



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 5, 2008  
Date

197  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting December 5, 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 at the main entrance of the Oklahoma Insurance Department with a copy at Entrance A to Shepard Mall, at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on November 21, 2008 at 3:00 p.m. and was mailed or hand delivered to the offices of the Board members and posted to the REAB website on November 21, 2008. 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: Lee R. Caesar Jr., Vice-Chairperson;  
Patti L. Fisher;  
James W. Hoyt;  
P. Lane Wheeler; and  
Kim N. Allen;

Board members excused were: Kim Holland, Chairperson  
Joey H. Snyder III, Board Member  
Jana S. Barker, Board Member

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; Preston Draper, Assistant Attorney General; Shannon Phipps, Board Secretary; and Christine McEntire, Board Legal Secretary. Others present were: Dennis Hudacky; Annemieke Roell; Greg Goodpasture; Hal Hartsock; and Steve McCaleb, Board Prosecutor.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Hoyt moved that the reading of the minutes of the November 7, 2008 session be waived and that the minutes be approved subject to corrections as follows:

Item IV (D) 3: the votes of Mr. Hoyt and Ms. Fisher on Grievances 07-096 and 08-033 are corrected to record "Abstain", as opposed to "No".

The motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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 due September 30, 2008.** (Exhibit C) A motion was made by Ms. Fisher and seconded by Mr. Hoyt to issue an order to suspend individuals listed in agenda item III, Director's Report A. The Chair ordered a roll call vote with the following results:

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

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

**B. Discussion and possible action regarding approval of renewal applications due January 31, 2009 and authority to issue certificates.** (Exhibit D) A motion was made by Ms. Fisher and seconded by Mr. Hoyt to approve board staff to issue renewal certificates to the individuals listed in agenda item III, Director's Report B. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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 E) A motion was made by Ms. Fisher and seconded by Mr. Hoyt to approve the courses as presented in Agenda item IV B (1). The Chair ordered a roll call vote with the following results:

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

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

At this point, Item VII was taken out of order, by order of the Chair.

At this time the Board took a five (5) minute recess.

The Chair declared the Board to be back in open session. The Chair ordered a roll call to establish a quorum.

Board members present were: Lee R. Caesar, Jr., Vice-Chairperson;  
P. Lane Wheeler;  
James W. Hoyt;  
Kim N. Allen; and  
Patti L. Fisher.

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

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST FROM DONALD W. WILSON FOR APPROVAL TO ACT AS SUPERVISORY APPRAISER AS REQUIRED BY AOC 600:10-1-16(g).** No action was taken on this item as the Board decided that they did not have the authority to bar Mr. Wilson from supervising.

At this point, the Session returned to regular order.

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

**2(A)** A motion was made by Mr. Hoyt and seconded by Mr. Wheeler to allow staff to be given authority to issue a Trainee certificate to the individual 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
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

**2(B)** A motion was made by Mr. Allen and seconded by Mr. Wheeler to allow staff to be given authority to issue an upgrade certificate to the individual listed in agenda item IV B 2 (B) contingent upon receipt of proof of acceptable examination results and payment of 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
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

**2(C)** A motion was made by Mr. Hoyt and seconded by Mr. Wheeler to allow staff to be given authority to issue reciprocal licenses to the individuals listed in agenda item IV B 2 (C). The Chair ordered a roll call vote with the following results:

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

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

**2(D)** A motion was made by Mr. Hoyt and seconded by Mr. Wheeler to approve transfer of licensure of the individual listed in agenda item IV B 2 (D). The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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.** No action.

Board member Joey Snyder entered the room and was declared present.

At this time the Board discussed the November 18, 2008 EET Meeting and the issues pertaining to a mandatory seminar for Supervisors and Trainees. A motion was made by Ms. Fisher and seconded by Mr. Wheeler to direct the staff to publish a Notice of Rulemaking Intent to implement a rule change pertaining to OAC 600:10-1-16. 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 action.
- D. **Probable Cause Committee.** The PCC had no report.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO REAL ESTATE APPRAISER BOARD STANDING COMMITTEES AND CONCURRENT APPOINTMENT OF MEMBERS OF THE STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE AS APPRAISER HEARING OFFICERS.** (Exhibit G)

Ms. Fisher made a motion to approve the appointment of the Appraiser Hearing Officers and Committee Members as presented. Mr. Snyder seconded the motion. 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.

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING INVESTIGATOR SERVICES IN SUPPORT OF REAB.** No action.

VIII. **NEW BUSINESS.** No new business.

IX. **ADJOURNMENT.**

The Board adjourned by general consent.

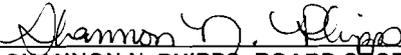
**OFFICIAL MINUTES.**

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 G.

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

  
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SHANNON N. PHIPPS, BOARD SECRETARY  
OKLAHOMA REAL ESTATE APPRAISER BOARD