



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 3, 2019  
Date

323  
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 June 3rd, 2019 at 9:40 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 Thursday, May 30th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on May 28th, 2019 and posted to the REAB website on May 30th, 2019. The agenda is attached as Exhibit "A".

I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:40 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Stephen C. Walton;  
Lee R. Caesar, Jr.;  
Betty J. Cagle;  
H.E. Ted Smith;  
Becky Zarecki

Board members excused were: Glen Mulready, Patty Broome and Layperson (vacant).

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: Steven McCaleb, Brett Robinson, John Story, Jesse Fyler and Rod Bien.

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

Ms. Cagle moved that the reading of the minutes of the May 1st, 2019 session be waived and approved as published and distributed. The Motion was seconded by Mr. Smith. 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. Broome	Excused
	Ms. Zarecki	Yes

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

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY ACTION IN THE MATTER OF PETER R. FULMER; COMPLAINT #18-022; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Following a brief presentation by Steven McCaleb, Ms. Cagle made a Motion and it was seconded by Ms. Zarecki to accept the Surrender In Lieu Of Disciplinary Action 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	Yes
	Mr. Walton	Yes
	Ms. Broome	Excused
	Ms. Zarecki	Yes

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

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 March 31, 2019.** (Exhibit "D")

Mr. Smith made a Motion and it was seconded by Mr. Caesar to approve Board staff to suspend the individuals listed in Agenda Item IV., 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. Broome	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FIVE 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 July 31, 2019 and authority to issue certificates.** (Exhibit "E")

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

THE RESULT WAS FIVE 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.** (Exhibit "F")

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to approve Board staff to issue an original certificate to the company listed in Agenda Item IV., Director's Report C. 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. Broome	Excused
	Ms. Zarecki	Yes

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

D. **Discussion and possible action regarding approval of AMC renewal applications due by July 31, 2019 and authority to issue certificates.** (Exhibit "G")

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

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

**E. Discussion and possible action regarding an assessed administrative fine in the amount of \$150.00 to individual appraiser(s) 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")**

Mr. Caesar made a Motion and it was seconded by Mr. Smith to accept the Order listed in Agenda Item IV., 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. Broome	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE EXCUSED 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 "I")**

(A) Mr. Caesar made a Motion and it was seconded by Ms. Cagle to approve the recommendation as presented in Agenda Item V. 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. Broome	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FIVE 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 "J")**

(A) Ms. Cagle made a Motion and it was seconded by Ms. Zarecki to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item V. 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. Broome	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE EXCUSED AND NONE

OPPOSED. THE MOTION WAS AGREED TO.

(B) Ms. Cagle made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item V. 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. Broome	Excused
	Ms. Zarecki	Yes

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

(C) Ms. Cagle made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue an original certificate to the individual listed in Agenda Item V. B. 2. (C). 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. Broome	Excused
	Ms. Zarecki	Yes

THE RESULT WAS FIVE 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 "K")**

(A) Mr. Smith made a Motion and it was seconded by Ms. Zarecki to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item V. 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. Broome	Excused
	Ms. Zarecki	Yes

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

**C. Legislation & Rules Committee. No action. (Exhibit "L")**

Brett Robinson gave a brief presentation regarding the completion of the First Regular Session of the 57<sup>th</sup> Legislature.

**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.** No report.

**VI. DISCUSSION AND POSSIBLE ACTION REGARDING IMPLEMENTATION OF "OPEN REGULATE", AN ONLINE LICENSING PRODUCT AND APPROVAL OF AN ONLINE LICENSING SOLUTION PROPOSAL BY THENTIA. No action. (Exhibit "M")**

Christine McEntire gave a brief presentation regarding Agenda Item VI. including Board



discussion. Agenda Item VI. tabled until the July 12<sup>th</sup>, 2019 Board meeting.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF AN INDIVIDUAL TO THE EDUCATION, EXPERIENCE AND TESTING COMMITTEE FOR THE REMAINDER OF CALENDAR YEAR 2019.** (Exhibit "N")

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to appoint Robert D. Kerbo to the Education, Experience and Testing Committee for the remainder of calendar year 2019. 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. Broome	Excused
	Ms. Zarecki	Yes

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

**VIII. REPORT OF BOARD MEMBERS AS TO THEIR ATTENDANCE AT THE SPRING CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN DENVER.** No action. (Exhibit "O")

Board members briefly discussed their attendance at the spring conference listed in Agenda Item VIII.

**IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF DRAFT BUDGET FOR FY 2020.**

Agenda Item IX. tabled until the July 12<sup>th</sup>, 2019 Board meeting.

**X. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF TIMSCO, INC., COMPLAINT #A18-007; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Agenda Item X. tabled until the July 12<sup>th</sup>, 2019 Board meeting.

**XI. NEW BUSINESS.** No report.

**XII. 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 O.



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

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