



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

July 6, 2016  
Date

288  
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 July 6, 2016 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, July 5, 2016 at 9:00 a.m., and transmitted to the offices of the Board members on June 29, 2016 and posted to the REAB website on July 5, 2016. 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;  
Betty J. Cagle;  
H.E. Ted Smith;  
Becky Zarecki;

Board members excused were: James R. Artman 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, OID Counsel; Eric Schoen, Board Secretary and Sherry Ainsworth, Legal Secretary. Others present were: Ron Flowers and Ed Thayer.

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

Mr. Smith moved that the reading of the minutes of the June 1, 2016 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	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 SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF THOMAS R. QUINLIN; COMPLAINT #15-032 AND COMPLAINT #15-043 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Walton is recused from consideration of Agenda Item III. in his capacity as former Chair of the Probable Cause Committee.

Mr. Smith moved to nominate Betty Cagle as temporary vice-chairperson. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

After a brief explanation by the Board's Director, Mr. Smith moved to adopt the voluntary surrender as listed in Agenda Item III. The Motion was seconded by Mr. Smithson. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF ERIC M. EDMONDSON; COMPLAINT #15-038; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**  
(Exhibit "D")

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

After a brief explanation by the Board's Director, Mr. Smith moved to adopt the voluntary surrender as listed in Agenda Item IV. The Motion was seconded by Mr. Smithson. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

**V. DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF GARY D. FULLERTON; COMPLAINT #15-037; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**  
(Exhibit "E")

Mr. Walton is recused from consideration of Agenda Item V. in his capacity as former Chair of the Probable Cause Committee.

After a brief explanation by the Board's Director, Mr. Smith moved to adopt the voluntary surrender as listed in Agenda Item V. The Motion was seconded by Mr. Smithson. 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	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes



Ms. Zarecki Yes

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

VI. **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 April 30, 2016. (Exhibit "F")**

Mr. Smith made a Motion and it was seconded by Ms. Cagle to suspend individuals for nonpayment of annual fees listed in Agenda Item VI., 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
	Mr. Smithson	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 August 31, 2016 and authority to issue certificates. (Exhibit "G")**

Mr. Smithson made a Motion and it was seconded by Ms. Cagle to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item VI, 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
	Mr. Smithson	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. No report.**

**D. Discussion and possible action regarding approval of AMC renewal applications due by August 30, 2016 and authority to issue certificates. (Exhibit "H")**

Mr. Smithson made a Motion and it was seconded by Mr. Smith to issue renewal certificates to the companies listed in Agenda Item VI, 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
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED AND NONE

OPPOSED. THE MOTION WAS AGREED TO.

**VII. 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 "I")**

Mr. Smith made a Motion and it was seconded by Ms. Zarecki to approve the recommendation as presented in Agenda Item VII. B. 1. 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
	Mr. Smithson	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 "J")**

**(A)** Mr. Smithson 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 VII. 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
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

**(B)** Mr. Smithson made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue a state licensed appraiser credential to the individual listed in Agenda Item VII. 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
	Mr. Smithson	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 "K")**

Mr. Smith 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 VII. B. 3. 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
Mr. Smithson	Yes
Ms. Zarecki	Yes

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

Following discussion of Grievance #16-016, Mr. Smith made a motion and it was seconded by Mr. Smithson that this matter be 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-017, Mr. Smithson made a motion and it was seconded by Ms. Zarecki that this matter be 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-018, Mr. Smithson made a motion and it was seconded by Mr. Smith that this matter be 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-019, Mr. Smith made a motion and it was seconded by Mr. Smithson that this matter be 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-020, Mr. Smith made a motion and it was seconded by Ms. Zarecki that this 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-021, Mr. Smithson made a motion and it was seconded by Mr. Smith that this matter be 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-022, Mr. Smith made a motion and it was seconded by Mr. Smithson that this 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF DRAFT BUDGET FOR FY 2017. (Exhibit "M")**

After a brief explanation by the Board's Director, Ms. Cagle made a motion and it was seconded by Mr. Smith to adopt the draft budget listed in Agenda Item VIII. 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
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE BY THE BOARD'S DIRECTOR AT INVESTIGATOR TRAINING LEVEL III TO BE HELD BETWEEN SEPTEMBER 19-21, 2016 IN ST. LOUIS.** (Exhibit "N")

Ms. Cagle made a motion and it was seconded by Ms. Zarecki to allow the attendance by the board's director at investigator training listed in Agenda Item IX. 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
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

X. **DISCUSSION AND POSSIBLE ACTION REGARDING THE APPRAISAL SUBCOMM'TTEE'S NOTICE OF PROPOSED RULEMAKING TO IMPLEMENT COLLECTION AND TRANSMISSION OF ANNUAL AMC REGISTRY FEES TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "O")

Mr. Smith made a motion and it 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
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

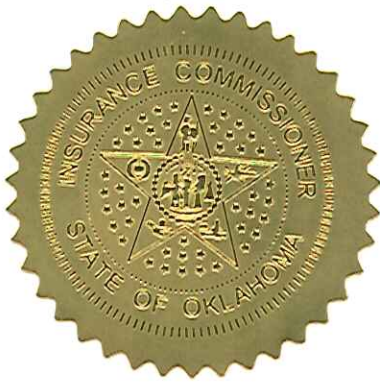
XI. **DISCUSSION AND POSSIBLE ACTION REGARDING ADMINISTRATIVE POLICIES AND PROCEDURES RELATED TO THE ENFORCEMENT OF PROBATION ON A RESPONDENT IN A COMPLAINT FILING TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** No action.

XII. **NEW BUSINESS.**

XIII. **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 "S. C. Walton", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Eric M. Schoen", written over a horizontal line.

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