

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

**Agenda**  
**November 20, 2014 – 9:15 AM**

- 1. 8:30 Education Committee**
- 2. 9:15 Commission Meeting - Call to Order**
- 3. 9:15 Executive Session**  
Interview for open inspector position
- 4. 9:30 Approval of October 23, 2014 minutes**
- 5. 9:35 Case Manager's Report**

Number of Active Licensees as of November 13, 2014

Brokers:	1012
Salespersons:	1036
Brokerage Firms - Main Offices:	548
Brokerage Firms - Branch Offices:	75

- 6. 9:45 Closing Reports**
  - a. 2013-143, 2013-144 and 2013-341
  - b. 2014-279, 2014-281 and 2014-282
- 7. 10:00 Old Business:**
  - a. Agency Workgroup update
  - b. Inspectors and sign/advertising violations
  - c. Filling open inspector position
  - d. 2014 Calendar, Initiatives, and Priorities
    - Agency changes and corresponding statute/rule changes
    - Creation of a ticket process for minor administrative rule violations
    - Education policy revisions
    - Review of all application and forms
    - Creation of an attendance and communication policy for Board Members
  - e. 2015 Budget and Performance Metrics
  - f. 2015 Calendar, Initiatives, and Priorities
    - Education course submission fee
- 8. 10:15 New Business:**
- 9. Public Comment**
- 10. Adjournment**

**Next Scheduled Meeting –December 18, 2014**

**From 10:30 - 11:30 AM, the Commission will hold a planning session for 2015 goals and initiatives.**

**Members of the public are welcome and invited to attend.**

The "Agency Workgroup" will hold its meeting on November 20, 2014 following the planning session.

**Real Estate Education Committee**  
**Courses for review**

<b>Provider/Title</b>	<b>Requested # of Hours</b>	<b>Renewal?</b>	<b>Approved</b>	<b>Approved # of Hours</b>	<b>Denied</b>	<b>Comments</b>
<b>Vermont Realtors</b>						
1. Basic Intro to the Home Inspection Process – Exterior	2	No				For Continuing Education
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<b>NH Association of Realtors</b>						
2. Protection and Professionalism	3	No				
<b>The CE Shop</b>						
3. A Brief Introduction to Real Estate Finance	2	Yes				
4. Advocating for Short Sale Clients	2	Yes				
5. Sign Here: Contract Law on E-Signatures	2	Yes				
<b>Individual Request (Robert Maneely)</b>						
6. Stay Out of Real Estate Jail	3	No				
7. 203 K As A Team Sport	2	No				
8. Using Pre-Tax Dollars in Real Estate Transactions	3	No				
9. Working with Buyers – What Have We Agree To?	3	No				
10. Owners Title Insurance	2	No				
11. How CFPB Rules for Lenders will Affect Real Estate Agents & Closings	2	No				
12. Septic Inspections	2	No				
13. Protecting Your Clients: The Value of Title Insurance	2	No				
<b>The CE shop</b>						
14. Commercial Ethics	3	No				
15. Military Relocation Professional Certification	6	No				
<b>McKissock</b>						
16. Basic of Green Building for Real Estate	2	Yes				
17. National Marketing , Negotiations & Closing the Sale	2	Yes				