

STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

REAL ESTATE COMMISSION  
MEETING MINUTES

June 5, 2013

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Real Estate Commission was held June 5, 2013, at the State of Alaska Atwood Building Conference Room 1270, 550 W. 7<sup>th</sup> Avenue, Anchorage, Alaska.

Wednesday, June 5, 2013

Agenda Item 1a

Call to Order

Chairperson Anita Bates called the meeting to order at 9:11 a.m. at which time a quorum was established.

Roll Call

Members present:

Anita Bates, Broker at Large  
Eric Bushnell, Associate Broker, Broker at Large joined the meeting at 9:13 a.m.  
Marianne Burke, Public Member  
Stacy Risner, Associate Broker, 4<sup>th</sup> Judicial District

Members absent:

Brad Cole, Associate Broker, 3<sup>rd</sup> Judicial District

Members present via telephone:

Nancy Davis, Broker, 1<sup>st</sup> Judicial District

Staff Present:

Sharon Walsh, Executive Administrator  
Nancy Harris, Project Assistant  
Beata Smith, Licensing Examiner  
Jennifer Wirawan, Investigator

Guests Present:

David Somers, Broker, Somers & Associate Realtors  
Don Habeger, Division Director  
Denny Wood, Keller Williams Realty-Alaska Group  
Chavonne Cutright, Re/Max Dynamic of the Valley  
Jim Picard, Public  
Donna Rilien, Public  
Daniel O'Tierney, Deputy Commissioner, Department of Commerce, Community and Economic Development

Guests Present via telephone:

Karen Wilke, Division Paralegal

**Agenda Item 1b**  
**Approval of Agenda**

**On a motion duly made by Risner, seconded by Burke, it was,  
RESOLVED to approve the meeting agenda as revised.**

**All in favor; Motion passed.**

**Agenda Item 1c**  
**Letter of Resignation from C. Flyum**

Chairperson, Anita Bates read a resignation letter from former Commission member Charlene Flyum. Ms. Bates thanked Ms. Flyum for an outstanding job and her dedication to the Real Estate Commission.

**Agenda Item 2a**  
**March 20, 2013 meeting minutes**

Commission members reviewed the March 20, 2013 meeting minutes as presented.

**On a motion duly made by Mr. Bushnell, seconded by Ms. Burke, it was,**

Ms. Burke pointed out a few changes to be made on the meeting minutes. Page 4 of 14, Agenda Item 5b, last sentence to read: The Commission Members reviewed the *personnel* services billing.

Page 6 of 14, Agenda Item 5d, first paragraph, last sentence to read: Ms. Burke states that it is totally inadequate for the Commission to analyze based on just the information they received and asked that the Commission receive a *standardized* format with complete answers.

Page 14 of 14, last paragraph, Ms. Burke asked if Ms. Walsh has received any additional information regarding the recovery projections. This will be a discussion at a later part of the meeting.

**RESOLVED to approve the March 20, 2013 meeting minutes as amended.**

**All in favor; Motion passed.**

**Agenda Item 3**  
**Public Comment**

Don Habeger, Division Director provided the Commission members with a draft copy of the FY11 and FY12 Actual Expenditures Detail, December and January 2013/2014 Rate Review for REC, Summary of Costs Expected Revenues, Board Level Cost per Licensee Holder and HB187.

Mr. Habeger stated that at this time the Division is planning on getting regulations out for licensees that are renewing this upcoming 2014-2016 renewal period in the August timeframe. This is only a draft, no concrete proposals for the Commission, but an opportunity to understand what the Division is thinking and get feedback from the Commission on how the Division should respond to the fees.

Cost allocation study looked at sub accounts. They are looking at 4 different categories which are: Personal Services, Travel, Supplies and Services, and Commodities. Mr. Habeger discussed the different columns and the accounts on the report.

Mr. Habeger introduced Deputy Commissioner O'Tierney to the Commission members.

Mr. Habeger briefly discussed Investigators Personal Services Cost.

Mr. Habeger discussed the December and January 2013/2014 Rate Review for REC. The report shows the activity which has occurred. The projected Biennial Revenue totals to \$1,468,312 and FY11/FY12 expenses at \$1,359,439, with the net total of \$108,873. The suggested FY14 and FY15 fee to be is projected at \$425, a little higher than the current fee of \$375. It would be an increase of 13%.

