

1 STATE OF ALASKA
2 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
4

5 **REAL ESTATE COMMISSION**
6 **MEETING MINUTES**
7

8 **September 18, 2018**
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10 “By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62,
11 Article 6, a scheduled meeting of the Real Estate Commission was held September 18,
12 2018, at the State of Alaska Atwood Building Conference Room 1270, 550 W. 7th
13 Avenue, Anchorage, Alaska.
14

15 **Tuesday, Sept 18, 2018**

16 **Agenda Item I - Call to Order**

17 Chairperson Traci Barickman called the meeting to order at 9:00 a.m. at which time
18 a quorum was established.
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20 **Roll Call – I(a)**

21 **Members present:**

22 Guy Mickel, Broker, 1st Judicial District,
23 Peggy Ann McConnochie, Broker, Broker at Large
24 Marianne Burke, Public Member
25 Eric Bushnell, Broker at Large
26 David Pruhs, Broker, 4th Judicial District
27 Traci J. Barickman, Broker, 3rd Judicial District, REC Chairperson
28

29 **Members Absent:**

30 Cindy Cartledge, Public Member
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32 **Staff Present:**

33 Sharon Walsh, Executive Administrator
34 Nancy Harris, Project Assistant
35 Melissa Dumas, Administrative Officer, JNU Division of CBPL
36 Greg Francois, Chief Investigator
37 Karina Medina, Probation Officer
38 Shyla Conselo, Investigator recently assigned to REC
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40 **Guests Present:**

41 Errol Champion, Representative for AK Association of Realtors and Broker of
42 Coldwell Banker Race Realty, Juneau
43 Jerry Royse, Broker and RE Educator, Royse & Associates, Anchorage
44 Deborah Brollini, Public attendee
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46 **Via Teleconference:**

47 Linda Sharp, Broker, Consulting Services called in from AZ
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49 Chair Traci Barickman asked if any of the Real Estate Commission (REC)
50 members had any additional conflicts of interest to disclose since the last full
51 meeting in June 2018. REC members did not have any disclosures at this time.

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Approval of Agenda- I(b)

Commission members reviewed the meeting agenda.

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

RESOLVED to approve the meeting agenda for September 18, 2018 with changes.

Ms. Barickman asked to add two items: (e) and (f) to Old Business, (e) Personnel Matter and (f) Credit Union statute change AS08.88.351.

Mr. Mickel discloses that his wife is the Chief Executive Officer (CEO) of a credit union in Ketchikan.

All in favor; Motion passed with changes.

Agenda Item II - Approval of Meeting Minutes

June 20, 2018

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

RESOLVED to approve the June 20, 2018 meeting minutes.

Mr. Bushnell asked that some corrections be made. He said on line 89 Mr. Droege is referenced as Broker but instead it should be “associate” broker. Also, line 260 needs a space; line 266 should be “swell” and review lines 280 – 285, he said it appears something is missing here.

All in favor; Motion passed.

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

RESOLVED to approve the August 14, 2018 teleconference meeting minutes.

Mr. Bushnell said that lines 217-242 is unclear as to what was discussed.
Mr. Bushnell requested the meeting minutes be tabled until review of recording.

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

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RESOLVED to table the August 14, 2018 teleconference meeting minutes.

All in favor; Motion passed.

Agenda Item III – Public Comment

Errol Champion, Broker, Coldwell Banker Race Realty, and AAR Liaison

Errol Champion, liaison for the Alaska Association of Realtors (AAR), addressed the Commission. He was here to give a report on the latest happenings with the AAR. He noted that the Association had their convention last week in Anchorage. He was asked to stay on by the new AAR President, Mark Masley, as Chair of the Key Working group where they monitor legislation. He mentioned that the AK Land Title Association will be drafting legislation to allow for electronic recordings of all real estate documents. AK requires a “wet” signature on the deed. An affidavit is signed stating they have a wet signature with the deed. Mr. Champion discussed his second issue which was “abandoned properties. He said it is a problem across Alaska. There may be an uptick in 2019 by local governments for more teeth in ownership responsibilities of the lender watching out for properties. He indicated that professional license holder’s involvement may be of concern because there may be an effort to put more burden on licensees. He referenced a prior bill HB58 from 2014 were there was an issue of clarifying abandonment and cancellation of insurance.

Deborah Brollini, member of the public

Ms. Brollini introduced herself to the REC members. She wanted to express her concern with property management. She indicated that she had a complaint filed with the REC and it was dismissed due to a landlord tenant issue. She has since had it re-opened after the Senate Finance Committee asked the Investigation unit with the Division, to review it again.

