

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

**Real Estate Commission  
Approved Minutes**

**March 25, 2010**

**Location: National Life Building North Fl 2, Montpelier, VT Conference Room A**

**Commission Members Present:**

**Herb Beggs, Gloria Rice, Elizabeth Wilkel, Claire Porter, Tara Dowden and Michelle Gosselin**

**Commission Members absent: Maretta Hostetler**

**Education Members Present: Liz Merrill**

**Staff Members Present:**

**Rita Knapp, Kevin Leahy, Judith Griffen,**

1. **9:00 - Education Committee**
2. **10:00 - Full Commission meeting – called to order at 10:00 a.m.**
3. **Approved January 28, 2010 minutes:**
4. **Chair’s Comments: Elizabeth Wilkel, Vice Chair, commented that all members should visit the ARELLO website. She spoke about designated agency and that all licensees should comply. The office is still getting complaints on advertising but none have been repeat offenders.**
5. **Administrator’s Report: There are 29 pending cases. Some of these Unprofessional Conduct cases will be completed today.**
6. **Scheduled Licensing/Disciplinary Matters:**
  - 10:00 – Linda Jewell Reinstatement Request – approved**
  - 10:30 - Patricia Emery REC (02-0708) 2008-242 – Hearing – I-Team member, Elizabeth Wilkel Gregg Meyer prosecuting attorney and Patricia Emery were present. The Commission went into deliberative session after hearing the case. The decision will be available within the next couple of weeks.**
  - 1:00 -Shirley Luther REC 2008-285 – Hearing - I-Team member, Elizabeth Wilkel, Gregg Meyer prosecuting attorney and Shirley Luther were present. The Commission went into deliberative session after the hearing. The decision will be available within the next couple of weeks.**
7. **Concluded Reports:**
  - 2007-409 – I-Team member, Elizabeth Wilkel – approved**
  - 2008-204 – I-Team member, Susan Matthews - approved with corrections**
  - 2008-489 – I-Team member, Herb Beggs - approved**
  - 2009-87 – I-Team member, Maretta Hostetler – approved**
  - 2009-138 – I-team member, Michelle Gosselin – approved**
  - 2009-273 – I-Team member, Herb Beggs – approved**
  - 2009-347 – I-Team member, Claire Porter - approved**
  - 2009-401 – I-Team member, Gloria Rice – approved**
  - 2009-562 – I-Team member, Maretta Hostetler – approved**

8. **Discussion Items:**
  - Rita will draft a list of subjects for upcoming newsletters for the next meeting.
  - Flat Fee Services were discussed briefly but Kevin recommends that we get more information and an explanation on what outcome is expected.
  - Arello Study Group Issues Internet Best Practice Guidelines
  - If a client relists with the same company, is another disclosure form required? The Commission agrees that yes they should be completing another disclosure form. Rita will add this to the newsletter.
  - 2010-2012 Mandatory course was discussed. Randy gave a list of possible subjects for review. Rita will bring back a draft of what should be in the mandatory course for next meeting.
  - Advertising
9. **Ongoing discussions**
  - Disclosures – Scheduled for discussion at the April meeting.
  - Establishing Professional Standards
  - Florida Reciprocity
10. **FYI: - Letter from John Billow**
11. **Public Comment:**
12. **Next Scheduled Meeting: April 22, 2010**
13. **Adjournment**

## **Real Estate Education Committee**

## **Courses for review**

### **Universal Mortgage Corporation**

Mortgage Financing in the New Age for 4 hours (changes to an already approved course) – **approved**

### **Vermont Association of Realtors**

40 hour Broker Pre-licensing course (changes to an already approved course) – **approved**

### **Northwestern Vermont Board of Realtors**

Accredited Buyers Representative (ABR) Designation for 16 hours – **approved for 8 hours only**

### **Individual request from Joseph Larkin**

Introduction to Commercial Investment Real Estate Analysis for 32 hours – **approved for 8 hours only**

### **Mckissock, LP**

Business Economics and the Secondary Mortgage Market for 3 hours – **denied** (personal development)

### **Individual request from Arthur Ross**

Principals of Commercial Real Estate Finance for 6 hours

Real Estate Investment Fundamentals for 6 hours

**approved for 8 hours for all three courses**

Commercial Real Estate Understanding Investments for 6 hours

### **Randy Mayhew School of Real Estate**

Vermont Real Estate Buyer Broker Series – Part 2 for 4 hours – **approved**

### **Heilmann, Ekman & Associates**

Mandatory Course 2008-2010 – **approved**

### **Charles Dunton – individual request**

Essential Real Estate Topics Course for 19.5 hours - **approved for 6 hours only**

Fair Housing for 3.0 hours – **approved**

### **Jennifer Robertson**

What Today's Informed Real Estate Professional Needs to Know About Reverse Mortgages for 3 hours – **approved**

### **Lari Goldsmith – individual request**

Essential Real Estate Topics Course for 19.5 hours – **approved for 6 hours only**

Fair Housing for 3.0 hours - **approved**

### **Quality Workshops**

The Mandatory Course/ 2008-2010 for 4 hours (online) - **approved**

### **Workshops for Modern Real Estate**

40 hours Salesperson Pre-Licensing course – **approved**

### **NH Association of Realtors**

Diversity – It's Not Just Black and White for 2 hours – **approved**

The Delicate Art of Client Vocabulectomy (Negotiations & Client Representation) for 2 hours - **approved**

How It Was Is Not How It Is – How to Create an Exceptional Customer Experience for 2 hours – **denied (personal development)**

### **Vermont Commercial Investment Board of Realtors**

The Art of The Deal: Success Strategies in a Tough Economy for 4 hours – **denied (personal development)**

### **Vermont Association of Realtors**

N.A.R. Code of Ethics for 4 hours – **tabled**