

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

**REAL ESTATE COMMISSION
MEETING MINUTES**

December 11, 2025

By the 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 December 11, 2025, Anchorage, Alaska via Zoom.

Thursday, December 11, 2025

Agenda Item 1 - Call to Order

Chairperson Cheryl Markwood called the meeting to order at 9:01 a.m., at which time a quorum was established.

Agenda Item 1(a) – Roll Call

Members Present via Zoom

Cheryl Markwood, Broker, Broker at Large, Chairperson
Traci Heaton, Associate Broker, 1st Judicial District
Elizabeth Schok, Associate Broker, 4th Judicial District
Devon Doran, Broker, 3rd Judicial District
Lonnie Logan, Broker, Broker at Large, Anchorage
Jimi Cash, Public Member

Staff Present:

Nancy Harris, Executive Administrator, CBPL, REC, Anchorage
Kerry Givens, Project Assistant, CBPL, REC, Anchorage
Billy Homestead, Senior Investigator, CBPL, Anchorage
Chace Evans, Investigator, CBPL, Anchorage
Kimberly Lilly, Lead Paralegal, CBPL, Anchorage
Melissa Dumas, Administrative Operations Manager, CBPL, Juneau

Guests Present in person:

Barbara Bachmeier, member of the public

Guests Present via Zoom:

Sara Garcia, Salesperson, EXP Realty, LLC, Anchorage
Peggy Hudnutt, The CE Shop, Education Sponsor, CO
Masha Wise, member of the public
Lane Rau, Broker, Real Results Realty, Anchorage
Kassandra Taggart, Broker, Real Property Management Last Frontier, Anchorage
Alicia Busick, member of the public
Teresa Block, Associate Broker, Real Estate Brokers of Alaska, Anchorage

Ms. Markwood stated that Mr. Cash is running late and will attend the meeting shortly.

Agenda Item 1(b) - Approval of Agenda

Commission members reviewed the agenda as presented.

On a motion made by Doran, seconded by Schok, it was,

Resolved to approve the September 18, 2025, agenda as presented.

There was no opposition.

Statements of Conflicts of Interest/Ethics Violations– 1(c)

There were no conflicts of interest at this time.

Agenda Item 2 – Public Comments

Barbara Bachmeier, a member of the public, addressed the Commission. She stated she appreciated the opportunity to speak to the Commission. She is interested in applying for the vacant public member seat and is in attendance to observe the meeting.

There were no other public comments.

Agenda Item 3 – Review of Meeting Minutes

Agenda Item 3(a) – September 18, 2025

On a motion made by Schok, seconded by Doran, it was,

Resolved to approve the September 18, 2025, meeting minutes as presented.

There was no opposition.

Agenda Item 4 – Investigations

License Actions –4(b) and (c)-

The Commission went into an executive session to discuss investigative matters.

On a motion duly made by Doran, seconded by Schok, it was,

Resolved to go into executive session in accordance with the provisions of AK Statute 44.62.310(c), for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

Roll call vote: Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

*Commission went into executive session at 9:07 a.m.
Out of executive session at 9:12 a.m.*

Case No. 2024-000989 Consent Agreement - CE

On a motion made by Doran, seconded by Schok, it was,

Resolved to adopt the consent agreement for case No. 2024-000989.

Roll call vote: Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

Case No. 2024-000847 Consent Agreement - CE

On a motion made by Doran, seconded by Logan, it was,

Resolved to adopt the consent agreement for Case No. 2024-000847.

Roll call vote: Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

Mr. Cash joined meeting at 9:25 a.m.

Statistical Report- 4(a)-

Mr. Evans, investigator, presented the investigative statistical report for the period of September 9, 2025, through December 1, 2025. He stated there were 46 open matters and 8 matters were closed during this period.

The Commission members discussed investigative forms for their report with the investigators. Senior investigator Billy Homestead recommended investigative training at the next REC meeting.

Agenda Item 6 – New Business

Legislative Audit Recommendations 6(a)

Commission discussed the REC Sunset Audit recommendations as outlined in the April 17, 2025, Real Estate Commission Legislative audit report.

#1 – DCBPL’s director should provide training and update written procedures to ensure minutes are prepared for all commission meetings as required by law.

