



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

March 1, 2019  
Date

320  
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 March 1st, 2019 at 9:35 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 Wednesday, February 27th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on February 22nd, 2019 and posted to the REAB website on February 27th, 2019. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:35 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Glen Mulready;  
Stephen C. Walton;  
Lee R. Caesar, Jr.;  
Betty J. Cagle;  
Becky Zarecki;  
Patty Broome

Board members excused were: H.E. Ted Smith and Shelley Pruitt

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Bryan Neal, Assistant Attorney General; Christine McEntire, Director; Barron Brown, OID Counsel; Eric Schoen, Administrative Officer III; and Kayla Dekat, Legal Secretary. Others present were: Steve McCaleb, Rod Bien, Brett Robinson, Joe Garnand and Jessica Dietrich.

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

Mr. Caesar moved that the reading of the minutes of the February 1st, 2019 session be waived and approved as published and distributed. The Motion was seconded by Ms. Broome. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	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 CONSENT ORDER IN THE MATTER OF DARRYL L. ROSS; COMPLAINT #17-048; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

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

Following a brief presentation by Stephen McCaleb, Ms. Cagle made a Motion and it was seconded by Mr. Caesar to adopt and amend the consent order regarding Darryl L. Ross listed in Agenda Item III. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF WILMA S. WATSON; COMPLAINT #17-043; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** Tabled to the April 5<sup>th</sup>, 2019 Board meeting.

Ted Smith entered the meeting.

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 December 31, 2018.** (Exhibit "D")

Ms. Zarecki made a Motion and it was seconded by Ms. Broome to approve Board staff 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. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

B. **Discussion and possible action regarding approval of renewal applications due by April 30, 2019 and authority to issue certificates.** (Exhibit "E")

Ms. Zarecki made a Motion and it was seconded by Ms. Broome 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. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 April 30, 2019 and authority to issue certificates.** (Exhibit "F")

Mr. Caesar made a Motion and it was seconded by Mr. Smith to issue renewal certificates to the companies listed in Agenda Item V., Director's Report D. The Chair ordered a roll call



vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**E. Discussion and possible action regarding suspension of individual appraisers for failure to complete the 7-Hour National USPAP Update Course due no later than December 31, 2018 and assessment of a \$150.00 administrative fine. (Exhibit "G")**

Mr. Caesar made a Motion and it was seconded by Ms. Zarecki to suspend the individuals listed in Agenda Item V., Director's Report E. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**F. Discussion and possible action regarding suspension of individual appraisers for failure to remit an assessed administrative fine in the amount of \$150.00 for failure to complete the 7-Hour National USPAP Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2018. (Exhibit "H")**

Ms. Broome made a Motion and it was seconded by Ms. Zarecki to suspend the individuals listed in Agenda Item V., Director's Report F. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**G. Discussion and possible action regarding assessed administrative fines in the amount of \$150.00 to individual appraisers for failure to complete the 7-Hour National USPAP Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2018 with an acknowledgment that the fine payment from each appraiser has voluntarily been remitted. (Exhibit "I")**

Mr. Caesar made a Motion and it was seconded by Ms. Broome to suspend the individuals listed in Agenda Item V., Director's Report G. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes

Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED 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 "J")**

**(A)** Mr. Caesar made a Motion and it was seconded by Ms. Cagle to approve the recommendation as presented in Agenda Item VI. B. 1. A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 "K")**

**(A)** Ms. Zarecki made a Motion and it was seconded by Ms. Cagle to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item VI. B. 2. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**(B)** Ms. Broome made a Motion and it was seconded by Ms. Cagle to allow staff to be given authority to issue an original certificate to the individual listed in Agenda Item VI. B. 2. (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. (Exhibit "L")**



(A) Ms. Zarecki made a Motion and it was seconded by Ms. Broome to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item VI. B. 3. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**C. Legislation & Rules Committee.** No action.

Brett Robinson gave a presentation regarding the 2019 legislative session.

**D. Probable Cause Committee.**

1. **Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.** No report.

2. **Discussion and possible action regarding standard operating procedures for the Probable Cause Committee.** No report.

3. **Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.** (Exhibit "M")

Mr. Smith is recused from consideration of Agenda Item VI. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #18-028, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #A18-032, Mr. Caesar made a Motion and it was seconded by Ms. Zarecki that the grievance be dismissed, file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #18-033, Ms. Cagle made a Motion and it was seconded by Ms. Broome that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
-----------------	------------	-----

Ms. Cagle	Yes
Mr. Smith	Recused
Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

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

Following discussion of Grievance #18-034, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be held in abeyance. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #18-035, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #18-037, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #18-038, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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



Following discussion of Grievance #18-039, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #A18-040, Mr. Caesar made a Motion and it was seconded by Ms. Zarecki that the grievance be adopted as a complaint and forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #18-041, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be dismissed, file closed and no further action be taken. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT THE SPRING CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS TO BE HELD IN DENVER, COLORADO BETWEEN MAY 3 AND MAY 5, 2019.** (Exhibit "N")

Mr. Caesar made a Motion and it was seconded by Mr. Smith to allow four Board members and two staff members to attend the conference listed in Agenda Item VII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

**VIII. NEW BUSINESS.** No report.

**IX. 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 L.



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

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