



Oregon

Kate Brown, Governor

AGENDA ITEM NO.

I.C.

**Notice of Agenda
OREGON REAL ESTATE BOARD
Regular Meeting Agenda
Holiday Inn Express
477 NW Phoenix Drive
Troutdale, OR 97060**

Real Estate Agency
Equitable Center
530 Center St. NE, Suite 100
Salem, Oregon 97301-2505
Phone: (503) 378-4170
Regulations Fax: (503) 373-7153
Admin. Fax: (503) 378-2491
www.oregon.gov/rea

NOTE: *The board plans to meet from 10 a.m. until 1:30 p.m., including a “working lunch” period.*

- I. BOARD BUSINESS – Chair Edwards**
- A. Call to Order
 - B. Chair Edwards comments/Roll Call
 - C. Approval of the Agenda and Order of Business
 - D. Approval of 10.02.17 regular meeting minutes
 - E. Date of the Next Meeting: 2.5.18, location to be announced.
- II. PUBLIC COMMENT – Chair Edwards**
- This time is set aside for persons wishing to address the Board on matters not on the agenda. Speakers will be limited to five minutes.
 - The Board Chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 12 copies of all information to be distributed to board members should be given to the Board Liaison prior to the meeting.
 - Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties.
 - If no one wishes to comment, the next scheduled agenda item will be considered.
- III. REQUESTS FOR WAIVERS – Chair Edwards. Waiver request log.**
- A. Stacey Harrison requests waiver of experience for PB license.
- IV. PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER– Chair Edwards - Approval of petition log.**
- A. Jesse Rivera will appear in person.
 - B. Carl W. Salvo will appear by phone.
- V. BOARD ADVICE/ACTION – Commissioner Bentley**
- A. Proposed 2018 Board Meeting Calendar:
 - February 5 – Salem
 - April 2 – Portland - Portland Metro Assoc.
 - June 4 – Bend - Central Oregon Assoc.
 - August 6 – Pendleton – Umatilla County Board
 - October 1 – Brookings – Curry County Board
 - December 3 – Hood River – Mid-Columbia Board
- VI. NEW BUSINESS – Chair Edwards. None.**
- VII. COMMUNICATIONS – Administrative Actions Summary – Chair Edwards. None.**
- VIII. REPORTS – Chair Edwards**
- A. Discussion re: Qualifications and structure of property management licenses-Dave Hamilton
 - B. Commissioner Gene Bentley
 - C. Agency division reports-Deputy Commissioner Dean Owens
 - 1. Regulation Division – Selina Barnes
 - 2. Land Development Division – Dean Owens
 - 3. Administrative Services and Education Division – Anna Higley and Maddy Alvarado
- IX. ANNOUNCEMENTS – Chair Edwards.** Next board meeting: 2.5.18, location to be announced.
- X. ADJOURNMENT – Chair Edwards**
- Interpreter services or auxiliary aids for persons with disabilities are available upon advance request.**



Oregon

Kate Brown, Governor

Real Estate Agency

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AGENDA ITEM NO.

I.D.

OREGON REAL ESTATE BOARD

Regular Meeting Minutes
Holiday Inn Eugene-Springfield
919 Kruse Way
Springfield, OR 97477

Monday, October 2, 2017

BOARD MEMBERS PRESENT: Marcia Edwards, Chair
Jef Farley, Vice Chair
Dave Hamilton
Lawnae Hunter
Pat Ihnat

BOARD MEMBERS EXCUSED: Joann Hansen
Dave Koch
Alex MacClean
Coni Rathbone

OREA STAFF PRESENT: Gene Bentley, Commissioner
Dean Owens, Deputy Commissioner
Selina Barnes, Regulations Division Manager
Michael Hanifin, Land Development Division Manager
Maddy Alvarado, Customer Service Manager
Mesheal Heyman, Communications Coordinator
Leandra Hagedorn, Board Liaison

GUESTS PRESENT: David Brow, Palermo Real Estate
Lori Palermo, Palermo Real Estate
Lori Galvin, RE/MAX Integrity

I. BOARD BUSINESS – Chair Edwards

- A. Call to Order. Chair Edwards called the meeting to order at 10am.
- B. Chair Edwards comments/Roll Call. Chair Edwards asked the board liaison to take roll call, board members to introduce themselves, and explained the role/function of the board.
- C. Approval of the Agenda and Order of Business.

MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS AS SUBMITTED BY DAVE HAMILTON

SECOND BY PAT IHNAT

MOTION CARRIED BY UNANIMOUS VOTE

- D. Approval of 8.7.17, regular meeting minutes.

MOTION TO APPROVE 8.7.17 REGULAR MEETING MINUTES AS SUBMITTED BY DAVE HAMILTON

SECOND BY LAWNAE HUNTER

MOTION CARRIED BY UNANIMOUS VOTE

- E. Date of the Next Meeting: 12.4.17 in Gresham, Oregon, location to be announced.

II. PUBLIC COMMENT – Chair Edwards

- This time is set aside for persons wishing to address the Board on matters not on the agenda. Speakers will be limited to five minutes.
- The Board Chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 12 copies of all information to be distributed to board members should be given to the Board Liaison prior to the meeting.
- Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties.
- If no one wishes to comment, the next scheduled agenda item will be considered.

III. REQUESTS FOR WAIVERS – Chair Edwards.

- A. Angie Anderson requests waiver for principal broker license. Ms. Anderson explained she has been licensed for two years and is seeking a waiver so that she can be available as a principal broker at her property management company. Dave Hamilton asked Ms. Anderson if the current principal broker for the firms is no longer active. Ms. Anderson responded that he is active. Vice Chair Farley asked Ms. Anderson to elaborate on her experience and she explained that she joined the company as a family member, obtained her license, and managed the office as a branch manager. She also stated that she did not intend to extend herself into sales at this time. Chair Edwards explained that historically, the board has considered waiver requests from brokers who have expertise in a certain area of the industry and her concern was the principal broker designation gives the authority to manage real estate sales company which is much broader. Pat Ihnat asked Ms. Anderson how many people she would be overseeing on the property management side and Ms. Anderson responded that there are 5 employees. Commissioner Bentley explained that Ms. Anderson could apply for and obtain a property management license which would allow her to run a property management company. Ms. Anderson responded that although she did not sales activity experience, becoming a principal broker would allow her to hire and oversee a broker.

MOTION TO DENY ANGIE ANDERSON’S WAIVER REQUEST BY DAVE HAMILTON

SECOND BY PAT IHNAT

MOTION CARRIED BY UNANIMOUS VOTE

IV. PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER– Chair Edwards - Approval of petition log.

- A. Housing and Community Services Agency of Lane County, Mr. Travis Baker will appear in person. Mr. Baker explained he is the landlord liaison at HACSA and is in charge of maintaining the line of communication with landlords. He also stated that HACSA manages the section 8 program for all of Lane County. Mr. Baker explained the courses he offers cover the following topics: fair housing laws and policies, risk management, & advertising regulations, which are acceptable course topics. Chair Edwards asked Mr. Baker if he was familiar with the recordkeeping requirements for continuing education providers. Mr. Baker responded based on the recordkeeping requirements HACSA intends to maintain records both electronically and paper. Farley: Have you been offering courses both and working under a provider? Baker-currently we are partnering with the rental owners association of Lane Co who is a licensed provider-the reason we are asking for our agency is basically not being able to offer classes to the public at large being able to only offer classes to members of the association as well as property managers having to pay for those credits-we want to offer those credits for free. Edwards: excellent resource in Lane County I appreciate your outreach efforts.

MOTION TO APPROVE PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER

SUBMITTED BY HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY BY LAWNAE HUNTER

SECOND BY PAT IHNAT

MOTION CARRIED BY UNANIMOUS VOTE

- B. Lumos Academy, Lane Mueller will appear by phone. Ms. Mueller explained Lumos is designed to provide exemplary real estate education and our goal is really to do our best to raise the competency level of the brokers throughout the State-better educated broker is better for the client-currently we have 3 instructors. Ms. Mueller explained that the courses offered by Lumos cover the following course topics: principal real estate broker supervision responsibilities, agency relationship and responsibilities, misrepresentation in real estate transactions, advertising regulations, real estate disclosure requirements, real estate consumer protection, fair housing, business ethics, risk management, dispute resolution, real estate escrow, real estate economics, real estate law and regulations, and negotiation, which are considered acceptable course topics.

**MOTION TO APPROVE PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER
SUBMITTED BY LUMOS ACADEMY BY PAT IHNAT
SECOND BY DAVE HAMILTON
MOTION CARRIED BY UNANIMOUS VOTE**

V. BOARD ADVICE/ACTION – Commissioner Bentley.

- A. Recommend the Agency finalize the draft of the 2018-2019 LARRC outline. Commissioner Bentley referred to the draft outline of LARRC provided in the board packet and explained that the board was responsible to approve the updated LARRC outline.

**MOTION TO APPROVE THE DRAFT OF THE 2018-2019 LARRC OUTLINE BY DAVE HAMILTON
SECOND BY LAWNAE HUNTER
MOTION CARRIED BY UNANIMOUS VOTE**

- B. 2018 Board Chair and Vice Chair Elections. Chair Edwards stated that she was seeking nominations for the 2018 board chair seat. Lawnae Hunter nominated Vice Chair Jef Farley. Vice Chair Farley nominated Lawnae Hunter for Vice Chair.

**UNANIMOUS VOTE TO APPROVE JEF FARLEY AS BOARD CHAIR AND LAWANE HUNTER AS VICE
CHAIR FOR 2018**

VI. NEW BUSINESS – Chair Edwards.

- A. Discussion re: Qualifications and structure of property management licenses. Lawnae Hunter introduced *Exhibit A (Report)* she also suggested eliminating the property management license and move to licensing system that you would require a principal broker's license to own a property management company. Ms. Hunter recommended that an additional education component would be beneficial as well. Dave Hamilton responded that his understanding was that property management license category was created for the Agency to monitor the smaller firms/companies and he wasn't sure small firms/companies have the ability to support a designated broker license position. He also recommended that the Agency identify and fine tune the issues/problems and then find a resolution. Chair Edwards asked if the problem/issues were specifically related to client trust accounts and Ms. Hunter responded the issue is also related to lack of education. Vice Chair Farley responded that he saw the benefit of property management license category because the vast majority of licensees are involved in sales and do not need to study property management. Mr. Hamilton asked Commissioner Bentley how frequently the Agency deals with missing funds from client trust accounts and Selina Barnes responded receives allegations of missing funds several times a year. Chair Edwards observed that the board seemed to be moving away from the initial recommendation of eliminating property management license and Ms. Hunter suggested that focus groups should submit input. Chair Edwards asked the board members what their position was on workgroups meeting and continuing discussion at the next board meeting on 12.4.17 and board member agreed.

