

**MINUTES OF REGULAR MEETING
OKLAHOMA ABSTRACTORS BOARD
April 21, 2015**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Ralph Harrison at 10:00 a.m. on April 21, 2015, at the OLERS Conference Room, 421 NW 13th St., Oklahoma City, OK.
2. Mr. Nichols called roll. Attending were Ken McDowell, J Thomas, Mark Luttrull, Chaney Haynes, Corky Heard, Robert Getchell, John Bailey, Charles Nichols and Ralph Harrison. It was determined that nine members were present at the time of roll call and that a quorum was present. Also attending were Glynda Reppond, Executive Director, and John Crittenden, Assistant Attorney General. 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 March 17, 2015, were then reviewed. After review, a motion was made by Chaney Haynes and seconded by Charles Nichols to accept the Minutes as presented. Vote: Unanimously approved.
4. **Chairman's Report: Ralph Harrison.** Mr. Harrison stated that he had no report.
5. **Executive Director's Report:** Director Reppond reported that the new signage for the office was up, both beside the entry door to the office as well as over the reception area window. She also reported that HB2129, the bill that increased the state's portion of revenue from 10% to 15% each month had not come out of committee. However, it may be brought back next year. At this time, the Ethics website for the yearly reports is still not available. The reports are due by May 15th. She will send out an e-mail as soon as she receives notice. She also announced that election for officers for FY2016 will be at the next meeting. She also said that she will be sending out packets early for the next meeting because she will be on vacation the week of May 11th through May 15th.
6. **Committee Reports:**
 - a. **Budget and Finance – J Thomas.** Mr. Thomas gave an update on the budget and presented the OSF Form "FY2015 Operating Budget Comparison by Department and Account", the Six Digit Object of Expenditure Report, the Six Digit Expenditure Detail Report, as well as the OAB P&L Statement for FY2015 which covers each month from the beginning of the fiscal year for comparison purposes. The total budget for the year is \$307,638.00. The total expenditures for the month were \$15,155.54 and the amount spent for the year to date is \$184,054.83. After review and discussion, a motion was made by Charles Nichols and seconded by John Bailey to approve the budget report as presented. Vote: Unanimously approved.
 - b. **Rules and Regulations – Mark Luttrull.** Mr. Luttrull reported that the first meeting of the Rules for FY2016 will be held after the regular Board meeting in May. The present rules have been sent to the Legislature for final approval and after that happens, they will be published and go into effect August 1st.
 - c. **Licensing and Testing – Corky Heard.** This item was inadvertently skipped but the report indicated that the last test was be on March 19, 2015. Thirteen people took the test and twelve passed. The next test is on May 21st and will be held in conjunction with the OLTA Abstractors School.
 - d. **Inspections – Permit for American Eagle Title and Abstract in Osage County.** Mr. Nichols reported that the logs had been examined and they were progressing at a normal rate and made a motion

to approve the inspection report and renew the application for Permit which was seconded by Ken McDowell. Vote: Unanimously approved

e. Enforcement Committee – Charles Nichols.

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 Charles Nichols and seconded by John Bailey for approval of all licenses 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 a list of applications for renewal of Certificate of Authority, with or without a fee change, which are set out in the attachments hereto. After discussion, a motion was made by Charles Nichols and seconded by Bob Getchell for approval for all listed except Beaver County Abstract, which will be addressed in a later item, subject to administrative review by the Executive Director, and making sure all compliance issues were met and appropriate fees paid. Vote: Unanimously approved.

7. **Beaver County Abstract Company: Transfer of Ownership** – This application is for an asset purchase of Beaver County Abstract Company by Underway One, LLC, who will be doing business as Beaver County Abstract & Title. The application is in order and the shareholders did due diligence on the company which was accepted. They have also attached a rate sheet and Mr. Nichols made a motion to approve the Transfer of Ownership as well as the rate sheet. The motion was seconded by John Bailey. Vote: Unanimously approved.
8. **Approval of Contract for Assistant Attorney General:** Mrs. Reppond presented the proposed FY2016 contract for the services of the Assistant Attorney General, John Crittenden. She reported that there had been an increase of \$1,032.84 changing the yearly total from \$27,273.24 to \$28,306.08 and recommended approval by the Board. A motion was then made by Ken McDowell and seconded by J Thomas to accept the proposed contract and have Mrs. Reppond execute it on behalf of the Board. Vote: Unanimously approved.
9. **Executive Director and Inspector/Investigator:** Employment review including possible merit raise for Executive Director and discussion of hiring applicant for Inspector position – There may be an executive session pursuant to the Oklahoma Open Meetings Act, Section 307(B)(1) "...Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee...". A motion was made by Corky Heard and seconded by Charles Nichols to move into executive session at 10:15 a.m. Vote: Unanimously approved.

