

**Office of Professional Regulation
National Life Building North Fl 2, Montpelier, VT**

Real Estate Commission

Minutes

October 25, 2012 – 9:30 a.m.

Location: National Life Building, North Floor 2 – Conference Room A

Commission Members and Staff Present: Maretta Hostetler, Gloria Rice, David Raphael, Michelle Gosselin, Mark Thibeault, Claire Porter and Thomas Prindiville **Staff Present:** Terry Gray, Judith Griffen, Colin Benjamin
Public members Present: Liz Merrill, Randy Mayhew, Kathleen Sweeten, Nicole Senecal, Wenda Bird, Lynne LaBombard and Betty McEnaney.

1. Education Committee

Education Credit will now be given to anyone who is present at the meetings and there will be no more need for pre-registering for credit.

2. Full Commission meeting - Call to Order at 9:31 a.m.

3. Approved September 24, 2012 minutes

4. Budget Update was given by Chris Winters, Director. Chris informed the Commission that they will have to keep an eye on the budget for the next couple of years to see if they may have to raise fees in the future.

5. Case Manager's Report – Carla Preston

There are 91 open cases at this time. Twenty one (21) have been recommended for closing, nine (9) are pending I-Teams, thirty-four (34) are in the investigation process, eighteen (18) have been recommended for charges, seven (7) are in the intake process and the last two (2) are waiting a response.

6. Closing Reports

2012-140, 2012-141 and 2012-142 - approved
2012-495, 2012-496 and 2012-497 – approved
2012-545 – approved
2012-546, 2012-547 and 2012-548 – approved
2012-549, 2012-550, 2012-551 and 2012-552 – approved

7. Proposed Form Stipulations and Pre-Charge Offer Letter Discussion –

Gabe Gilman and Carla Preston reviewed with the Commission a new system they would like to start using on cases that come into the office relating to specific types of violations, like signs and advertising. The proposed escalation process would begin with voluntary correction letter for a first offense and then move to a stipulation and consent order for subsequent alleged violations. The Commission was agreeable and encouraged Carla to start the new process. It was requested that the Commission review the draft materials and get back to Gabe with any suggested changes.

8. Discussion Items

- a. The next meeting in December will be at the new OPR location in Montpelier at Shoemeyer Hall.
- b. There was an update on the rules. There will be another Rules Subcommittee meeting on Monday, October 29, 2012 from 10:00 – 2:00 for review of all comments received with the goal of finalizing a draft for the November meeting.
- c. There was a discussion on documents being distributed at the last minute for agenda items. The Commission does not want to have last minute items put on the agenda because of time constraints for all members to review. There was a motion and a second to have the agenda and all items that accompany the agenda distributed no later than five days prior to a meeting. This would mean any items received after that would need to go on to the next month's agenda unless of an emergency nature. The motion carried unanimously

9. Next Scheduled Meeting – November 29, 2012

10. Adjourned at 11:45 a.m.

Real Estate Education Committee
Courses for review
October 25, 2012

Provider/Title	Requested # of Hours	Renewal?	Approved	Approved # of Hours	Denied	Comments
Northwestern Vermont Board of Realtors						
1. What quality Agents Do in a Quality Market	3	No	Yes	2		
2. Ombudsman Training for the Real Estate Professional	3	No	Yes	3		
3. NAR Quadrennial Code of Ethics	3	No	Yes	3		
The CE Shop						
4. Green 100: Real Estate for Sustainable Future	6	No	Yes	4		
5. Green 200: The Science of Green Building	6	No	Yes	4		
6. The Green: Greening Your Real Estate Business	6	No	No	0	Yes	Considered self promotion
Quality Workshops						
7. Buyer Representation	4	Yes	Yes	4		
8. Environmental Issues	6	Yes	Yes	4		
9. Ethic in Real Estate	4	Yes	Yes	4		
10. Intro to Commercial	4	Yes	Yes	4		
11. Fair Housing	4	Yes	Yes	4		
12. Real Estate Finance Today	4	Yes	Yes	4		
13. Real Estate Taxes: What Every Agent Should Know	4	Yes	Yes	4		
14. Red Flags	4	Yes	Yes	4		
15. Risk Management	4	Yes	Yes	4		
16. Understanding 1030 Tax-Free Exchanges	4	Yes	Yes	4		
17. Short Sales, Foreclosures, REOs and Auctions	4	Yes	Yes	4		
State of Vermont Agency of Natural Resources						
18. Avoid the Pitfalls; Unlock the Opportunities, Tips from the Experts on Developing Brownfield's in Vermont	6	No	Yes	4		