



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 6, 2019
Date

326
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 September 6th, 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, September 4th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on August 29th, 2019 and posted to the REAB website on September 4th, 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.;
- Brandon J. Witt;
- H.E. Ted Smith;
- Timothy R. Ledbetter;
- Patty Broome

Board members excused were: Real Estate Sales Member (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, OI Counsel; and Eric Schoen, Administrative Officer III. Others present were: Steven McCaleb, Claire Brooks and Jenny Tidwell.

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

Mr. Caesar moved that the reading of the minutes of the August 9th, 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
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF ALAN PURSLEY, COMPLAINT #18-028; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

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

After a brief presentation by Steve McCaleb, this agenda item was tabled to the October 4th, 2019 Board meeting.

- IV. **DISUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF WILLIAM J. DANIELS, COMPLAINT #18-033; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

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

Following a brief presentation by Steve McCaleb, this agenda item was tabled to the October 4th, 2019 Board meeting.

V. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF KRISTINA M. MATHIS, COMPLAINT #18-037; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "C")

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

Following a brief presentation by Stephen McCaleb, Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to adopt the consent order regarding Kristina M. Mathis listed in Agenda Item V. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Recused
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

VI. CHAIRPERSON'S REPORT. The Chairperson discussed the Opening Conference meeting held on Wednesday, September 4th, 2019 with the Appraisal Subcommittee policy managers.

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, 2019. (Exhibit "D")

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

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by October 31, 2019 and authority to issue certificates. (Exhibit "E")

Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item VI., Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE 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 October 31, 2019 and authority to issue certificates.** (Exhibit "F")

Mr. Smith made a Motion and it was seconded by Mr. Witt to issue a renewal certificate to the companies listed in Agenda Item VI., Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

VII. 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")

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

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE 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 "H")

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

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

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

(A) Mr. Smith made a Motion and it was seconded by Mr. Witt to allow staff to be given authority to issue an upgrade certificate to the individual listed in Agenda Item VII. B.

3. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

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 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.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE BY BOARD MEMBERS AND BOARD STAFF AT THE FALL CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN WASHINGTON D.C. BETWEEN OCTOBER 18 AND 21. No action. (Exhibit "J")

Board members and Board staff discussed attendance at the AARO Conference listed in Agenda Item VIII.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED REGULAR SESSION BOARD MEETING DATES FOR CALENDAR YEAR 2020. (Exhibit "K")

Mr. Smith made a Motion and it was seconded by Mr. Caesar to approve the Board meeting dates listed in Agenda Item IX. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

X. RECEIVE REMARKS PERTAINING TO THE 2019 FIELD REVIEW OF THE OKLAHOMA REAL ESTATE APPRAISER BOARD FROM REPRESENTATIVES OF THE APPRAISAL SUBCOMMITTEE OF THE FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL AND POSSIBLE DISCUSSION. No action.

The Appraisal Subcommittee policy managers gave a brief presentation regarding the 2019 Field Review of the Oklahoma Real Estate Appraiser Board.

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 K.





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



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