



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 7, 2016  
Date

293  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting on December 7, 2016 at 9:30 a.m. The meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. §301 et seq., the agenda for this meeting was posted at the main entrance of the Oklahoma Insurance Department at 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Monday, December 5, 2016 at 9:30 a.m., and transmitted to the offices of the Board members on November 30, 2016 and posted to the REAB website on December 5, 2016. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:30 a.m. The roll of Board members was called to establish a quorum.

Board members present were: John D. Doak;  
Stephen C. Walton;  
James R. Artman;  
Betty J. Cagle;  
H.E. Ted Smith;  
Becky Zarecki;  
Shelley Pruitt;

Board members excused were: John Smithson

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Christine McEntire, Director; Bryan Neal, Assistant Attorney General; Barron Brown, OID Counsel; Eric Schoen, Board Secretary and Sherry Ainsworth, Legal Secretary. Others present were: Steve McCaleb, Ron Flowers, Crystal Flowers and Robert Lockwood.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit "B")

Ms. Pruitt moved that the reading of the minutes of the November 2, 2016 session be waived and approved as published and distributed. The Motion was seconded by Ms. Cagle. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF TOM D. EIKE, COMPLAINT #15-026 AND COMPLAINT #15-054; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Walton and Mr. Artman are recused from consideration of Agenda Item III. in their capacity as former Chairs of the Probable Cause Committee.

Mr. Smith moved to nominate Betty Cagle as temporary vice-chairperson. The Motion was

seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, TWO RECUSED, ONE EXCUSED, AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following a brief discussion by Steve McCaleb, Ms. Zarecki moved to accept the Consent Agreement as listed in Agenda Item III. The Motion was seconded by Mr. Smith. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, TWO RECUSED, ONE EXCUSED, AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF MATTHEW T. MCCORMICK, COMPLAINT #15-019 AND COMPLAINT #15-049; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "D")**

Mr. Walton and Mr. Artman are recused from consideration of Agenda Item IV. in their capacity as former Chairs of the Probable Cause Committee.

Following a brief discussion by Steve McCaleb, Mr. Smith moved to accept the Consent Agreement as listed in Agenda Item IV. The Motion was seconded by Ms. Zarecki. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, TWO RECUSED, ONE EXCUSED, AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**TAKEN OUT OF ORDER**

**XI. DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST BY ROBERT L. LOCKWOOD FOR AN EXTENSION OF TIME AND IMPLEMENTATION OF A PAYMENT PLAN IN WHICH TO PAY HIS BOARD-ORDERED FINES AND COSTS UNDER BOARD ORDER #16-017 IN THE MATTER OF ROBERT L. LOCKWOOD; COMPLAINT #15-040; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "E")**

Mr. Walton is recused from consideration of Agenda Item XI. in his capacity as former Chair of the Probable Cause Committee.

Following a brief discussion by Robert L. Lockwood, Ms. Zarecki moved to accept the Extension of Time and Implementation of a Payment Plan as listed in Agenda Item XI. The Motion was seconded by Mr. Artman. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
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Ms. Cagle	Yes
Mr. Smith	Yes
Mr. Walton	Recused
Ms. Pruitt	Yes
Mr. Smithson	Excused
Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE RECUSED, ONE EXCUSED, AND NONE OPPOSED. THE MOTION WAS AGREED TO.

V. **CHAIRPERSON'S REPORT.** The Chairperson offered no report.

**VICE-CHAIRPERSON'S REPORT.** The Vice-Chairperson offered no report.

**DIRECTOR'S REPORT.**

A. **Discussion and possible action regarding suspension of an individual for non-payment of annual fees due on September 30, 2016.** (Exhibit "F")

Ms. Pruitt made a Motion and it was seconded by Mr. Artman to approve Board staff to suspend the individual listed in Agenda Item V, Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

B. **Discussion and possible action regarding approval of renewal applications due by January 31, 2017 and authority to issue certificates.** (Exhibit "G")

Mr. Artman made a Motion and it was seconded by Ms. Zarecki to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item V, Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

C. **Discussion and possible action regarding approval of original certificate of registration for appraisal management companies.** No Report.

