



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 3, 2014
Date

266
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on September 3, 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 Tuesday, September 2, 2014 at 9:30 a.m., and transmitted to the offices of the Board members on August 27, 2014 and posted to the REAB website on September 2, 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;
Stephen C. Walton;
Shelley Pruitt;
John P. Smithson;
P. Lane Wheeler

Board members excused were: Betty J. Cagle

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, Daniel Gamino, and William Mowat.

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

Mr. Wheeler moved that the reading of the minutes of the August 6, 2014 session be waived and approved as published and distributed. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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.

AGENDA ITEM IV WAS CONSIDERED OUT OF ORDER.

- 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 June 30, 2014. No Report.**
- B. **Discussion and possible action regarding approval of renewal applications due by October 31, 2014 and authority to issue certificates. (Exhibit "C")**

Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt 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	Excused
	Mr. Wheeler	Yes
	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. **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 October 31, 2014 and authority to issue certificates. (Exhibit "D")**

Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt 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	Excused
	Mr. Wheeler	Yes
	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.

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 "E")**

Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt 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	Excused
	Mr. Wheeler	Yes
	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 "F")

Mr. Wheeler 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 V B. 2. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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 "G")

Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue upgrade certificates to the individuals listed in Agenda Item V. B. 3. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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. (Exhibit "H")

Mr. Walton is recused from consideration of Agenda Item V. D. 3. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #14-008, Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #14-015: Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance 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	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #14-016: Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #14-018: Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance 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	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #14-019: Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #14-021: Mr. Wheeler made a motion and it was seconded by Ms. Pruitt that this grievance 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	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes

Mr. Walton	Recused
Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

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

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING IMPLEMENTATION OF COLLECTION ACTIONS FOR NON-PAYMNET OF COSTS DUE UNDER BOARD ORDERS #13-011 AND #13-012; MATTER OF JAMES R. SINGLEY; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "I")**

Mr. Walton made a Motion to go into executive session. The Motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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.

The Chair declared the Board to be back in open session. The Chair ordered a roll call to establish a quorum.

Board members present were: James R. Artman;
P. Lane Wheeler
Stephen C. Walton;
Shelley Pruitt;
John Smithson;
Lee Caesar Jr;
John D. Doak

Mr. Wheeler made a Motion to adopt the recommendations of board staff to forward this matter to an attorney for purposes of collection. Ms. Pruitt seconded that Motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION AS TO COMPLAINT # 13-019; IN THE MATTER OF WILLIAM D. MOWAT; TO INCLUDE AN APPLICATION FOR ORAL ARGUMENT AND ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "J")**

Following oral argument regarding respondent's motion to continue, Mr. Wheeler made a Motion to allow a continuance until the November 5, 2014 board meeting. Mr. Artman seconded that Motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Excused
	Mr. Wheeler	Yes
	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.

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.


for LEE R. CAESAR
ACTING AS INTERIM APPOINTED VICE-CP.

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



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