

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 July 12, 2017
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10 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article
11 6, a scheduled meeting of the Real Estate Commission was held July 12, 2017, at the
12 State of Alaska Atwood Building Suite 1270, 550 W. 7th Avenue, Anchorage, Alaska.
13

14 Wednesday, July 12, 2017

15 Agenda Item 1 - Call to Order

16 Chairperson Eric Bushnell called the meeting to order at 9:00 a.m. at which time a quorum
17 was established.
18

19 Roll Call – 1(a)

20 Members present:

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

29 Staff Present:

30 Sharon Walsh, Executive Administrator
31 Nancy Harris, Project Assistant
32 July Lam, Investigator
33 Greg Francois, Senior Investigator
34 Amber Whaley, Probation Monitor/Investigator
35 Joel Dolphin, Investigator CBPL
36

37 Staff Present via telephone:

38 Marilyn Zimmerman, Paralegal, CBPL
39

40 Guests Present:

41 Errol Champion, Representative for AK Association of Realtors and Broker of Coldwell
42 Banker Race Realty, Juneau
43 Anita Bates, Associate Broker, Dwell Realty, Anchorage
44 David Garrison, Associate Broker, AAR #1 Buyers Agency
45 Linda Garrison, Broker, AAR #1 Buyers Agency
46 Devon Thomas, Broker, Century 21 Realty Solutions, Wasilla
47 Ray Metcalfe, Broker, Metcalfe Commercial
48 Shana Ackles, Broker, Keller Williams Realty, AK Group
49 Jerry Royse, Broker, RANDA
50 Waltraud Barron, Broker, Barron Investments
51
52

53 Approval of Agenda- 1(b)

54 Commission members reviewed the meeting agenda.
55

56 **On a motion duly made by Mr. Pruhs, seconded by Ms. Cartledge, it was,**
57
58 **RESOLVED to approve the meeting agenda for July 12, 2017 as**
59 **amended and discussed.**

60
61
62 Ms. Burke said she wanted to remind the Commission that it was agreed to at a past
63 meeting to put the business that the public was interested in first on the agenda and the
64 reports could be moved to the afternoons.

65
66 Ms. Harris asked if two items could be added to the agenda. Under tab 6, Education
67 Report, add (e) regarding correspondence exams. Also, to add a 10 (d) for September
68 meeting possible date change.

69
70
71 **All in favor; Motion passed.**

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74 **Agenda Item 2 - Approval of Meeting Minutes**
75 **March 29, 2017 – 2(a)**

76
77 **On a motion duly made by Mr. Pruhs, seconded by Mr. Mickel, it was,**
78
79 **RESOLVED to approve the March 29, 2017 meeting minutes.**

80
81 **All in favor; Motion passed.**

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83
84 Chair Bushnell asks the Commission members to go around the table and introduce
85 themselves and disclose any affiliations for potential conflict of interest with Commission
86 business.

87
88 Commission members introduced themselves and disclosed their affiliations.

89
90 **Agenda Item 3 – Public Comment**

91 David Garrison, Associate Broker with AAR #1 Buyer's Agency, spoke to the Commission
92 regarding HOAs (Home Owners Association). Mr. Garrison said that there is a lack of
93 education and knowledge of HOAs and somethings needs to be done. He said maybe a
94 handbook or something to guide HOA management. Continuing Education would be a
95 good idea. Mr. Garrison suggested that all licenses have some level of knowledge on
96 resale certificates and public offerings statements.

97
98 Ms. McConnochie acknowledged the difficulty in educating everyone. She did like the idea
99 of providing a booklet for guidance, Common Interest Ownership Act.

100
101 Mr. Bushnell said that the REC can require licensees to take certain topics through
102 Designation Continuing Education (DCE) courses.

103
104 Mr. Mickel said to remember the difficulty when you put requirements on licensees if they
105 live in a smaller community.

106

107 Mr. Bushnell we could consider this type of information for Broker Post Licensing
108 Education (PLE).

109
110 Ms. Cartledge said that there may be challenges to rural AK but don't forget we are
111 charged with protection of the general public.

112
113 Devon Thomas Broker for Century 21 Realty Solutions and President of AAR, addressed
114 the Commission regarding E & O Insurance. Ms. Thomas asked if licensees in a referral
115 office would be required to obtain E & O Insurance.