Mr. Habeger stated that the Recovery Fund needs some adjustments; the adjustments will more than likely be downward in fees. If the REC collects \$347,745 and nothing changes for example in the current fees and looking at Ms. Manning's work, the recovery fund will end up with a balance of about \$700,000.

Mr. Habeger briefly discussed the Summary of Cost and Expected Revenues. With looking at the total volume and the time it takes staff to service a licensing activity, it puts a potential full recovery cost for the activity based on the time is \$314 per unit. Mr. Habeger also stated that there are also other policy choices whether to collect all of the revenue in just one fee. A fee of \$643 per licensee to be paid at the licensing renewal time or at the time of initial license. This cost is based on historical number of licensees in 2012.

Ms. Risner asked Mr. Habeger to explain the concept for single license fee per license holder. Mr. Habeger explained that looking at all the fees that we have and what has been discovered is that the Division keeps track of over 400 different sets of fees. Managing that, the number increases irate potentially grows, shrinking that down into fewer fees was something that the Division wanted to explore. The concept is that a licensee pays the fee of \$643, during the two year period they can do any changes to their license, for example: transfers to another office, name change, place their license in an inactive status, etc.

Ms. Burke asked who the Commission members should go to to get an explanation. Mr. Habeger stated that all questions go to him at the moment. Provide the questions to Ms. Walsh and she will forward them to Mr. Habeger. Ms. Burke asked if he had totals for indirect for prior years and how much detail is there. Mr. Habeger stated that he does have them and what he has provided to the Commission members is all that he can determine

right now. Ms. Bates asked if looking at different options that are available as far as licensing fee, if the Commission members were to talk about changing some of the licensing activity fees to help offset the fee increase in license renewal or initial license. Would that be something that would be looked at to help recover the cost of the actual activity? Mr. Habeger stated that any input is always good and he realizes that this may not happen in an official setting. He stated that if another fee is suggested, he will send it to Ms. Walsh and she will provide the information to the Commission members for their review and engage in a conversation.

Mr. Habeger talked briefly about HB187. Mr. Habeger said that they are trying to accomplish a number of things. There are over 400 individual fees that the Division is keeping track of and that the agency is very interested in consolidation. 7% of the total revenue comes in through the general admin level. If we can consolidate, get rid of the tracking mechanism and distribute it to the various Boards and Commissions it will become more efficient with the administrative staff time. Mr. Habeger stated that on page 4, Line 15 and 16 states that "the Department shall consider recommendations of the board concerning the fee levels and regulatory costs", that is mandatory and it adds flexibility. Mr. Habeger stated that they recognize licensees and if there are variations for in expenses, there has to be a recovery time period if there is a significant impact on a fee adjustment and the Division decides that a recovery period may be over two biennium's. As of right now there is no language to support that, there is an annual analysis and biennium/annual recovery. He believes that public protection is a responsibility of the entire State of Alaska and the mechanism to engage in the fiscal note. HB187 has a fiscal note attached to it and they are asking the Legislature to consider taking the general fund and paying for investigative staff time. The total cost of that is \$1.7 million, but because public protection is a shared responsibility the state has an interest in making licensure affordable and competitive. The component of the investigative time paid for out of the general fund would be coming off of the grand total of expenses.

Ms. Burke asked if the general fund paid for the investigations, would that in turn be one big cost centered allocated back to the Board and Commissions or will it stop at the general fund? Mr. Habeger said that it pays for investigators time. Investigators time is a predictable number, and it will go to part of the budget cycle going forward. It will be a general funded expense and it does not pay for the entire spectrum of the investigative cost, there is a portion that would be a direct expense for Boards and Commissions.

Ms. Bates asked that because investigations is a predictable number, is that based on the facts that all investigators for 40 hours a week with benefits built in into their compensation packet? Mr. Habeger said that is correct.

