



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 6, 2018  
Date

311  
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 June 6th, 2018 at 9:35 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, June 4, 2018 at 9:30 a.m., and transmitted to the offices of the Board members on May 29, 2018 and posted to the REAB website on June 4, 2018. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:35 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Stephen C. Walton;  
James R. Artman;  
Betty J. Cagle;  
H.E. Ted Smith;  
Shelley Pruitt;  
Patty Broome

Board members excused were: John D. Doak & 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 Kayla Dekat, Legal Secretary. Others present were: Steve McCaleb, Rod Bien, Mike Cordell, Molly Clinkscales and Leif E. Swedlow.

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

Mr. Artman moved that the reading of the minutes of the May 2, 2018 session be waived and approved as published and distributed. The Motion was seconded by Ms. Pruitt. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION OF THE HEARING OFFICER IN THE MATTER OF TIMIOS APPRAISAL MANAGEMENT COMPANY; COMPLAINT #A17-012; 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 presentation by Stephen McCaleb, Mr. Smith moved to accept the recommendation of the Hearing Officer 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	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF LURA D. MERRELL; COMPLAINT #17-026; 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 presentation by Stephen McCaleb, Mr. Smith moved to accept the recommendation of the hearing panel 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	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**Attorney Leif E. Swedlow entered the meeting.**

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF MATTHEW T. MCCORMICK; COMPLAINT #17-030; 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 presentation by Stephen McCaleb, Ms. Cagle moved to accept the consent agreement 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	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF ROBERT L. LOCKWOOD; COMPLAINT #17-027, #17-038 AND #17-041; 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 presentation by Stephen McCaleb, Ms. Cagle moved to accept the consent



agreement listed in Agenda Item VI. 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	Yes
	Ms. Pruitt	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF LENDERS EAMC, LLC; COMPLAINT #A-17-013 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "G")

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

Following a brief presentation by Stephen McCaleb and Leif E. Swedlow, Ms. Cagle moved to accept the consent agreement listed in Agenda Item VII. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST BY THE BOARD'S PROSECUTOR TO CLOSE COMPLAINT #17-033, COMPLAINT #17-035 AND COMPLAINT #17-040 IN THE MATTER OF ANNEMIEKE E. ROELL BASED ON THE BOARD'S MAY 4, 2018 ORDER OF REVOCATION AS TO ANNEMIEKE E. ROELL IN COMPLAINT #17-020 AND #17-025; WITH THE ORDER OF REVOCATION TO BE PENDED TO THESE COMPLAINT FILES; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** No Exhibit.

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

Following a brief presentation by Stephen McCaleb and Leif E. Swedlow, Ms. Cagle moved to close Complaint #17-033, Complaint #17-035 and Complaint #17-040 based on the Order of Revocation and pend the Order of Revocation regarding Complaint #17-020 and Complaint #17-025 listed in Agenda Item VIII. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**IX. 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 March 31, 2018. (Exhibit "H")**

Mr. Artman made a Motion and it was seconded by Mr. Smith to approve Board staff to suspend the individuals listed in Agenda Item IX., 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

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

Ms. Broome made a Motion and it was seconded by Mr. Artman to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item IX., 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 July 31, 2018 and authority to issue certificates. (Exhibit "J")**

Ms. Broome made a Motion and it was seconded by Ms. Pruitt to issue renewal certificates to the companies listed in Agenda Item IX., 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**The Board took a five minute break.**

ROLL CALL:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes



Ms. Pruitt	Yes
Ms. Broome	Yes
Ms. Zarecki	Excused

**X. 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. Artman made a Motion and it was seconded by Ms. Broome to approve the recommendation as presented in Agenda Item X. B. 1. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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. Broome 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 X. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**(B)** Mr. Artman 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 individuals listed in Agenda Item X. B. 2. (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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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)** Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item X. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**C. Legislation & Rules Committee.** No report.

**D. Probable Cause Committee.**

**1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.**

Ms. Cagle made a Motion and it was seconded by Ms. Broome to replace Stephen E. Meyer with Craig L. Wittmer on the Probable Cause Committee. The Chair ordered a roll call vote with the following results:

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

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

**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.** No report.

**XI. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF DRAFT BUDGET FOR FY 2019.** (Exhibit "N")

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt to accept the draft budget for FY 2019 listed in Agenda Item XI. 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
	Ms. Broome	Yes
	Ms. Zarecki	Excused

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

**XII. DISCUSSION AND POSSIBLE ACTION REGARDING THE RESCHEDULING OF THE AUGUST REGULAR SESSION BOARD MEETING FROM AUGUST 1, 2018 UNTIL AUGUST 8, 2018.** (Exhibit "O")

Ms. Cagle made a Motion and it was seconded by Mr. Smith to accept the rescheduling of the August regular session Board meeting listed in Agenda Item XII. The Chair ordered a roll call vote with the following results:

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

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

**XIII. REPORT OF BOARD MEMBERS AND BOARD STAFF AS TO THEIR ATTENDANCE AT THE SPRING CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN SEATTLE.** (Exhibit "P")

Board members and Board staff discussed the spring conference of AARO listed in Agenda Item XIII. No action.

**XIV. DISCUSSION AND POSSIBLE ACTION REGARDING THE OKLAHOMA APPRAISAL MANAGEMENT COMPANY REGULATION ACT, INCLUDING BOARD RULES, POST DODD-FRANK ACT AMENDMENTS TO FINANCIAL INSTITUTIONS REFORM, RECOVER, AND ENFORCEMENT ACT OF 1989 ("FIRREA"), AND WHETHER OR NOT TO SEEK LEGISLATIVE REPEAL OF THE OKLAHOMA APPRAISAL MANAGEMENT COMPANY REGULATION ACT, 59 O.S. 858-801 TO 858-829, IN ORDER TO "OPT OUT" OF THE REGISTRATION AND SUPERVISION OF THE APPRAISAL MANAGEMENT COMPANIES AND DISCUSSION OF COMMENTS RECEIVED PURSUANT TO A REQUEST FOR WRITTEN COMMENT.** (Exhibit "Q")

The Board discussed Agenda Item XIV. No action.

**XV. NEW BUSINESS.**

**XVI. 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 Q.



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

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