

**TO: Carroll Fisher, Chairman
Member
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member
Member**

**Jana S. Barker,
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher,**

**A G E N D A
REAL ESTATE APPRAISER BOARD
STATE OF OKLAHOMA**

The regularly scheduled meeting of the Oklahoma Real Estate Appraiser Board is to be held January 9, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

MEETING PROCEDURE

- I. Call to Order.

- II. **Reading and Approval of Minutes.**

December 5, 2003 – Regular Meeting

- III. **Chairman's Report.**

Vice-Chairman's Report.

Director's Report.

- A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.

- B. Discussion and possible action regarding approval of renewal applications due in February 2004 and authority to issue certificates.

IV. Board Member Reports.

A. Disciplinary Procedures Committee.

B. Education, Experience & Testing Committee.

1. Discussion and possible action regarding course submittals approval.
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 Probable Cause Committee disciplinary recommendations.
2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

V. Discussion and possible action regarding OREAB monthly and annual budget.

Possible Executive Session as authorized by 25 O.S. 2001 §307(B)(8), regarding the above matter and in order for the Board to discuss legal matters related to this action with its attorney.

VI. Discussion and possible action regarding reinstatement of license of Charles K. Hogan.

VII. Old Business.

0312A. Discussion and possible action regarding request made by Reuben Barroso, a trainee appraiser, for consideration to grant credit for experience hours acquired between under supervision of Leo Hall.

0312B. Discussion and possible action regarding request made by Rodney L. Cleavelin, a trainee appraiser, for consideration to grant credit for experience hours acquired between under supervision of Leo Hall.

0312C. Discussion and possible action regarding approval for payment of billing from the Derryberry Firm for services rendered.

IX. Adjournment.

This Agenda was posted at the main entrance of the State Insurance Building at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on December 29, 2003 at 11:00 a.m.

CAROL WATSON, SECRETARY

**TO: Carroll Fisher, Chairman
Member
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member**

**Jana S. Barker,
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member**

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board Regular Meeting of January 9, 2004

- VIII (A). Discussion and possible action regarding reciprocal licensing agreement with the Louisiana Real Estate Appraisers Board.**
- VIII (B). Discussion and possible action regarding request for reinstatement of Trainee Appraiser certificate for Joshua C. James.**

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on January 7 at 11:00 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on January 7, 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

**TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member**

**Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member**

AGENDA **REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA**

The regularly scheduled meeting of the Oklahoma Real Estate Appraiser Board is to be held February 6, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

MEETING PROCEDURE

I. Call to Order.

II. Reading and Approval of Minutes.

January 9, 2004 – Regular Meeting

III. Chairman's Report.

Vice-Chairman's Report.

Director's Report.

- A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
- B. Discussion and possible action regarding approval of renewal applications due in March 2004 and authority to issue certificates.

IV. Board Member Reports.

- A. Disciplinary Procedures Committee.
- B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.
- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

- V. Discussion and possible action regarding OREAB monthly and annual budget.
- VI. Presentation by Annette Prince, Board Counsel, regarding Open Meeting Act.
- VII. Discussion and possible action regarding reinstatement of license of Tina Beach.
- VIII. Discussion and possible action regarding reinstatement of license of Jeffrey T. Womack.
- IX. Discussion and possible action with regard to trainees acquiring experience hours in violation of OAC 600:10-1-16(a) or OAC 600:10-1-16(d).
- X. Discussion and possible action regarding OK REAB participation at the Advisory Council meeting in Cincinnati, and the 2004 USPAP Update for Instructors and Regulators in Austin.
- XI. Old Business.
- 0312D Discussion and possible action regarding present and future trainee and/or supervisor programs.
- 0312B Discussion and possible action regarding request made by Rodney L. Cleavelin, a trainee appraiser, for consideration to grant credit for experience hours acquired between under supervision of Leo Hall.
- 0312C Discussion and possible action regarding approval for payment of billing from the Derryberry Firm for services rendered.
- 0401A Discussion and possible action regarding reciprocal licensing agreement with the Louisiana Real Estate Appraisers Board.
- XII. New Business.
- XIII. Adjournment.

