



SOUTHEASTERN
BORDER ASSOCIATION
OF REALTORS®

Who to Contact at Southeastern Border Association of REALTORS® & Southeastern Michigan MLS

If you have questions, below is a list of topics and the staff member that can assist you.

If for some reason the individual is not available, any staff member can assist you.

Shannon Harner, RCE, AHWD, e-PRO	CEO/Association Executive	sharner@sebrealtors.com
Donna Birkner, e-PRO	Downriver Office Manager	dbirkner@sebrealtors.com
Lisa Horvath, e-PRO	MLS Specialist	lhovath@sebrealtors.com
Jessica Lapp, e-PRO	Membership & Administrative Manager	jlapp@sebrealtors.com

Board Topics

Staff Contact

Accounts Receivable	Jessica
Accounts Payable	Jessica
Annual Dues Billing/Questions	Jessica
Board of Directors Actions	Shannon
Board of Directors Agenda/Minutes	Shannon
CBOR/CPIX	Shannon
Committee/Event Information	Donna/Shannon
Con Ed Requirements	Donna/Shannon
Event Registration: Social Events/Education	Donna/Jessica
General Membership Meeting Information	Shannon/Jessica
Governing Documents: Bylaws, Policies & Procedures	Shannon
Legal Concerns	Shannon
MR/NAR Questions	Shannon
Member Services/Benefits	Jessica
Membership Applications, Changes and Forms	Jessica
Member Recognition	Jessica
Newsletter	Donna
Orientation	Jessica/Shannon
Professional Standards Guidance (Ethics/Arbitration)	Shannon/Donna
REALTOR® Store	Donna/Jessica
Strategic Planning	Shannon
SEBAR Website	Jessica



SOUTHEASTERN MICHIGAN MLS

MLS TOPICS	Staff
Accounts Receivable	Jessica
Accounts Payable	Jessica
Annual/Quarterly MLS Billing	Jessica
Cloud CMA	Lisa
Great Lakes Repository	Lisa
Homesnap	Lisa
Listing Syndication	Lisa
Listing Statistics	Lisa
Listing Fines/Confirmations	Lisa
Membership Application, Changes & Forms	Jessica
MLS Board of Directors Actions	Lisa/Shannon
MLS Board of Directors Agenda/Minutes	Lisa/Shannon
MLS Governing Documents: Bylaws, Rules & Regulations, Policies & Procedures	Lisa/Shannon
Non-Member Listings	Lisa
Paragon MLS System	Lisa
Paragon Tips Newsletter	Lisa
Public Tax Records	Lisa
RPR – REALTORS Property Resource	Lisa
REALTOR.com / Zillow.com	Lisa
SentriLock Lockbox System	Lisa
Showingtime	Lisa