



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

April 1, 2011
Date

224
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting April 1, 2011 at 9:30 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 March 22, 2011 at 12:30 p.m. and was mailed or hand delivered to the offices of the Board members and posted to the REAB website on March 22, 2011. 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.;
Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler;
Kim N. Allen;
Jana S. Barker; and
Harold J. Snyder III.

Board members excused were: John D. Doak, Chairperson;

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

Others in attendance were: Rod Stirman, Director; Susan Dobbins, counsel for Commissioner John D. Doak; Bryan Neal, Assistant Attorney General; Shannon N. Gabbert, Board Secretary; and Christine McEntire, Legal Secretary. Others present were: Scott McGarry; Anne McGarry; Ray Zschiesche; Joe Garnand; Karen Carris; Jim Carris; Mark Terrell; Jack Freeman; Adam Christen; Daniel Gamino; Brett Robinson, Legislative Liaison; and Steve McCaleb, Board Prosecutor.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Allen moved that the reading of the minutes of the March 4, 2011 session be waived and approved as published and distributed. The motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|-----|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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 January 31, 2011. (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: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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 May 31, 2011 and authority to issue certificates. (Exhibit D) A motion was made by Ms. Fisher and seconded by Mr. Wheeler 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. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

THE RESULT WAS SEVEN 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 E) A motion was made by Mr. Allen and seconded by Ms. Cagle to issue original certificates to the companies listed in Agenda Item III, Director's Report C. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|-----|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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 F) A motion was made by Mr. Allen and seconded by Mr. Wheeler 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: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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 G)

2(A) A motion was made by Mr. Allen and seconded by Mr. Wheeler to approve the application for Trainee credential 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: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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. Allen and seconded by Mr. Wheeler to approve the applications for upgrade for the individuals listed in Agenda Item IV B 2 (B). The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|-----|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

2(C) A motion was made by Mr. Wheeler and seconded by Ms. Barker to approve the application for original licensure for the individual listed in Agenda Item IV B 2 (C). The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|-----|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | 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.

Mr. Snyder recused himself from consideration of Agenda Item IV D 3 due to Probable Cause Committee service.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. (Exhibit H)

Following discussion of Grievance 10-085, a motion was made by Mr. Wheeler that the matter be dismissed, the file closed and that no further action be taken. Ms. Fisher

seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of Grievance 10-102, a motion was made by Mr. Allen that the matter be forwarded to prosecution for further action with respect to the certified residential appraiser and his trainee and that the review appraiser receive a letter of warning. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of the issues pertaining to Grievance 11-002, a motion was made by Mr. Wheeler that this matter be forwarded to prosecution for further action. Ms. Barker seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of Grievance 11-005, a motion was made by Ms. Fisher that this matter be forwarded to prosecution for further handling with the understanding that appraiser be allowed to surrender his license if necessary, in lieu of a hearing or public discipline as requested. Mr. Wheeler seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of Grievance 11-006, a motion was made by Mr. Wheeler that the matter be dismissed, the file closed and that no further action be taken. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of the issues pertaining to Grievance 11-007, a motion was made by Ms. Fisher that the matter be dismissed, the file closed and that no further action be taken. Ms. Barker seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Following discussion of Grievance 11-008, a motion was made by Mr. Wheeler that the matter be dismissed, the file closed and that no further action be taken. Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Grievance 11-029 was tabled to the May 6, 2011 Board Meeting.

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF MARK A. TERRELL, COMPLAINT NUMBER 10-055 TO INCLUDE ORAL ARGUMENT AND ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit I)

Ms. Barker made a motion for the Board to enter executive session to discuss Agenda item V. The motion was seconded by Ms. Cagle. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

THE RESULT WAS SIX 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: Lee R. Caesar Jr.;
Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler;
Kim N. Allen; and
Jana S. Barker.

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

A motion was made by Mr. Wheeler and seconded by Ms. Cagle to accept the hearing panel recommendation as presented, amending to accept a sixty (60) day licensure suspension, in addition to payment of Board legal costs, to be remitted within ninety (90) days of the Board ordered date. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | No |
| | Ms. Barker | No |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, TWO OPPOSED, AND ONE RECUSED. THE MOTION WAS AGREED TO.

