

**NOTICE IS HEREBY GIVEN THAT THE REGULAR  
MONTHLY MEETING OF MEMBERS OF THE OKLAHOMA  
REAL ESTATE COMMISSION WILL BE HELD AT THE  
FOLLOWING TIME AND PLACE:**

**SEPTEMBER 9, 2009 AT 8:30 A.M.  
OKLAHOMA REAL ESTATE COMMISSION  
2401 NW 23<sup>RD</sup> STREET, SUITE 18  
OKLAHOMA CITY, OKLAHOMA**

PRELIMINARY AGENDA

**I. OPENING OF BUSINESS MEETING**

- A. Call to Order: 8:30 a.m.
- B. Approval of Minutes from the July 8, 2009 regular meeting
- C. Public Participation (Open Topic)
- D. The Commission May Vote to Approve, Disapprove or Take Other Action on any Item Listed on this Agenda

**II. FORMAL ACTION – APPEALS/HEARINGS**

**A. APPLICANT APPEAL**

**A-2009-017 – BRUCE DEMON MOORE (PSA) – OKLAHOMA CITY (KISNER):**  
***(Mr. Moore appears before the Commission to seek reconsideration of the denial received on July 8, 2009.)***

Mr. Moore was administratively denied on April 3, 2009 based on the fact that he disclosed on his application that he had been convicted of a crime. Information provided to and gathered by the Investigation Department revealed the following:

OK0550600 (July 12, 1996) Oklahoma City: Charged with Burglary (Felony); District Attorney declined to file charge;

CF-1997-5090 (August 19, 1997) Oklahoma City: Charged with Trafficking in Illegal Drugs (Felony) and Possession of a Controlled Dangerous Substance (CDS). He received ten (10) years in prison on Count 1 and five (5) years concurrent on Count 2;

CF-1998-2245 (April 1, 2008) Oklahoma City: Charged with Trafficking in Illegal Drugs (Felony – 2 Counts), Possession of Controlled Dangerous Substance (CDS) without Tax Stamp (Felony – 2 Counts) and Possession of Narcotics Equipment (Felony). He received ten (10) years in prison on Count 1 and Count 2, one (1) year in county jail on Count 3, and \$300 in fines and costs;

OK0550000 (November 21, 1998) Oklahoma City: Charged with Possession of Weapon (Misdemeanor), Resisting an Officer and an unspecified Traffic Offense (Misdemeanor). No sentencing information was available;

OK0550600 (January 1, 1999) Oklahoma City: Charged with Possession of Weapon (Felony), Selling Marijuana (Felony) and Possession of Narcotics Equipment. No sentencing information was available;

CF-1999-399 (July 17, 1999) Oklahoma City: Charged with Distribution of a Controlled Substance with Intent (Felony), no driver's license (Misdemeanor) and unspecified Traffic Offense (Misdemeanor). He received ten (10) years incarceration on Count 1, to run concurrently with CF-1997-5090, CF-1999-399 and CM-1998-3367;

OK014035C (February 2, 2000) Lexington: Charged with Distribution of Controlled Substance, including Possession with Intent (Felony), Possession of Controlled Dangerous Substance (CDS) without a Tax Stamp (Felony) and Unlawful Possession of Paraphernalia (Felony). He received ten (10) years in prison and 117 days in jail on Count 1, five (5) years in prison to run concurrent on Count 2 and one (1) year in prison to run concurrent on Count 3, and

CM-2008-4517 (September 4, 2008) Oklahoma City: Charged with Driving Under the Influence (Count 1) and Speeding (Count 2), and received an eight (8) month deferred sentenced until November 18, 2009 on Count 1, with Count 2 being dismissed. He was also ordered to pay \$200.00 in fines, \$200.00 Victims Compensation Assessment (VCA), and required to attend a Mothers Against Drunk Driving (MADD) Program, obtain an alcohol and drug assessment, and to provide proof of attendance at a DUI School. OSCN records indicate that the applicant owes \$1,223.00 in costs associated with this case.