VII. COMMUNICATIONS – Administrative Actions Summary – Chair Edwards.

VIII. REPORTS – Chair Edwards

A. Commissioner Gene Bentley

- OREN-J. Board members should contact Mesheal Heyman regarding articles they may want to submit.
- Board biographies. Board members should review information on the Agency website for accuracy
- Summary of licensing statistics/counts
- Principal broker advance practices courses. The industry has been discussing the possibility of requiring principal brokers to participate in an advanced practices course to improve the professionalism within the industry. The Agency has developed draft legislation document which will be presented to industry members for review on 10.10.17.
- ARELLO (Association of Real Estate License Law Officials) Annual Conference. Several Agency staff attended the annual conference a couple of weeks ago and chaired the “Commercial Real Estate 101” presentation, which covered the various types of product/activity involved with commercial brokerage.
- Client trust accounts reporting. The Agency is in the progress of making changes to the client trust account audit process which will include sending letters of reprimand to those who are not in compliance as well as eliminating the term “audit” and replacing with review.

B. Agency division reports-Deputy Commissioner Dean Owens

1. Regulation Division – Selina Barnes. Ms. Barnes stated that the regulations division staff have been participating in several trainings such as, ARELLO Investigator Workshop, Financial Crimes and Digital Evidence Conference, and the Attorney General Public Law Conference. She also explained that she would be teaching The Tips for Staying Out of Trouble following the board meeting and at the OAR Fall Convention later in the week.
2. Land Development Division – Michael Hanifin. Mr. Hanifin summarized the statistics/information provided in the division report handout and explained the fee of \$45 per hour to review filings had increased to \$200 per hour, which covers the time and work involved. He also stated that rulemaking was still in progress, a notice was filed with the Administrative Rules public hearing was held on September 19, 2017. Commissioner Bentley added that new/modified rules would go into effect on January 1, 2018.
3. Education, Business and Technical Services Division – Anna Higley and Maddy Alvarado. Ms. Alvarado summarized the statistics provided in the division report handout and explained the Agency held a workgroup meeting on September 7, 2017 via teleconference regarding the 2018-2019 LARRC outline and the suggestion made was to include HB2111, HB2189, HB2855, HB2920, and SB277 as additional topics under the 2017 Oregon Legislation which the Agency did include in the draft outline. She also stated that all changes to Agency business processes resulting from SB67 and SB68 are completed on our eLicense testing site. Deputy Commissioner Owens summarized the budget statistics and revenue information provided in the division handout.

IX. ANNOUNCEMENTS – Chair Edwards. Next board meeting: 12.4.17 in Gresham, Oregon, location to be announced.

X. ADJOURNMENT – Chair Edwards.

Respectfully submitted,

Respectfully submitted,

GENE BENTLEY, COMMISSIONER

MARCIA EDWARDS, BOARD CHAIR

**AGENDA ITEM NO.
III.**

**OREGON REAL ESTATE BOARD
Experience Requirement Waiver Request Log
2016-2017**

2016				
2.1.16	Tim Rist	PB	Denied	<p>FACTS: Mr. Rist appeared and Chair Hermanski asked him to provide any additional information he felt the board should consider regarding his waiver request. Mr. Rist acknowledged that although he may not have a lengthy amount of experience, he did have the volume of transaction experience. Dave Koch asked Mr. Rist to explain the process he has in place for client trust accounts. Mr. Rist responded that he uses a spreadsheet of incoming funds and outgoing funds. Chair Hermanski responded that the three year experience requirement is in place to establish sufficient collective experience and Mr. Rist should gain more transaction experience during the remainder of his three year requirement. Marcia Edwards explained her concern was with the lack of management experience as well as dispute resolution. Pat Ihnat explained she also had concerns with Mr. Rist still needing supervision. Joann Hansen stated that the three year experience requirement is imperative for principal brokers. Lawnae Hunter responded that she was not compelled to waive the three year requirement based on the information provided by Mr. Rist.</p> <p>DISCUSSION: Joann Hansen stated that in her opinion Keller Williams should be granting the approval and not the board. Mr. Koch suggested that Mr. Rist take advantage of the three year requirement and gain more experience. Marcia Edwards clarified that our mission is to protect consumers.</p> <p>MOTION TO DENY THE REQUEST FOR WAIVER SUBMITTED BY TIM RIST BY DAVE KOCH SECOND BY LAWNAE HUNTER MOTION CARRIED BY UNANIMOUS VOTE</p>
4.4.16	Dahe Good	PB	Approved	<p>FACTS: Ms. Good explained that she had held a number of positions in the real estate industry as well as owning her own real estate development firm for 12 years. She also stated that her goal is to own her own small firm of realtors. Alex MacLean asked Ms. Good how many agents she anticipated to manage and she responded that she would like to have four agents in her firm. Lawnae Hunter asked Ms. Good to provide more detail about her management experience. Ms. Good explained that she had specific training for supervising/managing and public agency rules are very explicit. Coni Rathbone asked Ms. Good why she did not want to hang her license with a principal broker. Ms. Good responded that she wanted to create an atmosphere that focuses on serving clients.</p> <p>DISCUSSION: None.</p> <p>MOTION TO APPROVE DAHE GOOD'S REQUEST FOR WAIVER OF EXPERIENCE FOR PRINCIPAL BROKER BY DAVE KOCH SECOND BY JOANN HANSEN MOTION CARRIED BY UNANIMOUS VOTE</p>
4.4.16	Lisa Neef	PB	Denied	<p>FACTS: Ms. Neef explained that she owned a transaction coordination business since 2010. Coni Rathbone asked Ms. Neef to explain in more detail what her business entails. Ms. Neef explained that she is hired by brokers to assist them with their paperwork. Pat Ihnat asked Ms. Neef if she interacted with clients and she responded that she has minimal interaction with clients. Dave Koch asked Ms. Neef to clarify her role in the transaction process regarding confidentiality. Ms. Neef clarified that her role is an administrative one.</p> <p>DISCUSSION: Ms. Ihnat asked Dave Koch what he felt about the necessity for license. Mr. Koch responded that in his opinion no license due to conflict. Ms. Ihnat responded situations that included contact with clients may very well cause conflict. Ms. Rathbone explained that a principal broker license is a good idea once Ms. Neef is more seasoned.</p> <p>MOTION TO DENY LISA NEEF'S REQUEST FOR WAIVER OF EXPERIENCE FOR PRINCIPAL BROKER LICENSE BY MARCIA EDWARDS SECOND BY DAVE KOCH MOTION CARRIED BY UNANIMOUS VOTE</p>
4.4.16	Tim Rist	PB	Approved	<p>FACTS: Mr. Rist introduced Lionel Wilson, CEO for Keller Williams and asked him to address the board on his behalf. Mr. Wilson explained that he has known Mr. Rist for about 10 years and he has strong leadership skills. Mr.</p>

				<p>Wilson also summarized Mr. Rist's experience and work history. Coni Rathbone asked Mr. Rist if he intended to stay with Keller Williams. Mr. Rist responded that he did intend to stay with Keller Williams. Chair Hermanski and Ms. Rathbone both asked Mr. Rist to explain what had occurred since his first appearance to make the board change their opinion. Mr. Rist responded that since his first appearance before the board he has obtained a better understanding of ORS Chapter 696, the CTA process, rules. He also explained that he has been on both sides of disputes (buyer/seller).</p> <p>DISCUSSION: None</p> <p>MOTION TO APPROVE TIM RIST'S REQUEST FOR WAIVER OF EXPERIENCE FOR PRINCIPAL BROKER BY CONI RATHBONE SECOND BY ALEX MACLEAN MOTION CARRIED BY UNANIMOUS VOTE</p>
6.6.16	William Patten	PB	Approved	<p>FACTS: Mr. Patten explained that he purchased his firm as a broker two years ago and hired a principal broker to supervise who has since left the firm and he is having difficulty finding another principal broker for hire. He also explained that he only has 4 months remaining to fulfill the 3 year experience requirement and has 25 years of experience in managing leases.</p> <p>DISCUSSION: None.</p> <p>MOTION TO APPROVE WILLIAM PATTEN'S REQUEST FOR EXPERIENCE WAIVER FOR PRINCIPAL BROKER'S LICENSE BY MARCIA EDWARDS SECOND BY PAT IHNAT MOTION CARRIED BY UNANIMOUS VOTE</p>
12.5.16	Joshua Fuhrer	PB	Denied	<p>FACTS: Mr. Fuhrer appeared before the board and explained that he has been in the real estate industry on the commercial side for 13 years as developer and wanted to provide brokerage services in addition to what he currently provides to his clients. He also explained that he currently has 3 partners, he being the primary developer, and he would not be supervising anyone or managing any client trust accounts. Mr. Fuhrer stated although he currently was not a licensed broker, he has passed the exam.</p> <p>DISCUSSION: Alex MacLean asked Vice-Chair Rathbone if she suggested that Mr. Fuhrer hang his license with a principal broker and then reapply for waiver and she responded that she did feel that would be appropriate.</p> <p>MOTION TO DENY REQUEST FOR EXPERIENCE WAIVER SUBMITTED BY JOSHUA FUHRER BY MARCIA EDWARDS SECOND BY DAVE KOCH MOTION CARRIED BY UNANIMOUS VOTE</p>
04.03.17	Shu Merritt	PB	Denied	<p>FACTS: Ms. Merritt appeared before the board and explained that she obtained an international business degree and began working in residential real estate in March of 2015. Alex MacLean asked Ms. Merritt if she intended to stay with Keller Williams and if she was aware that she could have an assistant. Ms. Merritt responded that she did intend to stay with Keller Williams and she needed an assistant to handle unlicensed paperwork. Dave Koch asked Ms. Merritt if she was aware of the tutorial regarding CTA management that is available on the Agency website. Ms. Merritt responded the firm she is currently with, Keller Williams, individual CTA did not exist. Lawnae Hunter clarified that closing transactions and managing brokers are two different things. She also pointed out to Ms. Merritt that she should have the ability to build a team without the principal broker designation. Ms. Merritt explained that although she can build a team she is not able to hire a broker to assist her in showing homes. Coni Rathbone explained to Ms. Merritt that the board was looking for something compelling in order to approve her request for waiver and it appeared the issues she was experiencing could be addressed contractually.</p> <p>DISCUSSION: None</p> <p>MOTION TO DENY REQUEST FOR WAIVER OF EXPERIENCE SUBMITTED BY SHU MERRITT BY DAVE KOCH SECOND BY LAWNAE HUNTER MOTION CARRIED BY UNANIMOUS VOTE</p>
10.02.17	Angie Anderson	PB	Denied	<p>FACTS: Ms. Anderson explained she has been licensed for two years and is seeking a waiver so that she can be available as a principal broker at her property management company. Dave Hamilton asked Ms. Anderson if the current principal broker for the firms is no longer active. Ms. Anderson responded that he is active. Vice Chair Farley asked Ms. Anderson to elaborate on her experience and she explained that she</p>

