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3 STATE OF ALASKA  
4 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
5 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
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7 **REAL ESTATE COMMISSION**  
8 **WORK MEETING**  
9 **MEETING MINUTES**

10  
11 **May 15, 2025**  
12

13 By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62,  
14 Article 6, a scheduled work meeting of the Real Estate Commission was held May 15,  
15 2025, Anchorage AK, via Zoom.

16  
17 **Thursday, May 15, 2025**

18 **Agenda Item 1 - Call to Order**  
19

20 Chairperson Cheryl Markwood called the meeting to order at 9:01 am.  
21 No quorum needed for a work meeting.  
22

23 **Present via Zoom**

24 Cheryl Markwood, Commission member, Broker, Broker at Large, Chairperson, Fairbanks  
25 Traci Heaton, Broker, Commission member 1<sup>st</sup> Judicial District, Juneau  
26 Lonnie Logan, Broker, Commission member, Broker at Large  
27 Francisca Tracy, Compliance Analyst, The CE Shop, PA  
28 Jerry Royse, Broker and RE Educator, Royse & Associates, Anchorage  
29 Victoria Roberts, Broker, EXP Realty,  
30 Lane Rau, Broker, Real Results Realty, Anchorage  
31 Season Baker, Broker, Alaska Real Estate 49, LLC, Wasilla  
32 Teague Russel, Salesperson, Anchorage  
33 Annelise Henley, Education Provider, WebCE, NC  
34 Paul Callaway, Associate Broker, EXP Realty LLC – Anchorage, Anchorage  
35

36 **Staff Present:**

37 Nancy Harris, Executive Administrator, Real Estate Commission (REC)  
38 Kery Givens, Licensing Examiner 2, Real Estate Commission (REC)  
39 Lorina Rogers, Licensing Examiner 3, Board of Real Estate Appraisers (APR)  
40 Stephanie Davis, Regulation Specialist, CBPL  
41

42 **Agenda Item 2 -Approval of Agenda**

43 Ms. Markwood asked if there was a consensus of the agenda.  
44 There was no opposition to the agenda presented.  
45

46 **Agenda Item 3 – Introductions**

47 All individuals attending meeting introduced themselves, said where they work, and a little  
48 bit about themselves.  
49

50 **Agenda Item 4 – Public Comment**

51 Mr. Royse, Broker and real estate educator, stated he appreciated the amount of effort  
52 and research that was completed on gathering of the team information from multiple  
53 states. He knows that was not easy.

54  
55 Ms. Markwood asked that Ms. Harris speak to the Governor's Administrative Order 358  
56 that was recently put in effect.

57  
58 Ms. Harris stated that the Governor's Administrative Order 358 went into effect on May 9,  
59 2025, due to decreased oil prices and other factors. This administrative order placed a  
60 freeze on travel, hiring and regulation projects. However, the Commission can continue to  
61 work on regulations projects so that when the admin order is lifted regulation projects can  
62 be can move forward.

63  
64 Stephanie Davis, the regulation specialist for CBPL, expanded on Ms. Harris' statement.  
65 She said the division is encouraging boards to go through and gather as many regulations  
66 changes as they want and have one large regulation project/packet to send to DOL once  
67 the admin order is amended or rescinded. Any regulation project that did not go out for  
68 public comment before the Admin Order went into effect will have to wait until the Admin  
69 Order is rescinded to go out for public comment.

70  
71 Agenda Item 5– Topics for review and discussion.

72 5(a)- 12 AAC 64.063(a)(2)-  
73 5(b)- 12 AAC 64,064(g)and (h)-  
74 5(c) – 12 AAC 64.064.075(f)-  
75 5(d)– 12 AAC 64.110(a) and (b)-

76  
77 Ms. Harris gave an overview and summary of regulations on agenda items 5 (a-d).  
78 12 AAC 64.063(a)(2), 12 AAC 64.064(g) and (h), 12 AAC 64.075(f), and 12 AAC  
79 64.110(a)and (b).