Linda Sharp, Broker, Consulting Services

Linda Sharp, Broker of Consulting Services, addressed the Commission telephonically from AZ. She inquired as to the members who were present. Ms. Barickman indicated that Commission member Cindy Cartledge was absent. Ms. Sharp stated she will make her motion and would like her motion to be considered by a member of the Commission. She indicated that it was her belief that the REC has the authority and obligation to consider her motion, to give it a second, discussion and then a vote should take place. Ms. Sharp continued with her presentation. Ms. Barickman asked her if she was done on two different occasions. She again asked that her motion be made and will wait for that. Ms. Barickman again indicated that Ms. Sharp is not in the right forum and is not in a position to make motions and that her requests were noted. It is an investigative matter and action cannot be taken on this, at this time, in this meeting. Ms. Barickman asked Ms. Sharp to wrap up her public comments. Ms. Sharp stated she is not done with her comments. She went on to state that she requested the REC recommend an official hearing on this matter.

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149 There was no further public testimony and public comment was closed. Ms. Sharp
150 remained on the phone to listen in on the meeting until she disconnected.

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152 **Agenda Item IV – Old Business**

153 **Changes to AREC Consumer Disclosure – to include teams-IV(a)**

154 Ms. McConnochie addressed the changes to the Consumer Disclosure form.

155 She explained that it included references to teams and based this format from

156 Idaho's consumer disclosure. She stated that it is easy to read and liked the

157 simplicity of the format. Ms. McConnochie stated that she inserted the term

158 "Facilitator" in place of "Neutral". She said she believed more people are

159 understanding of that term rather than neutral. Ms. McConnochie also

160 recommended using Customer and Client in the Disclosure form. It is pointed out

161 to Ms. McConnochie, that this change, from "neutral" to "facilitator" would require a

162 statute change.

163

164 The Commission members reviewed and discussed the revisions to the forms.

165 Mr. Bushnell recommended adding "representation" on form. Also, on

166 customer/client relationship he suggested that the wording change from "is" to

167 "may". He also suggested leaving "is" and putting a checkbox in front of specific

168 assistance and thereby disclosing to the party that you are not representing them.

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170 Discussion then switched to the Waiver of Right to be Represented. There was

171 concern by Mr. Bushnell regarding the language at the bottom of the form, "This is

172 not a contract". Mr. Bushnell asked that the Commission get input from the

173 Department of Law on this form. He stated that he thinks it's enforceable because

174 you are giving something away.

175

176 **On a motion duly made by Mr. Bushnell seconded by Mr. Mickel, it**

177 **was,**

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179 **RESOLVED to send the Waiver of Right to be Represented form**

180 **to the Dept. of Law and find out whether or not it is contractual.**

181 **See if appropriate language at the bottom of the form**

182

183 **Motion passed.**

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185 Ms. Barickman asked that the members go back and look at the Consumer

186 Disclosure form.

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188 **On a motion duly made by Mr. Bushnell seconded by Mr. Pruhs, it was,**

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190 **RESOLVED to make changes as discussed at this meeting and**

191 **hold a teleconference and then vote on this for a regulation**

192 **project.**

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194 **Motion passed.**

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Goals and Objectives FY19/20 – IV (b)

The Commission discussed setting goals and objectives.

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

RESOLVED to set short-term goals:

- 1) Re-write consumer disclosure and get to a regulation project - as soon as possible to include the Waiver of Right to be Represented.**
- 2) Review/revamp State of AK Residential Property Disclosure form.**
- 3) Create a process for disseminating information to the public and licensees by staff and investigator to on-going investigative matters.**

Motion passed.

Commission members discuss long-term goals such as consumer disclosures and waivers used in property management and the idea of possibly creating a property management disclosure with specific focus on marijuana, security deposits; pet vs. people deposits and lease cancellations in the landlord tenant act.

On a motion duly made by Ms. McConnochie seconded by Mr. Pruhs, it was,

RESOLVED to have under long-term goals to review Landlord Tenant Report and look at changes in conjunction with AK Association of Realtors Legislative Committee.

Motion passed.

Commission recessed for Break at 10:45 a.m.
Commission reconvened from Break at 10:55 a.m.

Chairperson Barickman advised the Commission that Ms. Cartledge would not be joining the meeting at 1:00 p.m. as previously arranged. Ms. Barickman stated that she is appreciative of everyone's time and commitment to serve on the Commission.

