



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

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TO: John D. Doak, Chairperson  
Lee R. Caesar Jr., Vice-Chairperson  
P. Lane Wheeler, Member  
Stephen C. Walton, Member

Jana S. Barker, Member  
John P. Smithson, Member  
Patti L. Fisher, Member  
Betty J. Cagle, Member

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Friday, November 2, 2012, at 9:30 a.m. The meeting will be held in the Public Conference Room of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112 on Tuesday, October 30, 2012 at 10:00 a.m. Copies were mailed or transmitted by the undersigned to the offices of the aforementioned members on Thursday, October 25, 2012. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on October 30, 2012.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
October 5, 2012 Regular Session.
- III. Public Hearing re: Notice of Rulemaking Intent as to Title 600: Real Estate Appraiser Board; Chapter 10. Licensure and Certification Requirements: Adding 600:10-1-18. National Registry Fee.
- IV. Discussion and Possible Action Regarding a Disciplinary Hearing Panel Recommendation in the Matter of Donald W. Riley; Complaint #11-078; to include any associated matters or motions.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

- V. Discussion and Possible Action Regarding a Notice to Appear and Order to Show Cause in the Matter of Jeffrey D. Phillips and Zachary A. Phillips; Complaint #10-102; to include any associated matters or motions.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

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- VI. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.
- A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on August 31, 2012.
  - B. Discussion and possible action regarding approval of renewal applications due by December 31, 2012 and authority to issue certificates.
  - C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies.
  - D. Discussion and possible action regarding approval of AMC renewal applications due by December 31, 2012 and authority to issue certificates.
- VII. Committee Reports.
- A. Disciplinary Procedures Committee.
  - B. Education, Experience & Testing Committee.
    - 1. Discussion and possible action regarding approval of course submittals.
    - 2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.
    - 3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants.
  - C. Legislation & Rules Committee.
  - D. Probable Cause Committee.
    - 1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
    - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
    - 3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
- VIII. Discussion and Possible Action Regarding Proposed Revisions to the Appraisal Subcommittee's Policy Statements and a Request for Comment Prior to November 29, 2012.
- IX. Discussion and Possible Action Regarding Attendance by Board Members and Staff at the Fall Conference of the Association of Appraiser Regulatory Officials.
- X. Discussion and Possible Action Regarding Appointment of Individuals to Education, Experience and Testing Committee; Legislation and Rules Committee; and Individuals to Standards and Disciplinary Procedures Committee with Concurrent Appointment as Appraiser Hearing Officers for the Calendar Year 2013.
- XI. New Business.
- XII. Adjournment.

  
CHRISTINE MCENTIRE, Director