

**MINUTES OF REGULAR MEETING
OKLAHOMA ABSTRACTORS BOARD
September 16, 2014**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Ralph Harrison at 10:00 a.m. on September 16, 2014, at the OLERS Conference Room, 421 NW 13th St., Oklahoma City, OK.
2. Mr. Nichols called roll. Attending were John Bailey, J Thomas, Chaney Haynes, Mark Luttrull, Charles Nichols, Robert Getchell, and Ralph Harrison. Corky Heard was absent with an excuse. It was determined that eight members were present at the time of roll call and that a quorum was present. Also attending were Mitzi Combs, Inspector, 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 August 19, 2014, were then distributed. After review, a motion was made by Charles Nichols and seconded by Ken McDowell to accept the Minutes as presented. Vote: Unanimously approved.
4. **Chairman's Report: Ralph Harrison.** Mr. Harrison had no report.
5. **Executive Director's Report:** Director Reppond stated that the office had been moved and were now situated in the OLERS building. She also stated that Mitzi Combs had attended the McAlester OLTA Regional meeting and that she had attended the meeting in Claremore. She asked Mr. McDowell to address the meeting he had attended in McAlester. He stated that the turnout had been very good and that most of the questions to him were about the violations that the inspector had found at the various companies this past year. She then asked Charles Nichols to comment on the meeting in Claremore. He said that most of the questions were concerning the quality of new plants being built and how they were going to be inspected. She then reported that the next Regional meeting will be in Oklahoma City where Chaney Hanes will speak and the next night the meeting will be in Weatherford and John Bailey will speak for the OAB at that meeting. She also brought to the Board's attention the seminar sponsored by the Attorney General's office on the Open Meetings and Open Records Act and encouraged all Board members to attend when it is in their area.
6. **Committee Reports:**
 - a. **Budget and Finance – J Thomas.** Mr. Thomas gave an update on the budget and presented the OSF Form "FY2014 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 FY2014 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 \$20,149.79 and the amount spent for the year to date is \$41,273.00. A motion was made by Charles Nichols and seconded by Mark Luttrull to approve the budget report as presented. Vote: Unanimously approved.
 - b. **Rules and Regulations – Mark Luttrull.** Mr. Luttrull reported that a Rules Committee meeting will be held immediately after the Board meeting at the OAB office.

c. Licensing and Testing – Glynda Reppond. Ms. Reppond reported that on September 10th, we had seven applicants sign up for testing in Claremore at OLTA Regionals. Five passed. We have not had any other requests so far for testing at Weatherford. The next test will be here in the OAB office on September 18th. We have one person signed up for that so far.

d. Inspections – Mitzi Combs. Ms. Combs reported that in the next few weeks she will be going to Cimarron County Abstract Co. in Cimarron County, Guaranty Abstract & Title of Guymon in Texas County, Claremore Abstract & Guaranty Co. and Rogers County Abstract in Rogers County, Cordell Abstract in Washita County and Kiowa County Abstract Company in Kiowa County.

e. Enforcement Committee – Charles Nichols.

Inspection Reports: Presented to the Board for approval was a list of Inspection Reports which are set out in the attachments hereto. A motion was made by Charles Nichols and seconded by John Bailey to approve the inspections as presented with the recommendations or requirements being met. 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 Charles Nichols and seconded by Mark Luttrull 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 J Thomas 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 on all but Bailey's Abstract & Title which was approved with seven yeas. John Bailey abstained from voting on his own company.

7. **Guidelines for Building a new Plant.** This matter came before the Board pursuant to our new rules which went into effect on September 15, 2014. One of those rules, 5:11-7-3(b) states:

...(b) The applicant shall comply with the Guidelines for Developing a New Abstract Plant as established by the Board."

Mrs. Reppond explained that the Rules Committee had been revising those Guidelines which were now being presented to the Board for approval. After much discussion, it was decided that more revisions were needed. Ken McDowell made a motion to table the matter until the October 21st meeting. The motion was seconded by Charles Nichols. Vote: Unanimously approved.

8. **Report of Legal Counsel:** Mr. Crittenden reported that there are no lawsuits pending at this time and that he has been working with the Enforcement Committee. Mr. Crittenden also reported there is no active litigation at this time. He also reported that the Oklahoma southern boundary is being resurveyed.
9. **Visitor's Comments:** There were none.

10. **Next Meeting:** The next meeting will be held Tuesday, October 21, 2014 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,

A handwritten signature in cursive script that reads "Glynda Reppond".

Glynda Reppond
Executive Director

INSPECTION REPORTS**SEPTEMBER 2014**

No.	Company	County	Date Inspected	Recommendations or Requirements	Actions
	Oklahoma City Abstract	Oklahoma	08/15/14		
	Beaver County Abstract Co.	Beaver	08/08/14		
	Pioneer Abstract & Title Co.	Harper	08/08/14		
	Latimer County Abstract	Latimer	05/16/204	2-name indexes	fine \$100-paid

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
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

SEPTEMBER 2014

Individual License Renewals

9/16/2014

No.	Date Rec	First	Last	Exp Date	Cond Appr	Company	County
1081	8/11/2014	Brenda	Phipps	9/28		Latimer County Abstract & Title Co.	Latimer, Pushmataha, McCurtain, Choctaw
1083	8/12/2014	Ashley	Ross	10/28		Eufaula Abstract & Title	McIntosh, Haskell
1083	8/12/2014	Jamie	Rogers	10/28		Eufaula Abstract & Title	McIntosh, Haskell
1084	8/15/2014	Jordi	Askew	10/28		University Land Title Services	Payne
1086	8/18/2014	Melanie	Kyle	11/28		Harmon County Abstract	Harmon
1087	8/25/2014	Amber	England	9/28		Murray County Abstract & Title	Murray
1088	8/26/2014	Lorinda	Bishop	9/28		Capitol Abstract & Title Co.	Oklahoma
1089	8/29/2014	Monica	Lucas	9/28		Alfalfa Guaranty Abstract Co.	Alfalfa
1089	8/29/2014	Zachary	Berg	12/28		Alfalfa Guaranty Abstract Co.	Alfalfa
1090	8/29/2014	Kameran	Jones	12/28		Kiowa County Abstract Co.	Kiowa
1090	8/29/2014	Shirley	VonRaesfeld	2/28		Kiowa County Abstract Co.	Kiowa
1090	8/29/2014	Sandra	Johnston	9/28		Kiowa County Abstract Co.	Kiowa

LICENSES WITH SPECIAL CIRCUMSTANCES

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								SEPTEMBER 2014
No.	Date Rec	Company	EXP Date	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date
1085	8/15/14	University Land Title Services	11/28	Payne		N	Time	11/28/2014
1082	8/12/14	Great Plains Invest, LLC dba Baileys	11/28	Jackson		N	Page	10/1/2014
1074	7/29/14	Pushmataha County Abstract Co.	10/28	Pushmataha		N	Time	10/1/2014

APPLICATIONS: NEW CERTIFICATE OF AUTHORITY								SEPTEMBER 2014
No.	County	Company Name	Date Permit Issued	Applicant	Page or Time Based	Rate Sheet Effective Date	Date Rec App	Status

FEE SCHEDULE CHANGE ONLY REQUESTS								SEPTEMBER 2014
No.	Date Rec	Name		County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date

TRANSFER OF OWNERSHIP								SEPTEMBER 2014
No.	Date Rec	Name (Prior to Ownership Change)	Name Change	Owner(s)		Contact	Page or Time Based	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 | 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 | |