				<p>joined the company as a family member, obtained her license, and managed the office as a branch manager. She also stated that she did not intend to extend herself into sales at this time. Chair Edwards explained that historically, the board has considered waiver requests from brokers who have expertise in a certain area of the industry and her concern was the principal broker designation gives the authority to manage real estate sales company which is much broader. Pat Ihnat asked Ms. Anderson how many people she would be overseeing on the property management side and Ms. Anderson responded that there are 5 employees. Commissioner Bentley explained that Ms. Anderson could apply for and obtain a property management license which would allow her to run a property management company. Ms. Anderson responded that although she did not sales activity experience, becoming a principal broker would allow her to hire and oversee a broker.</p>
12.04.17	Stacey Harrison	PB		

Oregon Real Estate Board

Experience Requirement Waiver Request

Date: 11-14-17
 Name: Stacey Krys Harrison
 Address: 4742 Liberty Road #410, Salem OR 97302
 Daytime Phone Number: (503) 551-4467 Oregon License Number: 201215772

GENERAL INFORMATION AND DOCUMENTATION

- I am seeking an experience requirement waiver to become a real estate **PRINCIPAL BROKER**. (ORS 696.022 and OAR 863-014-0040)
- I am currently licensed as a real estate broker in Oregon: Yes No
 If yes, please state the dates for which you held and Oregon real estate license: 12-30-15 to Present
 Was your Oregon license obtained through a reciprocal agreement with another state? Yes No
- I am currently licensed or have held a real estate license in another state that was issued by the state's licensing authority: Yes No . Indicate the following

Type of License	State Issued	Dates Active License Held	
		From:	To
		From:	To
		From:	To
		From:	To

4. Per OAR 863-014-0040 and OAR 863-014-0042, I have:

	Yes	No	Date Completed	Additional Required Information	Agency Use Only
Completed the "Broker Administration and Sales Supervision" course for principal real estate brokers. Must be completed PRIOR to waiver request.	<input checked="" type="checkbox"/>		<u>11-3-17</u>	Attach original course certificate.	
Submitted the Real Estate License Application for Principal Broker license and \$230 fee. Must be completed PRIOR to waiver request.	<input checked="" type="checkbox"/>		<u>11-3-17</u>	Attach copy of confirmation letter from Agency.	
Successfully passed the Oregon Principal Broker exam. Must be completed PRIOR to waiver request.	<input checked="" type="checkbox"/>		<u>11-10-17</u>	National Score: <u>86%</u> State Score: <u>98%</u>	
Graduated from a four-year college or university with a degree in real estate curriculum approved by the Commissioner.(863-014-0042)		<input checked="" type="checkbox"/>		Attach official transcript to request, if any.	
Graduated with a two-year community college associates degree in real estate curriculum approved by the Commissioner. (863-014-0042)		<input checked="" type="checkbox"/>		Attach official transcript, if any.	
Substantial real estate-related experience equivalent to at least 3 years active licensed experience. Include any real estate designations achieved. (OAR 863-014-0042)	<input checked="" type="checkbox"/>		<u>1994 - present</u>	Attach a written details about your additional real estate experience that would assist in the Board's consideration of your waiver request.	

	Yes	No	Date Completed	Additional Required Information	Agency Use Only
Included the number and type of real estate transactions (listings and transactions that were closed) I have completed while holding a real estate license in Oregon or in another state.	X		8-10-16 through 7-24-17	Attach a document showing the number and types of transactions you have completed while licensed, if any.	

REQUIRED DOCUMENTS

Listed below are the required documents to be included in the request for an experience waiver.

1. Your letter requesting a waiver of the three year active licensed experience. This letter should:
 - o State the reason for the request, including the compelling reason why you cannot to complete the three years of active licensed experience.
 - o Indicate the real estate experience you have that would be an acceptable substitute for the three years of required experience.
 - o Explain how you obtained the knowledge and expertise to adequately manage a real estate business, which includes supervising Oregon real estate licensees and handling clients' trust accounts.
2. Required documentation listed above in the General Information and Documentation section #4.

HELPFUL DOCUMENTS

The following information is helpful, but not required, for the Board to thoroughly evaluate your request:

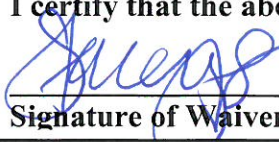
- o Letters of reference pertaining to your real estate experience
- o Letters of reference from current or past supervising principal brokers
- o Supervisory experience
- o Familiarity and experience in other related industries: escrow, title, mortgage, etc.

OTHER REQUIREMENTS

- You will be required to attend the Oregon Real Estate Board meeting when this waiver is discussed. The Board schedule will be communicated in follow-up correspondence upon receipt of your documents.
- Be prepared to answer questions from the Board to support your request.
- Waiver requests must be received at the agency no less than 21 days before the board meets.
- You must email all documents, including this completed and signed "Experience Requirement Waiver Request," to madeline.c.alvarado@state.or.us.

IMPORTANT NOTE: All documents submitted become part of the Board Packet and, therefore, public record. The Agency highly recommends that you remove/redact any confidential information on your documents, such as your social security number, date of birth, and credit card information. Please do not put the packet into any type of folder or binding.

Please direct any questions to Madeline Alvarado at 503-378-4590 or madeline.c.alvarado@state.or.us.

I certify that the above information is true to the best of my knowledge.	
 _____ Signature of Waiver Applicant	11-14-17 _____ Date

2017 BOARD MEETING DATES

<u>MEETING DATE</u>	<u>LOCATION</u>	<u>WAIVER PACKET DUE DATE</u>
June 5, 2017	Gleneden Beach	May 15, 2017
August 7, 2017	Klamath Falls	July 16, 2017
October 2, 2017	Springfield	September 11, 2017
December 4, 2017	Tigard	November 8, 2017

November 14, 2017

Oregon Real Estate Board
530 Center ST NE, Suite 100
Salem OR 97301

Dear Members of the Oregon Real Estate Board,

I am respectfully requesting a waiver of slightly over one year of the three-year experience requirement to become licensed as a principal broker in Oregon (12 months and 27 days from the date of the Board meeting on December 4, 2017.)

I am requesting the experience waiver so I can become licensed as a principal broker for a few reasons. I currently own a real estate pre-license school which is under the jurisdiction of both the Oregon Real Estate Agency (OREA) and the Oregon Higher Education Coordinating Commission (HECC). My business partners are retired and would like to turn full control of the school over to me and remove their names as contact persons for the OREA, HECC and other required certifications and registrations. One of my partners, Linda Forbes, is licensed in Oregon as a principal broker and therefore is the instructor of record for the OREA and HECC. Since I currently hold only a broker license, Ms. Forbes must continue to remain the instructor of record for these agencies. According to HECC's Teacher Registration Application, an applicant must hold the license that is legally required for employment in the field in which you teach. Under HECC's Oregon Administrative Rules 715-045-0012(3), teachers must hold all Oregon licenses, and successfully pass qualifying exams legally required for employment in the field in which they teach. Under HECC, I could currently qualify as an approved teacher of the Broker Pre-license course. However, my school also offers the Property Manager Pre-License course. In order for me to be the approved teacher of my property manager course, I would need to either give up my broker license and become a property manager or become a principal broker, which would allow me to teach both the broker and property manager pre-license courses.

I am also currently a part-owner in a real estate company, which has a registered business name with the OREA. Since I am not a principal broker, we have employed a principal broker who conducts the principal broker duties required to run the business. If an unforeseen circumstance or emergency were to occur, I would like to be in a position to legally take over the principal broker duties rather than hire another principal broker.

With a Bachelor's degree in education and over 20 years of real estate experience, I feel I am qualified to hold a principal broker license now rather than waiting until December 2018. I began my real estate career as a real estate loan officer for a local credit union. I was then recruited by an escrow company and spent the next 11 years as an escrow officer, branch manager and assistant manager. Throughout my years as a loan officer and an escrow officer, I closed over 3,700 real property transactions including, residential and commercial sales, residential and commercial refinances, land sales contracts, seller carrybacks, new construction, foreclosures, short sales and manufactured homes with and without land.

Prior to owning a real estate school, I was the Education Manager at the OREA from June 2009 through September 2015. In this position I gained a wealth of knowledge of the statutes and rules administered by the OREA. I played a major role in implementing Senate Bill 640 pertaining to new CE laws from the 2009 legislative session including writing new divisions of administrative rules (OAR Division 20 and

22.) Upon advice from Agency staff, industry members and the Oregon Real Estate Board, I developed LARRC outlines, as required, and created the Property Manager Advanced Practices course. As the Education Manager, I was the liaison between the contracted exam vendor and the Oregon Real Estate Board to conduct revisions of the exams and pre-license courses. For more details of my experience, please see my attached resume.

When I became a licensed broker in 2015, I joined HomeSmart Realty Group in Salem. Although my recent career focus has always been managing the day-to-day operations of the school, I realize the importance the Board places on experience waiver petitioners holding current sales experience. To accomplish this requirement, I focused on closing more sales during 2017 prior to submitting my petition. Please see the attached list of real estate transactions I have closed as a licensed broker.

I do not plan to manage a real estate office in the near future, but I am qualified to do so based on the following:

Contract experience: I currently manage all contracts on behalf of the school including, lease agreements, equipment, advertising, community college contracts for colleges offering our pre-license courses, independent contractor agreements with college instructors and other contractors. I also have extensive contract experience through my years of closing thousands of transactions in the escrow and lending industry.

