



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

**OFFICIAL MINUTES**

April 1, 2005  
*Date*

155  
*Number*

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its One Hundred Fifty Fifth regular meeting April 1, 2005 at 9:30 a.m. The Meeting was held in the Boardroom of the offices of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. § 301 et seq, this agenda for this meeting was posted at the main entrance to the offices of the Oklahoma Insurance Department on Tuesday, March 22, 2005 at 11:00 a.m. This Agenda was posted on the Insurance Department website at ([www.oid.state.ok.us](http://www.oid.state.ok.us)) on March 22, 2005. Copies of this Agenda were delivered or e-mailed by the undersigned to the office of the aforementioned members on Tuesday, March 22, 2005. An addendum to this agenda was posted at the main entrance to the Offices of the Oklahoma Insurance Department on March 25, 2005 at 10:00 a.m. This addendum was posted to the Insurance Department website, and was mailed and emailed to the members of the Board on March 25, 2005. The Agenda and addendum are attached as **Exhibit A**.

I. **CALL TO ORDER.** Lee R. Caesar Jr., Vice-Chairman, called the meeting to order at 9:35 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Lee Caesar, Jr., Vice-Chairperson;  
Travis L. Parsons, Member;  
Jana S. Barker, Member;  
Harold J. Snyder III, Member;  
Patti L. Fisher, Member; and  
James W. Hoyt, Member.

Excused were: Kim Holland, Chairman; and  
Jimmie R. Burton, Member.

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

Others in attendance were: Joanne Stevenson, Assistant Attorney General; Karl Kramer, Assistant General Counsel, Oklahoma Insurance Department; George R. Stirman III, Director; Jerry L. Jones, Shawnee; Margaret C. Leatherwood, Shawnee; and James S. Matthews Jr., Oklahoma City.

The Open Meetings Act Compliance Statement was presented by Rod Stirman, Director.

II. **READING AND APPROVAL OF MINUTES.** The Chair asked for approval of the minutes as presented from the Board meeting held on March 4, 2005. Ms. Stevenson asked that minutes for November 2004 (150), December 2004 (151), January 2005 (152), February 2005 (153), and March 2005 (154) be corrected to note her presence. Mr. Hoyt moved to accept the minutes as corrected, Ms. Barker seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

III. **CHAIRMAN'S REPORT.** The Chairman was excused.

**VICE-CHAIRMAN'S REPORT.** No report given.

III. **DIRECTOR'S REPORT.** The Director, George R. Stirman III, offered a written report, a copy of which is attached as **Exhibit B**.

**A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.**

Mr. Hoyt made a motion to accept the recommendation to revoke individuals for non-payment of annual fees. The motion was seconded by Mr. Snyder. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

**B. Discussion and possible action regarding approval of renewal applications due in May 2005 and authority to issue certificates.**

Mr. Hoyt made the motion to accept Director's report regarding approval of renewal applications due in April 2005 and authority to issue certificates. The motion was seconded by Ms. Fisher. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

IV. **BOARD MEMBERS REPORTS.**

**A. Disciplinary Procedures Committee.** No report given.

**B. Education, Experience & Testing Committee.**

1. Discussion and possible action regarding course submittals approval.

Mr. Hoyt moved to approve all appraiser education items as reported in Exhibit C. The motion was seconded by Ms. Barker. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX 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.

Mr. Hoyt moved to accept the recommendations contained in Agenda item IV (B)(2), Exhibit D, as reported, but adding to paragraph C, the name of Gordon Cook, upgrading from Trainee Appraiser to State Licensed Appraiser. The motion was seconded by Ms. Fisher. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX 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.
4. Discussion and possible action regarding policy and procedures of EET Committee.

**C. Legislation & Rules Committee.** No reports given.

**D. Probable Cause Committee.**

1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

At this point, Mr. Hoyt recused himself from voting, and presented the report of the PCC, Exhibit E.

