



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

*OFFICIAL MINUTES*

December 7, 2012  
*Date*

244  
*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 7 at 9:35 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 Wednesday, December 5, 2012 at 9:30 a.m., and was mailed or hand delivered to the offices of the Board members on Thursday, November 29, 2012 and posted to the REAB website on Wednesday, December 5, 2012. The agenda is attached as Exhibit A.

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar, Jr. called the meeting to order at 9:35 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Lee R. Caesar, Jr.;  
Patti L. Fisher;  
Betty J. Cagle;  
Stephen C. Walton;  
Jana S. Barker; and  
John P. Smithson

Board members excused were: John D. Doak, Chairperson  
P. Lane Wheeler

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

Others in attendance were: Christine McEntire, Director; William Combs, Counsel for Commissioner John D. Doak; Bryan Neal, Assistant Attorney General, Rebecca Keese, Legal Secretary, and Eric Schoen, Board Secretary. Others present were: Stephen McCaleb; Jeffrey Phillips; Zachary Phillips; Glinda Cordell; Mike Cordell; Connie Burk; Joe Garnand; Cassie Everett; Jack Everett; Nena Henderson; Sue Wycoff; and Rachel Lawrence Mor.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Walton moved that the reading of the minutes of the November 2, 2012 session be waived and approved as published and distributed. The Motion was seconded by Ms. Barker. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 JEFFREY D. PHILLIPS; COMPLAINT #11-080; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit C)

Mr. Caesar recused himself from consideration of Agenda Item III due to Probable Cause Committee service.

Upon recusal of Mr. Caesar, Mr. Walton moved that Ms. Fisher be nominated as interim Vice-Chairperson. The Motion was seconded by Mr. Smithson. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Mr. Walton made a Motion to go into executive session. The Motion was seconded by Ms. Barker. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

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:	Ms. Fisher
	Ms. Cagle;
	Mr. Walton
	Ms. Barker
	Mr. Smithson;

Mr. Walton made a Motion to adopt the Findings of Fact and Conclusions of Law as stated in the Hearing Panel Recommendation as presented. The Motion was seconded by Ms. Barker. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

IV. **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.** (Exhibit D)

Mr. Walton made a Motion go into executive session. The Motion was seconded by Ms. Barker. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes

Mr. Smithson	Yes
Mr. Caesar	Yes

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

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:

Ms. Fisher;
Ms. Cagle;
Mr. Walton;
Ms. Barker;
Mr. Smithson
Mr. Caesar

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

Mr. Walton made a Motion that the Board accepts Courses #921 and #933 as fulfilling part of the required discipline, however in accepting the courses both respondents are required to take and pass the associated tests and provide evidence of completion of the tests by February 1, 2013 at 5:00 p.m. Ms. Cagle seconded this Motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	No

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

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF CASSIE A. EVERETT; COMPLAINT #12-003; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit E)

Mr. Caesar recused himself from consideration of Agenda Item V due to Probable Cause Committee service.

Upon recusal of Mr. Caesar, Mr. Smithson moved that Ms. Fisher be nominated as interim Vice-Chairperson. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Ms. Barker made a Motion to accept the Consent Order as presented. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF JOHN H. JONES; COMPLAINT #12-004; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit F)

Mr. Caesar recused himself from consideration of Agenda Item VI due to Probable Cause Committee service.

Mr. Walton made a Motion to accept the Consent Order as presented. The Motion was seconded by Ms. Ms. Barker. The Chair ordered a roll call vote with the following results

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING SMALL CLAIMS ACTIONS FILED IN OKLAHOMA COUNTY DISTRICT COURT, CASE # SC-16627 AND #SC-16630, RESULTING FROM BOARD ORDER #09-027 IN COMPLAINT #08-076; IN THE MATTER OF TONY M. HENSLEY AND BOARD ORDER #11-017 IN COMPLAINT #11-003; IN THE MATTER OF TONY M. HENSLEY.** (Exhibit G)

Following a brief presentation by Ms. Wycoff Ms. Fisher made a Motion that a lien be filed on the five lots owned by Mr. Hensley in Tulsa County. Ms. Cagle seconded this Motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

VIII. **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 September 30, 2012.** (Exhibit H) Ms. Fisher made a Motion and it was seconded by Ms. Barker to issue an order to suspend individuals listed in Agenda Item VIII, Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 January 31, 2013 and authority to issue certificates.** (Exhibit I) Ms. Fisher made a Motion and it was seconded by Mr. Smithson to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item VIII, Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 certificates of registration for Appraisal Management Companies.** (Exhibit J) Ms. Fisher made a Motion and it was seconded by Ms. Barker to issue certificates of registration to the companies listed in Agenda Item VIII, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

**D. Discussion and possible action regarding approval of AMC renewal applications due by January 31, 2013 and authority to issue certificates.** No action.

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

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 various applications received and authority to issue certificates.** (Exhibit L)

**2(A)** Ms. Fisher made a Motion and it was seconded by Ms. Barker to approve the application for approval of original licensure for the individuals listed in Agenda Item IX B 2 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

**2(B)** Ms. Fisher made a Motion and it was seconded by Ms. Barker to allow staff to be given authority to issue a reciprocal license to the individuals listed in Agenda Item IX B 2 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

**2(C)** Ms. Fisher made a Motion and it was seconded by Ms. Barker to approve the applications for upgrade for the individual listed in Agenda Item IX B 2 (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 M)**

Ms. Fisher made a Motion and it was seconded by Mr. Walton to disapprove experience documentation for the applicant to the individual listed in Agenda Item IX B 3. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	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 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.

**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. (EXHIBIT N)**

Ms. Fisher made a Motion and it was seconded by Mr. Smithson to approve the committee list as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

**XI. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF BOARD MEMBERS AS CO-CHAIRS OF THE BOARD'S STANDING COMMITTEES FO THE CALENDAR YEAR 2013. (EXHIBIT N) No action.**

**XII. DISCUSSION AND POSSIBLE ACTION REGARDING APPLICATION OF GLINDA CORDELL. (EXHIBIT O) No action.**

**XIII. DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR AN EXTENSION TO COMPLETE BOARD-ORDERED CORRECTIVE EDUCATION UNDER BOARD ORDER #12-011; COMPLAINT #11-051; IN THE MATTER OF JAMIE L. PARKER. (Exhibit P)**

Ms. Fisher recused herself from consideration of Agenda Item XIII due to Probable Cause Committee service.

Ms. Cagle made a Motion to grant a one month extension to allow the respondent additional time to complete the corrective education course in this matter. The Motion seconded by Ms. Barker. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Recused
	Ms. Cagle	Yes
	Mr. Wheeler	Excused
	Mr. Walton	Yes
	Ms. Barker	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

**IVX. NEW BUSINESS. No new business.**

**XV. 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 N.



A handwritten signature in black ink, appearing to read "Lee R. Caesar Jr.", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Rebecca Keesee", written over a horizontal line.

**REBECCA KEESSEE, BOARD SECRETARY**  
OKLAHOMA REAL ESTATE APPRAISER BOARD