



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

*OFFICIAL MINUTES*

February 6, 2013  
*Date*

246  
*Number*

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting February 6, 2013 at 9:30 a.m. The Meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, 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 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Friday, February 1, 2013 at 9:00 a.m., and was mailed or hand delivered to the offices of the Board members on Tuesday, January 29, 2013 and posted to the REAB website on Friday, February 1, 2013. The agenda is attached as Exhibit A.

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar, Jr. 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: Lee R. Caesar, Jr.;  
Patti L. Fisher;  
Betty J. Cagle;  
P. Lane Wheeler  
Stephen C. Walton;  
Shelley Pruitt; and  
John P. Smithson

Board members excused were: John D. Doak, Chairperson

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Christine McEntire, Director; William Combs, Counsel for Commissioner John D. Doak; Bryan Neal, Assistant Attorney General, Rebecca Keesee, Legal Secretary, and Eric Schoen, Board Secretary. Others present were: Stephen McCaleb; Brett Robinson; Mike Cordell; and Joe Garnand.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Wheeler moved that the reading of the minutes of the January 9, 2013 session be waived and approved as published and distributed. The Motion was seconded by Ms. Fisher. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF MICHAEL T. GIESE; COMPLAINT #12-012; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS** (Exhibit C)

Mr. Caesar recused himself from consideration of Agenda Item III due to Probable Cause Committee service.

Upon recusal of Mr. Caesar, Mr. Wheeler moved that Ms. Fisher be nominated as interim Vice-Chairperson. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

|                 |              |         |
|-----------------|--------------|---------|
| ROLL CALL VOTE: | Ms. Fisher   | Yes     |
|                 | Ms. Cagle    | Yes     |
|                 | Mr. Wheeler  | Yes     |
|                 | Mr. Walton   | Yes     |
|                 | Ms. Pruitt   | Yes     |
|                 | Mr. Smithson | Yes     |
|                 | Mr. Caesar   | Recused |

THE RESULT WAS SIX IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

Mr. Wheeler made a Motion to accept the recommended discipline as presented. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

|                 |              |         |
|-----------------|--------------|---------|
| ROLL CALL VOTE: | Ms. Fisher   | Yes     |
|                 | Ms. Cagle    | Yes     |
|                 | Mr. Wheeler  | Yes     |
|                 | Mr. Walton   | Yes     |
|                 | Ms. Pruitt   | Yes     |
|                 | Mr. Smithson | Yes     |
|                 | Mr. Caesar   | Recused |

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF DON L. STANDRIDGE; COMPLAINT #12-011B; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit D)

Mr. Caesar recused himself from consideration of Agenda Item IV due to Probable Cause Committee service.

Mr. Wheeler made a Motion to accept the Consent Order as presented. Mr. Walton seconded this Motion. The Chair ordered a roll call vote with the following results:

|                 |              |         |
|-----------------|--------------|---------|
| ROLL CALL VOTE: | Ms. Fisher   | Yes     |
|                 | Ms. Cagle    | Yes     |
|                 | Mr. Wheeler  | Yes     |
|                 | Mr. Walton   | Yes     |
|                 | Ms. Pruitt   | Yes     |
|                 | Mr. Smithson | Yes     |
|                 | Mr. Caesar   | Recused |

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

V. **CHAIRPERSON'S REPORT.** The Chairperson offered no report.

**VICE-CHAIRPERSON'S REPORT.** The Vice-Chairperson offered no report.

**DIRECTOR'S REPORT.**

A. **Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on November 30, 2012.** (Exhibit E)

Ms. Fisher made a Motion and it was seconded by Mr. Wheeler to issue an order to suspend individuals listed in Agenda Item V, Director's Report A. The Chair ordered a roll call vote with the following results:

|                 |             |     |
|-----------------|-------------|-----|
| ROLL CALL VOTE: | Ms. Fisher  | Yes |
|                 | Ms. Cagle   | Yes |
|                 | Mr. Wheeler | Yes |
|                 | Mr. Walton  | Yes |

|              |     |
|--------------|-----|
| Ms. Pruitt   | Yes |
| Mr. Smithson | Yes |
| Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**B. Discussion and possible action regarding approval of renewal applications due by March 31, 2013 and authority to issue certificates. (Exhibit F)**

Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item V, Director's Report B. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE 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 G)**

Ms. Fisher made a Motion and it was seconded by Ms. Pruitt to issue certificates of registration to the companies listed in Agenda Item V, Director's Report C. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**D. Discussion and possible action regarding approval of AMC renewal applications due by March 31, 2013 and authority to issue certificates. (Exhibit H)**

Ms. Fisher made a Motion and it was seconded by Mr. Wheeler to issue certificates of registration to the companies listed in Agenda Item V, Director's Report D. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**VI. COMMITTEE REPORTS:**

**A. Standards and Disciplinary Procedures Committee. No report.**

**B. Education, Experience and Testing Committee:**

**1. Discussion and possible action regarding approval of course submittals. (Exhibit I)**

Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to approve the recommendation as presented in Agenda Item VI. B 1. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates. (Exhibit J)**

**2(A)** Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to allow staff to be given authority to issue reciprocal licenses to the individuals listed in Agenda Item VI B 2(A). The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**2(B)** Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to allow staff to be given authority to issue trainee appraiser credentials to the individuals listed in Agenda Item VI B 2(B). The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**2(C)** Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to allow staff to be given authority to issue upgrade certificates to the individuals listed in Agenda Item VI B 2(C) contingent upon receipt of proof of acceptable examination results and payment of required fees. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. (Exhibit K)**

**3(A)** Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to allow the staff be given authority to deny the application for upgrade of the individual listed in Agenda Item VI B 3(A). The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**3(B)** Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to allow the staff be given authority to deny the application for upgrade of the individual listed in Agenda Item VI B 3(B). The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**C. Legislation and Rules Committee.** Legislative Liaison Brett Robinson presented his oral report.

**D. Probable Cause Committee.**

**1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.** No action.

**2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.** No action.

**3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.** No action.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR APPROVAL OF CORRECTED BOARD MINUTES FOR THE MEETINGS HELD AUGUST 3, 2012, SEPTEMBER 7, 2012, OCTOBER 5, 2012, AND NOVEMBER 2, 2012 DUE TO SCRIVENERS' ERRORS.** (Exhibit L)

Ms. Fisher made a Motion to approve the revisions of the Board Minutes outlined by the Director. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO THE LEGISLATION AND RULES COMMITTEE FOR CALENDAR YEAR 2013**  
(Exhibit M)

Ms. Fisher made a Motion to approve the appointment to the Legislation and Rules Committee of Jevon Tresner and David W. Story. The Motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

|                 |              |     |
|-----------------|--------------|-----|
| ROLL CALL VOTE: | Ms. Fisher   | Yes |
|                 | Ms. Cagle    | Yes |
|                 | Mr. Wheeler  | Yes |
|                 | Mr. Walton   | Yes |
|                 | Ms. Pruitt   | Yes |
|                 | Mr. Smithson | Yes |
|                 | Mr. Caesar   | Yes |

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE BY BOARD MEMBERS AND STAFF AT THE SPRING CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN AUSTIN, TEXAS BETWEEN APRIL 27 AND 29<sup>TH</sup>**. No action.

X. **NEW BUSINESS.** The Vice Chair presented an item of new business to the Board with respect to the expressed interest by Oklahoma Christian University in Edmond in expanding their real estate degree program to include a program for appraisers. Information from the Appraisal Foundation and AQB has been prepared by the Director for delivery to OCU by the Vice Chair. The Appraisal Foundation will coordinate directly with OCU and act as at the lead participant once the Foundation determines that there is a need. The Foundation will coordinate a meeting with OCU representatives and they will send someone from the Foundation to help them to set up their program

XI. **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, excepting 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.



LEE R. CAESAR JR., VICE-CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

ERIC M. SCHOEN, BOARD SECRETARY  
OKLAHOMA REAL ESTATE APPRAISER BOARD