



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

March 7, 2025
Date

383
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting March 7, 2025, at 9:30 a.m. The meeting was held in the conference room of the offices of the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors located at 220 N.E. 28th St, Ste, 120, 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 50th St, Oklahoma City, Oklahoma and at the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors located at 220 N.E. 28th St, Ste, 120, Oklahoma City, Oklahoma on Wednesday, March 5, 2025, at 9:30 a.m., and transmitted to the offices of the Board members on February 28, 2025, and posted to the REAB website on March 5, 2025. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Aaron S. Emerson called the meeting to order at 9:30 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
Michael Willard
Alex Trinidad

Board members excused: Glen Mulready
Brandon Witt
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; Christine McEntire, Director; Jenelle LePoint, Administrative Officer; Kelly Reynolds, Legal Secretary and Damen Sucox.

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

Mr. Caesar moved that the reading of the minutes of the January 17, 2025, session be waived and approved as published and distributed. The Motion was seconded by Mr. Willard. The Chair ordered a roll call vote with the following results:

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

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

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

VICE-CHAIRPERSON'S REPORT. (No Report)

DIRECTOR'S REPORT.

- A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due December 31, 2024 and January 31, 2025. (Exhibit "C")

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE 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 March 31, 2025, and April 30, 2025, and authority to issue certificates. (Exhibit “D”)

Mr. Caesar made a Motion, and it was seconded by Ms. 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE 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. Broughton made a Motion, and it was seconded by Mr. Caesar 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE 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 March 31, 2025 and April 30, 2025, and authority to issue certificates. (Exhibit “F”)

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 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

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

E. **Discussion and possible action regarding the suspension of individual appraisers for failure to complete the 7-Hour National USPAP Update Course due no later than December 31, 2024, and assessment of a \$150.00 administrative fine. (Exhibit “G”)**

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton, to approve Board staff to suspend each of the individuals listed in Agenda Item III, Director’s Report E. The Chair ordered a roll call vote with the following results:

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

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

F. **Discussion and possible action regarding suspension of individual appraisers for failure remit an assessed administrative fine in the amount of \$150.00 for failure to complete the 7-Hour National USPAP Update Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2024. (Exhibit “H”)**

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton, to approve Board staff to suspend each of the individuals listed in Agenda Item III, Director’s Report FE. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, NONE 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, 2024, with an acknowledgment that the fine payment from each appraisal has voluntarily and timely been remitted (Exhibit “I”)**

Mr. Caesar made a Motion, and it was seconded by Mr. Broughton, to approve Board staff to fine each of the individuals listed in Agenda Item III, Director’s Report G. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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 the 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 “J”)

Mr. Emerson made a Motion, and it was seconded by Mr. Caesar, 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE 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 “K”)

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

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

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

THE RESULT WAS FIVE 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 “L”)

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

THE RESULT WAS FIVE 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. (No Report)

C. Legislation & Rules Committee.

1. Discussion and possible action regarding appointment of volunteers and/or committee members to the Legislation and Rules Committee. (Exhibit “M”)

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

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

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

D. Probable Cause Committee.

1. Discussion and possible action regarding the 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)

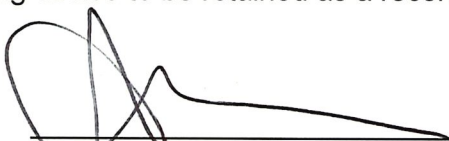
V. NEW BUSINESS.

VI. 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, except 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 M.




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


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