



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

August 5, 2015
Date

277
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 August 5, 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, August 3, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on July 30, 2015 and posted to the REAB website on August 3, 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: Lee R. Caesar Jr.;
James R. Artman;
Betty J. Cagle;
H.E. Ted Smith;
Stephen C. Walton;

Board members excused were: John D. Doak, Shelley Pruitt, and John Smithson

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, Ron Flowers, Crystal Flowers, Mike Cordell, Joel Dean, and John Teague.

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

Mr. Walton moved that the reading of the minutes of the July 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. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, ONE RECUSED 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, 2015.** (Exhibit "C")

Mr. Walton made a Motion and it was seconded by Mr. Smith to issue an order to suspend the individuals 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. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	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 September 30, 2015 and authority to issue certificates. (Exhibit "D")

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

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

Shelly Pruitt entered the meeting.

C. Discussion and possible action regarding approval of original certificate of registration for appraisal management company. (Exhibit "E")

Mr. Walton made a Motion and it was seconded by Mr. Artman to approve Board staff to issue an original certificate of registration to the company listed in agenda item III, Director's Report C. 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
	Mr. Smithson	Excused
	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, 2015 and authority to issue certificates. (Exhibit "F")

Mr. Walton made a Motion and it was seconded by Mr. Artman 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. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes

Mr. Smithson	Excused
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 "G")

Mr. Artman made a Motion and it was seconded by Mr. Smith 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. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	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 reciprocal applications received and authority to issue certificates. (Exhibit "H")

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

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

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

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

(C) Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to deny a trainee appraiser credential to 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. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

(D) Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to transfer a certified residential appraiser credential to the individual listed in Agenda Item IV B. 2 (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
	Mr. Smithson	Excused
	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 experience documentation of applicants.** No Report.

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.** No Action.

V. **(Tabled from Prior Board Meeting) Discussion and Possible Action Regarding Proposed Board Meeting Dates for Calendar Year 2016** (Exhibit "I")

Ms. Cagle made a Motion and it was seconded by Mr. Smith to accept the proposed board meeting dates listed in Agenda Item V. 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
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

VI. **Discussion and Possible Action Regarding Executive Order 2015-33.** No Action. (Exhibit "J")

VII. **NEW BUSINESS.** No Action.

VIII. **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 J.



A handwritten signature in black ink, appearing to read "Lee R. Caesar Jr.", written over a horizontal line.

LEE R. CAESAR JR., 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