**A-2009-026 – STANLEY ALLEN STEVENS (PSA) – BARTLESVILLE (KISNER):** Administratively denied on July 23, 2009 based on the fact that he disclosed on his application that he was “currently on parole or probation, including a deferred sentence”. Information provided to and gathered by the Investigation Department revealed the following:

CF-2008-17 (January 11, 2008) – Washington County, Oklahoma: Charged with Distribution of Controlled Substance, including Possession with Intent, and received a five (5) year deferred sentence with three (3) years supervised probation and \$576.00 in fines and court costs. The deferred sentence is scheduled to end January 6, 2012 and a balance of \$326.00 is still owed, and

CF-2008-33 (January 23, 2008) Washington County, Oklahoma: Charged with two counts of Conspiracy to Distribute Controlled Dangerous Substance and one count of Distribution of Controlled Substance. He received a five (5) year deferred sentence with three (3) years supervised probation, to run concurrent with the sentence received under CF-2008-17. He also received \$1,277.80 in fines and court costs. The deferred sentence is scheduled to end January 6, 2012 and a balance of \$1,277.80 is still owed.

**A-2009-027** – **JOHN TRUONG (PSA) – OKLAHOMA CITY (SOKOLOSKY)**: Administratively denied on July 23, 2009 based on the fact that he disclosed on his application that he had been convicted and is currently “on parole or probation, including a deferred sentence”. Information provided to and gathered by the Investigation Department revealed the following:

CM-2004-2461 (October 28, 2004) Oklahoma County, Oklahoma: Charged with Selling Beer to a Minor and received a one (1) year deferred sentence plus fines and court costs. The deferred sentence was completed on October 27, 2005, but a claim for Intercept of Tax Refund was filed on October 17, 2007;

CF-2005-20 (May 18, 2005) Oklahoma County, Oklahoma: Charged with Uttering two or more bogus checks in the amount of \$1,000.00 or more and received four (4) years deferred sentence, restitution in the amount of \$8,597.02, fines and costs and twenty (20) hours of community service. The deferred sentence and community service were completed May 2009, and he is making monthly payments of \$200.00 on the remaining restitution balance of \$5,101.02;

CF-2005-5434 (March 1, 2006) Oklahoma County, Oklahoma: Charged with uttering two or more bogus checks in the amount of \$1,000.00 or more and received five (5) years supervised deferred sentence until all conditions of the court were fulfilled and was ordered to pay restitution, fines and costs in the amount of \$2,978.00. The five years supervised deferred sentence expires March 2011, and he is making monthly payments of \$100.00 on the remaining restitution balance of \$856.65.

**A-2009-028** – **HARRY TROY SMITH (PSA) – TULSA (SOKOLOSKY)**: Administratively denied on July 27, 2009 based on the fact that he disclosed on his application that he had been convicted of a crime and that he has had “an application for a license, certification or registration denied or issue with restrictions or limitations”. Information provided to and gathered by the Investigation Department revealed the following:

TXDEA1700 (May 19, 1999) El Paso, Texas – Charged with Possession with Intent to Distribute a Controlled Substance (Cocaine) and was sentenced to thirty (30) months in Federal Prison (Camp Lompoc, California), four (4) years supervised release, 200 hours community service and \$100.00 fine. The supervised release was completed on February 14, 2005.

## **B. HEARING EXAMINER REPORT**

**U-2007-002** – **BUD PROFFITT (UNLICENSED), PROFFITT ENTERPRISES (UNLICENSED) – TULSA; CASTLE FINDERS LLC, DIANA LYNN GRIEGO (BM) AND CYNTHIA ANN LOLLIS (SA) – ALBUQUERQUE, NM (KISNER)**: On April 22, 2009 the Hearing Examiner reported that Respondents Bud Proffitt and Proffitt Enterprises Incorporated were found in violation of *Title 59 O.S. §858-102, Subsection 2, Title 59 O.S. §858-301 and Title 59 O.S. §858-401*, in that they managed real property for others and received compensation.