This Agenda was posted at the main entrance of the State Insurance Building at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on January 27 2004 at 11:00 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on Tuesday, January 27 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

AGENDA REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

A special meeting of the Oklahoma Real Estate Appraiser Board will be held March 25, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on March 15, 2004 at 11:00 a.m. This agenda was posted to the Oklahoma Insurance Department website (www.oid.state.ok.us) on March 15, 2004. Copies were delivered or mailed by the undersigned to the offices of the aforementioned members on Monday, March 15, 2004.

MEETING PROCEDURE

- I. Call to Order.
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.

March 5, 2004 – Regular Meeting
- III. Discussion and possible action regarding OREAB monthly and annual budget.
- IV. Adjournment.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

A G E N D A REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

The regularly scheduled meeting of the Oklahoma Real Estate Appraiser Board will be held April 2, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on March 23, 2004 at 11:00 a.m. This agenda was posted to the Oklahoma Insurance Department website (www.oid.state.ok.us) on March 23, 2004. Copies were delivered or mailed by the undersigned to the offices of the aforementioned members on Tuesday, March 23 2004.

MEETING PROCEDURE

- I. **Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. **Reading and Approval of Minutes.**
March 26, 2004 – Special Meeting
- III. **Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in May 2004 and authority to issue certificates.
 - C. Discussion and possible action regarding addition of suffix to license numbers.
- IV. **Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding reinstatement of license of Leslie E. Liles.**
- VII. **Discussion and possible action regarding rescission of revocation of license of Reuben Barroso for the purpose of facilitating surrender of certificate.**
- VIII. **Discussion and possible action regarding rescission of revocation of certification of John D. Terrell.**
- IX. **Old Business.**

0312D Discussion and possible action regarding present and future trainee and/or supervisor programs.
- X. **New Business.**
- XI. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board
Regular Meeting of April 2, 2004

- VIII (A). Discussion and possible action regarding a request for formal opinion from the Office of the Attorney General regarding the applicability of the Oklahoma Real Estate Appraisers Act and the Uniform Standards of Professional Appraisal Practice (USPAP) to appraisal reports written and oral including testimony in assignments relating to condemnation proceedings under eminent domain; specifically:
- (1) Is a project undertaken by the Oklahoma Department of Transportation a federally related transaction?
 - (2) Generally, are state certified, licensed, and trainee appraisers required to perform appraisal activities in accordance with the USPAP?
 - (3) If the answers to either or both of the foregoing questions are in the negative, does 59 O.S. § 858-732, the Code of Ethics, apply in such activities?
- VIII (B). Discussion and possible action regarding Advisory Board meeting in Oklahoma City in August 2004.

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on March 25 at 8:30 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on March 25, 2004. A copy of this addendum was posted on the Oklahoma Insurance Department website, www.oid.state.ok.us on Thursday, March 25, 2004

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board
Regular Meeting of April 2, 2004

Agenda Item II is amended to read as follows:

- II. Reading and Approval of Minutes.
March 5, 2004 – Regular Meeting.
March 26, 2004 – Special Meeting.

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on March 29 at 9:30 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on March 29, 2004. A copy of this addendum was posted on the Oklahoma Insurance Department website, www.oid.state.ok.us on Monday, March 29, 2004

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

A G E N D A REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

A special meeting of the Oklahoma Real Estate Appraiser Board will be held May 14, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Thursday, May 6, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on May 6, 2004. Copies were delivered or mailed by the undersigned to the offices of the aforementioned members on Tuesday, May 6, 2004.

MEETING PROCEDURE

- I. **Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. **Reading and Approval of Minutes.**
April 2, 2004 – Regular Session.
- III. **Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in June 2004 and authority to issue certificates.
- IV. **Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.
 5. Discussion and possible action with respect to EET Committee meetings held March 22 and April 5, 2004.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
 - 4. Discussion and possible action regarding administrative procedures for processing of informal complaints following Board action.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding reinstatement of certificate of Russell Couch.**
- VII. **Discussion and possible action regarding rescission of revocation of certification of Kelly W. Miller for the purpose of facilitating surrender of certificate.**
- VIII. **Discussion and possible action regarding jurisdiction of the Board in disciplinary matters.**
- IX. **Old Business.**
 - 0404. **Discussion and possible action regarding Advisory Board meeting in Oklahoma City in August 2004.**
- X. **New Business.**
- XI. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

A G E N D A REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

The regularly scheduled meeting of the Oklahoma Real Estate Appraiser Board will be held June 6, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, May 25, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on May 25, 2004. Copies were delivered or mailed by the undersigned to the offices of the aforementioned members on Tuesday, May 25, 2004.