#2 – The Commission chair should update commission regulations and forms to include independent contractors.

#3 – Department of Commerce, Community and Economic Development’s (DCCED) commissioner should work with policy makers to improve the recruitment and retention of investigators, and DCBPL management should consider ways to assist the commission in clearing its investigative backlog.

#4 – The commission should consider seeking legislation to eliminate the Real Estate Recovery Fund.

Commission discussed the process to seek legislation support.

On a motion made by Heaton, seconded by Logan, it was,

Resolved to appoint Ms. Doran as the legislative liaison for the Sunset Audit recommendation #4 to oversee the elimination of the REC Recovery Fund.

Roll call vote: Heaton-yes, Schok-yes, Doran-yes, Logan- yes, Markwood – yes, Cash-yes

Agenda Item 5 – Division Update 259

Revenue/Expenditure Report, FY26 1st Qtr – 5(a)

Melissa Dumas, Administrative Operations Manager for the Division of Corporations, Business, and Professional Licensing, presented the Revenue and Expenditures report for the FY25 4th quarter, to the Commission not the FY26 1st Qtr. This report encompasses July 1, 2024, through June 30, 2025.

Ms. Dumas stated the total revenue was \$148,775 in licensing fees. The non-investigative expenditures were \$180,391, and investigative expenditure was \$145,636 for a total direct expenditure of \$326,027. Total indirect expenditures were \$186,991 (to include internal administration, department, and statewide costs), leaving the total indirect expenditures at \$513,018. There was a beginning cumulative surplus of \$1,021.502 with a deficit of \$364,243 for a total ending cumulative surplus of \$657,259

Ms. Markwood asked Ms. Dumas that as part of AO360, it was recommended fees be decreased. How would that be reflected in this report?

Ms. Dumas stated that fee setting is the division’s responsibility, and they can only reduce fees when revenues support it. Even under AO 360, some programs require fee increases, and they are working on those now to ensure revenues and expenditures remain roughly equal, as required by statute. The fee-change process is lengthy—about a year—and involves multiple approvals. Still, the division would continue to adjust fees as needed to prevent deficits or large surpluses. The REC is in good financial shape, and she recommended not reducing fees.

Ms. Harris asked what the Commission would be required to do to eliminate the recovery fund.

Ms. Dumas explained that eliminating the recovery fund fee would require legislation or legislative support. She explained that the recovery fund currently covers 100% of one staff member's time and 10% of another's. If the fee were removed, these personnel costs would shift to the REC, resulting in an estimated \$50 revenue loss per licensee unless fees are adjusted. She noted that the REC may need to revise its fee structure so the \$50 currently directed to the recovery fund would instead support the REC program. Any such change would be reflected in the REC financial report. Ms. Dumas stated that the recovery fund balance is approximately \$350,000. The remaining amount may be returned to the Commission, which would provide sufficient time to evaluate whether fee adjustments are necessary and ensure the REC does not face an immediate shortfall.

Agenda Item 6 – New Business, continued

Legislative Audit Recommendations 6(a)

Commission members continued to discuss the REC Sunset Audit recommendations.

Recommendation #5 – The commission should require license renewal applicants to submit a certificate of errors and omissions insurance coverage or seek a statutory change.

Verification of E & O Insurance is required for the current license renewal.

Break at 10:08 am

Reconvened at 10:16 am

Set 2026 Meeting Dates, 6(c)

Commission members discussed and set meeting dates for 2026.

March 12

June 11

September 10

December 10

Agenda Item 7 – Old New Business

Set 2026-2028 DCE Guidelines –7(a)

Commission members reviewed and discussed the 2026-2028 DCE guidelines as presented.

On a motion made by Logan, seconded by Schok it was,

Resolved to approve the 2026-2028 DCE guidelines as presented.

Roll call vote: Heaton-yes, Schok-yes, Doran-yes, Logan- yes, Markwood - yes

Agenda Item 7 – Old New Business- continued

Disciplinary Matrix Review- probation –7(b)

Commission members reviewed and discussed the REC disciplinary matrix.

The Commission asked that at the next meeting, under new business, there be specific training on investigations and disciplinary matrix to include REC investigator Billy Homestead and Chace Evans.