Donna Rulien, Appraiser with Alpine Appraisers representing herself asked Mr. Habeger if everything goes to the general fund (wages, benefits, salaries) would there be an issue with falling revenues, do we have to concern ourselves with there being fewer investigators doing the job. Mr. Habeger stated that it is an annual procreation and the current language does not restrict them from allowing those expenses to roll back to licensees. Ms. Bates asked if

Mr. Habeger made the proposal to the Legislature and if he has spoken to other Boards and Commissions and if he has received any feedback. Mr. Habeger stated that his intent is to visit every Board and Commission, to have this discussion and allow them to have their own discussion's industry wide and come up with different ideas or ultimately like the idea on what's being proposed. Ms. Burke asked if the Legislature agrees to the general fund expenditure, what will happen administratively. Will the decisions as to who is going to be investigated change? Will all of the management of the investigators change? Mr. Habeger stated that if there is a concept being presented sometimes the Legislature will carry that forward and sometime the Committee will carry it forward. In this case the Committee allowed for the concept to be introduced. The concept from the Division is that there are no changes to the administration. Quinten Warren, Chief Investigator makes the decision on what investigator is assigned to what Board or Commission. Ms. Burke stated that she would hate to see the Legislature with all due respect have the authority to say what investigation needs to be done. Mr. Habeger stated that there is another section in the general licensure law that defines how an investigation is to take place and who does that.

There were no further questions for Mr. Habeger. Ms. Bates thanked Mr. Habeger for giving his presentation.

Ms. Bates asked for the guests to introduce themselves to the Commission.

Denny Wood, Keller Williams Realty – Alaska Group discussed education with the Commission members. Mr. Wood suggested that there should be another regulation writer to help with the regulations since it is taking a long time for the regulations to go out, therefore, this will bring us back up to the speed.

Mr. Wood proposed that the designated courses (DCE) would be valid for 4 years instead of 2 years.

There were no further questions for Mr. Wood. Ms. Bates thanked Mr. Wood for speaking to the Commission.

Jim Picard, Vice President at Denali Alaska Federal Credit Union Home Loan Department and Commission member for the Board of Certified Appraisers introduced himself to the Commission members.

Donna Rulien, Owner and Appraiser with Alpine Appraisal and the Chairperson for the Board of Certified Appraisers introduced herself to the Commission members.

Mr. Picard's concern was that home inspections are not being provided. If the loan officer purposely withholds material information then that loan officer is committing fraud and has put their ability to originate loans in jeopardy. In addition to withholding that information it puts the originating institution at risk both legally and reputationally with the investment community and regulators.

Ms. Rulien stated that they are there to make an appraisal on the house and not to inspect it. She said that she would like to see all the repairs completed before calling and scheduling an appointment. If there is an inspection report it has to be provided to the appraisers.

Ms. Bates stated that this is not jurisdictional for the Real Estate Commission, however, it is an ethical concern.

Ms. Bates thanked Mr. Picard and Ms. Rulien for taking their time to speak to the Commission members.

Chavonne Cutright, Re/Max Dynamic of the Valley spoke to the Commission regarding accepting credit reports through her website and does it have to go through her broker. Ms. Bates stated that the Commission does not have jurisdiction over the agreement between the licensee and her broker, and the Commission needs more clarification and for Ms. Cutright to go back and speak with her broker.

Ms. Bates thanked Ms. Cutright for speaking to the Commission members.

The Commission recessed for break at 10:45 a.m.  
The Commission reconvened from break at 11:04 a.m.

#### **Agenda Item 4a**

##### **Education Statistics**

Ms. Harris presented the education statistics to the Commission. As of May 21, 2013 there are currently:

- 9 Pre-Licensing courses
- 217 Elective Continuing Education courses
- 36 Designated Continuing Education courses
- 81 Post Licensing Education courses
- 7 Broker Upgrade Pre Licensing courses
- 35 course sponsors
- 119 currently approved/permanent instructors
- 5 new instructors

There are no temporary instructors during this reporting period.

#### **Agenda Item 4b**

##### **Instructor Development Course**

Ms. Harris presented the Commission members with proposed regulation 12 AAC 64.440(d) Instructor Approval.

**On a motion duly made by Ms. Davis, seconded by Mr. Bushnell, it was,**

**RESOLVED to adopt proposed regulation 12 AAC 64.440(d) to read: (d) Successful completion of an instructor workshop sponsored by the Association of Real Estate Law Officials (ARELLO), the National Association of Realtors (NAR), the Real Estate Educators' Association (REEA), the International Right of Way Association (IRWA), the Community Association Institute (CAI), or other national organization determined to be comparable by the commission, or the commission's designee, or the **Alaska Real Estate Commission**, may be substituted for teaching experience or training required in (d) of this section.**

All in favor; Motion passed.

