



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

February 7, 2018  
Date

307  
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 February 7, 2018 at 9:33 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, February 5, 2018 at 9:30 a.m., and transmitted to the offices of the Board members on January 31, 2018 and posted to the REAB website on February 5, 2018. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:33 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Stephen C. Walton;  
Betty J. Cagle;  
H.E. Ted Smith;  
Becky Zarecki;  
Patty Broome

Board members excused were: John D. Doak, Shelley Pruitt and James R. Artman

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; Sara Worten, OID Counsel; Eric Schoen, Board Secretary and Sherry Ainsworth, Legal Secretary. Others present were: Brett Robinson, Steve McCaleb, Ron Flowers, Vicki Flowers, Rachel Mor, Rod Bien, Richard Morrisette, Aaron Kelcy and Phil Watts.

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

Ms. Cagle moved that the reading of the minutes of the January 10, 2018 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF WILLIAM T. MCGARRY; COMPLAINT #16-038, COMPLAINT #16-043 AND COMPLAINT #17-006; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Following a brief presentation by Stephen McCaleb and Rachel Mor, Mr. Smith moved to accept the consent order listed in Agenda Item III. The Motion was seconded by Ms. Cagle. The Chair ordered a roll call vote with the following results:

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

Mr. Smith	Yes
Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

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

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF AARON B. KELCY; COMPLAINT #17-008; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "D")

Following a brief presentation by Stephen McCaleb and Richard Morrisette, Ms. Cagle moved to accept the consent order listed in Agenda Item IV. The Motion was seconded by Ms. Broome. The Chair ordered a roll call vote with the following results:

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

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

**TAKEN OUT OF ORDER.**

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR APPROVAL OF PAYMENT PLAN IN THE MATTER OF ANNEMIEKE E. ROELL; ORDER #17-020 AS TO COMPLAINT #16-037 AND #16-034 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "E")

Following a brief presentation by Phil Watts, Ms. Cagle moved to accept the payment plan listed in Agenda Item VIII. The Motion was seconded by Ms. Broome. The Chair ordered a roll call vote with the following results:

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

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

**TAKEN OUT OF ORDER.**

**VI. C. Legislation & Rules Committee.** (Exhibit "F")

Brett Robinson offered a brief presentation as to the Second Special Session/2018 Legislative Session which began Monday, February 5th, 2018.

**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 November 30, 2017.** (Exhibit "G")

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

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

**B. Discussion and possible action regarding approval of renewal applications due by March 31, 2018 and authority to issue certificates. (Exhibit "H")**

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO 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 "I")**

Ms. Cagle made a Motion and it was seconded by Mr. Smith to approve Board staff to approve the 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**D. Discussion and possible action regarding approval of AMC renewal applications due by March 31, 2018 and authority to issue certificates. (Exhibit "J")**

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO 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 "K")

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

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO 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 "L")

**(A)** Ms. Zarecki 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

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

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

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

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

**(A)** Ms. Broome made a Motion and it was seconded by Ms. Zarecki to allow staff to be given authority to issue an upgrade certificate to 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	Excused
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Ms. Cagle	Yes
Mr. Smith	Yes
Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

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

**D. Probable Cause Committee.**

**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 standard operating procedures for the Probable Cause Committee.** No report.

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

Mr. Smith is recused from consideration of Agenda Item VI. in his capacity as Chair of the Probable Cause Committee.

**ALTHOUGH ALL OF THE FOLLOWING MOTIONS WERE MADE, DUE TO A QUORUM ISSUE, ALL OF THE FOLLOWING MOTIONS FAILED AND WERE TABLED TO THE MARCH BOARD MEETING:**

Following discussion of Grievance #17-040, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-043, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-046, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

Ms. Broome	Yes
Ms. Zarecki	Yes

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

Following discussion of Grievance #A17-047, Ms. Zarecki made a Motion and it was seconded by Ms. Cagle that a Letter of Warning be issued, file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-048, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #A17-049, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki that the matter be dismissed, file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-050, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-051, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the matter be adopted as a complaint and forwarded to

prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #17-052, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the matter be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN APPOINTMENT TO THE STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICER FOR THE CALENDAR YEAR 2018.**  
(Exhibit "O")

Ms. Cagle moved that the Board approve and appoint Jon R. Wright to the Standards and Disciplinary Procedures Committee with concurrent appointment as appraiser hearing officer for the calendar year 2018. The Motion was seconded by Ms. Zarecki. The Chair ordered a roll call vote with the following results:

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

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

**IX. NEW BUSINESS.**

**X. 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 O.



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



*Eric M. Schoen*

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