80  
81 There was discussion on changes to AAC 64.110(a) and (b) to add "location in the state of  
82 AK".

83  
84 Ms. Davis, regulation specialist for CBPL, stated as a point of clarification that per the  
85 direction of DOL the verbiage "in the state" means in Alaska.

86  
87 Commission members discussed proposed change to 12 AAC 64.110(a) and (b). with a  
88 recommendation to replace the word "this" to "the" in the sentence in (a)

89  
90 (a) A real estate broker holding an active license shall establish and maintain a  
91 **physical** principal office in ~~this~~ **the** state. The office in which the broker works and  
92 maintains broker's license is the **physical** principal office of the broker.  
93 (b) A broker who maintains offices or branch offices other than the **physical** principal  
94 office or **physical** branch shall have an associate broker in charge of each branch  
95 office. If a broker has an associate broker in charge of an office, the broker is  
96 responsible for supervision of the associate broker. The operation of a branch  
97 office without licensed personnel or without an associate broker in charge is  
98 grounds for suspension or revocation of the broker's license.

99

100 Discussion brought up that an office is required to have a legal acceptance of service that  
101 would require a physical office. (12 AAC 64.110(g) (2)- provide for acceptance of legal  
102 service at the business address register with the commission.)

103

104 5(e) - 12 AAC 64.130(8) - Advertising –size of text of office name vs team name

105 Ms. Harris gave quick overview of the proposed regulation 12 AAC 64.130(8).

106

107 Ms. Heaton addressed the information that she and Ms. Schok collected from other  
108 jurisdictions with regards to their requirements and restrictions in advertising and asked  
109 the work group questions on what they would like to see.

110

111 The topics discussed by work group were:

112

- 113 • Other states requirements and restrictions in advertising
- 114 • Brokerage name more prominent than team name or alternative name
- 115 • Team leaders required to be broker
- 116 • Alternative name. Becoming more common and confusing to public
- 117 • Requirements more restrictive to protect the public or more lenient
- 118 • Information required so the public knows who to call for complaints
- 119 • Team or brokage an entity, should manager of entity be included
- 120 • Licensees are independent contractors. Be careful of restrictions of team and  
business names
- 121 • Broker's name and contact information required
- 122 • More clarity for consumer protection
- 123 • Associate Broker in charge of team with transaction experience
- 124 • Add definition of prominent to regulation 12 AAC 64.900 Definitions
- 125 • Strengthen regulations of supervision; 12 AAC 64.125. List of items broker and/or  
126 associate broker, supervisor, responsible to ensure completed:
  - 127 ○ licensee's license is current
  - 128 ○ PLE is completed/compliant
  - 129 ○ entity is current and in compliance
  - 130 ○ BL is current
  - 131 ○ Auto insurance is the correct policy to protect public
  - 132 ○ Make sure the AB or B has access to online/account password
- 133 • Who is responsible to oversee these items, AB or B?
- 134 • Have options, do not penalize brokerages that are advertising correctly
- 135 • Supervision- possible expansion of regulation 12 AAC 64.125 with list of  
136 requirements
- 137 • Add definition of prominent in 12 AAC 64.990.

138

139 Ms. Harris gave an overview and summary of regulations on agenda items 5(e) and (f),  
140 12 AAC 64.065(5)(c) and 12 AAC 64.078(b)(2), minor revisions/cleanup of regulations.

141

142 Ms. Markwood stated that the topic of supervision will be placed on the next meeting  
143 agenda as well as the strategic plan for further discussion.

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145 Ms. Markwood thanked everyone for their attendance and discussion at this work meeting.

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147 Meeting adjourned at 10:26 a.m.

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Prepared and submitted by:  
Real Estate Commission Staff

Approved:



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Cheryl Markwood  
REC Chairperson  
Alaska Real Estate Commission