DCE Guidelines-modify– IV (c)

Commission members discussed the issue of providing guidance on the DCE guidelines which read: to include at least some of the following but not limited to...

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

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RESOLVED to change DCE guidelines to read, “at least some of the following” ...

Discussion by Commission members regarding the DCE topic issue.

Ms. McConnochie amends her motion to read:

must include at least some of the following.

Chair Barickman stated that “some” is too subjective. Commission members suggested at least 2 or more topics be used in the guidelines.

All in favor; Motion passed

Proposed Regulations – IV (d)

Commission reviewed proposed regulation 12 AAC 02.530 and Ms. Burke stated she had some concerns.

On a motion duly made by Ms. McConnochie seconded by Mr. Pruhs, it was,

RESOLVED to table until the next teleconference to give Ms. Burke time to put in writing the changes or additions that will make this regulation work.

Those in favor: Mr. Mickel, Mr. Pruhs, Ms. Burke and Ms. McConnochie.

Opposed: Mr. Bushnell.

Motion passed.

On a motion duly made by Ms. McConnochie seconded by Mr. Pruhs, it was,

RESOLVED to adopt regulation 12 AAC 64.059(d)(4), 12 AAC 64.117 and 64.990.

Motion passed.

This project was adopted as written and publicly noticed.

Personnel Matter – IV (e)

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

291 **RESOLVED to go into Executive Session per AS 44.62.310(c), for**
292 **the purposes of discussing personnel matters.**

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294 **All in favor; Motion passed.**

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297 Into Executive session at 11:40 a.m.

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299 **On a motion duly made by Mr. Mickel seconded by Mr. Bushnell, it**
300 **was,**

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302 **RESOLVED to come out of Executive Session.**

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304 **All in favor; Motion passed.**

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307 Out of Executive session at 11:54 a.m.

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309 **On a motion duly made by Ms. McConnochie seconded by Mr. Mickel,**
310 **it was,**

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312 **RESOLVED that the Real Estate Commission and the Alaska**
313 **Association of Realtors work to get statute changed so that the**
314 **following language is inserted under the Executive**
315 **Administrator board section in our laws (AS 08.88.031) which**
316 **says the Executive Administrator is in the partially-exempt**
317 **service under AS 39.25.120 and equal to a step and range 23 on**
318 **the salary schedule per AS 39.27.011(a).**

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320 **All in favor; Motion passed.**

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323 Commission recessed for Break at 11:55 a.m.
324 Commission reconvened from Break at 12:20 p.m.

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326 Credit Union issue – IV (f)
327 Ms. Walsh told the Commission that they would need to find a sponsor to change
328 the statute (AS 08.88.351) that would allow for brokers to set up a trust account
329 with a credit union.

330
331 **On a motion duly made by Ms. McConnochie seconded by Mr. Pruhs, it**
332 **was,**

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334 **RESOLVED to ask Errol Champion with the Alaska Association**
335 **of Realtors to help get a sponsor for a change in statute (AS**
336 **08.88.351) regarding trust accounts.**

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338 Mr. Mickel abstains from the vote.

339 **Motion passed.**

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342 **Agenda Item VIII – Division Update**

343 Ms. Dumas introduced herself to the Commission and stated there are no changes
344 since the last report presented in June. At that time, she presented the Schedule
345 of Revenues and Expenditures Report for 3rd FY18 to the Commission. She
346 reported that for 3rd Qtr FY18 there was licensing revenue of 689,660,
347 expenditures for personal services was 109,449, travel 12,152, contractual 6,619
348 and supplies at 1,213 for a total direct expenditure of 129,433. Indirect
349 expenditures were at 126,870 with total expenditures at 256,303. Ms. Dumas said
350 there is a total surplus of 956,806 which will get the Commission through the non-
351 renewal year.

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353 The Commission had no questions and Ms. Barickman thanked Ms. Dumas.

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355 **Agenda Item V– New Business**

356 **Agenda Item V(a)– Proposed Regulation 12 AAC 64.420 (c)**

357 Commission members reviewed the proposed language for 12 AAC 64.420(c). Ms.
358 McConnochie asked that this be rewritten so it is less confusing.

359

360 **On a motion duly made by Ms. McConnochie, seconded by Mr. Pruhs,**
361 **it was,**

362

363 **RESOLVED to table this issue for the new expiration date of**
364 **DCE courses until our next teleconference meeting to allow Ms.**
365 **Harris to re-work language into a simpler format so everyone**
366 **will understand what it means.**

367

368 **Motion passed.**

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371 **Agenda Item V(b)– Correspondence Course Education**

372 Commission discussed the purpose of a test or an activity/project required for a
373 correspondence education course. It came to the attention of staff that some
374 course providers were mailing the test answers with the course material.