Respondents Castle Finders LLC, Diana Griego and Cynthia Lollis did not violate any provision of the Oklahoma Real Estate License Code or the Rules of the Commission.

**Recommend:** That Respondents Bud Proffitt and Proffitt Enterprises Incorporated each be required to pay an administrative fine in the sum of Five

Thousand Dollars (\$5,000.00) each, for a total of **Ten Thousand Dollars** (\$10,000.00), and that the case against Respondents Castle Finders LLC, Diana Griego and Cynthia Lollis be dismissed.

*Executive Session pursuant to 25 O.S. §307(B) (8), for the purpose of discussing the Hearing Examiner's recommendation and appropriate discipline, if any:*

1. Vote to enter into Executive Session.
2. Discussion in Executive Session.
3. Vote to return to Open Session.
4. Commission to vote/take appropriate action on Hearing Examiner's recommendation.

**UC-2007-006** – **LUCAS WAYNE MCGUIRE (SA), ALLIANCE REAL ESTATE GROUP INCORPORATED, REGINA M. YAGER (BM), JUDITH DAVIS (BA) – OKLAHOMA CITY; ALLIANCE REAL ESTATE GROUP INCORPORATED (BO) AND CAROL STEPHENS (BB) – EDMOND** (KISNER): On February 24, 2009 the Hearing Examiner reported that Respondent Lucas McGuire was found in violation of *Title 59 O.S. §858-312, Subsections 8 and 9, Title 59 O.S. §858-102, Title 59 O.S. §858-301 and Title 59 O.S. §858-401*, in that he conducted real estate activities during the period of time that his license was on an inactive status.

The Consent Order agreed to in this case by Respondents Alliance Real Estate Group Incorporated, Regina Yager, Alliance Real Estate Group Incorporated (BO) and Carol Stephens settles all alleged violations of the Oklahoma Real Estate License Code and Rules of the Commission by the Respondents.

Judith Davis has not violated any provision of the Oklahoma Real Estate License Code or the Rules of the Commission, and the case against her has been dismissed.

**Recommend:** That Respondent Lucas Wayne McGuire be ordered to pay a fine equal to the amount of commissions earned during the period of time in which his license was on inactive status, that being a total of **Thirty-four Thousand One Hundred Seventy-three Dollars and Twenty-one cents** (\$34,173.21).

*Executive Session pursuant to 25 O.S. §307(B) (8), for the purpose of discussing the Hearing Examiner's recommendation and appropriate discipline, if any:*

1. Vote to enter into Executive Session.
2. Discussion in Executive Session.
3. Vote to return to Open Session.
4. Commission to vote/take appropriate action on Hearing Examiner's recommendation.

**C-2007-110** – **MCGRAW DAVISSON STEWART INCORPORATED, C. VINSON REED (BM), MCGRAW DAVISSON STEWART INCORPORATED (BO), JUDY PIERCE (BB) AND A. REX WATKINSON III (BA) – TULSA** (KISNER): On March 30, 2009 the Hearing Examiner reported that Respondent A. Rex Watkinson III was found in violation of *Title 59 O.S. §858-312, Subsection 9*, in that he operated Clear Creek Properties Incorporated outside the supervision of McGraw Davisson Stewart Incorporated, and *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-17-4(14)*, in that he managed Patio

Condominiums Home Owners Association as a branch office broker without possessing the necessary license.

Respondents C. Vinson Reed, McGraw Davisson Stewart Incorporated, Judy Pierce and McGraw Davisson Stewart Incorporated (BO) were found in violation of *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-17-4(6)*, in that they failed to properly supervise the activities of Respondent Watkinson.

Respondent Judy Pierce was found in violation of *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 10-17-2(b)*, in that she failed to submit a written response to the Complaint filed in this case and failed to appear at the Formal Hearing in this matter.

