



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

July 9, 2010  
Date

216  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting July 9, 2010 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 June 30, 2010 at 11:30 a.m. and was mailed or hand delivered to the offices of the Board members and posted to the REAB website on June 30, 2010. The addendum to the agenda was posted in the main entrance to the offices of the Oklahoma Insurance Department on July 7, 2010 at 11:30 a.m., and was e-mailed or hand-delivered to the offices of the Board members and posted to the REAB website on July 7, 2010. The agenda and addendum are attached as Exhibit A.

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar Jr. called the meeting to order at 9:30 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Lee R. Caesar Jr.;  
Patti L. Fisher;  
Betty J. Cagle;  
P. Lane Wheeler;  
Jana S. Barker; and  
Harold J. Snyder III.

Board members excused were: Kim Holland, Chairperson;  
Kim N. Allen, Board Member.

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 Kim Holland; Bryan Neal, Assistant Attorney General; Shannon Gabbert, Board Secretary; and Christine McEntire, Legal Secretary. Others present were: Janet Braswell; Joe Garnand; Patricia Podolic; Kevin Broderick; Denny Hudacky; Mark Roth; Justin Martino; Sue Wycoff, Board Prosecutor; and Steve McCaleb, Board Prosecutor.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Wheeler moved that the reading of the minutes of the June 4, 2010 session be waived and approved as published and distributed. The motion was seconded by Ms. Fisher. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS SIX 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 April 30, 2010.** (Exhibit C) A motion was made by Ms. Fisher and seconded by Ms. Barker to issue an order to suspend individuals listed in Agenda Item III, Director's Report A, excepting Lander K. Lewallen. The Chair ordered a roll call vote with

the following results:

ROLL CALL VOTE:	Ms. Barker	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	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 August 31, 2010 and authority to issue certificates.** (Exhibit D) A motion was made by Ms. Barker 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:	Ms. Barker	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Caesar	Yes

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

**IV. COMMITTEE REPORTS:**

**A. Standards and Disciplinary Procedures Committee.** No report.

**B. Education, Experience and Testing Committee:**

**1. Discussion and possible action regarding approval of course submittals.** (Exhibit E) A motion was made by Ms. Barker 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:	Ms. Barker	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	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 F)

**2(A)** A motion was made by Mr. Wheeler and seconded by Mr. Snyder to approve the applications for Trainee credentials for the individuals listed in Agenda Item IV B 2 (A). The Chair ordered a roll call vote with the following results:

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

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

**2(B)** A motion was made by Ms. Barker and seconded by Mr. Snyder to allow staff to be given authority to issue reciprocal licenses to the individuals listed in agenda item IV B 2 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:

Ms. Barker	Yes
Mr. Snyder	Yes
Ms. Fisher	Yes
Ms. Cagle	Yes
Mr. Wheeler	Yes
Mr. Caesar	Yes

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

**2(C)** A motion was made by Ms. Barker and seconded by Mr. Snyder to approve the applications for upgrade for the applicants listed in Agenda Item IV B 2 (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:

Ms. Barker	Yes
Mr. Snyder	Yes
Ms. Fisher	Yes
Ms. Cagle	Yes
Mr. Wheeler	Yes
Mr. Caesar	Yes

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

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

ROLL CALL VOTE:

Ms. Barker	Yes
Mr. Snyder	Yes
Ms. Fisher	Yes
Ms. Cagle	Yes
Mr. Wheeler	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 G)**

**3(A)** A motion was made by Ms. Barker and seconded by Mr. Wheeler to disapprove experience documentation of applicant listed in Agenda Item IV B 3 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:

Ms. Barker	Yes
Mr. Snyder	Yes
Ms. Fisher	Yes
Ms. Cagle	Yes
Mr. Wheeler	Yes
Mr. Caesar	Yes

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

**3(B)** A motion was made by Mr. Wheeler and seconded by Mr. Snyder to disapprove experience documentation of applicant listed in Agenda Item IV B 3 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:

Ms. Barker	Yes
Mr. Snyder	Yes
Ms. Fisher	Yes
Ms. Cagle	Yes
Mr. Wheeler	Yes
Mr. Caesar	Yes

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

3(C) A motion was made by Ms. Barker and seconded by Mr. Snyder to disapprove experience documentation of applicant listed in Agenda Item IV B 3 (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Barker	Yes
	Mr. Snyder	Yes
	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	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. No report.

D. Probable Cause Committee.

1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee. No action.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee. No action.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. No action.

V. DISCUSSION AND POSSIBLE ACTION REGARDING NOTICE TO APPEAR AND ORDER TO SHOW CAUSE IN THE MATTER OF FRANK J. HENDRICKSON, COMPLAINT NUMBER 09-097 TO INCLUDE ANY ASSOCIATED MOTIONS OR MATTERS. (Exhibit H)

A motion was made by Ms. Barker and seconded by Mr. Wheeler to revoke the license of the individual listed in Agenda Item V for failure to comply with previous Board Order numbers 08-031; 08-067; and 08-081 with respect to payment of fines and surrendering of credential. The Chair ordered a roll call vote with the following results:

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

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

VI. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD APPROVAL OF A CONSENT ORDER IN THE MATTER OF TIMOTHY G. WITT, COMPLAINT NUMBER 09-136 TO INCLUDE ANY ASSOCIATED MOTIONS OR MATTERS. (Exhibit I)

A motion was made by Ms. Fisher and seconded by Ms. Barker to accept the Consent Order as presented. The Chair ordered a roll call vote with the following results:

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

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

VII. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD APPROVAL OF A CONSENT ORDER IN THE MATTER OF HARRIETTE MCCOLLOUGH, COMPLAINT NUMBER 09-134 TO INCLUDE ANY ASSOCIATED MOTIONS OR MATTERS. (Exhibit J)

A motion was made by Ms. Fisher and seconded by Ms. Barker to accept the Consent Order as presented.

After discussion, both motions were withdrawn.

No action was taken.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD APPROVAL OF MEETING DATES FOR REGULAR SESSIONS OF THE REAL ESTATE APPRAISER BOARD FOR CALENDAR YEAR 2011. (Exhibit K)

A motion was made by Ms. Cagle and seconded by Ms. Fisher to approve the item as presented. The Chair ordered a roll call vote with the following results:

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

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPLICATION FOR TEMPORARY PRACTICE PERMIT FOR MARK D. ROTH. (Exhibit L)

A motion was made by Ms. Barker and seconded by Mr. Caesar to issue a Temporary Practice Permit to the individual listed in Agenda Item IX. The Chair ordered a roll call vote with the following results:

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

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

IX(A). DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT THE AARO/TAF/ASC CONFERENCE IN WASHINGTON DC ON OCTOBER 1-5, 2010. (Exhibit M)

A motion was made by Ms. Cagle and seconded by Ms. Barker to approve four Board members and three Board staff members to attend the conference. The Chair ordered a roll call vote with the following results:

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

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

X. NEW BUSINESS. No new business.

XI. ADJOURNMENT.

The Board adjourned by general consent.

OFFICIAL MINUTES.

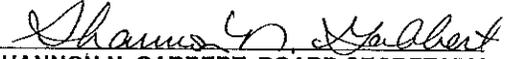
The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after motion duly made and seconded has been noted herein and made a part of these minutes.

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 M.



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



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