



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 6, 2024  
Date

378  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting September 6, at 9:30 a.m. The meeting was held in the Conference Room of the offices of the Oklahoma Real Estate Commission located at 1915 N. Stiles Avenue, Suite 200, 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 400 NE 50<sup>th</sup> St, Oklahoma City, Oklahoma and at the Oklahoma Real Estate Commission at 1915 N. Stiles Avenue, Suite 200, Oklahoma City, Oklahoma on Wednesday, September 4, 2024, at 9:30 a.m., and transmitted to the offices of the Board members on August 29, 2024, and posted to the REAB website on September 4, 2024. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Aaron S. Emerson called the meeting to order at 9:31 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Aaron S. Emerson  
Lee R. Caesar, Jr.  
Richard Broughton  
Brandon J. Witt  
Michael Willard  
Alex Trinidad

Board members excused: Glen Mulready  
Davonna Milam

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; Julie Reding, Comm. Counsel; Christine McEntire, Director; Jenelle LePoint, Administrative Officer; Kelly Reynolds, Legal Secretary; and Michael Orman.

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

Mr. Caesar moved that the reading of the minutes of the July 12, 2024, session be waived and approved as published and distributed. The Motion was seconded by Mr. Witt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

- III. **CHAIRPERSON'S REPORT.** (No Report)

**VICE-CHAIRPERSON'S REPORT.** The Vice-Chairperson made several announcements.

**DIRECTOR'S REPORT.**

- A. **Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due May 31, 2024 and June 30, 2024.** (Exhibit "C")

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton to approve Board staff to issue a renewal certificate to 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	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 from September 30, 2024 and October 31, 2024 and authority to issue certificates. (Exhibit "D")**

Mr. Witt made a Motion, and it was seconded by Mr. Broughton, 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	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 certificates of registration for appraisal management companies. (Exhibit "E")**

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton to approve Board staff to issue a certificate of registration for appraisal management companies to the applicant 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 September 30, 2024 and October 31, 2024 and authority to issue certificates. (Exhibit "F")**

Mr. Broughton made a Motion, and it was seconded by Mr. Witt to approve Board staff to issue a renewal certificate to each of the applicants 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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



**IV. COMMITTEE REPORTS.**

**A. Standards and Disciplinary Procedures Committee.**

**1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist the 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")**

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

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	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. Broughton made a Motion, and it was seconded by Mr. Emerson, 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

**(B)** Mr. Broughton made a Motion, and it was seconded by Mr. Caesar, to allow staff to be given the 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

**(C)** Mr. Emerson made a Motion, and it was seconded by Mr. Broughton to allow staff to be given the authority to issue a renewal certificate to the individual listed in Agenda Item IV. B. 2. C. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

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

(A) Mr. Witt made a Motion, and it was seconded by Mr. Emerson 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
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

**4. Discussion and possible action regarding appointment of volunteers and/or committee members to assist the Education, Experience and Testing Committee. (Exhibit "J")**

Mr. Witt made a Motion, and it was seconded by Mr. Caesar to approve the recommendation as presented in Agenda Item IV. B. 4. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	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)**

**V. Discussion and Possible Action Regarding Attendance by Board Members and Board Staff at the Fall Conference of the Association of Appraiser Regulatory Officials (AARO) to be held in Boston, Massachusetts between October 28 and October 30, 2024. (Exhibit "K")**

Mr. Caesar made a Motion, and it was seconded by Mr. Willard to approve the attendance of five (5) Board Members and Board Staff at Fall Conference of the Association of Appraiser Regulatory Officials as presented 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Willard	Yes

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

- VI. Discussion and Possible Action Regarding Rescheduling of the November 1, 2024, Regular Session Board Meeting to November 8, 2024, to Accommodate Attendance at the Fall Conference of the Association of Appraiser Regulatory Officials (AARO).

No action taken.

- VII. Introduction of Rex Duncan as the Real Estate Appraiser Board's Prosecuting Attorney.

Tabled to November agenda.


- VIII. NEW BUSINESS. None.

- 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 K.



  
AARON S. EMERSON, VICE-CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
JENELLE LEPOINT, SECRETARY TO THE BOARD  
OKLAHOMA REAL ESTATE APPRAISER BOARD