**Recommend:** The Hearing Examiner's recommendations are as follows:

- 1) That Respondent A. Rex Watkinson III be required to pay an administrative fine of **Two Thousand Dollars** (\$2,000.00): One Thousand Dollars (\$1,000.00) for operating Clear Creek Properties Incorporated outside of the supervision of McGraw Davisson Stewart Incorporated and One Thousand Dollars (\$1,000.00) for managing Patio Condominiums Home Owners Association as a branch office broker without possessing the adequate license to do so;
- 2) That Respondents C. Vinson Reed, McGraw Davisson Stewart Incorporated, Judy Pierce and McGraw Davisson Stewart Incorporated (BO) be required to pay an administrative fine of Five Hundred Dollars (\$500.00) each, for a total of **Two Thousand Dollars** (\$2,000.00), and
- 3) That the real estate broker license of Judy Pierce be revoked for failing to submit a written response to the complaint and for failing to appear at the Formal Hearing in this matter.

*Executive Session pursuant to 25 O.S. §307(B) (8), for the purpose of discussing the Hearing Examiner's recommendation and appropriate discipline, if any:*

1. Vote to enter into Executive Session.
2. Discussion in Executive Session.
3. Vote to return to Open Session.
4. Commission to vote/take appropriate action on Hearing Examiner's recommendation.

### III. COMPLAINTS/INVESTIGATIONS

#### A. **CASE EXAMINER REPORT / PRELIMINARY INVESTIGATION**

**E-2008-001 – CAROLINE WALTERS (BP) – EDMOND (SOKOLOSKY)**: Possible violations by Respondent:

- 1) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-5-2(g)(4)*, in that she may have failed to submit to the Commission within five (5) days of the completion date of the course, the roster of licensees who completed the course, in regard to Courses BRM-037, ECO-001, CLO-002, BRM-037 and FHR-065, and
- 2) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-5-2(k)(2,4,8)*, in that she may have taught courses ECO-001, CLO-002, BRM-037 and FHR-065 after said course had expired.

**Recommend:** Set Formal Hearing

**C-2008-078 – CROSSLIN REAL ESTATE LLC, BILLIE CROSSLIN (BA) AND JOYCE G. WILLIS (SA) – TAHLEQUAH (SOKOLOSKY):**

Possible violations by Respondents Crosslin Real Estate LLC and Billie Crosslin:

- 1) *Title 59 O.S. §858-312, Subsections 6 and 9 and Rule 605:10-13-1(a)(1)(A)*, in that they may have failed to deposit the earnest money tendered by Martin Tannen in a financial institution wherein the deposits are insured by an agency of the United States Federal Government;
- 2) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-13-1(a)(1)(D)*, in that they may have failed to deposit the earnest money tendered by Martin Tannen in the total amount of \$1,000.00 before the end of the third banking day following the acceptance of an offer;
- 3) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-13-1(a)(1)(F) and 605:10-17-4(12)*, in that they may have failed to maintain records concerning the return of the earnest money checks numbered 3139 and 3145, totaling \$1,000.00 to Martin Tannen, and
- 4) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-17-4(6)*, in that they may have failed to supervise the activities of Respondent Joyce Willis in the transaction between complainant and purchaser.

Possible violations by Respondent Joyce Willis:

- 1) *Title 59 O.S. §858-312, Subsections 6, 8 and 9 and Rule 605:10-17-4(12)*, in that she may have failed to turn over to her broker the earnest money funds received from Martin Tanner.

**Recommend:** Set Formal Hearing

**C-2008-089 – LEROY L. KROHMER (BP) – NOBLE (SOKOLOSKY):** Possible violations by Respondent:

*Title 59 O.S. §858-312, Subsection 9 and Rule 605:10-17-4(9)*, in that he may have failed to keep several office inspection appointments.