116
117 Ms. Burke said absolutely.

118
119 Mr. Bushnell said that those licensees are active licensees in the State of Alaska system
120 and E & O Insurance would be required for each licensee in a referral office.

121

122

123 **Agenda Item 4 – Executive Administrator's Report**

124 Recovery Fund Balance Report – 4(a)

125 No Recovery Fund Balance report was available for this meeting.

126

127 Licensing Statistics – 4(b)

128 Ms. Walsh presented the licensing statistics to the Commission from October 2016
129 through December 2016. She said there are currently 2,701 total active licensees and
130 2,944 total licensees with a 01/31/2018 expiration date. She said there were 10 new real
131 estate offices opened during the past 3 months.

132

133 Commission members had questions regarding office with an out of state address.

134

135 Ms. Harris said that these addressed were the mailing addresses and that all office are
136 required to have a physical office in the state of Alaska.

137

138 Ms. Barickman asked if there is any investigation that is done to make sure that these
139 offices are legitimate and in compliance?

140

141 Ms. Walsh said herself and the prior investigator made a visit to one of these offices and
142 they were in compliance.

143

144 Ms. Barickman said she is getting frustrated and concerned with this situation because the
145 consumer that is listing these companies do not understand what is going on behind the
146 scenes and are not getting the attention that they need.

147

148 Mr. Bushnell asked for clarification that a broker or associate broker- in charge of an office
149 must be present to manage an office. You cannot manage an office remotely from another
150 state? They have to be in the state of Alaska?

151

152 Ms. Walsh said no that is not true. You do not have to have a physical presence to
153 manage an office. You have to have a physical office in Alaska but not a physical
154 presence to manage an office. You do not have to be in the state to manage an office but
155 have to be licensed in the state to practice real estate in Alaska.

156

157 Ms. Cartledge suggested that the report indicate only new offices and when a new office is
158 actually opened. Do not put those office on the report that have a change of entity
159 because it is not a new office.

160
161 Ms. Cartledge asked what was the reason Commission members cannot have a hard copy
162 of the meeting packet?

163
164 Mr. Pruhs and Ms. Burke agreed with Ms. Cart ledge's sentiments regarding the meeting
165 packet.

166
167 Ms. Burke asked for an official opinion that we request that copies be provided to all
168 Commission members at the time of the meetings to supplement the electronic copy they
169 received. Then send this request to Director Hovenden. (Ms. McConnochie, Ms.
170 Barickman, Mr. Mickel, and Mr. Pruhs do not require a hard copy.)

171

172

173 **Agenda Item 6 – Education Report**

174 **Education Statistics – 6(a)**

175 Ms. Harris presented the education statistics to the Commission. She said there is
176 currently 263 elective continuing education courses, 51 designated continuing education
177 courses, 69 post licensing education courses, 105 permanent instructors and 5 temporary
178 instructors.

179

180 **Regulation Tracker – 6(b)**

181 Ms. Harris presented the regulation tracker to the Commission. She stated that at this
182 current time there are no outstanding regulation projects. She said that the team definition
183 was ready but could not submit that until there are other regulations to reference the
184 definition.

185

186 **Train the Trainer schedule– 6(c)**

187 Ms. Harris asked the Commission to consider dates for the Train the Trainer event for next
188 summer. She said the REC will ask Len Elder to conduct the training.

189

190 Mr. Bushnell suggested the first 2 weeks in August 2018 would be the best time of year to
191 hold this event.

192

193 Ms. Harris said she would contact Mr. Elder and see what time frame will work best for his
194 schedule.

195

196 **Consider DCE due Oct 2017 – 6(d)**

197 Ms. Harris reminded the Commission that it was time to consider setting the 8 hours of
198 Designated Continuing Education (DCE) for the next licensing period at the September 27,
199 2017 meeting. She said the DCE is required to be on the website by October 1, 2017. The
200 Commission members were provided DCE topics from the past licensing periods to give
201 them an idea of what licensees have taken.

202

203 **Correspondence exam– 6(e)**

204 Ms. Harris asked the Commission members a question regarding correspondence exams.
205 She stated a course sponsor had said that a student had informed them that they were
206 given the answers to the correspondence exam with their packet material. She asked the
207 Commission if this was ok. She said there was nothing in the statutes or regulations that
208 addressed or prohibited this practice.