375

376 **On a motion duly made by, Mr. Pruhs, seconded by Ms. McConnochie**
377 **it was,**

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379 **RESOLVED to propose changes to 12 AAC 64.460(a) with the**
380 **addition of (6) as submitted by Ms. McConnochie.**

381

382 Commission members discuss proposed language: *(6) the instructor provides*
383 *answers to test questions and/or a certificate to students before grading questions*
384 *submitted by the student.*

385

386 Mr. Bushnell suggested a friendly amendment, seconded by Mr. Pruhs, to re-write
387 proposed language. New language to state in 64.460(a)(6): ***the instructor***
388 ***provides answers to test questions or course work to students prior to***
389 ***grading test or course work submitted to them by the student.***

390
391 **Amendment to motion is passed.**

392 **Motion passed.**

393

394 Commission considered revisions to 12 AAC 64.440 by adding (g):

395

396 **On a motion duly made by Ms. McConnochie, seconded by Mr. Pruhs,**
397 **it was,**

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399 **RESOLVED to be approved as an instructor, he/she must take**
400 **and complete a commission sanctioned instructor development**
401 **course prior to their initial approval and to continue to be**
402 **approved by December 1 of every even numbered year.**

403 **(A) written proof must be submitted to the staff by the instructor**
404 **on or before December 31 every even numbered year.**

405

406 Commission members discussed and considered the revisions to 12 AAC 64.440
407 by adding (g).

408

409 Ms. McConnochie moved to table motion until the next face-to-face meeting to look
410 at the requirement of an instructor development workshop; when to frame it; length
411 of time that one receives a certificate and potentially reducing that amount of time.

412

413 Mr. Bushnell called Point of Order. He stated that you need to vote up or down on
414 the motion and that you cannot table a motion to another meeting.

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416 Commission members voted.

417 **Motion failed.**

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419 Ms. McConnochie stated she would bring it back at the next meeting, Dec 5, 2018,
420 with changes for consideration.

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422 Agenda Item V(d)– Election of Officers

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

425

426 **RESOLVED to nominate Traci J. Barickman for Chair of the Real**
427 **Estate Commission.**

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429 No other nominations were presented.

430 Nominations closed.

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432 **All in favor; Motion passed.**

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

RESOLVED to nominate Cindy Cartledge for Vice-Chair of the Real Estate Commission.

One other nomination was presented.

On a motion duly made by Mr. Pruhs, seconded by Mr. Mickel, it was,

RESOLVED to nominate Eric Bushnell for Vice-Chair of the Real Estate Commission.

Nominations closed.

Commission members took a ballot vote for Vice Chair.

First vote resulted in a tie-vote. Members had to vote again using a ballot. Result of the second ballot vote for Vice-Chair was Mr. Bushnell.

All in favor; Motion passed.

On a motion duly made by Mr. Mickel, seconded by Mr. Pruhs, it was,

RESOLVED to nominate Peggy Ann McConnochie for Education Liaison of the Real Estate Commission.

Nominations closed.

All in favor; Motion passed.

Agenda Item VI– Executive Administrator Report

Licensing Statistics Report – VI (a)

Ms. Walsh reviewed the Licensing statistics for the period through June 30, 2018. There were 2632 active total licensees. 404 brokers; 398 associate brokers and 1830 salespersons. 5 were out of post-licensing education compliance therefore had a lapsed license status. 6 licensees are on probation; 498 licenses have lapsed that have an expiration date of 1/31/2018. These licensees are eligible to reinstate their license before they expire on 1/31/2020. 93 licensees are in an inactive status. There were 11 new offices that were registered with the Commission during this reporting period.

Recovery Fund Financial Report – VI (b)

Ms. Walsh and the Commission members reviewed the Recovery Fund report for the period ending 6/30/2018. Ms. Burke asked about Footnote #3 relating to

482 Personal Services. This is stated as “real estate fund related tasks”. She asked
483 that it be looked into and follow up with the Administrative Services Division
484 accountant about this reference to “real estate fund” instead of real estate recovery
485 fund.

486
487 Mr. Bushnell asked if staff is tracking deceased licensees? Ms. Harris stated that
488 the new system does not track it. Ms. Walsh indicated that we are not always
489 apprised of a death of a licensee and that we rely on the newspaper and licensees
490 in the communities to tell us of deceased licensees.

