



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

May 7, 2014
Date

262
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on May 7, 2014 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, May 5, 2014 at 9:30 a.m., and transmitted to the offices of the Board members on April 30, 2014 and posted to the REAB website on May 5, 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: Lee R. Caesar, Jr.;
James R. Artman;
Betty J. Cagle;
P. Lane Wheeler;
John P. Smithson

Board members excused were: John D. Doak, Chairperson, Stephen C. Walton, and Shelley Pruitt.

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, Counsel for Commissioner John D. Doak, Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Mike Cordell.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit "B") Mr. Wheeler moved that the reading of the minutes of the April 2, 2014 session be waived and approved as published and distributed. 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

- III. **Discussion and Possible Action Regarding the Hearing Examiner's Proposed Findings of Fact, Conclusions of Law and Disciplinary Recommendation in the Matter of JVI Appraisal Division; Complaint #A13-002; to Include any Associated Matters or Motions.** No quorum and thus tabled until the next meeting.

- IV. **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, 2014. (Exhibit "C")

Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to issue an order to suspend the individual listed in Agenda Item IV, 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	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, 2014 and authority to issue certificates. (Exhibit "D")

Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item IV, 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE 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. No Report.

D. Discussion and possible action regarding approval of AMC renewal applications due by June 30, 2014 and authority to issue certificates. (Exhibit "E")

Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to issue renewal certificates to the companies listed in Agenda Item IV, 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

E. Discussion and possible action regarding non-recognition and suspension of the trainee supervisory relationships of those trainee appraisers and supervisors who failed to successfully complete the mandatory supervisor/trainee course by the Board-established deadline of April 3, 2014. (Exhibit "F")

Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to suspend the trainee supervisory relationships listed in Agenda Item IV, 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

V. **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")

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

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	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 various applications received and authority to issue certificates.** (Exhibit "H")

(A) Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to allow staff to be given authority to issue reciprocal licenses to the individuals listed in Agenda Item V. 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(B) Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to allow staff to be given authority to reinstate the license to the individual listed in Agenda Item V. 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(C) Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to allow

staff to be given authority to issue the trainee licenses to the individuals listed in Agenda Item V. B. 2 (C). The Chair ordered a roll call vote with the following results:

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

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

(D) Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to allow staff to be given authority to transfer the license of the individual listed in Agenda Item V.B.2 (D). The Chair ordered a roll call vote with the following results:

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

3. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates. (Exhibit I)

(A) Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to allow staff to be given authority to issue an upgrade certificate to the individual listed in Agenda Item V. 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	Yes
	Mr. Walton	Absent
	Ms. Pruitt	Absent
	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 action.

D. **Probable Cause Committee.** No action.

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.** No action.

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT THE SPRING AARO CONFERENCE AND MEETING OF THE APPRAISER QUALIFICATION BOARD HELD IN ASSOCIATION WITH THE CONFERENCE IN SAN FRANCISCO BETWEEN APRIL 11 AND 14, 2014.** No action.

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING THE SCHEDULING OF A BOARD-SPONSORED SEMINAR.** No action.

VIII. **NEW BUSINESS.** No Action.

IX. **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 I.



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



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