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Ms. Barickman said that 12 AAC 64.430(b) reads: all courses taken by correspondence must include an examination, or a project activity, to be turned into the course sponsor for grading. The project activity must be submitted along with the course material to the commission for prior approval.

Mr. Pruhs said that correspondence courses are not proctored and providers can provide the answers to the exam.

Ms. McConnochie said that a best practices should be considered rather than a regulation project and she recommended it state “do not give answers to exam.”

Ms. Cartledge stated that if there is a flaw in the system than individuals would come to the table and we talk about the bad practice. We cannot force feed anybody.

Ms. Barickman said that if staff is reviewing courses, they have the authority to deny courses. She recommended staff start lining out criteria for course providers.

Commission recessed for Break at 10:25 a.m.

Commission reconvened from Break at 10:35 a.m.

Agenda Item 5 – Division Matter

Licensing Matter – 5(a)

Ms. Zimmerman presented one consent agreement to the Commission for their consideration.

On a motion duly made by Ms. Cartledge, seconded by Ms. Barickman, it was,

RESOLVED that they go into executive session in accordance with AS 44.62.310(c) for the purpose of discussing subjects that tend to prejudice the reputation and character of a person.

All in favor; Motion passed.

The Commission went into Executive session at 10:36 a.m.

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

RESOLVED to come out of executive session.

All in favor; Motion passed.

The Commission came out of Executive session at 10:43 a.m.

261 **On a motion duly made by Ms. Cartledge, seconded by Mr. Pruhs, it was,**

262

263 **RESOLVED to approve case #2016-001080.**

264

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

266

267 The REC adopts the case of Margie Lyons case #2016-001080 for license revocation.

268

269

270 **Agenda Item 10 – New Business**

271 Adopting a code of Ethics/Unprofessional Conduct – 10(a)

272 Mr. Bushnell spoke to the Commission about adopting a code of Ethics/unprofessional
273 conduct to the real estate statutes and regulations. He contacted NAR regarding using
274 their ethics to the Alaska Real Estate law and received a letter from NAR saying that it
275 cannot be done. Mr. Bushnell read the letter from NAR to the Commission,

276

277 There was no action taken on adopting ethics/unprofessional conduct from the
278 Commission.

279

280 **Agenda Item 8 – Old Business**

281 Team Discussion – 8

282 The Commission discussed the Consumer Disclosure and type of assistance provided.
283 Discussion centered on marking each and every box on the Consumer Disclosure.

284

285 Mr. Bushnell suggested to table this issue until the September 2017 meeting.

286

287

288 **Agenda Item 7 – Investigative Report**

289 Statistical Report – 7(a)

290 Investigator July Lam provided the Commission with investigator’s statistics from March
291 16, 201 through June 20, 2017. Including cases, complaints, and intake matters. She said
292 since the last report there have been 23 opened cases, 19 closed cases, 17intakes, 21
293 cases remain on-going and under investigation.

294

295 Ms. Lam said there is one case to be presented to the REC members at today’s meeting.

296

297 Ms. Lam spoke to the Commission regarding the MILLIE issue. She said she had spoken
298 with the CEO of MILLIE and informed him of the prohibited conduct and “scouts” practicing
299 without a license. Scouts would go and look at property for others in the military before
300 buying or renting. They are registered through “Agent Hero” on the internet. The CEO said
301 he shut down the scouts in AK.

302

303 The Commission members thanked the Ms. Lam for her report.

304

305 Probation Report – 7(b)

306 Probation Monitor/Investigator Amber Whaley introduced the new probation monitor
307 Karina Medina. She Ms. Medina will provide the probation report to the REC for future
308 meetings.

309

310 Ms. Whaley presented the probation report to the Commission. She said there are 17
311 licensees on probation, 1 licensee is non-compliant, 1 licensee signed a surrender of non-
312 compliance, Tyson Thompson, which will come before the Commission today. She stated

313 that she has 1 licensee, Chad Graham, who is currently non-compliant. He was given the
314 option of a pre-approved course to complete. The completed course was due to the
315 Commission by 6/28/17; however, the Commission received his certificate of completion
316 on 6/29/17. He fulfilled his requirements but it was turned in late. She stated that there is 1
317 licensee, Mr. McGrath, who is unable to find a sponsoring broker so his probation is on
318 hold. His license is in a lapsed status. She has 1 licensee, Finis Sheldon, who is in a
319 suspended status until October 19, 2017.