The Board reconvened at 11:45 a.m. and a motion was made to come out of executive session by Charles Nichols and seconded by John Bailey. Vote: Unanimously approved. Mr. Harrison stated that no votes were taken nor other matters discussed during the executive session.

10. **Approval of FY2016 Budget:** After discussion, a motion was made by John Bailey and seconded by Ken McDowell to approve the proposed Budget listed under Column "A" for a total of \$311,124.44. Vote: Unanimously approved.
11. **New Business:** None.
12. **Report of Legal Counsel:** Mr. Crittenden reported no active court cases. He has worked with the Enforcement Committee and Executive Director but it was a very slow month.

13. Visitor's Comments: None.

14. Next Meeting: The next meeting will be held Tuesday, May 19, 2015 at 10:00 a.m. in the OLERS conference room, 421 NW 13th St., Oklahoma City, OK.

The meeting was adjourned by Chairman Harrison.

Respectfully submitted,



Glynda Reppond
Executive Director

INSPECTION REPORTS

APRIL, 2015

No.	Company	County	Date Inspected	Recommendations or Requirements
	American Eagle Title & Abstract	Osage	04/03/15	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 updated OESC to match with employees
7. Remove verbiage on uniform abstract certificate regarding excepting wetlands
8. Add verbiage on uniform abstract certificate regarding not certified to guardianships
9. Add OAB Statute 5:11-3-9(4)(D) less minerals, for surface abstracts on uniform abstract certificate
10. Use correct form when issuing Final Title Report for the Issuance of Title Insurance.

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

Individual License Renewals

APRIL, 2015

No.	Date Rec	First	Last	Exp Date	Cond Appr	Company	County
1446	3/25/2015	Melissa	Cole	9/28		AAA Abstract Co., Inc	Adair
1446	3/25/2015	Lloyd	Cole, Jr.	6/28		AAA Abstract Co., Inc	Adair
1446	3/25/2015	Nancy	Farrier	6/28		AAA Abstract Co., Inc	Adair
1446	3/25/2015	Sue	Smallen	6/28		AAA Abstract Co., Inc	Adair
1446	3/25/2015	Donell	Tibbit	5/28		AAA Abstract Co., Inc	Adair
1453	3/30/2015	Sally	Abernathy	6/28		Antlers Abstract & Title	Pushmataha, Choctaw
1423	3/4/2015	Christopher	Adams	4/28		Bryan County Abstract	Bryan
1423	3/4/2015	Dean	Jestis	4/28		Bryan County Abstract	Bryan
1423	3/4/2015	Amanda	Lindly	4/28		Bryan County Abstract	Bryan
1451	3/30/2015	Julie	Walter	4/28		Capitol Abstract & Title	Oklahoma
1408	2/27/2015	Emily	Jenkins	4/28	new	Cleveland County Abstract	Cleveland
1447	3/25/2015	Stephen	Barzellone	4/28		Creek County Abstract	Creek
1447	3/25/2015	Natalie	Fuente	4/28		Creek County Abstract	Creek
1447	3/25/2015	James	Harris	4/28		Creek County Abstract	Creek
1447	3/25/2015	Zachary	Harris	4/28		Creek County Abstract	Creek
1417	3/2/2015	Ashley	Breshears	4/28	new	Eufaula Abstract & Title	McIntosh, Haskell
1430	3/11/2015	Jessica	Cox	5/28		Eufaula Abstract & Title	McIntosh, Haskell
1430	3/11/2015	Mildred	Hayes	5/28		Eufaula Abstract & Title	McIntosh, Haskell
1436	3/18/2015	Nathan	Schlinke	4/28	new	First American Title	Canadian, Cleveland, Oklahoma, Pottawatomie, Tulsa
1242	12/2/2014	Gale	Snider	4/28	new	First American Title	Canadian, Cleveland, Oklahoma, Pottawatomie, Tulsa
1436	3/18/2015	Jason	Soper	4/28	new	First American Title	Canadian, Cleveland, Oklahoma, Pottawatomie, Tulsa
1407	2/27/2015	Amanda	Whiteley	4/28	new	Grand River Abstract & Title	Delaware
1425	3/4/2015	Christopher	Chaffin	4/28		Green Country Abstract & Title	Cherokee
1426	3/4/2015	Larry	Dennis	4/28		Green Country Abstract & Title	Cherokee
1431	3/12/2015	Lucy	Bryen	4/28		Guaranty Abstract of McClain	McClain
1439	3/19/2015	Samantha	Collateta	4/28	new	Guaranty Abstract of McClain	McClain
1448	3/30/2015	Ramona	Forrester	5/28		Guaranty Abstract of Stigler	Haskell, McIntosh
1448	3/30/2015	Amanda	Webb	5/28		Guaranty Abstract of Stigler	Haskell, McIntosh
1449	3/30/2015	Derick	Cantrell	6/28		Hugo Abstract & Title	Choctaw, Pushmataha