**Recommend:** Set Formal Hearing

**C-2008-073 – MIKE JONES REAL ESTATE COMPANY, PAULA J. GOODE (BM), CHRISTOPHER MICHAEL JONES (SA), PAMELA RENEE MUSGROVE (SA) – OKLAHOMA CITY; MIKE JONES REAL ESTATE COMPANY (BO) AND JOHN M. “MIKE” JONES (BB) – EDMOND (KISNER):**

Possible violations by Respondents Mike Jones Real Estate Company, Paula Goode, Mike Jones Real Estate Company (BO) and John M. “Mike” Jones:

- 1) *Title 59 O.S. §858-312, Subsections 8 and 9 and Rule 605:10-13-3*, in that they may have failed to retain the earnest money until obtaining a written release from all parties consenting to its disposition, and
- 2) *Title 59 O.S. §858-312, Subsection 9 and Rule 605:10-17-4(12)*, in that they may have failed to ensure that all pages and addendums to the Residential Property Condition Disclosure Statement were furnished to the prospective buyers.

Possible violations by Respondent Christopher Michael Jones:

1) *Title 59 O.S. §858-312, Subsections 8, 9 and 23, and Rule 605:10-13-2(1)*, in that he may have failed to promptly turn over to his broker the addendum to the Residential Property Condition Disclosure Statement provided by the complainant, in order that it could be made part of the original office file.

There is no indication of any violation of the Oklahoma Real Estate License Code or the Rules of the Oklahoma Real Estate Commission by Pamela Renee Musgrove.

**Recommend:** Close case against Respondent Pamela Musgrove, and set Formal Hearing against remaining Respondents Mike Jones Real Estate Company, Paula Goode, Christopher Jones, Mike Jones Real Estate Company (BO) and John "Mike" Jones

**C-2008-076** – **DYTON TRENT BEAVER (SA)** – **TULSA (KISNER)**: Possible violation by Respondent:

*Title 59 O.S. §858-312, Subsections 1 and 9*, in that he may have made a materially false or fraudulent statement in his application for license renewal in that he answered "no" to the question "Have you been convicted of any crime?".

**Recommend:** Set Formal Hearing

## **B. REQUEST FOR RECONSIDERATION (ABEYANCE)**

**C-2008-014** – **Sandra Lynn Sullivan (SA)** – **Chouteau (TBD)**: Possible violations by Respondent Sullivan:

Title 59 O.S. §858-312, Subsections 8, 9 and 19, in that she may have entered a plea of Nolo Contendere to the charge of Embezzlement by Employee on January 23, 2008 in Case Number CF-2006-162, in the District Court of Mayes County, State of Oklahoma.

***This case was presented before the Commission on March 25, 2009, at which time the proposed Consent Order was rejected and the case was recommended to be set for Formal Hearing. The Formal Hearing was scheduled for April 23, 2009, but was postponed on April 15, 2009.***

***Respondent Sullivan has asked the Commission to withhold any further investigation or decision pending the expiration of the deferred sentence she received in the matter of CF-2006-162 (Mayes County v. Sandra Sullivan).***

## **C. INVESTIGATORS REPORT**

**C-2009-011** – **GARY L. BUTLER (BP)** – **LAWTON (DANLEY)**: Complainant alleged that Respondent Butler prepared and notarized the contract-for-deed on a home sold to the complainant and her husband by the Respondent's daughter. Respondent Butler represented that his daughter could not afford to make repairs to the property, so the complainants agreed to make repairs to the property in exchange for buying it and assuming the existing mortgage. After living in the property for nine (9) months, the complainant was foreclosed on by the Respondent's daughter for non-payment.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case with letter of caution to Respondent Butler, in that he demonstrated improper conduct by utilizing his professional authority as a licensee to engage in a private matter, and that he procured and notarized signatures to a contract-for-deed between the complainant and his daughter, but failed to include the property description.

