



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

January 4, 2008
Date

186
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting January 4, 2008 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, 2007, and was mailed to the offices of the Board members and posted to the REAB website on December 26, 2007. The addendum to the agenda was posted in the main entrance to the offices of the Oklahoma Insurance Department on January 2, 2008 at 4:20 p.m., and was mailed to the offices of the Board members and posted to the REAB website on January 2, 2008. The agenda is attached as Exhibit A.

I. **CALL TO ORDER.** Vice-Chairperson Lee 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., Vice-Chairperson
Patti L. Fisher;
James W. Hoyt;
Lane Wheeler;
Kim N. Allen; and
Joey Snyder;

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

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

Others in attendance were: Rod Stirman, Director; Sandra LaVenue, attorney for Commissioner Kim Holland; Joann Stevenson, Board Counsel; Tiffany Davis, Board Secretary, and Christine McEntire, Board Legal Secretary. Others present were: Hal Hartsock, Matthew Allen, Stephen Schmedt, Nena Henderson, and Steve McCaleb, Board Prosecutor.

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:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX 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. Snyder 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, 2007. (Exhibit B) The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	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 and authority to issue certificates. (Exhibit C) A motion was made by Ms. Fisher and seconded by Mr. Allen 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. The Chair ordered a roll call vote with the following results:

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

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

IV. 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 D) A motion was made by Mr. Hoyt and seconded by Mr. Allen to approve the courses as presented in Agenda item IV B (1) amending 3c to approved for 2 hours for the '08 Qualification Criteria. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	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. (Exhibit E)

A Motion was made by Mr. Hoyt and seconded by Mr. Snyder to allow staff to be given authority to issue trainee certificates to the individuals listed in agenda item IV B 2 (A). The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Hoyt and seconded by Mr. Snyder to allow staff to be given authority to issue trainee certificates to the individuals listed in agenda item IV B 2 (B) upon receipt of copies of their birth certificates. The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Hoyt and seconded by Mr. Wheeler to allow staff to be given authority to issue original certificates to the individuals listed in Agenda Item IV B 2 (C) who have made application by reciprocity from states with whom reciprocity agreements are in place. The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Hoyt and seconded by Mr. Wheeler to allow staff to be given authority to issue a reinstatement certificate to the individual listed in agenda item IV B 2 (D) who has been found fully qualified including continuing education and required fees. The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Hoyt and seconded by Mr. Snyder to allow staff to be given authority to issue a reinstatement certificate to the individual listed in agenda item IV B 2 (E) who has been found fully qualified including qualifying education, experience, examination, and payment of the required fees. The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Hoyt and seconded by Mr. Allen to allow staff to be given authority to issue upgrade certificates to the individuals listed in agenda item IV B 2 (F) who have been found fully qualified including the examination and required fees. The Chair ordered a roll call vote with the following results:

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

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

A Motion was made by Mr. Allen and seconded by Mr. Wheeler to allow staff to be given authority to issue an original certificate to the individual listed in agenda item IV B 2 (G) who has been found fully qualified including the exam and payment of any required fees. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	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 disapproval of experience documentation of applicants. (Exhibit F)

Mr. Allen made a motion that the upgrade application of Craig Glover 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:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

Mr. Hoyt made a motion that the upgrade application of Joe Gamand be disapproved as recommended. The motion was seconded by Mr. Allen. The chair ordered a roll call vote with the following results:

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

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

Mr. Allen made a motion that the upgrade application of Matthew Ford 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:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

Mr. Hoyt made a motion that the upgrade application of Jeffrey Jackson be disapproved as recommended. The motion was seconded by Mr. Allen. The chair ordered a roll call vote with the following results:

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

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

Mr. Hoyt made a motion that the upgrade application of Joshua James be disapproved as recommended. The motion was seconded by Mr. Allen. The chair ordered a roll call vote with the following results:

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

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

Mr. Allen made a motion that the upgrade application of Darlene Lansden 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:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

Mr. Allen made a motion that the upgrade application of Joshua Lewis 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:	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

C. Legislation and Rules Committee. No 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.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CONSENT ORDER IN COMPLAINT #05-082, 06-093, 06-128, AND 06-144, IN THE MATTER OF KEVIN F. BRODERICK.** Passed until February.

VI. **NO ITEM ON AGENDA.**

Mr. Caesar recused himself from consideration of Agenda Items VII, IX, and X.

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION OF DISCIPLINARY HEARING PANEL IN COMPLAINT #06-060, IN THE MATTER OF TIMOTHY L. OYLER.**

A motion was made by Ms. Fisher and seconded by Mr. Hoyt to accept the hearing panel recommendation in complaint #06-060, in the matter of Timothy L. Oyer. The chair ordered a roll call vote with the following results:

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

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

VIII. **NO ITEM ON AGENDA.**

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION OF DISCIPLINARY HEARING PANEL IN COMPLAINT #06-151, IN THE MATTER OF TRACY A. STREICH.**

Ms. Fisher recused herself from consideration of Agenda Item IX.

The Director announced the appointment of one Board member Pro-Tempore' by the Office of the Governor, Ms. Nena W. Henderson. (Exhibit G)

The Chair ordered a roll call vote to establish a quorum.

Board members present were:	P. Lane Wheeler
	James W. Hoyt;
	Kim N. Allen;
	Nena W. Henderson; and
	Joey Snyder

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

A motion was made by Mr. Hoyt and seconded by Ms. Henderson to accept the hearing panel recommendation in complaint #06-151, in the matter of Tracy A. Streich. The chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND TWO RECUSED.
THE MOTION WAS AGREED TO.

Ms. Fisher was reseated. Ms. Henderson was excused.

X. **DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CONSENT ORDER IN COMPLAINT #06-040, IN THE MATTER OF RONALD E. BURK.**

A motion was made by Ms. Fisher and seconded by Mr. Allen to accept the consent order in complaint #06-040, in the matter of Ronald E. Burk.

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

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

Mr. Caesar was reelected.

X(A). **DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT AARO CONFERENCE, SRAG MEETING, AND AQB PUBLIC MEETING, SAN FRANCISCO, CA DURING THE PERIOD APRIL 11-14, 2008.**

Mr. Allen made a motion that the Board approves up to 6 people to attend the conferences. The motion was seconded by Mr. Snyder. The chair ordered a roll call vote with the following results:

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

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

XI. **NEW BUSINESS.** No New Business.

XII. **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 an audio recording device with audiotape to be retained as a record in the office of the Board.

Exhibits are A through G.



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



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