

**Real Estate Commission**  
Office of Professional Regulations  
National Life Building North FL 2, Montpelier, VT

**November 1, 2007 at 9:00 a.m.**  
**Unapproved Minutes**

**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  
Judith Griffen, Administrative Assistant

Rita Knapp, Administrator

**Members of the Public Attending:**

Randy Mayhew,  
Claire Duke,

Bob Hill,  
Claire Wallace

**1. Call to order**

**2. Approval of September 27, 2007 minutes:**

**3. Status of cases was reviewed**

# of Cases	Current Status
37	Pending Completion of Investigation
0	Case Manager to Prepare Closing Report
3	Sent to Commission To Be Closed
7	Prosecutor to File Charges
6	Charges Filed – in Pre-Hearing Schedule
0	Stip/Hearing Before Commission
53	Total Cases

**4. Disciplinary Action:**

- a. **ULP REC 59-0506 – Richard Ellis – Stipulation and Consent** – Susan Matthews, I-Team member – Robert Backus, prosecuting attorney presented the stipulation. Commission approved

**5. Concluded Reports:**

- a. REC 43-0306/REC 55-0406 – Susan Mathews, I-Team member - approved  
b. REC 48-0306 – Gloria Rice, I-Team member – approved

**6. Discussion:**

- a. Public Hearing comments – The Commission spent the afternoon discussing the comments received regarding the draft rules, and made some amendments based on the comments received.  
i amendment of rule 2.4 examinations for consideration by the Commission  
ii Proposed change to rule – current rule is contradictory to law 4.6 Trust Accounts

- b. Election of Officers, Susan Matthews Chair –, Tara Dowden Vice Chair and Gloria Rice Secretary
- c. Jacqueline Reis requested additional time for examination because she had failed to pass both parts of the exam before six months. The rules state “After six months or two failures, the candidate must retake the full exams.” The request was denied because the commission has no latitude.
- d. The Commission members recognized Clarie Porter’s reappointment to the Commission.

**7. FYI:**

- a. Newsletter

**8. Education:**

- a. Commission noted the list of education programs approved since the last board meeting

**9 Next Meeting: November 29, 2007 at 9: 00 a.m., National Life Building, North FL2, Montpelier, VT**

**10. Adjournment**