AO360 Regulation Reform– 6(b)

Director Robb gave an overview of Administrative Order 360 (AO360) to the Commission. She stated AO 360 was issued by Governor Dunleavy on August 4, 2025. Director Robb outlined the goals and required actions for professional boards as part of statewide regulatory reform efforts.

- AO360 directs all state agencies, divisions, boards, and state corporations to engage in regulatory reform with the goal of reducing unnecessary regulatory burdens, increasing transparency, clarifying obligations, and improving efficiency across government.
- The Division conducted community meetings statewide to gather public input on regulations and a written comment process was also provided.
- AO360 establishes the following mandatory reduction goals for all entities:
 - 15% reduction in discretionary regulatory requirements by December 31, 2026.
 - 25% cumulative reduction by December 31, 2027.
- The Commission has several options for developing its reduction plan:
 - Continuing the review of assigned regulation sections by individual members.
 - Scheduling additional meetings or work sessions to evaluate opportunities for simplification.
 - Forming a work group focused specifically on AO360 compliance.
 - The Commission must submit a board-approved Regulatory Reduction Plan by February 13.

The Commission reviewed and discussed the recommendations that were submitted by Commission members and when to have a meeting to work on their AO360 plan.

Commission members selected January 12, 2026, 10 am to noon for a work meeting.

Strategic Plan- Update –7(c)

Commission members reviewed and discussed the strategic plan. The topics added to the strategic plan: deposits, ACH wires, money transfers and wire fraud, earnest monies/trust funds held in an AK Bank- not in a bank outside of AK, and instructor's approval regulation 12 AAC 64.440(f).

Ms. Markwood asked items # 2 and # 4 of the legislative audit recommendations and resale certificates to be added to strategic plan. Ms. Markwood and Ms. Logan will work on the resale certificate issue.

Break at 11:58 am
Reconvened at 12:09 p.m.

Agenda Item 8 –Executive Administrator’s Report

Licensing and Education Report –8(a)

Mr. Givens presented the licensing report to the Commission. His report covered the period between September 6, 2025, through December 2, 2025.

Mr. Given stated there were 35 new licenses issued; 2,902 active licensees, 3,202 total number of licensees with an 1/31/2026 expiration date; 23 inactive licensees; 15 lapsed licenses due to non-compliance of Post Licensing Education (PLE); 48 transfers; 33 licensees completed their PLE requirements, 6 upgrades, 3 license by endorsement, 183 licensees in a license returned status, and 347 lapsed licenses with a 1/31/2024 expiration date.

License renewal is open and 26 licenses have been updated with 1/31/2028 expiration date.

Mr. Givens presented the education report for December 12, 2025. He reported that as of December 11, 2025, there were 18 pre-licensing courses; 5 broker upgrade courses; 417 elective (ECE) and 135 designated (DCE) courses and 66 Post Licensing courses with a total of 641 approved courses. There were 48 initial courses approved between 9/5/25 and 11/26/25.

There is a total of 75 permanent instructors with 5 new instructors from the last report, and no temporary instructors.

Recovery Fund Report

Ms. Harris presented the Recovery Fund Report for FY26, 1st quarter, ending September 30, 2025.

The Commission received \$8,170 in revenue for license fees processed for the end of 1st quarter of FY2026 with a total revenue, to include interest and investment, of \$10,768. Total expenditures of \$28,283. End of year fund balance of \$297,065. End balance is within the required limits for the recovery fund.

Agenda Item 9 – Commission Member Comments and Questions-

Commission members expressed appreciation for the productive meeting, the clarification on AO360 regulation reform, the legislative audit, and everyone’s hard work, especially regarding investigations and regulation. Commission members also thanked the guests for taking the time to attend the meeting.

Adjournment

On a motion made by Devon, seconded by Schok, it was,

Resolved to adjourn meeting.

There was no opposition. Motion passed.

Meeting adjourned at 12:28 pm.

Next meeting: TBD

Prepared and submitted by:
Real Estate Commission Staff

Approved:

Cheryl Markwood

Cheryl Markwood
REC Chairperson, Alaska Real Estate Commission