



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

October 1, 2014
Date

267
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on October 1, 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, September 29, 2014 at 9:00 a.m., and transmitted to the offices of the Board members on September 26, 2014 and posted to the REAB website on September 29, 2014. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Acting Vice-Chairperson P. Lane Wheeler 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;
 James R. Artman;
 Betty J. Cagle;
 P. Lane Wheeler
 Stephen C. Walton;
 John P. Smithson;

Board members excused were: Lee R. Caesar, Jr. 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, Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Stefan Barnhouse, Buddy Combs, Steve McCaleb, Rachel Lawrence Mor, Heather Russell-Schroeder, Jenny Smithson, and Lee Volmer.

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

Mr. Walton moved that the reading of the minutes of the September 3, 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING THE BOARD'S DENIAL OF AN APPLICATION FOR REGISTRATION OF CREDIT BUREAU OF COUNCIL BLUFFS, INC., D/B/A STAR APPRAISAL MANAGEMENT COMPANY AS AN OKLAHOMA APPROVED APPRAISAL MANAGEMENT COMPANY AND A REQUEST FOR OPPORTUNITY TO ADDRESS THE BOARD AS TO RECONSIDERATION OF ITS DECISION** (Exhibit "C")

After a discussion by Ms. Russell-Schroeder and Mr. Volmer, Mr. Walton made a Motion to go into executive session. 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. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

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

Mr. Walton made a Motion to come out of executive session. The Motion was seconded by Mr. Smithson. The Chair declared the Board to be back in open session. The Chair ordered a roll call to establish a quorum.

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

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

Mr. Walton made a Motion to approve the AMC application of Credit Bureau of Council Bluffs d/b/a Star Appraisal Management Company. Mr. Smithson seconded that Motion. The Chair ordered a roll call vote with the following results:

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

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

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT AS TO COMPLAINT # 13-023; IN THE MATTER OF STEFAN M. BARNHOUSE; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "D")

After a brief discussion by Mr. McCaleb and Ms. Mor, Mr. Smithson made a Motion to accept the consent order entered into by Stefan M. Barnhouse. Ms. Cagle seconded that Motion. The Chair ordered a roll call vote with the following results:

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

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

V. 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 July 31, 2014. (Exhibit E)

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

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 November 30, 2014 and authority to issue certificates. (Exhibit "F")

Mr. Walton made a Motion and it was seconded by Mr. Smithson to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item V, 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	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FIVE 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 November 30, 2014 and authority to issue certificates. (Exhibit "G")

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

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

VI. 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. Walton made a Motion and it was seconded by Mr. Smithson to approve the recommendation as presented in Agenda Item VI. B. 1. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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")

Mr. Smithson made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue original certificates to the individuals listed in Agenda Item VI B. 2. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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")

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

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

THE RESULT WAS FIVE 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 "K")

Mr. Walton is recused from consideration of Agenda Item VI. D. 3. in his capacity as

Chair of the Probable Cause Committee.

Following discussion of Grievance #14-014, Mr. Smithson made a motion and it was seconded by Ms. Cagle that this grievance, upon receipt of the completion certificate, 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	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

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

Following discussion of Grievance #14-020: Mr. Artman made a motion and it was seconded by Mr. Smithson 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	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

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

Following discussion of Grievance #14-022: Mr. Artman made a motion and it was seconded by Ms. Cagle 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	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Recused
	Mr. Caesar	Excused

THE RESULT WAS THREE VOTES IN THE AFFIRMATIVE; NONE OPPOSED AND TWO RECUSED.

Upon determination that there was not a quorum, Grievance #14-022 was tabled until the November 5th, 2014 regular session meeting.

Following discussion of Grievance #14-023: Mr. Smithson made a motion and it was seconded by Ms. Cagle 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	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE; NONE OPPOSED AND ONE RECUSED. 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 K.



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



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