



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 2, 2005  
Date

163  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its one hundred sixty third regular meeting on December 2, 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., the agenda for this meeting was posted in the main entrance to the offices of the Oklahoma Insurance Department on Tuesday, November 22, 2005 at 11:00 a.m., and was posted to the Insurance Department website on November 22, 2005. Copies were hand-delivered or mailed by the undersigned to the office of the aforementioned members on Tuesday, November 22, 2005. See Exhibit A

I. **CALL TO ORDER.** Vice-Chairman Lee Caesar, Jr., presiding, 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, Vice-Chairman;  
Jimmie R. Burton;  
Joey Snyder;  
Patti L. Fisher;  
James W. Hoyt; and  
P. Lane Wheeler

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

Board members excused were: Kim Holland, Chairperson; and Jana S. Barker;

Others in attendance were; Joann Stevenson, Board Counsel; Robert Noll, Assistant General Counsel, Oklahoma Insurance Department; Linda L. Churchill, Licensing Administrator; and Rod Stirman, Board Director.

II. **READING AND APPROVAL OF MINUTES.** Mr. Hoyt moved that the reading of the minutes of the previous session be waived and that they stand approved as printed and distributed. Mr. Burton seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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.** No report given

IV.

**VICE-CHAIRMAN'S REPORT.** The Vice-Chairman offered no report.

**DIRECTOR'S REPORT.**

A. **Discussion and possible action regarding revocation or possible suspension of individuals for non-payment of annual fees.** See Exhibit B. Mr. Hoyt moved that the list of individuals presented by the Director as failing to pay their annual fees be suspended. The motion was seconded by Ms. Fisher. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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 authority to issue certificates to those due to renew their licenses by January 31, 2006.** See Exhibit C. A motion was made by Mr. Caesar to approve issuance of certificates to those due to renew by January 31, 2006. Mr. Wheeler seconded the motion.

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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 MEMBER REPORTS.**

**A. Disciplinary Procedures Committee.** The Committee offered no report.

**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 D. The motion was seconded by Mr. Burton. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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.** See Exhibit E. A motion was made by Mr. Hoyt to approve the recommendations offered in paragraphs A through C of the Exhibit. The motion was seconded by Mr. Snyder. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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.** A motion was made by Mr. Burton to approve the recommendations offered in paragraphs 1 and 2. The motion was seconded by Mr. Wheeler. See Exhibit F. The chair ordered a roll call vote with the following results:

ROLL CALL VOTE	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	NO
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE OPPOSED.  
THE MOTION WAS AGREED TO.

C. **Legislation and Rules Committee.** Meeting scheduled for December 12, 2005.

D. **Probable Cause Committee.**

1. **Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.** See Exhibit G

Mr. Burton moved that the Probable Cause committee recommendation with respect to Complaint # 05-034, 05-033, 05-032, 05-016, 04-081, and 03-039 be accepted. Mr. Snyder seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Recused
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

Mr. Burton moved that the Probable Cause committee recommendation with respect to Complaint # 05-060, 05-071 through 05-080 and 05-087 and 05-100 be accepted. Mr. Snyder seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Recused
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

Mr. Hoyt moved that the Probable Cause committee recommendation with respect to Complaint # 04-042 be accepted. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Recused
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

Mr. Burton moved that the Probable Cause committee recommendation with respect to Complaint # 05-059 be accepted. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Recused
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND ONE OPPOSED.  
THE MOTION WAS AGREED TO.

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. Snyder made a motion to appoint Mr. Mark Bardsley to the Probable Cause Committee. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

**V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT TO STANDING COMMITTEES OF THE BOARD AND CONCURRENT APPOINTMENT OF MEMBERS OF THE STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE AS APPRAISER HEARING OFFICERS FOR CALENDAR YEAR 2006.** Mr. Burton made a motion to approve the named (Exhibit H) Oklahoma State Appraisers as members of the committees. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Mr. Wheeler	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

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

**VI. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CONSENT ORDER IN COMPLAINT NO. 04-021, IN THE MATTER OF FRANCIS E. HARPER AND EDDIE R. PETERS.** No action taken. The consent order was not returned to the Board.

**VII. OLD BUSINESS.**

**0506 Discussion and possible action regarding publication of a uniform standards for measurement policy for the Board.** No action taken

**VIII. NEW BUSINESS.** None.

**IX. ADJOURNMENT.** A motion for adjournment was made by Mr. Hoyt and seconded by Ms. Fisher. 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 an audio recording device with audiotape to be retained as a record in the office of the Board.

**EXHIBITS** are A through H.

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 4th day of December 2005.

  
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**LEE R. CAESAR, VICE-CHAIRMAN**  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
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**LINDA L. CHURCHILL, SECRETARY**  
OKLAHOMA REAL ESTATE APPRAISER BOARD