After hearing oral argument presented by counsel requesting a stay on behalf of the Respondent, a motion was made by Mr. Wheeler and seconded by Ms. Cagle to grant a thirty (30) day stay on the Board's decision with respect to Agenda Item V. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | No |
| | Ms. Barker | No |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | No |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | No |
| | Mr. Caesar | Yes |

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

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

Mr. Caesar recused himself from consideration of Agenda Item VI due to personal knowledge.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF MICHAEL D. DODSON, COMPLAINT NUMBER 10-016 TO INCLUDE ORAL ARGUMENT AND ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit J)

A motion was made by Mr. Wheeler and seconded by Ms. Cagle to elect Ms. Fisher as temporary chair with regard to Agenda Item VI. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

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

Ms. Barker made a motion for the Board to enter executive session to discuss Agenda item VI. The motion was seconded by Ms. Cagle. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | No |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, ONE OPPOSED AND TWO 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: Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler;
Kim N. Allen; and
Jana S. Barker.

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

A motion was made by Ms. Cagle and seconded by Mr. Wheeler to accept the Hearing Panel Recommendation as presented. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Yes |
| | Ms. Barker | Yes |
| | Mr. Snyder | Recuse |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

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

After hearing Respondent's oral argument requesting a stay, a motion was made by Mr. Wheeler to grant a thirty (30) day stay on the Board's decision with respect to Agenda Item VI. The motion was not seconded. The motion died.

Mr. Allen recused himself from consideration of Agenda Item VII due to personal knowledge.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF A SPECIFIC COLLEGE COURSE AS QUALIFYING FOR FORMAL EDUCATION FOR APPLICATION FOR CERTIFICATION FOR KAREN L. CARRIS. (Exhibit K)

A motion was made by Mr. Wheeler and seconded by Mr. Snyder to accept the course as presented. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Recuse |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | No |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Yes |

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

Mr. Allen recused himself from consideration of Agenda Item VIII due to Probable Cause Committee service.

Mr. Caesar recused himself from consideration of Agenda Item VIII due to personal knowledge.

VIII. UNFINISHED BUSINESS.

1101. DISCUSSION AND POSSIBLE ACTION REGARDING DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF WILLIAM S. MCGARRY, COMPLAINT NUMBER 09-133 TO INCLUDE ORAL ARGUMENT AND ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit L)

A motion was made by Mr. Wheeler and seconded by Mr. Snyder to elect Ms. Fisher as temporary chair with regard to Agenda Item VIII. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Recuse |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

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

Ms. Barker made a motion for the Board to enter executive session to discuss Agenda item VIII. The motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Recuse |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, NONE OPPOSED AND TWO 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: Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler;
Jana S. Barker; and
Harold J. Snyder III.

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

Mr. Wheeler made a motion to accept the Hearing Panel Recommendation as presented, amending to strike the proposed disciplinary recommendation in its entirety and replace that recommendation with a mandate to complete course 614: Residential Report Writing & Case Studies within six (6) months time, allowing the education to be used towards Respondent's continuing education. The motion was seconded by Mr. Snyder. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|-------------|--------|
| ROLL CALL VOTE: | Mr. Allen | Recuse |
| | Ms. Barker | Yes |
| | Mr. Snyder | Yes |
| | Ms. Fisher | Yes |
| | Ms. Cagle | Yes |
| | Mr. Wheeler | Yes |
| | Mr. Caesar | Recuse |

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

XII. **NEW BUSINESS.** No new business.

XIII. **ADJOURNMENT.**

The Board adjourned by general consent.

OFFICIAL MINUTES.

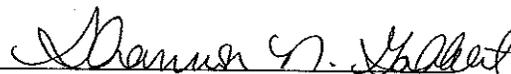
The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after motion duly made and seconded has been noted herein and made a part of these minutes.

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 L.



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



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