Mr. Parsons moved, seconded by Ms. Fisher, that the PCC recommendation with respect to Log No. 03-040 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Ms. Fisher moved, seconded by Mr. Snyder, that the PCC recommendation with respect to Log No. 04-094 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Ms. Fisher moved, seconded by Mr. Snyder, that the PCC recommendation with respect to Log No. 04-093 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Mr. Parsons moved, seconded by Ms. Barker, that the PCC recommendation with respect to Log No. 05-008 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Ms. Barker moved, seconded by Mr. Parsons, that the PCC recommendation with respect to Log No. 05-009 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Ms. Fisher moved, seconded by Ms. Barker, that the PCC recommendation with respect to Log No. 05-011 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

Ms. Barker moved, seconded by Mr. Snyder, that the PCC recommendation with respect to Log No. 05-014 be accepted by the Board. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Recused
	Mr. Caesar	Yes

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

At this point, Mr. Hoyt was removed from recusal and rejoined the quorum.

Mr. Parsons moved, seconded by Ms. Fisher, that Complaint #03-078, In the Matter of R. Devin Hubbard and Denton L. Hubbard, be accepted as a formal complaint and that the date, time and place for the hearing set forth in the Notice of Hearing attached be approved. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

At this point in the session, Agenda Item IV (D)(4) was taken out of order and offered for consideration by the Board.

4. Discussion and possible action regarding proposed reorganization of the Probable Cause Committee of the Board.

A proposal for reorganization of the Probable Cause Committee was furnished and is attached as Exhibit F. After discussion, Mr. Caesar moved, with a second by Ms. Barker, that Mr. Parsons be allowed to select a committee, a small team of people, to prepare and present a recommendation regarding reorganization of the PCC. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Abstain
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE ABSTENTION, AND NONE OPPOSED.  
THE MOTION WAS AGREED TO.

The Board returned to regular order.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee. No action taken.
3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

Mr. Fisher moved that Jeanette S. Snovel and Connie S. Burk become the next two Disciplinary Committee member, conditioned on their agreement to serve. The motion was seconded by Mr. Ms. Barker. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

At this point in the session, Agenda Item VI was taken out of order and offered for consideration by the Board.

**VI. DISCUSSION AND POSSIBLE ACTION REGARDING REINSTATEMENT OF CERTIFICATION OF ANN C. PORTER.** After the Board reviewed documentation including a letter from Ms. Porter (Exhibit G), Mr. Parsons moved, seconded by Ms. Barker, that the certification of Ann C. Porter be reinstated. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

At this point in the session, Agenda Item VII was taken out of order and offered for consideration by the Board.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING REINSTATEMENT OF TRAINEE APPRAISER CERTIFICATE OF ROGER L. ACEBO.** After the Board reviewed documentation including a letter from Mr. Acebo and a course completion certificate (Exhibit H), Mr. Parsons moved, seconded by Ms. Fisher, that the trainee appraiser certificate of Roger L. Acebo be reinstated. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

At this point in the session, Agenda Item VIII was taken out of order and offered for consideration by the Board. There was no discussion or action on this item.

At this point in the session, Agenda Item IX was taken out of order and offered for consideration by the Board.

**IX. DISCUSSION AND POSSIBLE ACTION REGARDING PLACEMENT OF DISCIPLINARY ACTIONS ON THE BOARD'S WEBSITE.** There was a short discussion regarding exactly what and how to place these items on the site. Mr. Caesar moved, seconded by Ms. Fisher, that copies of final orders of the board regarding disciplinary actions for calendar years 2004 and 2005 be placed on the website in PDF format. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Parsons	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Barker	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

The Board returned to regular order.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF DAVID E. REDDICK, COMPLAINT NUMBER 02-090.**

**POSSIBLE EXECUTIVE SESSION AS AUTHORIZED BY 25 O.S. 2001 §307 (B)(8), REGARDING THE ABOVE MATTER AND IN ORDER FOR THE BOARD TO DISCUSS LEGAL MATTERS RELATED TO THIS ACTION WITH ITS ATTORNEY**

At this point in the session, the Board's Chairperson, Kim Holland, entered the room and took her seat with the Board.

Ms. Barker recused herself from consideration of this matter due to her participation in the PCC at the time of its consideration of the matter.

