



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

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TO: John D. Doak, Chairperson  
Lee R. Caesar Jr., Vice-Chairperson  
P. Lane Wheeler, Member  
Stephen C. Walton, Member

Shelley Pruitt, Member  
John P. Smithson, Member  
Patti L. Fisher, Member  
Betty J. Cagle, Member

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Wednesday, March 6, 2013, at 9:30 a.m. The meeting will be held in the Public Conference Room of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112 on Friday, March 1, 2013 at 10:00 a.m. Copies were mailed or transmitted by the undersigned to the offices of the aforementioned members on February 26, 2013. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on March 1, 2013.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
February 6, 2013 Regular Session.
- III. Discussion and Possible Action Regarding a Notice to Appear and Order to Show Cause Regarding Board Order #11-028 and Board Order #12-024, Modifying Board Order #11-028, in the Matter of Jeffrey D. Phillips and Zachary A. Phillips; Complaint #10-102 for Failure to Comply with an Order of the Board.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act

- IV. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.
  - A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on December 31, 2012.
  - B. Discussion and possible action regarding approval of renewal applications due by April 30, 2013 and authority to issue certificates.
  - C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies.
  - D. Discussion and possible action regarding approval of AMC renewal applications due by April 30, 2013 and authority to issue certificates.

- E. Discussion and possible action regarding suspension of individual appraisers for failure to complete the 7-Hour National USPAP Update Course which was due December 31, 2012.
- F. Discussion and possible action regarding imposed administrative fines in the amount of \$150.00 to individual appraisers for failure to complete the 7-Hour National USPAP Course prior to the deadline of December 31, 2012.
- G. Discussion and possible action regarding imposed administrative fines in the amount of \$150.00 to individual appraisers for failure to complete the 7-Hour National USPAP Course prior to the deadline of December 31, 2012 and acknowledgment that said individual appraisers have voluntarily remitted said fine.

V. **Committee Reports.**

- A. Disciplinary Procedures Committee.
- B. Education, Experience & Testing Committee.
  - 1. Discussion and possible action regarding approval of course submittals.
  - 2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.
  - 3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants.
- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
  - 1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
  - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
  - 3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

VI. **Discussion and Possible Action Regarding Collection Actions For Non-Payment of Fines and Costs Under Board Order #12-013; In the Matter of Russell S. McIntosh; Complaint #11-041; and Board Order #12-016; In the Matter of Russell S. McIntosh; Complaint #11-063; to include any Associated Matters or Motions.**

Possible Executive Session as authorized by 25 O.S. 2011 §307(B) (4) regarding the above matter in order to conduct confidential communications between a public body and its attorney concerning a pending investigation, claim, or action.

VII. **New Business.**

VIII. **Adjournment.**

  
CHRISTINE MCENTIRE, Director