



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

August 6, 2014
Date

265
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on August 6, 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, August 4, 2014 at 9:30 a.m., and transmitted to the offices of the Board members on July 30, 2014 and posted to the REAB website on August 4, 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: John D. Doak;
 Lee R. Caesar, Jr.;
 James R. Artman;
 Betty J. Cagle;
 Stephen C. Walton;
 Shelley Pruitt;
 John P. Smithson

Board members excused were: 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, Counsel for Commissioner John D. Doak, Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Mike Cordell, Steve McCaleb, Joe Garnand, Ron Flowers, Crystal Flowers, Phil Easley, Jenny Smithson, and Trabor Smithson.

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

Mr. Walton moved that the reading of the minutes of the July 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

- III. **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 May 31, 2014. (Exhibit "C")

Mr. Walton made a Motion and it was seconded by Ms. Pruitt to issue an order to suspend the individual listed in Agenda Item III, 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

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

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 III, 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

C. (A.) Discussion and possible action regarding approval of original certificates of registration for Appraisal Management Companies. (Exhibit "E")

Mr. Smithson made a Motion and it was seconded by Mr. Walton to approve Board staff to issue original certificates of registration to the companies listed in Agenda Item III, Director's Report C (A.). The Chair ordered a roll call vote with the following results:

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

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

C. (B.) Discussion and possible action regarding the application for a certificate of registration as a registered Appraisal Management Company. (Exhibit "F")

After a short discussion of the events surrounding this application for registration, Ms. Pruitt made a Motion and it was seconded by Ms. Cagle to deny the application for a certificate of registration as a registered Appraisal Management Company to the company listed in Agenda Item III, Director's Report C (B.). The Chair ordered a roll call vote with the following results:

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

Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

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

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

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

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

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

THE RESULT WAS SIX 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 "I")

(A) Mr. Smithson made a Motion and it was seconded by Ms. Cagle 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(B) Mr. Smithson made a Motion and it was seconded by Ms. Cagle to allow staff to be given authority to issue the applicants trainee appraiser credentials 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

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

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

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

(A) Mr. Smithson made a Motion and it was seconded by Ms. Cagle to allow staff to be given authority to issue upgrade certificates to the individuals 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	Absent
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(B) Mr. Walton made a Motion and it was seconded by Ms. Pruitt to allow the recommendation of denial be adopted for the individual listed in Agenda Item IV. B. 3 (B). The Chair ordered a roll call vote with the following results:

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

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

C. Legislation and Rules Committee. No action.

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. No action.

V. DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT THE FALL CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN WASHINGTON, D.C. BETWEEN OCTOBER 17, 2014 AND OCTOBER 20, 2014. (Exhibit "K") No Action.

VI. NEW BUSINESS. No Action.

VII. 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 K.



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



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