Mr. Caesar, Mr. Hoyt, and Mr. Parsons recused themselves from consideration of this matter due to their geographic proximity to the respondent, per the Johnson case.

It was announced that Governor Henry had appointed two board members pro-tempore for the purpose of maintaining a quorum to allow this item of business to go forward. These appointments are identified as Jerry L. Jones and Margaret C. Leatherwood. Copies of the appointments are attached as Exhibit I. These members were seated at this point. The Board proceeded with this item of business with a quorum composed of Chairperson Kim Holland, members Fisher and Snyder and members pro-tem Jones and Leatherwood, with Ms. Holland presiding.

A copy of the hearing panel's recommendation is attached as Exhibit J.

The Director announced that the respondent had not applied for oral argument.

Ms. Fisher moved that the Board go into executive session. The motion was seconded by Mr. Snyder. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Jones	Yes
	Ms. Leatherwood	Yes

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

At this point, the Board went off the record and into executive session.

The board went back on the record. Ms. Fisher moved, seconded by Mr. Snyder, to return from executive session. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Jones	Yes
	Ms. Leatherwood	Yes

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

Ms. Fisher moved to issue a final order adopting the panel recommendations as to findings of fact and conclusions of law, and amending Panel's disciplinary sanctions to read as follows:

a. That Respondent successfully complete fifty-five (55) hours of corrective education to include a forty (40) hour tested course in the sales comparison approach, provided by one of the sponsoring organizations of The Appraisal Foundation and that he complete the fifteen (15) hour National USPAP Course, and transmit copies of the certificates of course completion to the administrative office of the Board by no later than 6 months from the date of the Board's order; and further, that the aforementioned corrective education courses may not be used as continuing education.

b. That for two (2) years from the date of this order, that Respondent's property valuations or appraisals where the value of the property appraised exceeds \$250,000 must be co-signed by a Certified Residential or Certified General Appraiser.

c. That any and all existing trainee-supervisor relationships, in accordance with Board Rule OAC 600:10-1-16, must be terminated immediately, and that no further trainee-supervisor relationships may be undertaken for two years from the date of this order, and then only with Board approval, as required by Board Rule OAC 600:10-1-16(g).

d. For a six month period from the date of this order, Respondent is required to submit, to arrive not later than the first of each month, a log of all appraisals completed to the Director of the Board at the Board's administrative office; and further, that reports will be randomly selected for submission to the Board's administrative office by Respondent for review by a member of the Education, Testing, and Experience Committee or the Standards and Disciplinary Procedures Committee of the Board.

The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Jones	Yes
	Ms. Leatherwood	Yes

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

X. **NEW BUSINESS.** The Chair called for new business, none was heard.

XI. **ADJOURNMENT.** Ms. Fisher moved to adjourn the session. Mr. Snyder seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Ms. Jones	Yes
	Ms. Leatherwood	Yes

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

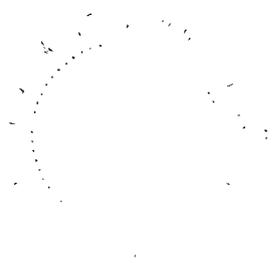
**OFFICIAL MINUTES.**

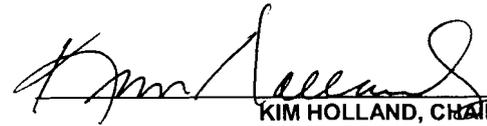
The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after motion duly made and seconded has been noted herein and made a part of these minutes.

The Board caused the entire proceeding of the meeting, excepting any executive sessions, to be recorded on an audio recording device with audiotape to be retained as a record in the office of the Board.

**EXHIBITS** are A through J.

In witness we have hereunto set our hand and caused the Seal of the State of Oklahoma to be affixed by the Board Secretary, at the City of Oklahoma City, State of Oklahoma, this 1st day of April, 2005.



  
KIM HOLLAND, CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
GEORGE R. STIRMAN III, DIRECTOR  
OKLAHOMA REAL ESTATE APPRAISER BOARD