**Agenda Item 4c**

**Reporting on fees collected for RF Jan – Mar 2012**

Ms. Harris presented the Commission members with the fees collected for Recovery Fund Jan-Mar 2012.

**Agenda Item 4d**

**CE Audits – COA**

On a motion duly made by Ms. Davis, seconded by Mr. Bushnell, it was,

**RESOLVED to move into executive session to discuss personnel issues.**

All in favor; Motion passed.

Into executive session at 11:13 a.m.

On a motion duly made by Mr. Bushnell, seconded by Ms. Burke, it was,

**RESOLVED to come out of executive session.**

All in favor; Motion passed.

Out of executive session at 11:28 a.m.

**Case #2013-000362**

On a motion duly made by Ms. Risner, seconded by Ms. Burke, it was,  
**RESOLVED to accept the consent agreement, decision and order for Case #2013-000362**

All in favor; Motion passed.

Consent Agreement for Jessica Paschall, Case #2013-000362 was accepted by the Commission.

Case #2013-000374

**On a motion duly made by Ms. Risner, seconded by Ms. Burke, it was,**

**RESOLVED to accept the consent agreement, decision and order for Case #2013-000374**

**All in favor; Motion passed.**

Consent Agreement for Cherise Fowler, Case #2013-000374 was accepted by the Commission.

Case #2013-000352

**On a motion duly made by Ms. Risner, seconded by Ms. Burke, it was,**

**RESOLVED to accept the consent agreement, decision and order for Case #2013-000352**

**All in favor; Motion passed.**

Consent Agreement for Cecile Stott, Case #2013-000352 was accepted by the Commission.

**On a motion duly made by Ms. Risner, seconded by Ms. Burke, it was,**

**RESOLVED to accept the consent agreement, decision and order for Case #2013-000376**

**All in favor; Motion passed.**

Consent Agreement for Morgan Macchionne, Case #2013-000376 was accepted by the Commission.

**Agenda Item 4e**

**Adding "Warning" to renewal AS 11.56.210**

Ms. Harris informed the Commission member that the "Warning" citation will be on all application including the renewals. The Commission will have the authority to suspend or deny a license if a person falsifies their application.

**Agenda Item 7e**

Edward Riefle, Investigator for the Division introduced himself to the Commission members. Mr. Riefley presented the Commission members with the probation report. There

are currently 5 individuals on probation, there are no reports of public safety issues requiring the Commission's immediate attention.

**Agenda Item 7a**

**Statistical Report**

Ms. Wirawan presented the statistical report to the Commission members for their review. The following information is compiled as an Investigative Report for the period from March 8, 2013 through June 4, 2013.

- 35 opened files
- 25 closed files
- 37 total open investigations
- 9 closed investigations
- 3 license actions

**Agenda Item 7c**

Ms. Wirawan discussed Advertising with the Commission members. The trend that she is seeing is that business names are being shortened and not written as it is registered with the commission. Mr. Bushnell stated that there is a lot of skirmishing going on through corporate standards. The statute states that a real estate broker shall maintain a sign at each of the broker's registered real estate offices prominently showing the name of the real estate business as registered with the commission. Ms. Bates stated that the aspect of consumer protection and that the consumers knowing exactly who it is they are dealing with, who they can go to if the licensee is not providing the service that they are expecting. They should be able to identify the brokerage firm that the licensee is working for. The real estate statutes and regulations do not address it more clearly there is nothing that can be done about it at this time. Ms. Wirawan suggested that the Commission members can address this issue again and come up with more specific or standard language. Mr. Bushnell and Ms. Burke volunteered to help out and look into this further and provide an update by the December 2013 meeting.

**Agenda Item 7d**

**Background Check**

Ms. Wirawan discussed background checks with the Commission members and what the options are from the investigative standpoint.

**Agenda Item 7e**

**Investigative Matters**

**On a motion duly made by Mr. Bushnell, seconded by Ms. Risner, it was,**

**RESOLVED to move into executive session to discuss investigative matters.**

**All in favor; Motion passed.**

Into executive session at 12:16 p.m.

**On a motion duly made by Mr. Bushnell, seconded by Ms. Risner, it was,  
RESOLVED to come out of executive session.**

**All in favor; Motion passed.**

Out of executive session at 12:48 p.m.