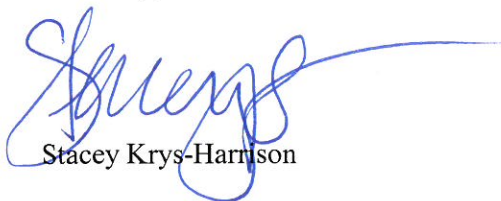
Negotiations: I am responsible for negotiating the contracts listed above. Also, throughout my escrow career, I witnessed transaction negotiations on a daily basis. I took the necessary steps to facilitate escrow closings between disputing parties while remaining a neutral, third-party.

Management experience: I have extensive management experience including, currently managing school employees and overseeing college instructors, managing employees at the OREA, and managing escrow staff.

Clients' Trust Accounts, Escrow Trust Accounting and Recordkeeping: My experience as an escrow officer, branch manager and assistant manager of an escrow company prepared me to handle escrow trust accounts and accurate recordkeeping. I am familiar with the OREA's statutes and rules covering escrow trust accounts and I conducted audits of closed escrows on a regular basis. In my position as the Education Manager with the OREA, I implemented the Self-Administered Compliance Review which focused on brokerage and property management clients' trust accounts and recordkeeping.

Thank you for considering my petition. I am happy to provide any further information during the December Board meeting.

Sincerely,



Stacey Krys-Harrison

Stacey Krys-Harrison

4742 Liberty Road S #410
Salem OR 97302

(503) 551-4467
slkharrison@gmail.com

Experience

October 2015-Present **A1 Superior Schools, Inc. and Superior Training Systems**
CEO/Owner Provide direction and leadership for A1 Superior Schools, Inc. and Superior Training Systems including managing workload and staff, maintaining licensure requirements, and course development for statutorily required pre-licenses and post-license real estate course in Oregon. Represent both entities to the public, colleges, industry organizations and State of Oregon regulatory agencies. Instruct the broker and property manager course for community colleges.

December 2015-Present **HomeSmart Realty Group**
Licensed Real Estate Broker in the State of Oregon Represent buyers and sellers in residential real estate transactions.

June 2009-September 2015 **State of Oregon Real Estate Agency**
Education Division Manager Managed workload and staff by overseeing the Real Estate Agency Education Division functions, including education, examinations, compliance, and communication. Provided direction for the Division, including developing short- and long-range goals, established program plans, monitored progress towards goals, proposed and implemented policies, and developed procedures.

- Planned, evaluated, and administered the Agency's education programs and monitored compliance with program requirements: Led the complete revision of the content of eleven statutorily required courses for real estate license applicants and licensees; developed and successfully implemented a new process for pre-license and post-license course approvals, including the application process.
- Established new programs and maximize resources to achieve goals: Successfully implemented new continuing education legislation affecting over 18,000 real estate licensees; developed and implemented new certification program for over 300 continuing education providers.
- Oversaw the research and development of data and revised program procedures to manage education programs and processes: Managed the development and implementation of the compliance review program available to approximately 6,600 principal real estate broker licensees and 750 property manager licensees.
- Gave consultative advice regarding education programs to Agency staff, other state agencies, industry organizations, private real estate schools, community colleges and universities to plan educational program services: Managed liaison activities with examination services vendor; oversaw examination statistics, developed criteria for request for proposal for contract with examination services vendor; worked with vendor, Agency staff members, Board members, industry members, real estate educators and other stakeholders to implement new examination contract requirements; managed the implementation of new examinations.

- Represented the program to the public, industry, and other state agencies: Developed and presented Agency outreach programs, including classes, workshops, training, and special events for audiences up to 200 people.
- Represented the Education Division in Agency workgroups for legislative concepts and administrative rule review.

July 2005 – November 2008

Ticor Title

March 1999 – July 2005

First American Title

April 1997 – March 1999

AmeriTitle

Escrow Officer / Branch Manager/ Assistant Manager Managed and provided direction for a branch office of an escrow company. Resourceful and independent problem solver with the proven ability to handle multiple and competing demands within short, intense timeframes.

- **Management:** Developed long- and short- range goals and plans for employees; prepared budgets, including reviewing profit and loss statements; prepared escrow reports; conducted interviews and hired employees; conducted employee reviews; trained employees; terminated employees.
- **Compliance:** Ensured compliance with statutes and rules by developing and implementing branch office policy and procedures; conducted audits on escrow files; wrote and maintained procedures for the on-site storage of all statutorily required escrow records.
- **Successfully closed over 3,300 real property transactions from \$10,000 to multi-million dollar transactions:** Accurately prepared residential and commercial closing documents and explained the escrow closing process to clients; reviewed title reports, loan documents, real estate contracts, and other legal documents for accuracy; prepared legal documents such as notes, trust deeds, and warranty deeds; accurately calculated figures and prepared closing documents while working under extremely short deadlines; accurately transferred, deposited, and accounted for large sums of money; maintained tracking system to ensure each escrow transaction closed in a timely manner; opened, maintained and closed interest-bearing accounts as needed.
- **Communication:** Effectively communicated with a diverse group of customers including buyers, sellers, real estate brokers, lenders, mortgage brokers and attorneys; developed and presented continuing education courses for audiences of up to 70 real estate licensees, lenders and mortgage brokers.

August 1994-April 1997

Central Willamette Federal Credit Union

Real Estate Loan Officer Originated and closed more than 400 residential purchases, refinances, and equity loans from \$10,000 to \$500,000.

Professional Affiliations

Association of Real Estate License Law Officials (ARELLO): Past Vice-Chair of the Exam Accreditation Committee and member of the Education Certification Committee

PSI: Past member of exam review committee and subject matter expert

PearsonVue: Past member of exam review committee and subject matter expert

Education

1992 Bachelor of Science, Education

University of Idaho



November 7, 2017

Oregon Real Estate Board
530 Center St. NE suite 100
Salem, OR 97301

Dear Members of the Real Estate Board,

Please allow this letter to serve as my recommendation and endorsement of Stacey Krysh-Harrison in her request for a waiver of the three year experience requirement for obtaining a Principal Broker license in the State of Oregon.

Stacey has an extensive professional history within the real estate industry. As a result, she is among the most knowledgeable real estate professionals I have ever had the pleasure of working with. Through her past experience as an escrow officer and manager, she possesses an understanding of settlement, vesting, and title issues that far surpasses that of most in our industry. Her time in management with the Oregon Real Estate Agency has made her a go-to resource for me on items relating to compliance and regulation. She always has the answer or can tell me where I can go to find it.

Stacey's current position of CEO/Owner of Superior Training Systems and A1 Superior Schools, Inc. gives her an opportunity to share her vast knowledge with other real estate professionals. I have had the opportunity to sit in on her classes and witness first-hand her abilities as an educator. Her students are very fortunate to learn from someone with her impressive skillset and experience. Equally impressive is her ability to deliver information in a way her students are able to absorb, retain, and later apply. We have had several new licensees join our firm after taking Stacey's class. They rave about her as an instructor. We as a brokerage are the beneficiary of her providing them with a firm foundation on which we can help them build a career.

Stacey is also currently a licensed agent with our firm. She has closed six transactions since joining us in December of 2015. Predictably, she performed flawlessly in all aspects of each transaction. Her clients were more than pleased with the level of service they received, her paperwork and documentation was impeccable, and the cooperating agent had the pleasure of working with a true professional who was communicative, timely, and competent.

In summary, Stacey Krysh-Harrison is possibly the most qualified individual who has ever requested this waiver. Allowing her the opportunity to test for her Principal Broker's license immediately would be to the benefit of our entire industry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Sturgeon', with a stylized flourish at the end.

Don Sturgeon
Principal Broker/Owner
HomeSmart Realty Group

WEATHERFORD, THOMPSON, ASHENFELTER & COWGILL, P.C.
(FOUNDED BY J.K. WEATHERFORD - 1875)
ATTORNEYS AT LAW

DENNIS D. ASHENFELTER
MICHAEL G. COWGILL
THOMAS L. BLACK
EDWARD F. SCHULTZ
MICHAEL B. BRINK
BRETT R. CHYTRAUS
CHERI A. KENDRICK
ANDREW J. BEAN

P.O. BOX 667
130 W. FIRST AVENUE
ALBANY, OREGON 97321-0219
TELEPHONE: (541) 926-2255
FACSIMILE: (541) 967-6579
E-MAIL: ckendrick@wtlegal.com

June 2, 2000

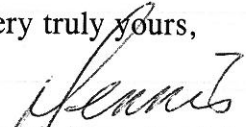
Stacey Harrison
First American Title Insurance Company of Oregon
4625 Commercial Street SE
Salem, OR 97306

Re: Morse Bros., Inc. Acquisition Transactions

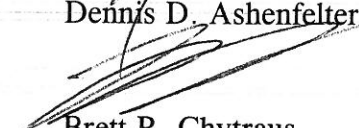
Dear Stacey, Candi and Judy:

On behalf of each of us and especially Cheri, we want to thank you for your professionalism, competence, and diligence in helping us close the three Morse Bros., Inc. acquisition transactions. We especially want to thank you for your ability to maintain a sense of humor under which were pressing time deadlines. We all appreciate the opportunity to work with you, and will certainly utilize your services in future acquisitions.

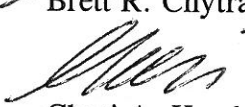
Very truly yours,



Dennis D. Ashenfelter



Brett R. Chytraus



Cheri A. Kendrick

DDA:ker

cc: Candi Hosler
Judy Whitlow

[ker:N:\MBI\Stacey ltr.doc\3/30/00]



2445 NE Division Street, Suite 303, Bend, OR 97701

CONTINUING EDUCATION CERTIFICATE OF COMPLETION

Stacey Krys-Harrison

License Number: 201215772

3058 Brokerage Administration And Sales Supervision

Credit Hours: 40 Hours

Oregon Certified Continuing Education Provider # 1006

I affirm that the licensee completed the above named course, I am authorized to provide this information on behalf of the Certified Continuing Education Provider and that it is true and accurate, to the best of my knowledge.

A1 SuperiorSchools

Date: 11/3/2017 | Event Location: Online



Stacey Harrison <slkharrison@gmail.com>

Oregon Real Estate Principal Broker Application Received Confirmation

1 message

Oregon Real Estate Agency <noreply_rea@rea.state.or.us>
Reply-To: Oregon Real Estate Agency <orea.info@state.or.us>
To: Stacey Lynn Krys-Harrison <slkharrison@gmail.com>

Fri, Nov 3, 2017 at 2:31 PM

Dear Stacey Lynn Krys-Harrison,

The Oregon Real Estate Agency has received your principal real estate broker license application. You may provide a copy of this e-mail to your real estate school as proof that you have submitted your license application to the Agency.

