



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

March 1, 2017
Date

296
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 March 1, 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 Monday, February 27, 2017 at 9:35 a.m., and transmitted to the offices of the Board members on February 22, 2017 and posted to the REAB website on February 27, 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;
H.E. Ted Smith;
Shelley Pruitt;
John Smithson

Board members excused were: Betty J. Cagle & Becky Zarecki

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, Brett Robinson, Ron Flowers, Crystal Flowers and Trace Morgan.

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

Ms. Pruitt moved that the reading of the minutes of the February 1, 2017 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 | Excused |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Ms. Pruitt | Yes |
| | Mr. Smithson | Yes |
| | Ms. Zarecki | Excused |

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

TAKEN OUT OF ORDER

VIII. C. **Legislation & Rules Committee.**

Brett Robinson offered a presentation as to an update on the 2017 Legislative Session which began Monday, February 6th, 2017.

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE**

MATTER OF AARON B. KELCY, COMPLAINT #16-012; 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 | Excused |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Ms. Pruitt | Yes |
| | Mr. Smithson | Yes |
| | Ms. Zarecki | Excused |

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

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF ANGELIA M. LANDERS, COMPLAINT #16-005; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "D")

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

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

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF COREY NICHOLAS AND RICHARD BRADEN, COMPLAINT #16-016; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "E")

Mr. Artman is recused from consideration of Agenda Item V. 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 V. 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 | Excused |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Ms. Pruitt | Yes |
| | Mr. Smithson | Yes |
| | Ms. Zarecki | Excused |

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

VI. DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF CODY J. BALES, COMPLAINT #16-

014; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "F")

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

Following a brief discussion by Steve McCaleb, Mr. Smith moved to accept the Disciplinary Hearing Panel Recommendation as listed in Agenda Item VI. 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 | Excused |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Ms. Pruitt | Yes |
| | Mr. Smithson | Yes |
| | Ms. Zarecki | Excused |

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

VII. 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 December 31, 2016. (Exhibit "G")

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

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

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 April 30, 2017 and authority to issue certificates. (Exhibit "H")

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 VII, Director's Report B. The Chair ordered a roll call vote with the following results:

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

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. No report.

D. Discussion and possible action regarding approval of AMC renewal

applications due by April 30, 2017 and authority to issue certificates. (Exhibit "I")

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

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

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

E. Discussion and possible action regarding suspension of individual appraisers for failure to complete the 7-Hour National USPAP Update Course which was due December 31, 2016 as well as imposed administrative fines of \$150.00. (Exhibit "J")

Mr. Smith made a Motion and it was seconded by Ms. Pruitt to suspend the appraisers listed in Agenda Item VII, Director's Report E. The Chair ordered a roll call vote with the following results:

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

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

F. Discussion and possible action regarding imposed administrative fines in the amount of \$150.00 to individual appraisers for failure to complete the 7-Hour National USPAP Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2016. (Exhibit "K")

Ms. Pruitt made a Motion and it was seconded by Mr. Smith to administer fines to the appraisers listed in Agenda Item VII, Director's Report F. The Chair ordered a roll call vote with the following results:

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

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

G. Discussion and possible action regarding imposed administrative fines in the amount of \$150 to individual appraisers for failure to complete the 7-Hour National USPAP Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2016 and acknowledgment that the fine payment has voluntarily been remitted. (Exhibit "L")

Mr. Smith made a Motion and it was seconded by Mr. Artman imposing administrative fines to the appraisers listed in Agenda Item VII, Director's Report G. The Chair ordered a roll call vote with the following results:

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

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

VIII. 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 "M")

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

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

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 "N")

(A-E) Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to approve and/or reinstate the individuals listed in Agenda Item VIII. B. 2. **(A-E)**. The Chair ordered a roll call vote with the following results:

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

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 "O")

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

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

Ms. Zarecki

Excused

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 standing operating procedures for the Probable Cause Committee. No report.

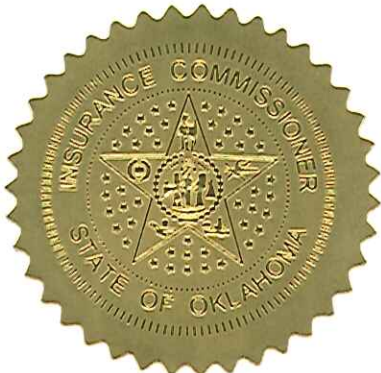
3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. No report.

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.



A handwritten signature in black ink, appearing to read "Stephen C. Walton".

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

A handwritten signature in blue ink, appearing to read "Eric M. Schoen".

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