Case #2013-00105

**On a motion duly made by Ms. Risner, seconded by Mr. Bushnell, it was,  
RESOLVED to adopt the petition for suspension order for Case  
#2013-000105.**

**All in favor; Motion passed.**

Commission members adopted the suspension order for John Stiegele, Case #2013-00105

Case #2013-000662

**On a motion duly made by Ms. Risner, seconded by Mr. Bushnell, it was,  
RESOLVED to approve license Case #2013-000662.**

**Opposed were: Ms. Risner, Mr. Bushnell, Ms. Davis, and Ms. Burke.**

Commission members denied application for licensure for James Krebs, Case #2013-000662.

The Commission recessed for lunch at 12:50 p.m.  
The Commission reconvened from lunch at 1:26 p.m.

Ms. Bates made couple clarifications on the motions made earlier.

- Case #2013-001105, John Stiegele, correction to be made to line 20 of the petition of suspension the license number to read 17867.
- Case #2013-000662, James Krebs, the decision of the Commission to deny the license is based on AS 08.88.171(c). The Commission feels that based on the information given to them, Mr. Krebs cannot competently practice real estate because of past drug related issues and convictions.

**Agenda item 5a**

**Recovery Fund Balance Report**

Ms. Walsh presented the Commission members with the Recovery Fund Balance Report for

their review. Ms. Burke asked if they are to assume that the annual personnel services cost will continue to be for Executive Administrator's 5% and Project Assistants 35% despite the last real estate meeting where all the Commission members voted anonymously that 100% of the Project Assistant salary and benefits to be charged to the Recovery Fund. Ms. Walsh stated that no more than likely it will stay as is.

**On a motion duly made by Ms. Burke, seconded by Mr. Bushnell, it was,**

**RESOLVED to provide a copy to the Division Director and a courtesy copy to the Commissioner regarding the action which the Commission members took at the March 20, 2013 stating that the Commission members supported and it was their decision for the Project Assistant's salary to be charged to the Recovery Fund.**

Ms. Burke stated that this will not require legislation because it is an Administrative matter and if the percentage for the Project Assistant remains as is then huge amount will revert to the General Fund. Based on a fee which was decided upon on and based on inaccurate information, the Commission members are trying their best to correct the mistake.

**All in favor; Motion passed.**

#### **Agenda Item 5b**

##### **Schedule of Revenue and Expenditure**

Ms. Walsh presented the Commission members with the Schedule of Revenue and Expenditure Report. Based on the report and Ms. Walsh's calculations it's heading towards approximately \$383, 609 for expenditures and a total of \$463,000 of all expenditures by the end of the fiscal year. We are looking at a deficit of \$231,447.

**On a motion duly made by Ms. Burke, seconded by Mr. Bushnell, it was,**

**RESOLVED to request that the Director, as soon as reasonably possible provide the Commission members with the total indirect cost for the entire department for all prior years which the data is available.**

Ms. Burke stated that by making the motion she feel that it is a matter of undisputable record. The reason why the Commission members need this is because of prior observation that there have been addition people added to the indirect cost and additional administrative cost has incurred. Why the total gross has increased over time and what is the reason for that. The pulmonary reason for this motion is to compare and see if there is a trend and what is the reason for that trend.

**All in favor; Motion passed.**

The Revenue and Expenditure is stale and the Commission members will receive an updated one in August.

Ms. Walsh provided the Commission members with different examples of her calculations for consideration for the upcoming suggested renewal fees. She also stated that FY13 information is more of an accurate reflection on how the commission is moving forward and it is significantly different from FY11 and FY12 statistics.

**Agenda Item 5c**

**HB187**

HB187 has been tabled until the September 17, 2013 meeting.

**On a motion duly made by Ms. David, seconded by Ms. Risner, it was,**

**RESOLVED to table HB187 discussion until September 17, 2013 meeting.**

**All in favor; Motion passed.**

**Agenda Item 5d**

**Temporary Broker in Charge (HI)**

Ms. Walsh provided the Commission members a newsletter article from Hawaii Real Estate Commission regarding Temporary Brokers in Charge for their review.

