



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

July 1, 2015
Date

276
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting on July 1, 2015 at 9:30 a.m. The Meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. §301 et seq., the agenda for this meeting was posted at the main entrance of the Oklahoma Insurance Department at 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Monday, June 29, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on June 24, 2015 and posted to the REAB website on June 29, 2015. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. 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: John D. Doak;
Lee R. Caesar Jr.;
Betty J. Cagle;
Lane Wheeler;
Stephen C. Walton;
Shelley Pruitt;
John Smithson

Board members excused were: James R. Artman

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

Others in attendance were: Christine McEntire, Director; Bryan Neal, Assistant Attorney General; Barron Brown, OID Counsel; Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Steve McCaleb, Ron Flowers, Crystal Flowers, Evan McCormick, H.E. Ted Smith, and Joel Dean.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit "B")

Mr. Wheeler moved that the reading of the minutes of the June 3, 2015 session be waived and approved as published and distributed. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

- III. **Discussion and Possible Action regarding a Disciplinary Hearing Panel Recommendation in the Matter of Jason W. Williams; Complaint #14-008; to Include any Associated Matters or Motions.** (Exhibit "C")

Mr. Walton is recused from consideration of Agenda Item III. in his capacity as Chair of the Probable Cause Committee.

Mr. Caesar is recused from consideration of Agenda Item III.

Ms. Cagle made a Motion and it was seconded by Mr. Smithson to appoint Mr. Wheeler as vice-chairperson. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt to go into executive session. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt to come out of executive session. The Chair ordered a roll call with the following results:

ROLL CALL:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused
	Commissioner Doak	Yes

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt to accept the Disciplinary Hearing Panel recommendation as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

IV. Discussion and Possible Action regarding a Global Consent Agreement in the Matters of Annemieke E. Roell; Complaint #14-019; Complaint #14-029; Complaint #14-030; Complaint #14-034; Complaint #14-045; Complaint #15-001; Complaint #15-004; Complaint #15-011 and Complaint #15-021; to Include any Associated Matters or Motions. (Exhibit "D")

After a brief discussion by Steve McCaleb and Evan McCormick, Mr. Wheeler moved that the Board accept the global consent agreement as presented. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

V. **Discussion and Possible Action regarding a Consent Agreement in the Matter of Darrell E. Brown; Complaint #14-013 to Include any Associated Matters or Motions.**
(Exhibit "E")

After a brief discussion by Steve McCaleb, Mr. Wheeler moved that the Board accept the consent agreement as presented. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

VI. **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 due on April 30, 2015.** (Exhibit "F")

Mr. Wheeler made a Motion and it was seconded by Ms. Cagle to issue an order to suspend the individuals listed in Agenda Item VI, Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	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 by August 31, 2015 and authority to issue certificates.** (Exhibit "G")

Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item VI, Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes

Mr. Smithson	Yes
Mr. Caesar	Yes

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

C. Discussion and possible action regarding approval of original certificate of registration for appraisal management company. (Exhibit "H")

Mr. Wheeler made a Motion and it was seconded by Ms. Cagle to approve Board staff to issue an original certificate of registration to the company listed in agenda item VI, Director's Report C. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	No
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

D. Discussion and possible action regarding approval of AMC renewal applications due by August 31, 2015 and authority to issue certificates. (Exhibit "I")

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to issue renewal certificates to the companies listed in Agenda Item VI, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	No
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

VII. 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 "J")

Ms. Cagle made a Motion and it was seconded by Mr. Walton to approve the recommendation as presented in Agenda Item VII. B. 1. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	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 reciprocal applications received and authority to issue certificates. (Exhibit "K")

(A) Mr. Walton made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue an original certificate to the individual listed in Agenda Item V B. 2 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(B) Mr. Walton made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue a trainee appraiser credential to the individual listed in Agenda Item VII B. 2 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(C) Mr. Walton made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to reinstate a certified general appraiser credential to the individual listed in Agenda Item VII B. 2 (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

(D) Mr. Walton made a Motion and it was seconded by Mr. Wheeler to allow staff to be given authority to transfer a certified general appraiser credential to the individual listed in Agenda Item VII B. 2 (D). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	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. (Exhibit "L")

(A) Mr. Walton made a Motion and it was seconded by Mr. Wheeler to allow staff

to be given authority to issue upgraded credentials to the individuals listed in Agenda Item VII. B. 3. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

C. Legislation & 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. (Exhibit "M")

Mr. Walton is recused from consideration of Agenda Item VII. D. 3. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #15-015, Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-018 Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-019 Mr. Wheeler made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes

Mr. Walton	Recused
Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

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

Following discussion of Grievance #15-020 Mr. Wheeler made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-022 Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-023 Mr. Wheeler made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Following discussion of Grievance #15-024 Mr. Wheeler made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

VIII. Discussion and Possible Action Regarding Proposed Board Meeting Dates for Calendar Year 2016. (Exhibit "N")

Tabled to the August 5, 2015 board meeting.

IX. Discussion and Possible Action Regarding Approval of Draft Budget for FY 2016. (Exhibit "O")

Following discussion of the draft budget for FY 2016, Mr. Wheeler made a Motion and it was seconded by Ms. Pruitt to accept the draft budget for FY 2016 as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Excused
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

X. Report of Stephen L. McCaleb, Board Prosecutor, as to Appeal of Elizabeth A. Fischer of Board Order #15-005 (Complaint #13-021) in Oklahoma County District Court. No Action.

XI. NEW BUSINESS. No Action.

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 a digital audio recording device to be retained as a record in the office of the Board. Exhibits are A through O.



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



ERIC M. SCHOEN, BOARD SECRETARY
OKLAHOMA REAL ESTATE APPRAISER BOARD