**C-2008-044 – GREEN MEADOW REALTY INCORPORATED, LINDA A. MCELROY (BM) AND BRENT C. COOK (SA) – OKLAHOMA CITY (KUEFFLER):** Complainant alleged that Respondent Cook was an owner in a corporation from which she and her husband purchased property and had a home built. She alleged that Respondent Cook and his partner, Ron Waters, failed to disclose defects to the property involving flooding.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

**C-2008-053 – MULTIFAMILY SERVICE SPECIALISTS LLC AND RHONDA OPAL JENSEN (BM) – TUTTLE (KUEFFLER):** Complainant stated that he was attempting to recover a security deposit that had not been transferred to the new property management company.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

**C-2009-016 – ALTON LEE WEATHERS (BP) – HINTON; DANNY L. BLACK (BP) AND CANDI ANN MILLER (SA) – HYDRO (KUEFFLER):** Information was received indicating Respondent Weathers was advertising under a trade name that he did not have registered and including the name of another broker's associate; and that Respondent Black was allowing another broker to advertise under his trade name and include the name of one of his associates; and that Respondent Miller was doing business under the name of a broker other than the broker she is associated with.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

**C-2008-007 – ABW INCORPORATED AND GENE LOWELL (BM) – OKLAHOMA CITY; ABW INCORPORATED (BO), WILLIAM CARLTON LISBY III (BB) AND CATHERINE LOUISE FISHER (SA) – CHOCTAW (BAKER):** Complainant stated that the contract indicated a Conventional Financing Supplemental Agreement was attached to the contract. The complainant alleged that Respondent Fisher did not give her a copy of the Conventional Financing Supplemental Agreement.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

**C-2008-043** – **WATERS BROTHERS CORPORATION, BRANDON J. THARP (BM), RONALD KENNETH WATERS (SA) AND BENNY BLAKE WARE (PSA) – OKLAHOMA CITY (BAKER):** Complainant alleged that the Respondents were still advertising his newly purchased home for sale on an Internet site. The home was purchased in June 2007 with the website showing the home still for sale in May 2008.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case with caution for advertising or offering for sale any real estate without the consent of the owner (Title 59 O.S. §858-312, Subsection 11)

**C-2008-050** – **KAREN GAYLE MASHORE (BP) – ARDMORE (BAKER):** Complainant alleged that Respondent Mashore did not inform the Commission on her broker's license application submitted in 1997 that she had pending criminal charges. The complainant stated that the case number of the charges was CF-97-00084.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

**U-2008-016** – **ALL STAR MANAGEMENT INCORPORATED (UNLICENSED) AND GREG WOLFE (UNLICENSED) MOORE (BAKER):** The Commission received information indicating that All Star Management Incorporated and Greg Wolfe were managing property belonging to others without an Oklahoma real estate license.

After review of the allegations, there was no evidence received to indicate a violation of the Oklahoma Real Estate License Code and Rules that would sustain a complaint against the Respondents.

**Recommend:** Close case

#### **IV. FINANCIAL AND FISCAL**

- 1) Financial report for FY 2009 Preliminary Final Report
- 2) Financial report for July FY 2010

#### **V. EDUCATION**

- 1) Report from the Education and Licensing Program Director

#### **VI. INDUSTRY UPDATES**

- 1) Report from Rebate Task Force
- 2) Report from Broker Relationships Act (BRA) Task Force
- 3) Report from Contract Committee
- 4) Report from Errors and Omissions (E&O) Task Force

- 5) Report from Real Estate Research Center Task Force

## **VII. GENERAL BUSINESS**

- 1) Presentation and discussion of advice letter from Assistant Attorney General Jan Preslar regarding Transaction Fees
- 2) Discussion on persons obtaining equitable interest in property and then marketing that property to another person, to include an option to purchase
- 3) Formal opinion request for person(s) performing property management activity for lakeside property
- 4) Update from Assistant Attorney General Preslar on "Homes with a Heartbeat" case
- 5) Discussion on Bowman vs. Presley – square footage
- 6) Clarification on Senate Bill 602 regarding reinstatement applicants
- 7) Consideration of items to be discussed at next Commission Meeting

## **VIII. NEW BUSINESS**

Any new business not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda

## **IX. ACTION ON NEXT MEETING DATE**

- 1) Cancellation of meeting scheduled for October 14, 2009
- 2) **Date change reminder/New meeting date** – November 18, 2009 (the office will be closed on November 11, 2009)

## **X. ADJOURNMENT**