- Your applicant ID number is #201215772. Please keep this number for future use when contacting the Agency.
- Check your application status by logging into your eLicense account at <https://orea.elicense.irondata.com/>. Your license requirements will display under the Application Status tab.
- Agency records show that you must complete the following education from approved course providers to be eligible to take the principal broker license exam (only courses completed on or after January 1, 2013 qualify):
 - The 40-hour Brokerage Administration and Sales Supervision course.course.
- For more information on license requirements, please visit [Principal Broker License Requirements](#).

IMPORTANT NOTE: You are NOT actively licensed as a principal broker at this time. You cannot conduct professional real estate activity as a principal broker until you are actively licensed as one.

Oregon Real Estate Agency
530 Center St. NE Ste. 100
Salem, OR 97301
(503) 378-4170
www.rea.state.or.us
orea.info@state.or.us

Oregon Real Estate Agency

Real Estate Broker
Score Report



Stacey Krysh-Harrison
5832 Ballymeade ST SE
Salem, Oregon 97306

Candidate ID: XXX-XX-5772

Exam: OR Principal Broker Exam - OR Principal Broker -
State

Exam Date: 11/10/2017

PASSING SCORE: 38.0 (75%)

YOUR SCORE: 49.0

GRADE: PASS

Congratulations! You have passed the OR Principal Broker - State Examination.

The following is an analysis of your performance on the examination. For a detailed description of the subject matter included within each Topic, please refer to the PSI Candidate Information Bulletin.

Topic	Number of Questions	Number Correct
License Law and Disciplinary Measures	5	5
Handling of Client Funds	7	7
Agency Law and Rules	4	4
Regulation of Broker Activities	8	7
Document Handling and Recordkeeping	4	4
Property Management	8	8
Oregon Real Estate Related Statutes	14	14

- The Oregon Real Estate Agency will receive your exam scores in 3 business days.
- Log in to your eLicense account at www.rea.state.or.us to check the status of your license application.
- Find additional information on licensing requirements in the "How to Get a License" section of www.rea.state.or.us.
- Once all license requirements are completed, the Agency will issue your new license.
- Passing exam scores and background clearances are good for 1 year. The Agency can only issue a license while the scores and background clearance are valid.

This score report is provided as a record of your scores. Do not send it to the Real Estate Agency.

Oregon Real Estate Agency

Real Estate Broker
Score Report



Stacey Krys-Harrison
5832 Ballymeade ST SE
Salem, Oregon 97306

Candidate ID: XXX-XX-5772

Exam: OR Principal Broker Exam - OR Principal Broker -
National

Exam Date: 11/10/2017

PASSING SCORE: 60.0 (75%)

YOUR SCORE: 69.0

GRADE: PASS

Congratulations! You have passed the **OR Principal Broker - National Examination.**

The following is an analysis of your performance on the examination. For a detailed description of the subject matter included within each Topic, please refer to the PSI Candidate Information Bulletin.

Topic	Number of Questions	Number Correct
Contracts	12	12
Land Use Controls and Regulations	5	4
Property Ownership	6	6
Transfer of Title	5	3
General Principles of Agency	11	9
Real Estate Calculations	4	4
Valuation and Market Analysis	6	5
Financing	7	7
Mandated Disclosures	9	8
Practice of Real Estate	12	9
Specialty areas	3	2

- The Oregon Real Estate Agency will receive your exam scores in 3 business days.
- Log in to your eLicense account at www.rea.state.or.us to check the status of your license application.
- Find additional information on licensing requirements in the "How to Get a License" section of www.rea.state.or.us.
- Once all license requirements are completed, the Agency will issue your new license.
- Passing exam scores and background clearances are good for 1 year. The Agency can only issue a license while the scores and background clearance are valid.

This score report is provided as a record of your scores. Do not send it to the Real Estate Agency.

HomeSmart Realty Group

Agent Gross Commission Detail 1099
Created on 10/30/2017

Stacey Krysh-Harrison



Salem

OR

97306

Type	File Number	Address	Price	Gross Agent Commission	Net To/From Agent	Paid To Agent From Escrow	Escrow Plus Net	End Date
Sale	S1600494	290 . Boone Road SE	\$284,900.00	\$5,982.90	\$0.00	\$5,601.40	\$5,601.40	08/10/2016

Gross Agent Commission: \$5,982.90
Sales: \$5,982.90
Dollar Volume: \$284,900.00
Sales: \$284,900.00

Net To/From Agent Volume: \$0.00
Rentals: \$0.00
Number Transactions: 1
Rentals: \$0.00

Paid To Agent From Escrow Volume: \$5,601.40
Referrals: \$0.00

Escrow Plus Net Volume: \$5,601.40
Miscellaneous: \$0.00
Miscellaneous: \$0.00

HomeSmart Realty Group

Agent Gross Commission Detail 1099
Created on 10/30/2017

Stacey Krysh-Harrison

Salem

OR

97306

Type	File Number	Address	Price	Gross Agent Commission	Net To/From Agent	Paid To Agent From Escrow	Escrow Plus Net	End Date
Sale	S1700083	767 . Raven Avenue SE	\$380,000.00	\$7,572.50	\$0.00	\$6,941.00	\$6,941.00	02/17/2017
Sale	S1700313	4865 . Newtown Avenue SE	\$210,000.00	\$3,675.00	\$0.00	\$3,293.50	\$3,293.50	05/17/2017
Sale	S1700612	842 . Maine Avenue NE	\$233,500.00	\$5,650.00	\$0.00	\$5,105.00	\$5,105.00	06/02/2017
Sale	S1700883	9747 . Stonecrest Drive S	\$445,000.00	\$11,125.00	\$10,580.00	\$0.00	\$10,580.00	07/24/2017
Sale	S1700758	3774 . Tayside Street S	\$421,000.00	\$10,464.50	\$9,919.50	\$0.00	\$9,919.50	07/24/2017

Gross Agent Commission: \$38,487.00 **Net To/From Agent Volume: \$20,499.50** **Paid To Agent From Escrow Volume: \$15,339.50** **Escrow Plus Net Volume: \$35,839.00**
Sales: \$38,487.00 **Rentals: \$0.00** **Referrals: \$0.00** **Miscellaneous: \$0.00**
Dollar Volume: \$1,689,500.00 **Number Transactions: 5** **Referrals: \$0.00** **Miscellaneous: \$0.00**
Sales: \$1,689,500.00 **Rentals: \$0.00**

**AGENDA ITEM NO.
IV.**

**OREGON REAL ESTATE BOARD
CEP LOG
2016-2017**

6.6.16	Kenneth Holman	WITHDRAWN	Mr. Holman withdrew his petition and indicated his intention to re-petition the board as a trade association at a later date.
6.6.16	CMPS Institute (Gibran Nicholas)	APPROVED	<p>FACTS: Chair Hermanski asked CMPS to summarize the basis of their petition. Gibran Nicholas explained that CMPS Institute has provided education across the country and is approved in 10 states to provide CE to real estate agents. Mr. Nicholas also explained CMPS Institute offers the following acceptable course topics: advertising; regulation; consumer protection; real estate taxation; and finance. Chair Hermanski asked if they were familiar with the record keeping requirements and Ms. Nicholas responded that they are familiar with the record keeping requirements</p> <p>DISCUSSION: None.</p> <p>MOTION TO APPROVE CMPS INSTITUTE’S PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER BY MARCIA EDWARDS SECOND BY LAWNAE HUNTER MOTION CARRIED BY UNANIMOUS VOTE</p>
10.3.16	Michelle Moore	APPROVED	<p>FACTS: Ms. Moore explained that she had nine years of experience in providing continuing education courses covering the following topics: real estate consumer protection, risk management, dispute resolution, and negotiation, which are considered acceptable course topics. Dave Koch asked Ms. Moore if she was familiar with the record keeping requirements involved with being a provider and she responded that she was aware of the requirements.</p> <p>DISCUSSION: None</p> <p>MOTION TO APPROVE BY DAVE KOCH SECOND BY LAWNAE HUNTER MOTION CARRIED BY UNANIMOUS VOTE</p>
12.05.16	Brix Law LLP	APPROVED	<p>FACTS: Laura Craska Cooper and Brad Miller appeared by phone and Mr. Miller explained Brix Law LP specializes in real estate and land use transactions and both he and Ms. Craska Cooper had an extensive amount of experience in the following areas: real estate leasing, acquisitions, development, financing, general business, and negotiations. Chair Hermanski asked Mr. Miller and Ms. Craska Cooper if they were familiar with the record keeping requirements as a certified education instructor and Mr. Miller responded that they were familiar this requirement.</p> <p>DISCUSSION: None.</p>
02.06.17	Systems Effect LLC	APPROVED	<p>FACTS: Mr. Jordan appeared by phone and explained that Systems Effect LLC is a distance learning company that has been in business since 2008 and is currently approved to provide real estate continuing education courses in Arizona, Kansas, Minnesota, Missouri, and Ohio. He also stated that the courses offered cover the following acceptable topics: Principal broker record keeping and supervision, trust accounts, agency relationships, misrepresentation, disclosure, contracts, appraisal, fair housing, risk management, water rights, environmental protection, land use, real estate law, negotiation, and others. Dave Koch asked Mr. Jordan if a tracking device was in place to monitor class time and he responded that there is a timer in place to verify that students meet the required course time. Alex MacLean asked Mr. Jordan if there is a resource for student assistance with questions they might have and Mr. Jordan responded that there is a FAQ information, email system, and staff available for students.</p> <p>DISCUSSION: None.</p>
02.06.17	American Dream Real Estate School LLC	APPROVED	<p>FACTS: Herbert Nagamatsu appeared by phone and explained that American Dream Real Estate School created, administered and delivered online courses and training programs to students since 2005. He also stated that the courses offered cover the following acceptable topics: Contracts, Risk Management, and real estate finance. Dave Koch asked Mr. Nagamatsu how he derived the questions for the courses and he responded that the topics covered meet with rule and law. Alex MacLean asked Mr. Nagamatsu how students communicate with instructors he responded that contact information for instructors is posted online for students. Mr. Koch asked Mr. Nagamatsu how class time was tracked and he responded timing mechanisms were in place behind the scenes. Mr. Koch also asked Mr. Nagamatsu to explain his record keeping process and he responded records are kept for minimum of 3 years and backup for seven years.</p> <p>DISCUSSION: None</p>

