



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

January 4, 2017
Date

294
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 January 4, 2017 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 Tuesday, January 3, 2017 at 9:30 a.m., and transmitted to the offices of the Board members on December 21, 2016 and posted to the REAB website on January 3, 2017. 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;
John Smithson

Board members excused were: None

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 and Mike Cordell.

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

Ms. Pruitt moved that the reading of the minutes of the December 7, 2016 session be waived and approved as published and distributed. 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	Yes
	Ms. Zarecki	Yes

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF ROBERT L. SCHRADER, COMPLAINT #16-009; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Artman is recused from consideration of Agenda Item III. in his capacity as Chair 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 III. 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	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF JOHN H. JONES, COMPLAINT #15-023, #15-055 AND #15-056; 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.

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	Yes
	Ms. Zarecki	Yes

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

Following a brief discussion by Steve McCaleb, Ms. Pruitt moved to accept the Consent Agreement as listed in Agenda Item IV. 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO RECUSED, NONE 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 October 31, 2016. (Exhibit "E")

Ms. Pruitt made a Motion and it was seconded by Mr. Artman to approve Board staff 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. Smith	Yes
	Mr. Walton	Yes

Ms. Pruitt	Yes
Mr. Smithson	Yes
Ms. Zarecki	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by February 28, 2017 and authority to issue certificates. (Exhibit "F")

Ms. Pruitt made a Motion and it was seconded by Mr. Smith 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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. (Exhibit "G").

Mr. Smith made a Motion and it was seconded by Mr. Artman to approve Board staff to issue original certificates of registration to the companies 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. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

D. Discussion and possible action regarding approval of AMC renewal applications due by February 28, 2017 and authority to issue certificates. (Exhibit "H")

Mr. Artman made a Motion and it was seconded by Ms. Zarecki 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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. Artman made a Motion and it was seconded by Mr. Smith 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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 Ms. Pruitt 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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")

(A) Ms. Pruitt made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue an upgrade certificate for the individual 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	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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. NEW BUSINESS.

VIII. 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 K.



Handwritten signature of Stephen C. Walton in black ink.

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

Handwritten signature of Eric M. Schoen in blue ink.

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