**Agenda Item 5e**

**Annual Conference 2013**

**On a motion duly made by Mr. Bushnell, seconded by Ms. Burke, it was,**

**RESOLVED to recommend for Ms. Walsh to attend the ARELLO conference in Seattle September 18-22, 2013.**

**All in favor; Motion passed.**

**Agenda Item 6a**

**Licensing Statistics**

Ms. Smith presented the licensing report for the period of March 6, 2013 through May 17, 2013.

Expiration date of 1/31/2014:

- 73 new licensees
- 2259 total number of active licensees
- 2403 total number of licensees
- 64 total number of inactive licensees
- 67 licensees broker contact with a broker
- 51 licensees completed their post-licensing education (PLE)

Since the last licensing report there were 6 main offices that opened and 2 branch office that opened.

Ms. Smith will provide the Commission members with statistics for calls made to terminating brokers at the September meeting.

**Agenda Item 6b**

**Regulation Tracker**

Ms. Smith presented the regulation tracker to the Commission members for their review. Ms. Smith also provided the Commission members with a list of all regulation projects that are still outstanding.

**Agenda Item 6c**

**Reporting on fees collected for RF Jan – Mar 2012**

Ms. Smith presented the Commission members with the fees collected for Recovery Fund Jan-Mar 2012.

**Agenda Item 6d**

This agenda item was discussed earlier in the day during executive session.

**Agenda Item 8a**

**Ketchikan Brokers**

Ms. Walsh provided the Commission members with a newspaper article regarding Ketchikan Brokers.

**Agenda Item 8b**

**Schedule September 2013 meeting date**

The Commission members agreed for the meeting to take place on September 17, 2013 and the location to be determined.

**Agenda Item 8c**

**AREC Consumer Pamphlet**

Mr. Bushnell and Ms. Davis discussed with the Commission members the AREC Consumer Pamphlet. Mr. Bushnell suggested on including a video presentation for the course. Ms. Bates stated that

**On a motion duly made by Mr. Bushnell, seconded by Ms. Davis, it was,**

**RESOLVED to create a RFP to the Real Estate training community with the intent of developing a universal class with scripts for delivering training into new licensees and existing licensees for the Real Estate Consumer Pamphlet.**

Mr. Bushnell amended his motion.

**RESOLVED to request an invitation to participate in the process of**

**developing a universal training class on Alaska Real Estate  
Consumer Pamphlet.**

**All in favor; Motion passed.**

**On a motion duly made by Mr. Bushnell, seconded by Ms. Risner, it was,**

**RESOLVED to create two secondary AREC's, one specifically for  
Property Management and second one for Commercial and outline  
the commercial aspects of the regulations as they pertain to Alaska  
Real Estate Consumer Pamphlet.**

**All in favor; Motion passed.**

**Agenda Item 8d**

**Recovery Fund Projected Fees**

This agenda item was discussed earlier in the day.

**Agenda Item 8e**

**DCE Recommendations**

Ms. Risner provided the Commission members with emails from licensees with recommendations regarding DCE topics for the next renewal period.

**Agenda Item 9a**

**Schedule of future meeting dates**

Schedule of the future meeting dates have been tabled until the September 17, 2013 meeting.

**Agenda Item 9b**

**FY11 and FY12 Actual Expenditure Detail**

This agenda item was discussed earlier in the day during the public comment session.

**Agenda Item 9c**

**Board level Cost per Licensee Holder**

This agenda item was discussed earlier in the day during the public comment session.

**Agenda Item 9d**

**REC Goals and Objectives for FY14**

Ms. Bates spoke briefly about the goals and objectives. Ms. Bates and Ms. Walsh will go over the prior goals and objectives and provide information to the rest of the Commission members within a week.

**Agenda Item 9e**

**Newsletter**

Ms. Walsh stated that the Real Estate Commission will not produce any more newsletters;

however, information will be available on list serve. There is a subscription for the list serve on the REC website.

**On a motion duly made by Mr. Bushnell, seconded by Ms. Burke, it was,  
RESOLVED to adjourn the meeting.**

**All in favor; Motion passed.**

Meeting adjourned at 4:13 p.m.

Commission adjourned until the next regular scheduled meeting on September 17, 2013 in Anchorage.

Prepared and submitted by Beata Smith.

Approved: Anita Bates  
Anita Bates, Chairperson  
Alaska Real Estate Commission

Date: 2/25/2014