02.06.17	Asset Preservation Inc.	APPROVED	<p>FACTS: Elisa Mas appeared by phone and explained that Asset Preservation, Inc. has provided 1031 exchange courses for continuing education to real estate professionals all over the nations for over 25 years and was also approved to teach continuing education courses in Texas, New York, Florida, Colorado, Washington, Oklahoma, New Jersey, and Arizona as well as Oregon, previously. She also stated that the courses offered cover the following acceptable topics: Real estate taxation and Real Estate Finance. Alex MacLean asked Ms. Mas when her company was certified and she responded approximately one year ago. Mr. MacLean also asked Ms. Mas if her company was currently certified and if not, to explain the gap in time. Ms. Mas explained the previous administrator was expired and now they want to be certified again.</p> <p>DISCUSSION: None.</p>
02.06.17	Military Mortgage Boot Camp	APPROVED	<p>FACTS: Mike Fischer appeared by phone and explained the current class offered is a 2 or 3 hour version which covers appraisal, VA assistance, and transaction coordination. Chair Edwards asked Mr. Fischer which acceptable topics were covered in the courses offered and he responded that consumer protection was the topic covered. Dave Hamilton stated he would like to see Oregon's program incorporated in the course and Mr. Fischer responded they could incorporate Oregon's program. Chair Edwards clarified that although, incorporating Oregon's program was not a requirement or contingency, it was encouraged.</p> <p>DISCUSSION: None</p>
02.06.17	Fairway Independent Mortgage Corp.	APPROVED	<p>FACTS: Kate Myers appeared before the board and explained Fairway Independent Mortgage Corp. was one of the mortgage companies that is allowed to handle VA loans. Chair Edwards asked Ms. Myers which acceptable course topics are covered in their courses and she responded that real estate finance was the topic offered. Dave Koch asked Ms. Myers if there was a record keeping mechanism in place and she responded there is an administrator who would be assigned the record keeping duties</p> <p>DISCUSSION: None.</p>
04.03.17	Envoy	APPROVED	<p>FACTS: Mr. Varcak appeared by phone and explained he has taught first time home buyers courses and facilitated other trainings. He also said he teaches courses covering the topic of Real Estate Finance, which is an acceptable course topic. Mr. Varcak indicated that his goal was to provide a more structured training program through Envoy. Coni Rathbone asked Mr. Varcak if he has kept track of continuing education credits and he responded that although he had not kept track of credits in the past, he did review all the record keeping requirements and was prepared to follow them. Dave Koch of he intended to use instructors to provide variety of topics and Mr. Varcak responded that he did intend to utilize other instructors. Commissioner Bentley asked Mr. Varcak if he had considered being an instructor rather than a provider and Mr. Varcak responded that his company wanted to provide their own coursework.</p> <p>DISCUSSION: None</p>
04.03.17	Oregon Rental Housing Association Education Inc.	APPROVED	<p>FACTS: Ms. Pate appeared and explained ORHA Education Inc. is seeking a grant to provide supplemental education to landlords, tenants, and public education. Chair Edwards asked Ms. Pate which location records would be kept and she responded that she believed the Salem office located on Commercial St. would house the records. Commissioner Bentley asked Ms. Pate to clarify the topics that would be offered and she explained she intended to offer courses covering the following topics: Property management, advertising, any type of fair housing issue, real contracts, business ethics, and dispute resolution, which are all acceptable course topics.</p> <p>DISCUSSION: None</p>
06.05.17	Mason McDuffie Mortgage Corp.	APPROVED	<p>FACTS: Mason McDuffie Mortgage Corp., Jesse Rivera appeared by phone and explained that he used his experience as a former real estate agent and high school teacher as a way to build good relationships. Mr. Rivera also explained that he would be teaching the following topics during his classes: Real estate finance, contracts, advertising, how to manage brokers, and business ethics, which are acceptable course topics.</p> <p>DISCUSSION: None</p>
8.7.17	Real Estate Training Institute, a division of Certified Training Institution	APPROVED	<p>FACTS: Real Estate Training Institute, a division of Certified Training Institution, Ms. Teri Francis and Jenny MacDowel appeared by phone and explained that CTI is a distance learning provider with a total of 16 real estate courses approved by ARELLO and cover the following topics: principal broker supervision responsibilities, agency relationships and responsibilities for broker, principal brokers, or property managers, disclosure requirements, consumer protection, real estate contracts, real estate taxation, fair housings laws or policy, business ethics, risk management, real estate finance, and environmental protections issues, which are acceptable course topics.</p> <p>DISCUSSION: None</p>
10.02.17	Housing and Community Services Agency of Lane County	APPROVED	<p>Mr. Baker explained he is the landlord liaison at HACSA and is in charge of maintaining the line of communication with landlords. He also stated that HACSA manages the section 8 program for all of Lane County. Mr. Baker explained the courses he offers cover the following topics: fair housing laws and policies, risk management, & advertising regulations, which are acceptable course topics. Chair Edwards asked Mr. Baker if he was familiar with the recordkeeping</p>

			requirements for continuing education providers. Mr. Baker responded based on the recordkeeping requirements HACSA intends to maintain records both electronically and paper. Farley: Have you been offering courses both and working under a provider? Baker-currently we are partnering with the rental owners association of Lane Co who is a licensed provider-the reason we are asking for our agency is basically not being able to offer classes to the public at large being able to only offer classes to members of the association as well as property managers having to pay for those credits-we want to offer those credits for free. Edwards: excellent resource in Lane County I appreciate your outreach efforts.
10.02.17	Lumos Academy	APPROVED	Ms. Mueller explained Lumos is designed to provide exemplary real estate education and our goal is really to do our best to raise the competency level of the brokers throughout the State-better educated broker is better for the client-currently we have 3 instructors. Ms. Mueller explained that the courses offered by Lumos cover the following course topics: principal real estate broker supervision responsibilities, agency relationship and responsibilities, misrepresentation in real estate transactions, advertising regulations, real estate disclosure requirements, real estate consumer protection, fair housing, business ethics, risk management, dispute resolution, real estate escrow, real estate economics, real estate law and regulations, and negotiation, which are considered acceptable course topics.
12.04.17	Jesse Rivera		
12.04.17	Carl W. Slavo		



PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER

Rev. 1/2017

Real Estate Agency
530 Center St. NE Ste. 100
Salem OR 97301
Phone: (503) 378-4170

INSTRUCTIONS

To petition the Real Estate Board for approval of qualifications to become an applicant for certification as a continuing education provider, the petitioner must complete this form and submit it by e-mail to madeline.c.alvarado@state.or.us a least 21 days before the next scheduled Board meeting at which the applicant wishes the Board to act.

IMPORTANT:

- ▶ If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.
- ▶ All information and documents submitted as part of this petition become part of the Board Packet, and therefore, public record.
- ▶ Petitioners will need to appear before the Board. This may be done in person or by phone. Once the Agency receives this completed petition, a letter will be sent to the petitioner with the date of the Board meeting the petitioner will need to attend.

If the Board approves this petition, the Agency will mail a letter to the petitioner, at the mailing address provided, confirming the Board's approval. The petitioner may then apply for certification as a continuing education provider under OAR 863-020-0030.

PETITIONER

Name Jesse Rivera Phone Number 503-683-2508

Physical Address 10220 SW Greenburg Rd Address Cont. Suite 230

City Portland State OR Zip Code 97223 County Washington

E-mail jesse.rivera@caliberhomeloans.com

Mailing Address (if different) _____ Address Cont. _____

City _____ State _____ Zip Code _____ County _____

AUTHORIZED CONTACT PERSON

Prefix _____ First Name Jesse Last Name Rivera

Phone Number 503-683-2508 E-mail jesse.rivera@caliberhomeloans.com

Indicate who will appear before the board on behalf of the Petitioner: Jesse Rivera

AGENCY USE ONLY

Approved by Board YES NO

Review Date _____

PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER, Continued

QUALIFICATION INFORMATION

Provide below sufficient information about the petitioner to allow the Board to determine whether the petitioner qualifies for certification. **If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.**

Information **MUST** include one or both of the following:

- ▶ Petitioner's demonstrated expertise and experience in providing educational courses to real estate licensees.
- ▶ Petitioner's demonstrated experience and expertise in two or more course topics eligible for continuing education credit under OAR 863-020-0035.

You may attach up to **three (3)** additional pages if necessary.

I was previously approved as a CE Provider with Mason McDuffie Mortgage Corporation, but the branch has closed and I would like to continue with Caliber Home Loans.

The main instructor, Jesse Rivera, has the following expertise and experience:

Bachelor's in Science Degree from Portland State University, 2000. Approved Instructor with ARELLO.

Licensed Loan Originator, 2016. Approved CE instructor with Lawyers Title. Ex High School Math Teacher.

Eight years as real estate broker, four years a principal managing broker. Responsible for hiring new brokers,

training them, and mentoring them. Also responsible in making sure close to 30 brokers were kept up to date

on form and legal changes, ongoing training, and paperwork for all deals. As a result of this position, I am very

confident that I can teach CE very effectively in the following areas: Principal Real Estate Broker Supervision

Responsibilities, Agency Relationships, Misrepresentation, Advertising Regulations, Consumer Protection,

Real Estate Contracts, Real Estate Property Evaluation and Valuation, Managing a Brokerage, Business

Ethics, Risk Management, Real Estate Finance (I am a licensed Loan Originator), Real Estate Escrows, and Negotiation.

As I have already been approved, I respectfully ask that my new application be approved without meeting the Board. But

I am more than happy to attend the next board meeting if this is not possible. Thank you.

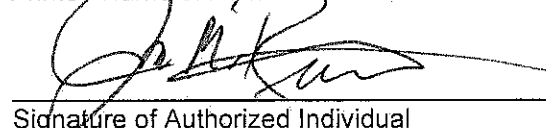
AUTHORIZATION AND ATTESTATION

- ▶ I hereby certify that I am authorized to submit this form on behalf of the petitioner and that the information is true and accurate, to the best of my knowledge.
- ▶ I acknowledge that petitioner, or authorized individual on petitioner's behalf, has read, understands and is ready to comply with the statutory and administrative rule provisions applicable to certified continuing education providers.
- ▶ I attest that petitioner knows and understands the responsibilities of a certified continuing education provider under OAR 863-020-0050.
- ▶ I attest that petitioner knows and understands the requirements of an instructor under ORS 696.186 and the information required on a continuing education instructor qualification form under OAR 863-020-0060.

Jesse Rivera

Date 10/18/2017

Printed Name of Authorized Individual



Signature of Authorized Individual

AGENDA ITEM NO. IV. B.



PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER

Rev. 1/2017

Real Estate Agency
530 Center St. NE Ste. 100
Salem OR 97301
Phone: (503) 378-4170

INSTRUCTIONS

To petition the Real Estate Board for approval of qualifications to become an applicant for certification as a continuing education provider, the petitioner must complete this form and submit it by e-mail to madeline.c.alvarado@state.or.us a least 21 days before the next scheduled Board meeting at which the applicant wishes the Board to act.

IMPORTANT:

- ▶ If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.
- ▶ All information and documents submitted as part of this petition become part of the Board Packet, and therefore, public record.
- ▶ Petitioners will need to appear before the Board. This may be done in person or by phone. Once the Agency receives this completed petition, a letter will be sent to the petitioner with the date of the Board meeting the petitioner will need to attend.

If the Board approves this petition, the Agency will mail a letter to the petitioner, at the mailing address provided, confirming the Board's approval. The petitioner may then apply for certification as a continuing education provider under OAR 863-020-0030.

PETITIONER

Name Carl W Salvo Phone Number 541-728-0390

Physical Address 360 SW Bond St, Suite # 410 Address Cont. _____

City Bend State OR Zip Code 97702 County Deschutes

E-mail Carl@midoregonlending.com

Mailing Address (if different) Same As physical address Address Cont. _____

City _____ State Zip Code _____ County _____

AUTHORIZED CONTACT PERSON

Prefix MR First Name Carl Last Name Salvo

Phone Number 541-728-0390 E-mail carl@midoregonlending.com

Indicate who will appear before the board on behalf of the Petitioner: Carl W Salvo - By phone if possible, in person if necessary

AGENCY USE ONLY

Approved by Board YES NO

Review Date _____

Carl Wayne Salvo
59745 Calgary Loop
Bend, OR 97702

EMPLOYMENT HISTORY

September 2007 to Present: President, Mid Oregon Lending, Inc, Bend, Oregon

Own and operate a full service Mortgage Brokerage specializing in conventional first and second liens.

September 2009 to September 2010, Vice President, Central Oregon Chapter of Oregon Association of Mortgage Professionals (OAMP), President elect, September 2011

June 2007 to September 2007: Branch Manager, MortgageIT Inc, Oregon

Manage all aspects of operations, production, sales, and quality control for Portland and Bend, Oregon Wholesale Lending Division Offices and manage a team of 42 employees. Responsible for policy and procedure development and implementation in all departments, branch profitability and delivery of closed loans, all hiring and termination of staff, and autonomous management of all aspects of daily operations.

- Top Producing Branch nationally in August 2007
- Fastest turn times on delivery of closed loans to servicing in region
- Consistently one of the most profitable branches in the country

August 2006 to May 2007: Area Sales Manager, MortgageIT Inc, Oregon

Responsible for all aspects of management of a sales team of 15 Account Executives in Oregon, including recruitment, training and retention, product roll out, annual reviews, monthly meetings, pipeline management, and goal setting. Required to establish and enforce acceptable levels of production for account executives through intensive in field training and evaluation, teaching marketing skills, mentoring, and report to regional management monthly. Set individual and branch goals for production and carefully scrutinized account executive performance to identify areas of needed improvement and further training.

Also worked daily with other department heads to develop continuity and cohesion between departments.

- Grew Sales Team from 9 to 16 Account Executives during tenure as ASM
- Retained 100% of AE's, including 2 MortgageIT Presidents Club members
- Developed Field Training and mentoring programs to increase AE productivity
- Created and implemented broker trainings, marketing events, and team building exercises
- Managed pipelines monthly of approximately \$115 Million with 68% pull through and evaluated AE's on basis of production, pull through, and performance
- Consistently maintained highest Pull Through in region
- Responsible for roll out and training of "Closed Loan Purchase" platform to Account Executives

October 2004 to August 2006: Account Executive, MortgageIT Inc, Bend, Oregon

Responsible for solicitation and retention of customers for MortgageIT wholesale lending division in Central and Southern Oregon in a highly competitive and dynamic market. Position required mastery of all aspects of retail loan origination, account management, underwriting guidelines, product pricing and placement.

- 2005 Presidents Club Winner, #18 nationally in closed units
- 2005 Production of 1189 closed units for \$233.3 Million
- YTD ranked #13 nationally in closed units prior to promotion to ASM
- Established funding and pull through records that have never been beaten in Oregon
- Manage a pipeline averaging 30 Million Monthly

- Recruit and assist in training fellow employees
- Assist in management duties of satellite office
- Recruited and developed account list of 62 brokers

October 2003 to September 2004: Account Executive, Umpqua Bank Wholesale, Bend, Oregon

Responsible for recruiting and retaining Umpqua Bank Wholesale Mortgage customers in Central and Southern Oregon and facilitated the submission and closing of customer's loans. Position required mastery of numerous program guidelines, pipeline management, acting as a correspondent liaison with delegated lenders and worked proactively with management on product development and process refinement.

- Top producer 4 out of 10 months while in operation
- Doubled the number of active accounts in territory
- Increased average monthly closings in territory from 2.5 million per month to 5.8 million per month

November 2002 to October 2003, and August 1998 to February 2002: Loan officer, Strategic Mortgage Services, Bend, Oregon

Responsible for originating and closing all varieties of conventional and sub prime real estate loans in an extremely volatile and competitive real estate market.

- Closed 15.8 Million in volume last year in business
- Developed 98% referral driven business from real estate agents, past clients, and business advocates
- Mastery of FNMA and FHLMC and sub prime loan guidelines

March 2002 to October 2002: Account Executive, Cendant Corporation, Oakland, California

Responsible for promoting and implementing corporate owned "Phone in, Move in" mortgage service within Coldwell Banker, Century 21 and ERA Real Estate offices in the Bay Area.

- Called on 32 real estate office with an estimated 360 real estate agents
- Increased leads production in territory 38% in eight months with company
- Generated new accounts with program roll outs, and managed existing accounts over a large and diverse sales territory
- Reported weekly to regional sales manager and monitored sales goals
- Managed pipeline of 40 to 120 loans and worked with a team of originators and processors to meet time sensitive deadlines

March 1996 to July 1998: Account Executive, KICE Radio, Bend, Oregon

Responsible for generating and maintaining radio advertising accounts while managing all aspects of campaign development, copy writing, and follow up with clients to monitor advertising success.

- Top producing account executive, 1995, 1996
- Expanded number of active clients 62% from date of hire to departure

April 1995 to February 1996: Account Executive, KUIK Radio, Hillsboro, Oregon

Prospected for new accounts and developed new radio advertising customers in a major metropolitan area.

EDUCATION

May 1994: Bachelor of Arts, Carroll College, Helena, Montana

Major: English/Writing	Cumulative GPA:	3.20
Minor: Biology and Chemistry	GPA in Major:	3.58

- Carroll College Honors Scholar, 1991 thru 1993
- Staff Sports Writer, Carroll College *Prospector*



360 SW Bond Street, Suite 410
Bend, Oregon 97702
Phone: 541-728-0390 Fax: 541-728-0395

November 7, 2017

To whom it may concern.

I politely request your consideration for approving my application to become a certified Provider and Instructor for Continuing Education for Licensed Real Estate Agents. As my current occupation indicates, the bulk of the classes I will instruct will focus on Real Estate Finance but if approved, I would also more than likely offer additional education on Real Estate Appraisal, Taxation, and Economics as these areas of education work in lockstep with my position as a Finance provider. I could foresee bringing in additional educators to help with these areas as well and feel that I could bring a great value to Realtor education based on the following merits, business achievements, and experiences.

My primary motivation in applying to become a CE provider/Instructor is to bridge the knowledge gap as much as possible between my colleagues in Real Estate, and the Lending Industry. Since the bulk of today's homebuyers are financing their homes, the more Realtors understand about the nuances and processes we encounter in an ever changing lending environment, the better served their buyers will be and it is ultimately the consumer who will benefit by those realtors whose industry knowledge goes beyond their jobs as agents.

I currently own and operate one of the few remaining fully independent Mortgage Brokerages in Oregon which provides a broad range of exposure to various product lines, lending platforms and virtually every loan product available on the market. It is critical for realtors to understand and keep tabs on the myriad of product lines available and what it takes to get their buyers qualified for financing, and being a fully independent broker precludes any bias or preference for any particular lending source or product line.

As my resume indicates, I have nearly 20 years of experience in the lending industry, first as a loan officer for an independent mortgage broker followed by 5 years' experience in Wholesale Lending before I opened my own company in 2007.

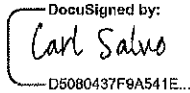
Working in Wholesale lending, first as an account rep and last as a branch manager, gave me a unique insight into how the secondary markets operate from MBS trading to underwriting and product development. This experience—cut

short by the financial crisis in 2007/08—gave me the opportunity to very literally learn the industry from top to bottom.

After the mortgage meltdown began over a decade ago, the local mortgage and Real Estate industry in Central Oregon suffered immensely and I began teaching CE Classes at the request of several local firms to gain an understanding of what occurred behind the crisis. John L Scott, ReMax, Steve Scott Realtors, Total Property Resources, and a handful of other local offices were appreciative of the education and I sincerely look forward to continuing to assist my business partners in real estate moving forward.

Please do not hesitate to reach out to me directly to discuss my qualifications or intentions for becoming an approved provider and instructor at any time.

Regards,

DocuSigned by:

D5080437F9A541E...

Carl Salvo
NMLS ID # 281716
President, Mid Oregon Lending, Inc.

**REAL ESTATE BOARD
REGULATION DIVISION REPORT
December 4, 2017**

Regulation Division Manager: Selina Barnes

Compliance Specialists 3 (Compliance Coordinator): Deanna Hewitt, Rob Pierce

Financial Investigators (Investigator-Auditor): Jeremy Brooks, Aaron Grimes,

Frances Hlawatsch, Philip Johnson, Meghan Lewis, Lisa Montellano, Lindsey Nunes

Compliance Specialist 2: Carolyn Kalb

Compliance Specialists 1: Sue Davenhill, Denise Lewis, Danette Rozell

Administrative Specialist: Liz Hayes

Division Overview

The Regulation Division receives complaints and determines validity and assignment for investigation. Investigators gather facts (from interviews and documents), prepare a detailed written report and submit to the Manager for review. The Manager determines whether the evidence supports charging a person with a violation of Agency statutes or administrative rules, as well the appropriate resolution. The Manager conducts settlement conferences to resolve cases without a contested case hearing. If a hearing is requested, the investigator works with the Assistant Attorney General in preparing for and presenting the case at hearing.

