

**MINUTES OF REGULAR MEETING  
OKLAHOMA ABSTRACTORS BOARD  
August 11, 2011**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Riley at 10:00 a.m. on August 11, 2011, at the Oklahoma Abstractors Board office, 2401 NW 23<sup>rd</sup> St., Suite 60B, Oklahoma City, OK.
2. The Executive Director called roll. Attending were Linda Carpenter, Jerald Stringer, Glenda Mittasch, Monica Wittrock and David Riley. It was determined that five members were present at the time of roll call and that a quorum was present. Gary Baer, Herschel Beard, Mike Harris were absent with excused absences. Also attending were John Crittenden, Assistant Attorney General, Mitzi Combs, Inspector, and Glynda Reppond, Executive Director. The Chairman announced that notice of the meeting and posting of the agenda had been done in accordance with the Open Meeting Act.
3. The minutes of the regular meeting of the OAB conducted July 14, 2011, were then distributed. After review, a motion was made by Monica Wittrock and seconded by Jerald Stringer to accept the minutes as presented. Vote: Unanimously approved.
4. **Chairman's Report: David Riley.** Chairman Riley welcomed all guests and thanked everyone for attending. Otherwise he had no report.
5. **Executive Director's Report:** Director Reppond reported that she got a quote from OCI to reupholster the twelve conference room chairs at \$198.10 per chair in the least expensive material. She explained that new leather chairs could be purchased for approximately the same price and presented the Board three quotes for different chair types from Staples. After discussion, Glenda Mittasch made a motion to purchase twelve Caswell executive high back chairs at \$198.83 in black leather for a total of \$2,385.96 plus any shipping or assembly charges. The motion was seconded by Linda Carpenter. Vote: Unanimously approved.

She then presented the July Status Report which will be posted on the website as well as the website statistics for the past three months. She also updated the Board concerning the search for a realtor member of the Board. So far, the applicants have not been qualified and the search will continue. Director Reppond will be out during the week of August 15<sup>th</sup>.

6. **Committee Reports:**

**a. Budget and Finance – Jerald Stringer.** Mr. Stringer gave an update on the budget and presented the OSF Form "FY2012 Operating Budget Comparison by Department and Account", the Six Digit Object Expenditure Report and the OAB P&L Statement for FY2011, which covers each month from the beginning of the fiscal year for comparison purposes. All accounts balance with OAB reported totals. Total expenditures for the month of July were \$18,554.29 and the amount for the year to date is \$18,554.29. A motion was made by Glenda Mittasch and seconded by Monica Wittrock to approve the budget report as presented. Vote: Unanimously approved.

**b. Rules and Regulations – Monica Wittrock.** - Ms. Wittrock reported that the Rules Committee had their first meeting for FY2012 after the Board on July 14th to review the list of prior suggestions and decide which are the most pressing to work on this year. The next meeting will be after the Board meeting on September 8<sup>th</sup>.

**c. Licensing and Testing – Linda Carpenter.** Ms. Carpenter reported that the next test will be held on September 1st at the OAB office in Oklahoma City.

**d. Inspections – Mitzi Combs.** Ms. Combs reported that she completed inspections in Sallisaw in Sequoyah County, Grady County, Logan County and Noble County in July. In August, she will be inspecting companies in Carter County, Jefferson County, Choctaw County, Custer County and Woodward County.

**e. Enforcement Committee – Glenda Mittasch.**

Ms. Wittrock brought up the wording used in the inspector's reports and asked that the Board consider what goes into the inspection reports and present new wording at the September Board meeting.

Inspection Reports: Ms. Mittasch then presented the attached list of completed inspections to the Board for their approval with distribution to be made after the next Board meeting and after the verbiage has been revised. After discussion, a motion for approval was made by Monica Wittrock and seconded by Linda Carpenter. Vote: Unanimously approved.

Applications for Licenses: Presented to the Board for approval was a list of applicants for abstract licenses which are set out in the attachments hereto. After discussion, a motion was made by Monica Wittrock and seconded by Linda Carpenter for approval subject to administrative review by the Executive Director, and making sure all compliance issues were met and appropriate fees paid. Vote: Unanimously approved.

Certificates of Authority and Rate Sheets: Presented to the Board for approval was one applicant for Renewal of Certificate of Authority which is set out in the attachments hereto. After discussion, a motion was made by Monica Wittrock and seconded by Linda Carpenter for approval subject to administrative review by the Executive Director, and making sure all compliance issues were met and appropriate fees paid. Vote: Unanimously approved.

