closing Instructions
 - Occupancy Disclosure (Fort Collins)
 - Source of Water (*Only if Seller Property Disclosure isn't being filled out*)
 - ABA
 - Lender Info Request
 - HOA Info Request
 - Utility Info Request
 - Lead Based Paint Disclosure (Built before 1978)
 - Source of Business
 - Key Holder
 - Client Information/Bullet Point
- ___ Realtor Completion Checklist
- ___ IRES Input Form (Email completed form to Robyn/Nicole @ Grafic Studios)
- ___ Take a copy and give file to Ina (Include Copy of CMA)
- ___ Add Client to Insider list (if not already on it)
- ___ Update Current Client List
- ___ Add Sellers to Email Distribution List in Outlook
- ___ Add dates to Outlook (Tour & Listing Expiration)
- ___ Email blast to TGI and top realtors and cc Sellers
- ___ Type up Feature Page and upload into MLS
- ___ New Listing Letter
- ___ Order Pre-Inspection (if applicable)
- ___ Order Measurements from Drew Seaser
- ___ When we receive the measurements from Drew, forward the invoice to Brenda Nickel and the Floor plan to Ina and Robyn with Grafic Studios
- ___ Order Home Warranty
- ___ Septic Inspection (if applicable)
- ___ Staging (if applicable)
- ___ Schedule TGI tour with Seller/Get key from Seller (make a copy if necessary)
- ___ Order Photos from Robyn/Nicole @ Grafic Studios
- ___ Email MLS # to Robyn & order brochures (60)
- ___ Add to MLS sheet to book of listings and map to brochure list
- ___ Check MLS
- ___ Add file to Outlook email
- ___ Preview Listing
- ___ Add 30 day review dates to Outlook
- ___ Once listed remove from Upcoming Listings and Hotlist (if applicable)
- ___ Make Contract Writing Packets (grab 5 of the unstapled packets from Ina & put in nice resume binders with brochure as cover)
- ___ Is the property on a golf course – if so have Ina request 2 signs from the Feet.
- ___ Add listing to RealPro

July 17, 2014

«AddressBlock»

«GreetingLine»

In the continuing effort to keep you current with our local real estate market, I have enclosed the 1st quarter 2014 statistics for the Fort Collins, Windsor/Severance, Loveland/Berthoud, and Greeley markets. These Housing Supply and Demand tables will inform you of the number of homes active and sold in various price ranges, new homes listed for the quarter, and the total months of inventory for each category. Six months worth of inventory is considered a balanced market. Therefore, anything below six months is a “sellers market” and anything above six months is a “buyers market”. I hope this information will provide you with an idea of current market trends.

Feel free to call, as I would love to discuss the current market or answer any questions you may have.

Your Realtor,



David T. Muth
CRS, CSP, CNE[®], EcoBroker

May 12, 2014

Beth Bishop
The Group, Inc.
5401 Stone Creek Circle
Loveland, CO 80538

Hello Beth,

Congratulations on the successful sale of 5871 Lastpointe Drive. We would like to take a moment and express our gratitude to you for your cooperation, hard work and professionalism throughout the sale. We hope you and your clients were pleased with the closing.

The Muth Team enjoys working with fellow Realtors such as yourself in finding the perfect property for every client, whether it's ours or yours. Our success is your success and we look forward to working with you again in the future.

Best Regards,



David T. Muth, CRS
Broker Associate/Partner
The Group Inc, Real Estate
970-229-0700 Office
970-688-0344 Mobile

Camie Trlica
Licensed Assistant
The Group Inc, Real Estates
970-229-0700 Office
970-377-4953 Direct