The Compliance Specialists are responsible for conducting: mail-in audits of licensee's clients' trust accounts (CTA), expired activity investigations, background checks and self-administered compliance reviews. They also respond to inquiries regarding regulations and filing complaints from the public, licensees, and other governmental agencies.

Workload and Activity Indicators

Janae Weston resigned as the Regulations Administrative Specialist, effective 10/27/17. Liz Hayes was promoted to this position from her licensing position, effective 11/1/17.

An off-site training session will be conducted with all of the Regulation Division staff during December on the statutes and administrative rules changes effective 1/1/18.

Selina Barnes will be presenting the "Tips for Staying Out of Trouble with the Agency" following this board meeting. This is expected to be the last presentation of "Tips for Staying Out of Trouble with the Agency". A new, revised class will be presented starting in 2018.

For information on investigations resulting in administrative actions, please review the "Administrative Actions Summary" section of the Board packet.

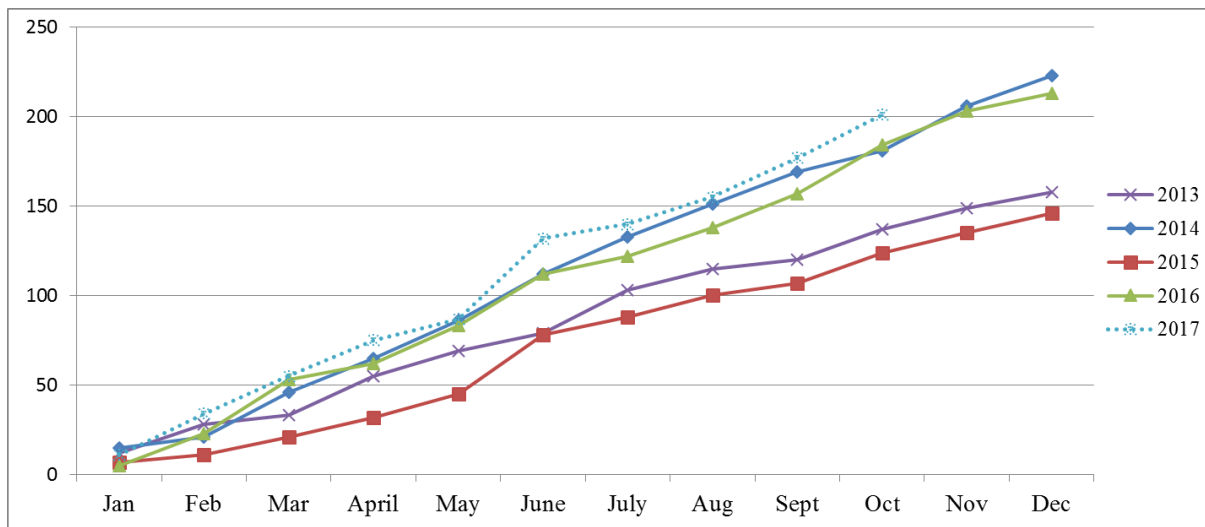
**Report to the Real Estate Board
Land Development Division
4 December 2017**

Division Manager: Michael Hanifin

Section Overview:

The Land Development Division reviews and approves filings related to condominiums, timeshares, subdivisions, manufactured home subdivisions, and membership campgrounds. The section reviews and approves the foundational documents creating these types of properties, as well as later amendments to those documents, to verify compliance with statutory requirements. We also issue the Disclosure Statement (sometimes referred to as a Public Report) required for sales of these interests to Oregonians. The Disclosure Statement summarizes key information about the condominium for the consumer, much like reading the window sticker when car shopping.

Workload and Activity Indicators



This year the division is averaging twenty new filings per month. As the dotted line above reflects, this is the highest filing rate we've seen in six years. Small scale condominiums (2 to 6 units) remain the majority of new condominiums filed. Of those, a portion (at least several per month) are condo conversions. The conversion filings are almost all single family homes that have an ADU. Overall, the majority of filings continue to be condominiums, with timeshares being the second largest type of filing by volume.

Rulemaking Update

The Agency is in the process of filing the permanent amended rules resulting from the rulemaking engaged in earlier this year. The effective date of the new amended rules will be January 1st, 2018.

**REAL ESTATE BOARD
ADMINISTRATIVE SERVICES DIVISION REPORT
December 4, 2017**

Administrative Services Manager: Anna Higley
Communications Coordinator: Mesheal Heyman
Accountant: Katy Karayel
Systems Administrator: Tiffani Miller
Program Analyst: Rus Putintsev

Customer Service Manager: Madeline Alvarado
Compliance Specialist: Tami Schemmel
Licensing Specialist: Vacant
Receptionist: Nenah Darville

Section Overview

The Administrative Services Division acts as support to the Agency as well as the first point of contact for the public. This division manages budget/allotment preparation, accounting, purchasing and contracting, inventory control, facilities, payroll, special projects, information technology (IT), reception, licensing services, communications and education.

Administrative Services is in the final stages of preparation for changes resulting from Senate Bills 67. The most significant process change resulting from those bills is the new RBN renewal process which begins in January of 2018. Last month the Agency sent a letter to all business organizations describing the process as well as notifying organizations when in the coming year each business is required to renew.

Senate Bill 68 calls for the increase of most licensing related fees. These new fees will go into effect starting January 1st, 2018. This means that any activity occurring beyond January 1st will be under the new fee structure, including those renewing late from a 2017 renewal.

Budget Update

Financial Projections: For the 2017-19 biennium projected revenue at **\$7.89 million** and projected expenses at **\$7.62 million**. This revenue projection does take into account new and increased licensing fees beginning in January 2018.

**Real Estate Agency - AY19
2017-2019 Biennium
Through June 30th 2019**

	<u>Legislative Approved Budget</u>	<u>Expected Total Expenditures for Biennium (current)</u>	<u>Expected Remaining Limitation at end of Biennium</u>	<u>Notes</u>
Total Personal Services	5,961,303	6,152,826	(191,523)	Includes expected vacancy savings of (194,991). LAB does not include salary pot adjustment to increase approved spending by approximately 275,000. This adjustment should be made within the next 6-9 months.
Services & Supplies and Capital Outlay Detail:				
In-State Travel & Out-of-StateTravel	95,146	95,146	0	
Employee Training (OS Lodging)	35,640	33,230	2,410	
Office Expenses	113,231	42,870	70,361	
Telecom/Tech Services & Support	29,024	60,601	(31,577)	
State Government Services	205,532	167,741	37,791	Includes DAS Assessments, Treasury charges, State Library service charges, etc...
Data Processing	85,296	109,365	(24,069)	Server support & data processing (ie customer service survey processing and email subscription service)
Publicity & Publications	55,374	810	54,564	Includes licensing forms & packets, no longer printing Q & A books, discontinued printing of Manuals and OREN-J
Professional Services & IT Professional Services	178,828	257,818	(78,990)	Includes database contracts and maintenance agreements (including maint. agrmt for licensing system)
Attorney General Legal Fees	254,553	254,553	0	
Employee Recruitment	7,464	1,063	6,401	
Dues & Subscriptions	9,224	3,721	5,503	
Facilities Rent & Taxes	245,290	227,671	17,619	
Facilities Maintenance	4,354	3,000	1,354	
Agency Program Related S&S	39,796	2,302	37,494	
Other Services & Supplies	116,647	106,335	10,312	
Expendable Property \$250-\$5000	28,081	6,545	21,536	
IT Expendable Property	157,006	92,640	64,366	Includes all IT related equipment
Total Services & Supplies and Capital Outlay	1,660,486	1,465,412	129,751	
Totals	7,621,789	7,618,237	3,552	

Licensing

Licensing services include assisting real estate brokers, principal brokers, property managers and escrow agencies as they manage their licenses using eLicense, assisting customers as they process registered business names and branch office registrations in eLicense, registering membership campground contract brokers, completing license applicant criminal background check investigations, processing escrow licensing and security/bonding files, maintaining all licensing history records, electronic processing of fees, and providing general reception services.

Total Licensee Counts by Month:

Individuals (Persons)	Sept-17	Oct-17
Broker – Total	14,870	14,937
Active	13,330	13,378
Inactive	1,540	1,559
Principal Broker - Total	6,431	6,445
Active	6,061	6,071
Inactive	370	374
ALL BROKERS Total	21,301	21,382
Active	19,391	19,449
Inactive	1,910	1,933
Property Manager - Total	912	913
Active	825	831
Inactive	87	82
MCC Salesperson	23	22
MCC Broker	2	1
TOTAL INDIVIDUALS	22,238	22,318
Active	20,241	20,303
Inactive	1,997	2,015
Facilities (Companies)		
REMO	2	2
Registered Business Name (RBN)	3,409	3,417
Registered Branch Office (RBO)	732	740
Escrow Organization	51	53
Escrow Branch	144	144
PBLN	619	611
PMLN	145	142
CEP	310	315
MCC Operator	25	25
TOTAL FACILITIES	5,437	5,449
TOTAL INDIVIDUALS & FACILITIES	27,675	27,767

New Licenses by Month:

Individuals (Persons)	Sept-17	Oct-17
Broker	176	154
Principal Broker	13	13
TOTAL BROKERS	189	167
Property Manager	6	9
MCC Salesperson	1	0
MCC Broker	0	0
TOTAL INDIVIDUALS	196	176
Facilities (Companies)		
Continuing Education Provider (CEP)	1	5
REMO	0	0
Registered Business Name	23	27
Registered Branch Office	3	11
PBLN	2	3
PMLN	1	3
Escrow Organization	3	1
Escrow Branch	0	0
MCC Operator	0	0
TOTAL FACILITIES	32	45
TOTAL INDIVIDUALS & FACILITIES	228	221

Education

Continuing Education Providers are at the mid-point of their annual renewal period. As of November 20th, 167 of 316 have renewed their certification. The educators that fail to renew in 2017 and wish to continue providing continuing education will be required to apply for a new certification which includes an application fee of \$300. This is being communicated to the providers directly.

Exam Statistics

October 2017 Total
ALL LICENSING EXAMS 424

Broker	346
Property Manager	18
Principal Broker	59
Reactivation	1

Pass Rates

<u>First Time Pass Rate</u> <u>Percentage</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Broker State	65	72	69	64	61
Broker National	77	78	78	74	72
Principal Broker State	46	61	62	59	58
Principal Broker National	86	86	78	75	76
Property Manager	55	61	59	64	72