



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 1, 2019  
Date

328  
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 November 1st, 2019 at 9:34 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, October 30th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on October 25th, 2019 and posted to the REAB website on October 30th, 2019. The agenda is attached as Exhibit "A".

I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:34 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;  
Ryan C. Litz;  
Timothy R. Ledbetter;  
Patty Broome

Board members excused were: None

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, Rod Bien and Teresa Green.

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

Mr. Caesar moved that the reading of the minutes of the October 4th, 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
	Mr. Litz	Yes

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

III. **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 August 31, 2019.** (Exhibit "C")

Mr. Smith made a Motion and it was seconded by Ms. Broome to approve Board staff to

suspend each of the individuals listed in Agenda Item III., 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
	Mr. Litz	Yes

THE RESULT WAS SEVEN 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 December 31, 2019 and authority to issue certificates. (Exhibit "D")**

Mr. Caesar made a Motion and it was seconded by Mr. Smith to approve Board staff to issue a renewal certificate to each of the individuals listed in Agenda Item III., 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
	Mr. Litz	Yes

THE RESULT WAS SEVEN 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. (Exhibit "E")**

Mr. Smith made a Motion and it was seconded by Mr. Caesar to approve Board staff to issue an original certificate to each of the companies listed in Agenda Item III., Director's Report C. 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
	Mr. Litz	Yes

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

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

Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to approve Board staff to issue a renewal certificate to each of the companies listed in Agenda Item III., 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
	Mr. Litz	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED, AND



NONE OPPOSED. THE MOTION WAS AGREED TO.

**IV. 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. Smith made a Motion and it was seconded by Mr. Witt to approve the recommendation as presented in Agenda Item IV. 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
	Mr. Litz	Yes

THE RESULT WAS SEVEN 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. Ledbetter 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 IV. 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
	Mr. Litz	Yes

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

**(B)** Mr. Smith made a Motion and it was seconded by Mr. Ledbetter to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item IV. B. 2. (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
	Mr. Litz	Yes

THE RESULT WAS SEVEN 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 Ms. Broome to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item IV. B. 3. (A). The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS SEVEN 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 exhibit.

Mr. Smith made a Motion and it was seconded by Mr. Witt to replace Mr. Smith with Mr. Caesar as chair of the Probable Cause Committee. 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
	Mr. Litz	Yes

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

**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.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO EDUCATION, EXPERIENCE AND TESTING COMMITTEE; LEGISLATION AND RULES COMMITTEE; AND STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICERS FOR THE CALENDAR YEAR 2020.** (Exhibit "J") No action.

**VI. REPORT OF BOARD MEMBERS AS TO THEIR ATTENDANCE AT THE FALL CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN WASHINGTON, D.C.** (Exhibit "K") No action.

Mr. McCaleb, Mr. Walton and Mr. Witt each gave a presentation about Agenda Item VI.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASE OF THE 2020-2021 EDITION OF THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP) FOR BOARD MEMBERS, BOARD STAFF, AND FOR 2020 COMMITTEE MEMBERS.** (Exhibit "L")

Mr. Caesar made a Motion and it was seconded by Mr. Smith to approve the purchase of the 2020-2021 edition of the USPAP listed in Agenda Item VII. 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
	Mr. Litz	Yes



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

- VIII. DISCUSSION AND POSSIBLE ACTION REGARDING 59 O.S. § 858-702. "APPLICATION OF ACT" OF THE OKLAHOMA CERTIFIED REAL ESTATE APPRAISERS' ACT AND VOLUNTARY STATES VERSUS MANDATORY FOR FEDERALLY-RELATED TRANSACTIONS (SUCH AS OKLAHOMA) AND COMPLETELY MANDATORY STATES AS IT APPLIES TO THE NEED FOR LICENSURE OF APPRAISERS. (Exhibit "M") No action.

The Board discussed Agenda Item VIII.

- IX. DISCUSSION AND POSSIBLE ACTION REGARDING ADMINISTRATIVE SUSPENSIONS OF APPRAISER CREDENTIALS DUE TO NON-PAYMENT OF ANNUAL FEES OR FAILURE TO COMPLETE MANDATORY CONTINUING EDUCATION. (Exhibit "N")

The Board discussed Agenda Item IX.

- X. NEW BUSINESS. No report.

- XI. 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 N.



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

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