

## **Real Estate Commission**

### **Meeting Minutes – Unapproved November 29, 2007**

#### **Commission Members Present:**

Susan Matthews, Chair  
Maretta Hostetler  
Elizabeth Wilkel

Tara Dowden, Vice-Chair  
Herb Beggs

Gloria Rice  
Claire Porter

#### **Staff Members Present:**

Kevin Leahy, Legal Counsel

Rita Knapp, Administrator

#### **Members of the Public Attending:**

Patrick Morris, Jr.  
Phyllis Morris  
Patrick Morris

Carol Ellison, VAR Liason Committee  
Bob Hill, Exec. Dir. VAR  
Michelle Wass, VAR

1. The meeting was called to order at 9:02 a.m.
2. Gloria Rice moved, seconded by Tara Dowden, to accept the Minutes of November 1, 2007 as written.
3. Status of Unprofessional Conduct Cases – This information was not available for this meeting. Rita Knapp explained that cases are remaining steady, and a concerted effort is being made to schedule regular Investigative Team meetings to keep cases moving along.
4. Disciplinary Action:  
  
None
5. Concluded Reports:  
  
REC19-1005 and REC20-1005. Gloria Rice moved, seconded by Maretta Hostetler to accept the Investigative Team's recommendation to concluded this case without disciplinary action.
6. General Business:
  - a. The Commission discussed Tom Heilmann's letter regarding the proposed rule change to Rule 4.6(b). After a lengthy discussion the Commission decided to leave the existing language as written, which will require that deposit are within five banking days of the executed Purchase and Sales agreement.

- b. Rita Knapp informed the Commission that the Proposed Rules have now been filed, and the date of the Public Hearing for comments is scheduled for January 10, 2008 from 2:00 to 4:00 p.m. in the Conference Room at the Office of Professional Regulation at the National Life complex, Montpelier.
- c. The Commission agreed to allow continuing education credit to be given to course instructors based on their instructional work, within the following parameters.
  - \*Credit will be limited to a maximum of four hours total in a renewal period, and
  - \*Instructional programs must be courses approved by the Commission, and
  - \*This allowance can not be used to meet the Mandatory course requirement.
- d. The Commission discussed the use of "Personal Assistants" in Real Estate Offices, what activities they can and cannot perform. Rita will prepare a Draft Guideline for the Commission to consider at its' January 2008 meeting.
- e. The Commission discussed the current fee structure and whether they may decide to make amendments during the 2009 legislative session. The Commission has questions about how revenue is allocated and distributed. Therefore they requested that Paul Daley, Business Manager and Chris Winters, Director attend the January meeting to explain the budgetary process and how revenues are handled.
- f. The Commission decided at its November 1<sup>st</sup> meeting to give continuing education credit to any licensee for attendance at a Real Estate Commission meeting within the following parameters.
  - \*limited to a maximum of four hours per renewal period,
  - \*two hours credit for attendance (of at least three hours) at a meeting,
  - \*may not to be applied toward the Mandatory Course requirement.

Due to space limitations licensees must pre-register with the Office. To register contact Judith Griffen at: [jgriffen@sec.state.vt.us](mailto:jgriffen@sec.state.vt.us).

- 7. Next Meeting: January 24<sup>th</sup>, 2008
- 8. The meeting adjourned at 12:10 p.m.