MEETING PROCEDURE

- I. **Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. **Reading and Approval of Minutes.**
May 14, 2004 –Special Session.
- III. **Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in July 2004 and authority to issue certificates.
- IV. **Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Jay C. Loveall for the purpose of facilitating surrender of certificate.**
- VII. **Discussion and possible action regarding a standing order with respect to disciplinary hearings and oral argument before the Board.**
- VIII. **Discussion and possible action regarding contracts for outside prosecutors for Fiscal Year 2005.**
- IX. **Discussion and possible action regarding jurisdiction of the Board in disciplinary matters.**
- X. **Discussion and possible action regarding election of a new Real Estate Appraiser Board Vice-Chairperson.**
- XI. **Old Business.**
 - 0404. **Discussion and possible action regarding Appraiser Advisory Network meeting in Oklahoma City in July 2004.**
- XII. **New Business.**
- XIII. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board
Regular Meeting of June 4, 2004

VIII (A). Discussion and possible action regarding a Contract for Legal Services between the Oklahoma Insurance Department, Real Estate Appraiser Board and the Office of the Attorney General for Fiscal Year 2005.

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on May 26, 2004 at 11:00 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on May 26, 2004. A copy of this addendum was posted on the Oklahoma Insurance Department website, www.oid.state.ok.us on Wednesday, May 26, 2004

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

A G E N D A REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

A special meeting of the Oklahoma Real Estate Appraiser Board will be held June 11, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Friday, June 4, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on June 4, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Friday, June 4, 2004.

MEETING PROCEDURE

- I. **Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. **Reading and Approval of Minutes.**
May 14, 2004 –Special Session.
- III. **Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in July 2004 and authority to issue certificates.
- IV. **Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Jay C. Loveall for the purpose of facilitating surrender of certificate.**
- VII. **Discussion and possible action regarding a standing order with respect to disciplinary hearings and oral argument before the Board.**
- VIII. **Discussion and possible action regarding contracts for outside prosecutors for Fiscal Year 2005.**
- IX. **Discussion and possible action regarding a Contract for Legal Services between the Oklahoma Insurance Department, Real Estate Appraiser Board and the Office of the Attorney General for Fiscal Year 2005.**
- X. **Discussion and possible action regarding jurisdiction of the Board in disciplinary matters.**
- XI. **Discussion and possible action regarding election of a new Real Estate Appraiser Board Vice-Chairperson.**
- XII. **Old Business.**
 - 0404. **Discussion and possible action regarding Appraiser Advisory Network meeting in Oklahoma City in July 2004.**
- XIII. **New Business.**
- XIV. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

A G E N D A REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

A special meeting of the Oklahoma Real Estate Appraiser Board will be held June 25, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Monday, June 14, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on June 14, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Friday, June 14, 2004.

MEETING PROCEDURE

- I. **Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. **Reading and Approval of Minutes.**
May 14, 2004 –Special Session.
- III. **Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in July 2004 and authority to issue certificates.
- IV. **Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Jay C. Loveall for the purpose of facilitating surrender of certificate.**
- VII. **Discussion and possible action regarding a standing order with respect to disciplinary hearings and oral argument before the Board.**
- VIII. **Discussion and possible action regarding contracts for outside prosecutors for Fiscal Year 2005.**
- IX. **Discussion and possible action regarding a Contract for Legal Services between the Oklahoma Insurance Department, Real Estate Appraiser Board and the Office of the Attorney General for Fiscal Year 2005.**
- X. **Discussion and possible action regarding jurisdiction of the Board in disciplinary matters.**
- XI. **Discussion and possible action regarding election of a new Real Estate Appraiser Board Vice-Chairperson.**
- XII. **Old Business.**
 - 0404. **Discussion and possible action regarding Appraiser Advisory Network meeting in Oklahoma City in July 2004.**
- XIII. **New Business.**
- XIV. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
 Mark O. Bardsley, Vice-Chairman
 Travis L. Parsons, Member
 Jim R. Burton, Member