D. **Discussion and possible action regarding approval of AMC renewal applications due by January 31, 2017 and authority to issue certificates.** (Exhibit "H")

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to issue renewal certificates to the companies listed in Agenda Item V, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes

Mr. Walton	Yes
Ms. Pruitt	Yes
Mr. Smithson	Excused
Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**VI. COMMITTEE REPORTS:**

**A. Standards and Disciplinary Procedures Committee. No report.**

**B. Education, Experience and Testing Committee:**

**1. Discussion and possible action regarding approval of course submittals. (Exhibit "I")**

Mr. Smith made a Motion and it was seconded by Mr. Artman to approve the recommendation as presented in Agenda Item VI. B. 1. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**2. Discussion and possible action regarding approval or disapproval of reciprocal applications received and authority to issue certificates. (Exhibit "J")**

**(A)** Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue original certificates to the individuals listed in Agenda Item VI. B. 2 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**(B)** Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue trainee certificates to the individuals listed in Agenda Item VI. B. 2 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. (Exhibit "K")**



Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue upgrade certificates for the individuals listed in Agenda Item VI. B. 3 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

C. **Legislation & Rules Committee.** No report.

D. **Probable Cause Committee.** No report.

1. **Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.** No report.

2. **Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.** No report.

3. **Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.** No report.

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO EDUCATION, EXPERIENCE AND TESTING COMMITTEE; LEGISLATION AND RULES COMMITTEE; AND INDIVIDUALS TO STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICERS FOR THE CALENDAR YEAR 2017.** (Exhibit "L")

Ms. Zarecki moved that the Board approve and appoint Jason W. Mikles to the Education, Experience and Testing Committee and Brett Brown and Lee R. Caesar, Jr. to the Standards and Disciplinary Procedures Committee. The Motion was seconded by Mr. Smith. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF BOARD MEMBERS AS CO-CHAIRS OF THE BOARD'S STANDING COMMITTEES FOR THE CALENDAR YEAR 2017.**

Ms. Pruitt made a Motion and it was seconded by Mr. Smith to maintain the current appointments of Board members as co-chairs of the Board's standing committees for the calendar year 2017. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF A BOARD MEMBER AS VICE-CHAIRMAN FOR THE CALENDAR YEAR 2017.**

Ms. Cagle made a Motion and it was seconded by Mr. Smith to maintain the current appointment of Stephen C. Walton as vice-chairman for the calendar year 2017. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**X. DISCUSSION AND POSSIBLE ACTION REGARDING ADMINISTRATIVE POLICIES AND PROCEDURES RELATED TO THE ENFORCEMENT OF PROBATION ON A RESPONDENT IN A COMPLAINT FILING TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "M")**

Ms. Zarecki made a Motion and it was seconded by Ms. Pruitt to accept the administrative policies and procedures related to the enforcement of probation on a respondent in a complaint filing, however, modifying the completion time for corrective education taken online from 45 days to 30 days. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

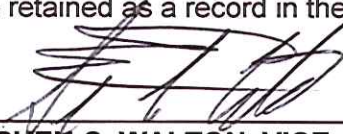
**XII. NEW BUSINESS.**

**XIII. ADJOURNMENT.** The Board adjourned by general consent.

**OFFICIAL MINUTES.**

The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after Motion duly made and seconded has been noted, herein, and made a part of these minutes. The Board caused the entire proceeding of the meeting, excepting any executive sessions, to be recorded on a digital audio recording device to be retained as a record in the office of the Board. Exhibits are A through M.



  
STEPHEN C. WALTON, VICE-CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
ERIC M. SCHOEN, BOARD SECRETARY  
OKLAHOMA REAL ESTATE APPRAISER BOARD