

**Office of Professional Regulation
Real Estate Commission**
Corner of State and Main in the City Center
89 Main Street
3rd Floor
Montpelier, VT 05602

**Minutes
July 24, 2014 – 9:15 AM**

Commission Members and Staff Present: Joyce Cameron, Claire Porter, Gloria Rice, Maretta Hostetler, Michelle Gosselin, David Raphael, Mark Thibeault Colin Benjamin and Judith Griffen **Public members Present:** Randy Mayhew, Helen Hossley, Nicole Senecal, Betty McEnaney and Annemarie Daniels.

1. **8:30 Education Committee**
2. **9:15 Commission Meeting - Called to Order at**
3. **9:15 Approved June 26, 2014 minutes**
4. **9:20 Case Manager's Report**

There are seventy-six (76) open cases at this time. Fourteen (14) have been recommended for closing, eighteen (18) are pending I-Team meetings, five (5) are on hold, fifteen (15) are under investigation, eighteen (18) are pending charges, two (2) are pending a hearing and four (4) are awaiting response.

Number of Active Licensees as of July 17, 2014

Brokers:	1006
Salespersons:	1010
Brokerage Firms - Main Offices:	537
Brokerage Firms - Branch Offices:	73

5. **9:30 Old Business:**
 - a. Agency Workgroup has been making good progress and the goal is for the Workgroup to finalize changes to the Administrative Rules today and present draft language at the next Commission meeting. With approval from the Commission, the goal is to set a public meeting on the draft language for September.
 - b. OPR Bill

A review of the required tasks associated with implementing the changes from the OPR Bill resulted in the Commission agreeing that this item is complete and can be crossed off.
 - c. Licensure renewal and letter to Brokers will be discussed with the administration outside the meeting and it will be determined if the letter is still required at this time.
 - d. Post-Licensure Education

The approved subjects and courses from the June meeting have been published on the Commission's website and it was agreed that this item is complete and can be crossed off.
 - e. 2014 Calendar, Initiatives, and Priorities
 - ~~Home Inspector licensing~~
 - Agency changes and corresponding statute/rule changes
 - Creation of a ticket process for minor administrative rule violations

Commissioner Rice volunteered to review the violations grid and work with Carla Preston on moving this forward,

 - Education policy revisions

Commissioner Thibeault requested that the latest draft revisions be redistributed and that a discussion be scheduled for the August meeting.

 - Review of all application and forms

Work continues on revising licensure applications and forms with the latest changes being discussed this week,

~~- Maintenance of a full and complete Commission with no vacancies~~

- Creation of an attendance and communication policy for Board Members

Peter Comart submitted draft language today to Raphael who will review and provide to the Commission for its consideration at an upcoming meeting.

~~- Mandatory course for next renewal cycle~~

6. 10:00 Disciplinary Action:

- a. 2013-656 and 2013-657 – Julie Lowe; Lowe’s Real Estate and Property Management, LLC Stipulation and Consent. A motion was made and seconded to approve the Stipulation and Consent Order. The motion carried 5-0
- b. 2012-714, 2012-715 and 2012-716 Copies of Notice of Dismissals were provided to the Commission.

7. 10:15 New Business:

- a. Raphael informed the Commission that the two inspectors have new contracts and will continue to inspect as they have in the past and they have been given authorization to do additional inspections. The Commission will be looking for one additional inspector to help in the southern part of the state.
- b. Raphael shared with the Commission AMP testing services request for licensees willing to serve on a national panel for the creation and review of test questions. Broker licensee Annemarie Daniels attending today's meeting volunteered.
- c. Raphael shared with the Commission that he and Hostetler were planning to attend the 2014 ARELLO annual conference in Philadelphia in September and would report back regarding their trip.

8. Public Comment

9. Adjournment

Next Scheduled Meeting – August 28, 2014

The "Agency Workgroup" will hold its next meeting following the full VREC meeting.

Real Estate Education Committee
Courses for review

Provider/Title	Requested # of Hours	Renewal?	Approved	Approved # of Hours	Denied	Comments
Vermont Realtors						
1. Salesperson Pre-licensing Course	0	No	Yes			Instructor only
The CE Shop						
2. Enhance Your Brand & Protect Your Clients with Data Privacy & Security	3	No	Yes	2		Approved for less hours
Coldwell Banker Hickok & Boardman Realty						
3. Client Advocacy – Master Series	6	No	Yes	4		Approved for less hours
Vermont Realtors						
4. Energy Issues in Existing Homes Part 1	2	No	Yes	2		
5. Energy Issues in Existing Homes Part 2	2	No	Yes	2		
Randy Mayhew School of Real Estate						
6. 2014-2016 Renewal Cycle Mandatory Course	4	No	Yes	2		

With the approval of the new instructor, the Education Committee requested that she collaborate with and sit-in on pre-licensing courses currently being taught by existing Vermont Realtors instructors. Both the instructor and Helen Hossley from Vermont Realtors were in attendance and agreed that this is what they were intending.

Client Advocacy was also approved for two hours of initial salesperson "post-licensure" education.

For the "Energy Issues in Existing Homes" Part 1 and Part 2, the course providers must remove references to "Realtors" and use a more generic term such as licensees or real estate agents.

Helen Hossley, Vermont Realtors, provided the Education Committee with a revised copy of their "Law Study Guide" and an FYI.