Under Contract Checklist

- _____ Check Contract for Missing Signatures
- _____ Fill out Green Form for Escrow
- _____ Copy Contract & Turn into Escrow/ EM Receipt if Seller
- _____ Scan and email copy of fully executed contract to Buyer/Seller
- _____ Update Client List
- _____ Send Copy of Contract to Lender (if Buyer)
- _____ Put File Together/ Label
- _____ Cancel Buyer Search in IRES
- _____ Get Buyer Inspector List / Home Services List (if Buyer)
- _____ Change in Book of Listings
- _____ Stop any Ads
- _____ Check MLS-Pending
- _____ Remove from Brochure Box List
- _____ Add Dates to Outlook
- _____ Remove Outlook Calendar Events (30 day review)
- _____ Remove from Current Seller Email Distribution List
- _____ Calendar of Dates and Deadlines
- _____ If Home Warranty was ordered at listing, send Buyer information
- _____ Ask Dave if you should put up Contract Pending Sticker (both sides of sign)
- _____ Add folder to Outlook & mark U/C
- _____ Email to OB

Weekly Call List
April 20th – April 26th

Sunday April 20th

- Al Bragg - 2 Day Follow Up Call – Tayside Closing
- Bernard & Susan Weakland 2 Day Follow Up Call – Barnes Closing

Monday April 21st

- N/A

Tuesday April 22nd

- N/A

Wednesday April 23rd

- N/A

Thursday April 24th

- Mark and Kelly Lebar - 30 Day Follow up - Sale of 5337 Moonlight Bay

Friday April 25th

- Connie DiBello - Home Anniversary-2013
- Doug and Kathryn Siverson – Home Anniversary
- Margie Rasmussen – 7 Day Follow Up Call – Tayside Closing
- Troy & Mary Beth Hammond - 7 Day Follow Up Call – Barnes Closing

Saturday April 26th

- Bruce & Lori Hottman - Home Anniversary - 2013

Dates & Deadlines

Sunday April 20th

- 8156 Blackwood Dr (Lot 78 HP) – Appraisal
- 8293 Cherry Blossom (Lot 363) - DD Docs Resolution

Monday April 21st

- 5308 Augusta Trl - Loan Application
- 7865 Blackwood (Lot 133 HP) - Title, Off-Record Title, Association Docs Objection
- 7943 Rising Sun Ct. (Lot 161 HP) - Appraisal Objection, Survey Objection
- 8136 Blackwood (Lot 80 HP) - Title, Off-Record Title, Association Documents, Due Diligence Docs Delivery
- 8146 Blackwood (Lot 79 HP) - Title, Off-Record Title, Association Documents, Due Diligence Docs Delivery
- 8253 Cherry Blossom (HP Lot 365) - Title Resolution, Due Diligence Docs Delivery
- 8293 Cherry Blossom (Lot 363) - Condition for signed purchase agreement with Mark & Tammy Seib
- 8313 Cherry Blossom (HP Lot 362) - Title Resolution, Due Diligence Docs Delivery

Tuesday April 22nd

- **WC Builders Potential Closing Date on 4 HP Lots**

Wednesday April 23rd

- 5308 Augusta - Title, Off-Record Title, Association Documents, Seller's Property Disclosure, Due Diligence Documents Delivery
- 7865 Blackwood (Lot 133 HP) - Title Objection, Off-Record Title Objection
- 7895 Blackwood (Lot 147 HP) - Title, Off-Record Title, Due Diligence Docs Delivery
- 7943 Rising Sun Ct. (Lot 161 HP) - Survey Resolution
- 8253 Cherry Blossom (HP Lot 365) - Due Diligence Docs Objection
- 8313 Cherry Blossom (HP Lot 362) - Due Diligence Docs Objection

Thursday April 24th

- 8156 Blackwood Dr (Lot 78 HP) - Loan Obj, Appraisal Obj, Survey
- 8253 Cherry Blossom (HP Lot 365) -Due Diligence Docs Resolution
- 8293 Cherry Blossom (Lot 363) - Appraisal
- 8313 Cherry Blossom (HP Lot 362) - Due Diligence Docs Resolution

Friday April 25th

- **8120 Wynstone Dr (Lot 187 HP) - CLOSING**
- 5820 Watson Dr - 30 Day Review
- 5308 Augusta - Title Objection, Off-Record Title Objection, Association Documents Objection, Due Diligence Docs Objection
- 7865 Blackwood (Lot 133 HP) - Title Resolution

Saturday April 26th

- N/A