



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

May 1, 2009  
Date

202  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting May 1, 2009 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 April 21, 2009 at 9:30 a.m. and was mailed or hand delivered to the offices of the Board members and posted to the REAB website on April 21, 2009. The addendum to the agenda was posted in the main entrance to the offices of the Oklahoma Insurance Department on April 28, 2009 at 1:30 p.m., and was e-mailed or hand-delivered to the offices of the Board members and posted to the REAB website on April 28, 2009. The agenda and addenda are 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;  
Kim N. Allen;  
Jana S. Barker; and  
Harold J. Snyder III;

Board members excused were: Kim Holland, Chairperson

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

Others in attendance were: Rod Stirman, Director; Caleb Muckala, attorney for Commissioner Kim Holland; Bryan Neal, Assistant Attorney General; Shannon Phipps, Board Secretary; and Christine McEntire, Board Legal Secretary. Others present were: Kelly Bounds; Hal A. Hartsock; Brett Robinson, Legislative Liaison; and Steve McCaleb, Board Prosecutor.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Hoyt moved that the reading of the minutes of the April 10, 2009 session be waived and approved as published and 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. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	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 due February 28, 2009.** (Exhibit C) A motion was made by Mr. Allen and seconded by Ms. Fisher 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:	Ms. Barker	Yes
	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	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 due June 30, 2009 and authority to issue certificates.** (Exhibit D) A motion was made by Ms. Fisher and seconded by Ms. Barker 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:	Ms. Barker	Yes
	Mr. Wheeler	Yes
	Mr. Hoyt	Yes
	Mr. Allen	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN 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 Mr. Hoyt and seconded by Mr. Allen to approve the recommendation as presented in Agenda Item IV B (1). 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. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN 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 F)

**2(A)** A motion was made by Mr. Allen and seconded by Mr. Wheeler to approve the application for Trainee certification for the individual listed 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. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

**2(B)** A motion was made by Mr. Hoyt and seconded by Mr. Allen to approve application for upgrade of applicant listed 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. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN 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.

**C. Legislation and Rules Committee.** Legislative Liaison Brett Robinson presented his oral 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 MODIFICATION OF FINAL ORDER 09-007 IN THE MATTER OF RONALD E. BURK, COMPLAINT #08-006.** (Exhibit G)

Ms. Barker recused himself from consideration of Agenda Item V due to Probable Cause Committee service.

A motion was made by Mr. Hoyt and seconded by Mr. Wheeler to amend the final order, granting a 120 day extension. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS THREE VOTES IN THE AFFIRMATIVE, THREE OPPOSED AND ONE RECUSED. THE MOTION FAILED.

A motion was made by Mr. Hoyt and seconded by Mr. Wheeler to amend the final order, granting a sixty (60) day extension. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS THREE VOTES IN THE AFFIRMATIVE, THREE OPPOSED AND ONE RECUSED. THE MOTION FAILED.

A motion was made by Mr. Wheeler to amend the final order, granting a (thirty) 30 day extension beginning on June 29, 2009.

The motion was withdrawn.

A motion was made by Ms. Fisher and seconded by Mr. Hoyt to amend the final order to read that Respondent is to pay a portion of the total fine in the amount of \$1,000 by the June 29, 2009 deadline set forth in the current order and the balance, due by August 28, 2009. The Chair ordered a roll call vote with the following results:

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

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

V(a). **DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF AFFIDAVIT OF VOLUNTARY SURRENDER OF CREDENTIAL IN LIEU OF DISCIPLINARY PROCEEDINGS WITH RESPECT TO DARLA A. EDWARDS AND DALE E. KEELE, COMPLAINT #08-056, TO INCLUDE ANY ASSOCIATED MOTIONS OR MATTERS.**  
(Exhibit H)

Mr. Wheeler recused himself from consideration of Agenda Item V(a) due to Probable Cause Committee service.

A motion was made by Ms. Fisher and seconded by Mr. Snyder to accept the voluntary surrender in lieu of disciplinary proceedings as presented in Agenda Item V(a). The Chair ordered a roll call vote with the following results:

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

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

V(b). **DISCUSSION AND POSSIBLE ACTION REGARDING SCHEDULE OF DATES FOR REGULAR SESSIONS OF THE REAL ESTATE APPRAISER BOARD FOR CALENDAR YEAR 2010.** (Exhibit I)

A motion was made by Ms. Fisher and seconded by Ms. Barker to approve the schedule of dates as presented in Agenda Item V(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. Snyder	Yes
	Ms. Fisher	Yes
	Mr. Caesar	Yes

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

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING RENEWAL OF CONTRACTS IN PLACE WITH VARIOUS VENDORS AND AGENCIES.** (Exhibit J)

A motion was made by Mr. Allen and seconded by Ms. Fisher to approve renewal of contracts as presented in Agenda Item VI. The Chair ordered a roll call vote with the following results:

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

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

VI. **NEW BUSINESS.** No new business.

XII. **ADJOURNMENT.**

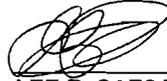
The Board adjourned by general consent.

**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 a digital audio recording device to be retained as a record in the office of the Board.

Exhibits are A through J.



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



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