

**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  
March 26, 2015 – 9:15 AM**

**Commission Members and Staff Present:** Donna Murray, Claire Porter, Gloria Rice, Wendy Beach, David Raphael, Joyce Cameron, Gabriel Gilman and Judith Griffen. **Public Members Present:** Dennis Brown, Randy Mayhew, Lori Holt and Nicole Senecal.

1.     **8:30     Education Committee**
2.     **9:15     Commission Meeting - Called to Order at 9:16 a.m.**
3.     **Approved February 26, 2014 minutes**
4.     **Case Manager's Report**

There are sixty-two (62) open cases at this time. Twenty-seven (27) are pending I-Team meetings, three (3) are on hold, thirteen (13) are under investigation, fifteen (15) are pending charges and four (4) are pending closing reports.

Number of Active Licensees as of March 18, 2015

Brokers:	1019
Salespersons:	1058
Brokerage Firms - Main Offices:	555
Brokerage Firms - Branch Offices:	76

Carla Preston shared a newsletter from the Hawaii Real Estate Commission regarding teams. Gabe Gilman committed to providing a scanned copy to Commissioners.

**5.     Old Business:**

a. Agency Workgroup update

The Workgroup is meeting after the full Commission meeting to review the latest draft of the language which sets out to format the administrative rules in a way that it is clear there are two agency choices going forward, non-designated and designated. The workgroup intends to present the Commission with a version in April that it hopes the Commission will approve to move into the APA process.

b. Inspectors and sign/advertising violations

Commissioner Raphael provided an update from Inspector Merrill on her recent batch of letters regarding sign violations. She has reported 100% success in getting timely responses and is now monitoring compliance. Merrill has informed the Commission that print advertising and social media are areas of concern where the brokerage firm's registered name is either not the largest and most prominent identifier or is missing altogether. Inspector Brown updated the Commission that his inspections are going well and have been positively received. There was a brief discussion on process and tracking to ensure the office has a way to monitor repeat offenses and preserve evidence for any future disciplinary actions.

c. Disciplinary process update

Gabe Gilman updated the Commission that it will be a few months before it sees the product of the new ALO process make its way back to the Commission.

d. Consumer Information Disclosure on Commission's website

Judith Griffen informed the Commission that the CID was back on the website as of the last meeting.

e. 2015 Calendar, Initiatives, and Priorities

1 - Agency and the Mandatory Consumer Information Disclosure - completing the draft Administrative Rules

The Commission discussed the need to revisit the CID language and the practicality of the rule in light of current technology and the way that consumers engage licensees. After a lengthy discussion about other states' rules and suggestions on possible changes, the Commission decided to create a small workgroup to bring back two to three potential models that could focus on the consumer protection and make the process easier to comply with.

Volunteers for the workgroup were Commissioners Porter and Murray and public member Nicole Senecal. The group agreed to meet and report back at the April meeting.

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

The Commission was updated from members of the Education Committee regarding a recent discussion on an idea from Commissioner Beach about possibly creating a model to parse out the education review amongst the committee members, decreasing the workload, yet keeping the expertise from the Commission members. It was agreed that the Education Committee needed some time to work through the nuances. Commissioner Raphael committed to getting the committee members a list of past issues and suggestions.

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

**6. New Business:**

A motion was made and seconded to elect Joyce Cameron to the open position of Secretary. The motion passed.

**7. Public Comment**

Several public members participated in the discussion regarding the CID. There were no further comments.

**8. Adjournment**

**Next Scheduled Meeting – April 23, 2015**

The "Agency Workgroup" will hold its meeting on March 26, 2015 following the full Commission meeting.

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

Provider/Title	Requested # of Hours	Renewal?	Approved	Approved # of Hours	Denied	Comments
<b>The CE shop</b>						
1. Short Sales & Foreclosures: What Real Estate Professionals need to know	6	No	Yes	4		Approved for less hours
2. Home Sweet (second) Home: Vacation, Investment, Luxury Properties	6	No	Yes	4		Approved for less hours
3. Seller Representative Specialist (SRS) Designation Course	12	No	Yes	8		Approved for less hours
4. Real Estate Marketing Reboot	6	No	No	0	Denied	This course is geared more towards marketing and self-promotion
5. Fundamentals of Commercial Real Estate	2	No	Yes	2		
6. Anatomy of Commercial Building	2	No	Yes	2		
7. New-Home & Buyer Representation: Professionals, Product Generation Buy	6	No	Tabled			No online access
	6	No		4		Approved for less hours
<b>Brooks Real Estate Services</b>						
8. Green Construction A.1	3	No	Yes	2		Approved for less hours
9. Green Construction A.2	3	No	Yes	2		Approved for less hours
10. Trends & Influences on Real Estate Values	3	No	No	0	Denied	Appears to have NH content.
<b>McKissock</b>						
11. Liens, Taxes & Foreclosures	3	No	Yes	2		Approved for less hours
<b>OnCourse Learning Corp. dba Career Webschool.</b>						
12. Tax Free Exchanges	3	Yes	Tabled			No online access for any of these courses.
13. Real Estate Math	3	Yes	Tabled			
14. ADA and Fair Housing	3	Yes	Tabled			
15. Environmental Hazards Disclosure	3	No	Tabled			
16. Federal Law and Commercial Real Estate	4	Yes	Tabled			
17. Ethics in Real Estate	4	Yes	Tabled			
18. Prequalifying Your Buyer in Today's Market	3	Yes	Tabled			
19. Pricing Property to Sell	4	Yes	Tabled			
20. Principles of Commercial Real Estate	2	Yes	Tabled			

## **Real Estate Education Committee**

The Education Committee received a letter from Seth Leonard of the Vermont Housing Finance Agency. A course that he and Michael Urban from USDA teach was approved in February, offered by Vermont Realtors. Mr. Leonard and Mr. Urban would like to be able to offer the course themselves. The Education Committee agreed that the course content was already approved and as long as the instructors have the ability to track attendance, properly proctor the course, issue certificates, and meet any other policy requirements for course providers, that they were considered approved for offering the course.