



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

January 5, 2007  
Date

175  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its one hundred seventy-fifth regular meeting January 5, 2007 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 December 26, 2006, and was mailed to the offices of the Board members and posted to the REAB website on December 26, 2006. The agenda is attached as Exhibit A.

I. **CALL TO ORDER.** Vice-Chairman Joey Snyder called the meeting to order at 9:34 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Kim Holland, Chairperson  
Joey Snyder, Vice-Chairperson;  
Jana S. Barker;  
Patti L. Fisher;  
James W. Hoyt;  
Lane Wheeler;  
Kim N. Allen; and  
Lee R. Caesar, Jr.

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

Others in attendance were: Rod Stirman, Director; John Mahoney, attorney for Commissioner Kim Holland; Joann Stevenson, Board Counsel; Tiffany Davis, Board Secretary; and Janice Owens, REAB Legal Secretary. Others present were: Randal Boevers, Ken Creger, Janet Braswell, Roger Cude, Carolyn Jarvis, and Pam Fegley.

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

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

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

III. **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.** A motion was made by Ms. Fisher and seconded by Mr. Caesar to issue an order to suspend individuals listed in agenda item III, Director's Report A for non-payment of annual fees due by October 31, 2006. (Exhibit B) The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Barker	Yes
	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Caesar	Yes
	Ms. Fisher	Yes
	Mr. Snyder	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 and authority to issue certificates.** (Exhibit C) A motion was made by Mr. Caesar and seconded by Ms. Barker to approve board staff to issue renewal certificates of individuals listed in agenda item III, Director's Report B upon receipt of proof of their CE and payment of appropriate fees.

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

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

**C. Discussion and possible action regarding actions with respect to those failing to furnish certificates of course completion for USPAP update due by December 31, 2006.** (Exhibit D) A motion was made by Ms. Barker and seconded by Ms. Fisher to have board staff issue an order to comply and notice of rights, requiring those delinquent to provide a course completion certificate and pay a fine of \$150.00 within 30 days from the date of the order, surrender their credential, or be suspended after 30 days from the date of the order.

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

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

**D. Discussion and possible action regarding application of late fees in processing renewal applications.** No Action Taken.

**E. Discussion and possible action regarding approval of Real Estate Appraiser Board forms.** No Action Taken.

#### **IV. COMMITTEE REPORTS:**

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

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

**1. Discussion and possible action regarding approval of course submittals.** No report offered.

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

A Motion was made by Ms. Barker and seconded by Mr. Caesar to allow staff to be given authority to issue trainee certificates to John M. Bridwell, Ronnie A. Fugate, Ina R. Keele, Grant K. Perkins, Darla S. Ragland, Adam S. Roberts, and Judith A. Walkingstick as stated in Agenda Item IV B 2 (A). The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Ms. Barker and seconded by Mr. Caesar to allow staff to be given authority to issue an original certificate by reciprocity to James E. Cary who has made application from a state with whom a reciprocity agreement is in place as stated in Agenda Item IV B 2 (B). The Chair ordered a roll call vote with the following results:

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

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

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

See Exhibit F (A). Mr. Hoyt made a motion that the upgrade application of William A. Burns Jr. be disapproved as recommended. The motion was seconded by Ms. Barker. The chair ordered a roll call vote with the following results:

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

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

See Exhibit F (B). Mr. Hoyt made a motion that the upgrade application of Brandon A. Huisenga be disapproved as recommended. The motion was seconded by Ms. Barker. The chair ordered a roll call vote with the following results:

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

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

See Exhibit F (C). Mr. Caesar made a motion that the upgrade application of Mindi Morgan be disapproved as recommended. The motion was seconded by Ms. Barker. The chair ordered a roll call vote with the following results:

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

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

See Exhibit F (D). Mr. Caesar made a motion that the upgrade application of Myloe G. Wilson be disapproved as recommended. The motion was seconded by Mr. Hoyt. The chair ordered a roll call vote with the following results:

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

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

See Exhibit F (E). Mr. Caesar made a motion that the upgrade application of Jeremy E. McMillan be disapproved as recommended. The motion was seconded by Ms. Barker. The chair ordered a roll call vote with the following results:

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

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

**C. Legislation and Rules Committee.** No Report Offered.

**D. Probable Cause Committee.**

1. **Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.** No Recommendations made.

2. **Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.** A motion was made by Mr. Caesar and seconded by Ms. Barker to re-appoint Mr. Hinkle to the Probable Cause Committee for 3 more months.

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

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

**V. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT FOR THE INVESTIGATORS FOR THE REMAINDER OF FY 2007.** Mr. Hoyt made a motion to allow the pre-existing investigator selection committee to make a decision on an investigator for the Department of Central Services contract. Ms. Barker seconded the motion. The Chair ordered a roll call vote with the following results:

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

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

**VI. DISCUSSION AND POSSIBLE ACTION REGARDING LICENSE FEE FOR LEGISLATIVE INFORMATION SERVICE FOR UPCOMNG LEGISLATIVE SESSION.** No Action Taken.

VII. Did not exist on Agenda.

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING TRAINEE PRACTICUM COURSES AND SUPERVISION FOR UPCOMNG LEGISLATIVE SESSION.** No Action Taken.

IX. **New Business.** No new Business.

**X. ADJOURNMENT.**

A motion for adjournment was made by Ms. Barker and seconded by Ms. Fisher. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Barker	Yes
	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Caesar	No
	Ms. Fisher	Yes
	Mr. Snyder	Yes

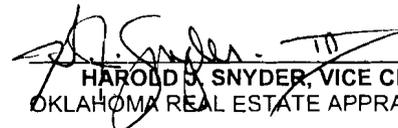
THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE OPPOSED.  
THE MOTION WAS AGREED TO.

**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 F.

  
HAROLD J. SNYDER, VICE CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
TIFFANY A. DAVIS, BOARD SECRETARY  
OKLAHOMA REAL ESTATE APPRAISER BOARD