

**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

**Minutes**  
**July 23, 2015 – 9:15 AM**

**Commission Members and Staff Present:** Claire Porter, Gloria Rice, David Raphael, Donna Murray, Wendy Beach, Mikail Stein, Judith Griffen. **Member absent:** Joyce Cameron **Public Members Present:** Randy Mayhew, Teresa Merelman, Betty McEnaney, Lori Holt, Katrina Spaulding, Dennis Brown, Annemarie Daniels, Liz Merrill, Chad Jacobson. Helen Hossley and Teresa Murray.

1. **8:30 Education Committee**
2. **9:15 Commission Meeting**
3. **Approved June 25, 2015 Minutes**
4. **Case Manager's Report**

There are forty-eight (48) open cases at this time. Three (3) are pending I-Team meetings, two (2) are new and in the screening process, twenty-one (21) are under investigation, seven (7) charges have been filed, three (3) are pending charges, seven (7) are pending closing reports, and five (5) are pending hearings.

Number of Active Licensees as of July 17, 2015

Brokers:	1040
Salespersons:	1108
Brokerage Firms - Main Offices:	561
Brokerage Firms - Branch Offices:	77

5. **Disciplinary Procedures**
  - a. 2014-696; 2014-697 – James P. Ward - Dismissal  
The Commission reviewed the dismissal notice and had no questions or concerns.

6. **Old Business:**

- a. ARELLO Annual Meeting

Commissioners Murray and Raphael are attending the annual meeting in Washington, DC, in September.

- b. Inspectors and sign/advertising violations

Following the full Commission meeting, the inspectors will be discussing process.

- c. 2015 Calendar, Initiatives, and Priorities

- 1 - Agency and the Mandatory Consumer Information Disclosure

The draft Administrative Rules are through ICAR and the public hearing has been set to follow the Commission's August 27th meeting. A notice will be sent to licensees and the format will include both an in-person meeting at OPR as well as the on-line GoTo Meeting. The Commission asked for follow up with Gabe Gilman and his agreement to revisit the mandatory disclosure. Discussion concluded that it is critical that the new disclosure be ready at the time the draft Administrative Rules go into effect. Time at the August 27th meeting will be dedicated to working on this.

- 2 - Education Process - completing policy and moving to a contracted position for review

The Commission was notified that their provision for the \$100 education course approval fee was moved out of the Fee Bill and into Act 57. The on-line forms have been modified and the fee will be charged for any course submissions going forward. The Commission discussed next steps to move forward with the contracted position for course review and approval.

3 - Inspection Program - focus on "notice of violation" process

There was no new information to report on this.

d. OPR Fee Bill

The content affecting the Commission was moved into Act 57 and is currently in place.

e. Link on Commission's website for active property inspectors

The Commission reported that there is now a link on the Commission's website for obtaining an active list of property inspectors. It was noted that the list is still small, encouraging licensees to talk to property inspectors and remind them that licensing is now required.

## **7. New Business:**

Commissioner Raphael reported that staff has made changes to licensing forms to require a supervising broker's signature when a late or lapsed license requests to be renewed, insuring that the brokerage firm still accepts the licensee under their firm.

## **8. Public Comment**

## **9. Adjournment**

## Real Estate Education Committee

### Courses for review

Provider/Title	Requested # of Hours	Renewal?	Approved	Approved # of Hours	Denied	Comments
<b>Simplegrowing</b>						
1. Mold and Indoor Environments	3	No	Yes	2		
<b>The CE Shop</b>						
2. New Home Construction & Buyer Representation: Professionals, Product, Process	6	No	Yes	4		
3. Investment Strategies in Commercial Real Estate	3	Yes	Yes	2		
<b>American Society of Farm Managers and Rural Appraisers</b>						
4. Nutrient Management Seminar	8	No	No	0	Yes	Subject matter we don't regulate
<b>Timothy King – Individual Request</b>						
5. VT. Attorneys Title 12th Annual Real Estate Seminar	6	No	Yes	4		
<b>Randy Mayhew School of Real Estate</b>						
6. Ethics	2	Yes	Yes	2		And 2hrs – Post-licensure
7. Advanced Contracts	4	No	Yes	4		And 2hrs – Post-licensure
<b>Vermont Realtors</b>						
8. ABR	16	Yes	Yes	8		And 2hrs – Post-licensure
9. Residential Tools for Hidden Values	2	No	Yes	2		And 2hrs – Post-licensure
10. What will Freddy and Fanny allow	2	No	Yes	2		
<b>Cornerstone Institute</b>						
11. Buyer Representation	4	No	No	0	Yes	Contracts do not comply with Administrative Rules
<b>On Course Learning</b>						
12. Federal Law	4	No	Yes	2		And 2hrs – Post-licensure
13. Tax Free Exchanges	3	No	Yes	3		