



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 3, 2014  
Date

269  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on December 3, 2014 at 9:42 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 1, 2014 at 9:00 a.m., and transmitted to the offices of the Board members on November 25, 2014 and posted to the REAB website on December 1, 2014. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar Jr. 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;  
Lee R. Caesar Jr.;  
James R. Artman;  
Betty J. Cagle;  
Shelley Pruitt;

Board members excused were: P. Lane Wheeler; Stephen C. Walton; and John P. 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, OIG Counsel; Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Steve McCaleb, Mike Cordell, Ron Flowers, Crystal Flowers, and Jill Dickson.

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

Mr. Artman moved that the reading of the minutes of the November 5, 2014 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR AN EXTENSION TO COMPLETE CORRECTIVE EDUCATION AS REQUIRED BY BOARD ORDER #14-002 IN COMPLAINT #13-007; IN THE MATTER OF K. JILL DICKSON**

After a brief explanation and request by Jill Dickson, Ms. Pruitt moved that the board approve a six month extension. The Motion was seconded by Ms. Cagle. 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. Wheeler	Excused
Mr. Walton	Excused
Ms. Pruitt	Yes
Mr. Smithson	Excused
Mr. Caesar	Yes

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

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT REGARDING COMPLAINT #13-019, COMPLAINT #13-026, COMPLAINT #14-001, COMPLAINT #14-020, COMPLAINT #14-026 AND COMPLAINT #14-033; IN THE MATTER OF WILLIAM D. MOWAT; TO INCLUDE ASSOCIATED MATTERS OR MOTIONS.**

After a brief discussion by Steve McCaleb, Mr. Artman moved that the board accept the consent order as presented. 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE 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 individuals for non-payment of annual fees due on September 30, 2014. (Exhibit "C")**

Ms. Pruitt made a Motion and it was seconded by Ms. Cagle to issue an order to suspend the individuals 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**B. Discussion and possible action regarding approval of renewal applications due by January 31, 2015 and authority to issue certificates. (Exhibit "D")**

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes

Mr. Smithson	Excused
Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**C. Discussion and possible action regarding approval of original certificates of registration for Appraisal Management Companies. (Exhibit "E")**

Ms. Pruitt made a Motion and it was seconded by Mr. Artman to approve Board staff to deny an original certificate of registration to the company listed in Agenda Item V, Director's Report C. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**D. Discussion and possible action regarding approval of AMC renewal applications due by January 31, 2015 and authority to issue certificates. (Exhibit "F")**

Ms. Pruitt made a Motion and it was seconded by Ms. Cagle 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE 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 "G")**

Ms. Pruitt made a Motion and it was seconded by Mr. Caesar 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE 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 "H")**

(A) Ms. Pruitt made a Motion and it was seconded by Mr. Artman 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

(B) Ms. Pruitt made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue the applicants trainee appraiser credentials 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

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

(A) Ms. Pruitt made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue upgrade certificates to 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. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

(B) Mr. Caesar made a Motion and it was seconded by Mr. Artman to issue a test card to the individual listed in Agenda Item VI. B. 3. (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

D. **Probable Cause Committee.**

1. **Discussion and possible action regarding appointment of volunteers**

and/or committee members to assist Probable Cause Committee. No action.

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

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. (Exhibit "J")

Following discussion of Grievance #14-024, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #14-025, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be dismissed, the file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #14-027, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be dismissed, the file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #14-028, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #14-029, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #14-030, Mr. Artman made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**VII. THIS AGENDA ITEM WAS TABLED WHILE THE BOARD WAITED FOR ADDITIONAL INFORMATION AS TO ONE OF THE COMMITTEE APPLICANTS. 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 2015.**

Ms. Cagle made a motion and it was seconded by Mr. Artman that Connie Burk be replaced with Gary White on the EET committee. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE 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 2015.**

Ms. Cagle made a motion and it was seconded by Mr. Artman to keep the current board members as is. The Chair ordered a roll call vote with the following results:

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

Mr. Caesar Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED APPLICATION FORMS AND ADMINISTRATIVE POLICIES AS RELATED TO FINGERPRINT BACKGROUND CHECKS EFFECTIVE JANUARY 1, 2015.** (Exhibit "K")

Ms. Pruitt made a motion and it was seconded by Mr. Artman to accept the proposed application forms and administrative policies. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VII. **CONTINUED. 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 2015** (Exhibit "L")

Ms. Pruitt made a motion and it was seconded by Ms. Cagle that Charles Ozan be replaced with Darrin Bailey on the EET committee. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Mr. Caesar made a motion and it was seconded by Mr. Artman that the rest of the committee members be approved as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Excused
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

X. **DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR AN EXEMPTION OF OKLAHOMA'S APPRAISAL MANAGEMENT COMPANY LAW BY WEICHERT WORKFORCE MOBILITY, A RELOCATION MANAGEMENT COMPANY.** No Action (Exhibit "M")

XI. **NEW BUSINESS.** No Action.

XII. **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.



A handwritten signature in blue ink, appearing to read "Lee R. Caesar Jr.", written over a horizontal line.

**LEE R. CAESAR JR., VICE-CHAIRPERSON**  
OKLAHOMA REAL ESTATE APPRAISER BOARD

A handwritten signature in blue ink, appearing to read "Eric M. Schoen", written over a horizontal line.

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