Jana S. Barker, Member
 Harold J. Snyder III, Member
 Lee R. Caesar Jr., Member
 Patti L. Fisher, Member

ADDENDUM TO AGENDA

**Oklahoma Real Estate Appraiser Board
Special Meeting of June 25, 2004**

XI (A). Discussion and possible action regarding refund of late fee for Warren Scott Barger, State Licensed Appraiser.

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on June 16, 2004 at 2:45 p.m. This addendum was posted to the Insurance Department website (www.oid.state.ok.us) on June 16, 2004

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on June 16, 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Travis L. Parsons, Member
Jim R. Burton, Member
Jana S. Barker, Member

Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member
James W. Hoyt, Member

A G E N D A **REAL ESTATE APPRAISER BOARD** **STATE OF OKLAHOMA**

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held July 9, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, June 29, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on June 29, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, June 29, 2004.

MEETING PROCEDURE

- I. Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.**
May 14, 2004 –Special Session.
- III. Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in July and August 2004 and authority to issue certificates.
- IV. Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Jay C. Loveall for the purpose of facilitating surrender of certificate.**
- VII. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Michael D. Little for the purpose of facilitating reinstatement of status.**
- VIII. **Discussion and possible action regarding a standing order with respect to disciplinary hearings and oral argument before the Board.**
- IX. **Discussion and possible action regarding contracts for outside prosecutors for Fiscal Year 2005.**
- X. **Discussion and possible action regarding a Contract for Legal Services between the Oklahoma Insurance Department, Real Estate Appraiser Board and the Office of the Attorney General for Fiscal Year 2005.**
- XI. **Discussion and possible action regarding jurisdiction of the Board in disciplinary matters.**
- XII. **Discussion and possible action regarding election of a new Real Estate Appraiser Board Vice-Chairperson and corresponding committee co-chair adjustments.**
- XIII. **Discussion and possible action regarding refund of late fee for Warren Scott Barger, State Licensed Appraiser.**
- XIV. **Discussion and possible action regarding statute change from voluntary to mandatory licensing.**
- XV. **Discussion and possible action regarding AVM's.**
- XVI. **Old Business.**
 - 0404. **Discussion and possible action regarding Appraiser Advisory Network meeting in Oklahoma City in July 2004.**
- XVII. **New Business.**

XVIII. Adjournment.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

A G E N D A **REAL ESTATE APPRAISER BOARD** **STATE OF OKLAHOMA**

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held August 6, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, July 27, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on July 27, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, July 27, 2004.

MEETING PROCEDURE

- I. Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.**
July 9: Regular Session.
- III. Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in September 2004 and authority to issue certificates.
- IV. Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Discussion and possible action regarding rescission of revocation of trainee appraiser status of Walter A. Pappoe for the purpose of facilitating reinstatement of status.**
- VII. **Discussion and possible action regarding payment of bills.**
- VIII. **Old Business.**
 - 0404. **Discussion and possible action regarding Appraiser Regulatory Network meeting in Oklahoma City in July 2004.**
- IX. **New Business.**
- X. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
 Lee R. Caesar Jr., Vice-Chairman
 Travis L. Parsons, Member
 Jim R. Burton, Member

Jana S. Barker, Member
 Harold J. Snyder III, Member
 Patti L. Fisher, Member
 James W. Hoyt, Member

ADDENDUM TO AGENDA

**Oklahoma Real Estate Appraiser Board
Regular Meeting of August 6, 2004**

VII (A). Discussion and possible action regarding referral of items indicating fraud or forgery not under Board jurisdiction to District Attorney.

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on July 29, 2004 at 1:00 p.m.