Fee Schedule Change Only: Presented to the Board for approval was a list of applicants for Fee Schedule Changes only which is set out in the attachments hereto. After discussion, a motion was made by Glenda Mittasch and seconded by Linda Carpenter for approval. Vote: Unanimously approved.

She then reported that a letter had been received from American Eagle Title Group LLC d/b/a Lincoln County Title Company stating that they had purchased Land Run Abstract Company and enclosing a copy of their lease agreement with Land Run to lease back their records and manage the company until the new Certificate of Authority had been approved. The sale is an asset sale, not a transfer of ownership. The inspector will inspect the plant

and report back to the Board at the next meeting when the Certificate of Authority will be considered by the Board.

Another item reported was that the holder of an abstractor license had an OTC hold placed on his license in July, 2009 and his license expired in June, 2010. The tax hold was cleared in January, 2011 but the license had expired the summer before. If an application to retake the test is not sent in time for the September 1<sup>st</sup> test, a refund will be sent to his employer.

7. **Legal Counsel's Report: John Crittenden.**

Arbuckle litigation, Carter County Case No. CV-2010-32. Mr. Crittenden reported that this case has been dismissed. He will have a more in-depth report at the next meeting on the remaining case.

8. **Visitor's Comments:** Randy Dittman asked about the licensing for his Lincoln County employees and stated that he will get the OAB a list of which employees will be working there. Donna Schmulbach then asked how the OAB was going to address water rights and Monica Wittrock explained that the Board has referred that question back to the Rules Committee and it will be on their agenda to discuss.

9. **Next Meeting:** The next meeting will be held Thursday, September 8, 2011, at 10:00 a.m. at the OAB office, 2401 NW 23<sup>rd</sup> St., Suite 60B, Oklahoma City, OK.

10. The meeting was adjourned by Chairman Riley.

Respectfully submitted,



Glynda Reppond  
Executive Director



CERTIFICATE OF AUTHORITY RENEWAL LIST				AUGUST 2011		
Date Rec	Company	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date
7/22/11	Pushmataha County Abstract Co.	Pushmataha		Y	Time	9/1/2011

PERMIT TO BUILD RENEWAL LIST				AUGUST 2011		
Date Rec	Company	County	Cond App			Renewal Date

FEE SCHEDULE CHANGE ONLY REQUESTS				AUGUST 2011		
Date Rec	Name	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date
7/8/11	Guarantee Abstract Company	Garfield		S	Time	9/1/2011
7/8/11	J.C. Humphrey Abstract Co.	Garfield		S	Time	9/1/2011
7/8/11	Garfield County Abstract Co.	Garfield		S	Time	9/1/2011
7/18/11	East Side Abstract	Adair		S	Page	8/12/2011

TRANSFER OF OWNERSHIP				AUGUST 2011		
Date Rec	Name	County	Cond App	Fee Change		Rate Sheet Effective Date

**FEE SCHEDULE CODES:**

*N: Annual Filing- No Fee Change*

*Y: Annual Filing - Amended Fee Schedule*

*S: Special Filing - Amended Fee Schedule*

**CONDITIONAL APPROVAL CODES:**

- |  |                            |
|--|----------------------------|
| 1. Correct Payment of fees                                 | 4. OSBI Background Check   |
| 2. Misc. application and/or other required documentation   | 5. Discussion of Fee Sheet |
| 3. Missed deadline - certificate extended - pd. \$100 fine |                            |

*\* all subject to administrative review and payment of fees*

INSPECTION REPORTS		AUGUST 2011	
Company	County	Date Inspected	Recommendations or Requirements
Sequoyah County Abstract & Title	Sequoyah	7/6/2011	Approval
Valley Land Title Co., Inc.	Sequoyah	07/06/11	Approval
Cochran Abstract & Closing Co.	Grady	07/25/11	Approval

**REQUIREMENTS**

1. Keep an in and out log on a daily basis.
2. Bring and keep index current (ie lease, agreement or media)
3. Require last 30 days of invoices for review for compliance with filed rates
4. The practice of charging for status on files to cease since it is not a filed and approved rate
5. Provide plant lease
6. Provide upated OESC to match with employees

**RECOMMENDATIONS**

- A. Make a good faith effort to locate abstract and document efforts.
- B. Cease requiring authorization letter from Owner
- C. If storing abstracts for anyone, must store abstracts for everyone