491
492 Consideration of Licensing Application – VI (c)

493 Ms. Walsh presented two applications for review by the Commission.

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495

496 **On a motion duly made by Mr. Bushnell seconded by Mr. Mickel, it**
497 **was,**

498

499 **RESOLVED to go into executive session per AS 44.62.310(c)(2),**
500 **subjects that tend to prejudice the reputation and character of**
501 **any person, provided that the person may request a public**
502 **discussion.**

503

504 **All in favor; Motion passed.**

505

506 Into Executive Session at 1:50 p.m.

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509 **On a motion duly made by Mr. Bushnell seconded by Ms.**
510 **McConnochie, it was,**

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

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514 **All in favor; Motion passed.**

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517 Out of Executive Session at 2:10 p.m.

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520 **On a motion duly made by Mr. Bushnell seconded by Mr. Mickel, it**
521 **was,**

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523 **RESOLVED to approve the application by endorsement for**
524 **Elizabeth Hairston, subject to the following conditions: accept**
525 **the Consent of Agreement with 2 hours of continuing education**
526 **with regards to disclosures and that Ms. Hairston be on**
527 **probation for 12-months and that the continuing education be**
528 **completed within those 12-months.**

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530 **All in favor; Motion passed.**

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533 **On a motion duly made by Mr. Bushnell seconded by Ms.**
534 **McConnochie, it was,**

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536 **RESOLVED to approve the application by examination for Myrtle**
537 **Lewis-Mosby.**

538

539 **All in favor; Motion passed.**

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542 **Agenda Item VII– Education Report**

543 **Education Statistics – VII (a)**

544 Ms. Harris presented the Education Report to the Commission. She stated there
545 are currently 9 pre-licensing courses, 3 broker upgrade courses, 268 elective
546 courses, 8 designated courses and 58 post licensing courses. There were 118
547 permanent instructors and 7 new instructors approved.

548

549 Ms. Harris updated the Commission on the Train the Trainer workshop with Len
550 Elder from North Carolina. It was well attended and there was a waiting list so
551 perhaps in the future the commission staff should consider a larger venue. Ms.
552 Harris stated that it was very successful and attendees were pleased with the
553 content.

554

555 **Agenda Item IX– Investigative Report**

556 **Statistics Report – IX (a)**

557 Chief Investigator Greg Francois presented the Commission with the investigation
558 statistics for the reporting period of 6/6/2018 through 8/30/2018.

559 There are 5 opened matters; 23 under active investigations and 5 matters are
560 being presented to the commission today.

561

562 **Probation Report – IX (b)**

563 Karina Medina presented the Probation report. Ms. Medina indicated that there
564 were no changes from the last report in June. Everyone on probation has been in
565 compliance with their reporting requirements. Ms. Medina indicated that Sara
566 Collison is on hold until she affiliates with a Broker. Her release date will be re-
567 calculated. The Commission members thanked Ms. Medina for her report.

568

569 Chief Investigator Francois introduced the new REC Investigator, Shyla Consalo.
570 She was previously an Investigator with the Boards of Nursing and Medical.

571 Ms. Barickman welcomed her and indicated that it is the goal of the Commission to
572 get the cases caught up and cleared because of prior audit concerns in this area.

573 Chief Investigator Francois also introduced the Commission to the new supervisor
574 of non-healthcare investigations, Amber Whaley.

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576 Commission recessed for Break at 2:30 p.m.

577 Commission reconvened from Break at 2:35 p.m.

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Case review–IX (c)

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

RESOLVED to go into executive session per AS 44.62.310(c)(2), subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion.

All in favor; Motion passed.

Into Executive session at 2:35 p.m.

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

RESOLVED to come out of executive session.

All in favor; Motion passed.

Out of executive session at 3:01 p.m.

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

RESOLVED to adopt the license surrender in the case of 2016-001444; 2016-001452; 2017-001035; 2017-001192 and 2018-000364.

Roll call vote:

Mr. Bushnell, Ms. Burke, Mr. Mickel, Mr. Pruhs vote in favor of the motion.

Ms. McConnochie abstains from the vote.

Motion passed.

The surrender of the Broker license for James Crawford, has been adopted.

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

RESOLVED to adjourn the meeting.

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All in favor. Motion passed.

Meeting adjourned at 3:05 p.m. The next meeting will be held December 5, 2018 in Anchorage.

Prepared and submitted by:
Real Estate Commission Staff

Approved:



Traci J. Barickman, Chairperson
Alaska Real Estate Commission

Date: 3 / 13 / 19