This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on July 29, 2004.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on July 29, 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board
Regular Meeting of August 6, 2004

- VII (B).** Discussion and possible action regarding Board Counsel's informal opinion and interpretation of 59 O.S. § 858-705.1 with respect to the following issues regarding the Board vote at the July 9 regular session on agenda item V in which the vote was three in the affirmative (Caesar, Burton, Hoyt), one opposed (Barker), and two (Parsons, Snyder) abstaining:
- a. Did the vote indicated above constitute a tie vote or a vote in the affirmative?
 - b. As it relates to the Chairman's affirmative vote on the motion following the vote indicated above, is it inconsistent with the intent of the statute for the Chairman to have voted?
 - c. Is the vote described above tainted and if so, should the board vote on this item again?

This Addendum to the Agenda was posted in the main entrance of the State Insurance Building at 2401 NW 23, Suite 28, Oklahoma City, Oklahoma on August 3, 2004 at 1:00 p.m.

This addendum was posted to the Insurance Department website (www.oid.state.ok.us) on August 3, 2004.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on August 3, 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

A G E N D A **REAL ESTATE APPRAISER BOARD** **STATE OF OKLAHOMA**

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held September 10, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, August 31, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on August 31, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, August 31, 2004.

MEETING PROCEDURE

- I. Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.**
August 6: Regular Session.
- III. Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in October 2004 and authority to issue certificates.
- IV. Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding OREAB monthly and annual budget.**
- VI. **Old Business.**
- VII. **New Business.**
- VIII. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

A G E N D A **REAL ESTATE APPRAISER BOARD** **STATE OF OKLAHOMA**

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held October 1, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, September 21, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on September 21, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, September 21, 2004.

MEETING PROCEDURE

- I. Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.**
September 10, 2004: Regular Session.
- III. Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in November 2004 and authority to issue certificates.
- IV. Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.
 5. Discussion and possible action regarding report of EET Committee meeting.

- C. Legislation & Rules Committee. Discussion and possible action regarding report of Legislation and Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding schedule of calendar year 2005 regular Board sessions.**
- VI. **Discussion and possible action regarding approval of Notice of Rulemaking Intent and draft of changes to Chapter 10, Title 600, Oklahoma Administrative Code.**
- VII. **Discussion and possible action regarding approval of Notice of Rulemaking Intent and draft of changes to Chapter 15, Title 600, Oklahoma Administrative Code.**
- VIII. **Discussion and possible action regarding appointment of Rules Liaison and Attestation Officer to Office of Administrative Rules.**
- IX. **Old Business.**
- X. **New Business.**
- XI. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Carroll Fisher, Chairman
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

A G E N D A **REAL ESTATE APPRAISER BOARD** **STATE OF OKLAHOMA**

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held November 5, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, October 26, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on October 26, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, October 26, 2004.

MEETING PROCEDURE

- I. Call to Order.**
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.**
October 1, 2004: Regular Session.
- III. Chairman's Report.**
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in November 2004 and authority to issue certificates.
- IV. Board Member Reports.**
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.
 5. Discussion and possible action regarding report of EET Committee meeting.

- C. Legislation & Rules Committee. Discussion and possible action regarding Legislation and Rules Committee meeting reports.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding membership in AARO.**
- VI.
- VII.
- VIII.
- IX. **Old Business.**
- X. **New Business.**
- XI. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: Daryl England, Deputy Commissioner (Info) Jana S. Barker, Member
Lee R. Caesar Jr., Vice-Chairman Harold J. Snyder III, Member
Travis L. Parsons, Member Patti L. Fisher, Member
Jim R. Burton, Member James W. Hoyt, Member

ADDENDUM TO AGENDA

Oklahoma Real Estate Appraiser Board
Regular Meeting of November 5, 2004

Item V of the agenda for this meeting is amended by adding the remark concerning a possible executive session.

- V. Discussion and possible action regarding disciplinary hearing panel recommendation in the Matter of Bill Williams, Case Number 01-0997-DIS, Complaint Number 01-032, to include hearing of oral argument under the provisions of OAC 600:15-1-17.

Possible Executive Session as authorized by 25 O.S. 2001 §307(B)(8), regarding the above matter and in order for the Board to discuss legal matters related to this action with its attorney.

