



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

April 29, 2015
Date

274
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 April 29, 2015 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, April 27, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on April 22, 2015 and posted to the REAB website on April 27, 2015. 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;
 Stephen C. Walton;
 Betty J. Cagle ;
 John Smithson

Board members excused were: Shelley Pruitt and P. Lane Wheeler

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 Ashley Snider, Legal Secretary. Others present were: Steve McCaleb, Tyler Laughlin, Seth D. Coldiron, Tom Quinlin, Kevin Daniels, Chris Riley, and Rachel Mor.

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

Mr. Walton moved that the reading of the minutes of the April 1, 2015 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

TAKEN OUT OF ORDER

- IV. **Discussion and Possible Action regarding a Consent Order in the Matter of Thomas R. Quinlin; Complaint #14-016; to Include any Associated Matters or Motions.** (Exhibit "C")

Following a brief presentation by Board Prosecutor, Stephen L. McCaleb and counsel for the Respondent, Seth D. Coldiron, Ms. Cagle made a Motion and it was seconded by Mr.

Smithson to approve the Consent Order 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	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 the Board's Denial of the Issuance of a Renewal Application as to Novo Appraisal Management Company and a Request for Opportunity to Address the Board by Novo Appraisal Management Company as to Reconsideration of its Decision.** (Exhibit "D")

Following a lengthy presentation by attorney Rachel Mor and attorney Chris Riley, as well as follow up questions from the Board to Mr. Riley, Ms. Cagle made a Motion and it was seconded by Mr. Walton to go into Executive Session. 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

After coming out of executive session, the Chair ordered a roll call with the following results:

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

Mr. Walton made a Motion that the Board issue Novo Appraisal Management Company a Renewal Application for Registration and to extend the current registration 60 days. The Motion was seconded by Mr. Smithson. 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. 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 February 28, 2015.** (Exhibit "E")

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

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

B. **Discussion and possible action regarding approval of renewal applications due by June 30, 2015 and authority to issue certificates.** (Exhibit "F")

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

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

D. **Discussion and possible action regarding approval of AMC renewal applications due by June 30, 2015 and authority to issue certificates.** (Exhibit "G")

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

THE RESULT WAS FIVE 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 "H")

Mr. Walton made a Motion and it was seconded by Mr. Artman to approve the recommendation as presented in Agenda Item IV. 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE 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 "I")

(A) Mr. Walton 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 IV 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(B) Mr. Walton made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue a trainee appraiser credential to the individuals listed in Agenda Item IV 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE 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 "J")

(A) Mr. Walton made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue an original license to the individual listed in Agenda Item IV. 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

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

TAKEN OUT OF ORDER

VII. **Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2016 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel to include any Associated Matters or Motions.** (Exhibit "K")

Mr. Walton made a Motion and it was seconded by Ms. Cagle to approve the contract 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

VIII. **Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2016 with the Oklahoma Attorney General's Office with Respect to the Services of a Hearing Examiner to include any Associated Matters or Motions.** (Exhibit "L")

Mr. Walton made a Motion and it was seconded by Mr. Smithson to approve the contract 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE 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 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 "M")

Mr. Walton is recused from consideration of Agenda Item IV. D. 3. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #15-001 and #15-004, Mr. Caesar made a Motion and it was seconded by Mr. Artman that the matter be forwarded to prosecution for further action. 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	Recused
	Ms. Pruitt	Excused

Mr. Smithson	Yes
Mr. Caesar	Yes

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

Following discussion of Grievance #15-006 Mr. Artman made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-008 Mr. Artman made a Motion and it was seconded by Mr. Smithson that the matter be forwarded to prosecution for further action. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-009 Mr. Artman made a Motion and it was seconded by Mr. Smithson that the 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

IX. Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2016 with Derryberry & Naifeh to include any Associated Matters or Motions.
(Exhibit "N")

Mr. Walton made a Motion and it was seconded by Mr. Smithson to approve the contract 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE

MOTION WAS AGREED TO.

X. Discussion and Possible Action Regarding a Solicitation for Testing Services for Fiscal Year 2016, with Four Options to Renew, as to PSI Services, LLC, to include any Associated Matters or Motions. (Exhibit "O")

Mr. Walton made a Motion and it was seconded by Mr. Smithson to approve the contract 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	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

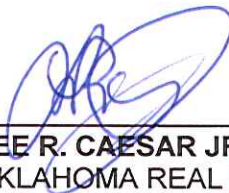
THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO

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 O.



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



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