No.	Date Rec	First	Last	Exp Date	Cond Appr	Company	County
1449	3/30/2015	Marian	Payne	6/28		Hugo Abstract & Title	Choctaw, Pushmataha
1449	3/30/2015	Bryan	Rogers	6/28		Hugo Abstract & Title	Choctaw, Pushmataha
1444	3/25/2015	Dawn	Clark	4/28		Liberty Abstract Company	Pittsburg
1424	3/4/2015	Jacey	Alford	4/28	new	Marietta Abstract Co	Love
1450	3/30/2015	Ronnie	Colston	5/28		Marietta Abstract Co	Love
1450	3/30/2015	Cynthia	Colston	5/28		Marietta Abstract Co	Love
1450	3/30/2015	Mary	Johnston	5/28		Marietta Abstract Co	Love
1440	3/19/2015	Andrew	Ihrig	4/28	new	Musselman Abstract	Washington
1374	2/2/2015	Alisha	LeFlore	4/28	new	Musselman Abstract	Washington
1438	3/19/2015	MaryAnne	Mayhue	4/28	new	Oklahoma Digital	Wagoner, Rogers, Garfield
1443	3/23/2015	Susan	Frost	4/28		Pawhuska Abstract & Title	Osage
1443	3/23/2015	Henry	Hudson	4/28		Pawhuska Abstract & Title	Osage
1443	3/23/2015	Terri	Reynolds	4/28		Pawhuska Abstract & Title	Osage
1445	3/25/2015	Sharon	Adams	5/28		Pioneer Abstract Company or McAlester	Pittsburg, Latimer
1437	3/18/2015	David	Faulkner	6/28		Rogers County Abstract	Rogers
1437	3/18/2015	Patricia	Hayes	7/28		Rogers County Abstract	Rogers
1437	3/18/2015	Brittany	McCloskey	6/28		Rogers County Abstract	Rogers
1428	3/9/2015	Cynthia	Walters	5/28		SCA Title, LLC	Sequoyah
1429	3/11/2015	Steven	Boone	4/28		Security Abstract Company	Kay
1429	3/11/2015	Katharine	Leven	4/28		Security Abstract Company	Kay
1429	3/11/2015	Ruth	Oestmann	4/28		Security Abstract Company	Kay
1429	3/11/2015	Carla	Scott	4/28		Security Abstract Company	Kay
1435	3/17/2015	Staci	Crawford	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1435	3/17/2015	Rikki	Hill	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1435	3/17/2015	Lori	Jenkins	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1435	3/17/2015	Stephanie	Johnston	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1435	3/17/2015	Monica	Lederle	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1435	3/17/2015	Maria	Miller	4/28		Southwest Abstract & Title	Comanche, Tulsa, Carter, Love
1396	2/25/2016	Jheri	Bond	4/28		Stewart Abstract & Title	Oklahoma, Carter
1432	3/12/2015	Corissa	Mashore	4/28		Stewart Abstract & Title	Oklahoma, Carter
1427	3/9/2015	Sherry	McLeod	4/28		Stewart Abstract & Title	Oklahoma, Carter
1427	3/9/2015	Mary Ann	Nelson	4/28		Stewart Abstract & Title	Oklahoma, Carter
1432	3/12/2015	Elizabeth	Powell	4/28		Stewart Abstract & Title	Oklahoma, Carter
1433	3/12/2015	Judy	Alderson	12/28		Tulsa Abstract & Title	Tulsa

No.	Date Rec	First	Last	Exp Date	Cond Appr	Company	County
1433	3/12/2015	Christine	Archer	12/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Karen	Beatty	12/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Shannon	Bender	5/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Randall	Coffman	5/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Linda	Cravens	8/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Patsy	Cravens	5/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Tricia	Denny	8/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	James	Inhofe II	6/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Melissa	Linker	12/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Celeste	Mounce	5/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Jerry	Neighbors	9/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Stacey	Renschler	6/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Keri	Ricketts	10/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Terri	Roop	12/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Deborah	Smith	5/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	LeAnn	StandingWater	8/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Paul	Taylor	12/28		Tulsa Abstract & Title	Tulsa
1433	3/12/2015	Tammy	Toppins	12/28		Tulsa Abstract & Title	Tulsa

CONDITIONAL APPROVAL CODES:

1. Missed deadline - license extended - pd. \$100 fine
2. OTC Hold
3. Waiting for payment of fine

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

APPLICATIONS: RENEWAL OF CERTIFICATE OF AUTHORITY						APRIL 21, 2015		
No.	Date Rec	Company	EXP Date	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date
1409	2/27/15	Abstract & Guaranty of Blaine County	5/28	Blaine		Y	Time	5/20/2015
1375	2/2/15	Beaver County Abstract	4/28	Beaver		N	Page	4/22/2015
1401	2/26/15	Choctaw County Abstract Company	5/28	Choctaw		N	Time	5/1/2015
1391	2/18/15	Goetzing Abstract & Title Company	5/28	Woodward		Y	Time	4/22/2015
1414	2/27/15	Grand Valley Abstract	5/28	Mayes		Y	Page	5/1/2015
1321	1/13/15	Guaranty Abstract & Title of Stigler, LLC	5/28	Haskell		N	Time	5/1/2015
1412	2/27/15	Metro Abstract, Title and Closing Co.	5/28	Wagoner		Y	Time	5/1/2015
1390	2/12/15	Meurer Abstract and Title Company	5/28	Pawnee		Y	Time	5/28/2015
1389	2/12/15	Oklahoma Abstract & Title Company	5/28	Payne		Y	Time	5/28/2015
1389	2/12/15	Payne County Title Company	5/28	Payne		Y	Time	5/28/2015
1410	2/27/15	Smith Brothers Abstract & Title Co., LLC	5/28	Tulsa		Y	Time	5/1/2015
1421	3/3/15	Southern Abstract Co	6/28	Washington		N	Time	4/22/2015
1403	2/26/15	Stewart Abstract and Title	5/28	Carter		Y	Time	5/1/2015
1403	2/26/15	Stewart Abstract and Title	5/28	Oklahoma		Y	Time	5/1/2015
1388	2/11/15	Title Abstract Company	5/28	Nowata		N	Page	4/15/2015
1400	2/26/15	Tulsa Abstract & Title	5/28	Tulsa		Y	Time	4/22/2015
1	2/26/15	Union-Creek Abstract Company	6/28	Creek		N	Time	4/22/2015

FEE SCHEDULE CHANGE ONLY REQUESTS						APRIL 2015		
No.	Date Rec	Name		County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date

TRANSFER OF OWNERSHIP						APRIL 2015		
No.	Date Rec	Name (Prior to Ownership Change)	Name Change	Owner(s)	Contact	Page or Time Based	Rate Sheet Effective Date	
NA	4/13	Beaver County Abstract	Yes	Underway One, LLC	Scott Luna	Page	4/22/2015	
TO BE HEARD AS SEPARATE ITEM								

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 | 5. OSBI Background Check |
| 2. Misc. application and/or other required documentation | 6. Discussion of Fee Sheet |
| 3. Missed deadline - certificate extended - pd. \$100 fine | 7. Tabled from Last Meeting |
| 4. Missed deadline - certificate extended - pd. \$300 fine | |

* all subject to administrative review and payment of fees

APPLICATIONS: PERMIT TO CONSTRUCT PLANT				APRIL, 2015			
No.	Applicant	Owner	County	Date Rec	Inspection Date	Status	

APPLICATIONS: RENEWAL OF PERMIT TO BUILD				APRIL, 2015			
No.	Company	Owner	County	Date Rec	Inspection Date	Exp Date	
1406	American Eagle Title and Abstract, LLC	Randy Dittman	Osage	2/26/15	4/3/2015	5/28/15	

ISSUED PERMITS TO DATE:				APRIL, 2015			
No.	Applicant	County			Date Permit Issued	Renewal Date	
1	Southern Oklahoma Abstract & Title	Atoka	*		3/11/10	3/28/15	
2	American Eagle Title & Abstract, LLC	Osage	*		5/10/13	5/28/15	
3	Oklahoma Digital Abstract, LLC	Garfield	*		12/17/13	12/28/15	
4	Oklahoma Digital Abstract, LLC	Rogers	*		12/17/13	12/28/15	
5	Oklahoma Digital Abstract, LLC	Wagoner	*		12/17/13	12/28/15	
6	Arbuckle Title & Abstract	Carter	**		10/10/13	10/28/15	
7	Arbuckle Title & Abstract	Love	**		10/10/13	10/28/15	
8	Abstract & Title Company of Cleveland County LLC	Cleveland	*		1/20/15	1/28/16	
9	Old Republic Title Co. Of Oklahoma	Logan	*		2/17/15	2/28/16	
* Permit approved, in process of building plant							
** Permit reinstated by Court							