Copies were mailed and emailed by the undersigned to the offices of the aforementioned Members of the Board on October 29, 2004. A copy of this addendum was posted to the Oklahoma Insurance Department website on October 29, 2004.

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

TO: Daryl England, Deputy Commissioner
Lee R. Caesar Jr., Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Patti L. Fisher, Member
James W. Hoyt, Member

AGENDA REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held December 3, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on Tuesday, November 23, 2004 at 11:00 a.m. This agenda was posted to the Insurance Department website (www.oid.state.ok.us) on November 23, 2004. Copies were delivered or e-mailed by the undersigned to the offices of the aforementioned members on Tuesday, November 23, 2004.

MEETING PROCEDURE

- I. Call to Order.
Roll Call of Board Members.
Open Meetings Act Compliance Statement.
- II. Reading and Approval of Minutes.
November 5, 2004: Regular Session.
- III. Chairman's Report.
Vice-Chairman's Report.
Director's Report.
 - A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
 - B. Discussion and possible action regarding approval of renewal applications due in January 2005 and authority to issue certificates.
- IV. Board Member Reports.
 - A. Disciplinary Procedures Committee.
 - B. Education, Experience & Testing Committee.
 1. Discussion and possible action regarding course submittals approval.
 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.
 4. Discussion and possible action regarding policy and procedures of EET Committee.

- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
- V. **Discussion and possible action regarding the proposed amendments to Chapters 10 and 15, Title 600, Oklahoma Administrative Code to include receipt of comments, conduct of public hearing, and final adoption.**
- VI. **Discussion and possible action regarding appointment of standing committees for calendar year 2005, and concurrent appointment of Standards and Disciplinary Procedures Committee members as Appraiser Hearing Officers.**
- VII. **Old Business.**
- VIII. **New Business.**
- IX. **Adjournment.**

CAROL WATSON, SECRETARY



OKLAHOMA REAL ESTATE APPRAISER BOARD

CARROLL FISHER, INSURANCE COMMISSIONER

TO: **Carroll Fisher, Chairman**
Mark O. Bardsley, Vice-Chairman
Travis L. Parsons, Member
Jim R. Burton, Member

Jana S. Barker, Member
Harold J. Snyder III, Member
Lee R. Caesar Jr., Member
Patti L. Fisher, Member

AGENDA REAL ESTATE APPRAISER BOARD STATE OF OKLAHOMA

The regularly scheduled meeting of the Oklahoma Real Estate Appraiser Board will be held March 5, 2004 at 9:30 a.m. The meeting will be held in the Commissioner's Conference Room of the Oklahoma Insurance Department, 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma 73107.

MEETING PROCEDURE

I. **Call to Order.**

Roll Call of Board Members.

Open Meetings Act Compliance Statement.

II. **Reading and Approval of Minutes.**

February 6, 2004 – Regular Meeting

III. **Chairman's Report.**

Vice-Chairman's Report.

Director's Report.

- A. Discussion and possible action regarding revocation of individuals for non-payment of annual fees.
- B. Discussion and possible action regarding approval of renewal applications due in April 2004 and authority to issue certificates.

IV. **Board Member Reports.**

A. Disciplinary Procedures Committee.

B. Education, Experience & Testing Committee.

- 1. Discussion and possible action regarding course submittals approval.
- 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.
- 4. Discussion and possible action regarding policy and procedures of EET Committee.

C. Legislation & Rules Committee.

- D. Probable Cause Committee.
 - 1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
 - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
 - 3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

- V. **Discussion and possible action regarding OREAB monthly and annual budget.**

- VI. **Discussion and possible action regarding mentoring program for trainee appraisers.**

- VII. **Discussion and possible action regarding rescission of revocation of certificate of John C. Hottle for the purpose of facilitating surrender of certificate.**

- VIII. **Old Business.**
 - 0312D **Discussion and possible action regarding present and future trainee and/or supervisor programs.**

- IX. **New Business.**

- X. **Adjournment.**

This Agenda was posted at the main entrance of the State Insurance Building at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma on February 24, 2004 at 11:00 a.m.

Copies were delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on Tuesday, February 24 2004.

CAROL WATSON, SECRETARY