320

321 Commission members considered 2 consent agreements.

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324 **On a motion duly made by Mr. Mickel, seconded by Ms. Cartledge, it was,**

325

326 **RESOLVED that they go into executive session** in accordance with AS
327 44.62.310(c) for the purpose of discussing subjects that tend to prejudice
328 the reputation and character of a person.

329

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

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333 The Commission went into Executive session at 11:35 a.m.

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

337

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

339

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

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342

343 The Commission came out of Executive session at 12:08 p.m.

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345

346 **On a motion duly made by Ms. Cartledge, seconded by Mr. Mickel, it was,**

347

348 **RESOLVED that in the matter of #2016-000434 it has been found that**
349 **the individual has been non-compliant of Consent Agreement and as a**
350 **result the Commission recommends imposition of the full penalty as**
351 **well as the immediate suspension of his license until he provides the**
352 **investigator with evidence that he is compliant with all advertising as**
353 **required by statute and regulations.**

354

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

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

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363 **RESOLVED that is the cases #2016-000335, 2016-000609, 2017-000598**
364 **all related to one individual that we accept the surrender of license.**

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All in favor; Motion passed.

The Real Estate Commission adopted the license surrender of Tyson Thompson in cases #2016-000335, 2016-000609, 2017-000598.

The Commission recesses for lunch at 12:11 p.m.
The Commission is back on record from lunch at 12:51 p.m.

Agenda Item 8 – Old Business

Team Proposed Definition– Tab 8(a)

Ms. Walsh informed the Commission that we cannot have a regulation to define teams until we have something in the regulations regarding teams per the Regulation Specialist.

The Commission members discussed the definition of teams.

Ms. Cartledge asked the members what is the purpose of defining teams?

Mr. Bushnell said that the definition of teams is so that we can create a change of command and authority as far as regulation with what the REC expects. To know how the REC acknowledges a team. He said that it is assumed that everyone in the team knows everything about the file, therefore, they are operating as a whole. So who is in charge of the team? Who is responsible for the team? He said without defining teams we don't have a place to start.

The Commission members discussed teams and what should be done next. They said to let the brokerages function as they will but with the purpose of the protection of the public. First create a regulation regarding advertising of teams saying that the brokerage name has to be clearly indicated, define teams and revise the consumer disclosure in regard to teams and how it should be signed. They also discussed who is responsible of the team, the broker or the team leader? Should the team leader also be responsible as well as the broker? Teams are similar to a branch office. Do team members need to be licensed?

Agenda Item 3 – Public Comment – cont'd

The Chair, Mr. Bushnell, allowed public comment from Mr. Ray Metcalfe because he had some comments related to teams.

Ray Metcalfe, Broker for Metcalfe Commercial Real Estate, addressed the Commission. Mr. Metcalfe said he has been a broker for a large brokerage at one time and concluded at the time that he could only manage 10 licensees at one time to meet his obligations to protect the public. He said over the years he has seen large brokerages turn inexperienced licensees on the public that cannot possibly have enough supervision. He said he has seen groups/teams grow out of this and it has evolved into many brokers that in many cases are unlicensed and not qualified to oversee the individuals of their team. He stated that they are even trying to get the Commission to enable them to say that part of their team is in different areas. A team means the whole thing. He believed that the whole thing is misleading to the public. He said that Commission should consider that a team leader should be at least an Associate Broker. Also, the Commission should limit the number of people that can be on a team and the broker should have a defined ratio of

417 Associate Brokers assigned to the people that they manage. He said the recommended
418 ratio would be one Associate Broker to every ten people and they are responsible for
419 those ten or a shared responsibility with the Broker. He said that the team concept should
420 be a little more carefully harnessed.

421
422 Mr. Metcalfe also commented on the continuing education courses. He said that he took
423 education from many different companies, the Bar Association, Notary, etc., but when
424 continuing education became a requirement it ended his development because he was
425 required to take courses he didn't need. He said the Commission should offer courses
426 from different companies/sponsors for those that take the same courses over and over.

427
428 Mr. Bushnell said that the Commission cannot limit the number of people that a brokerage
429 can have in their company because that would be a restraint of trade and we cannot tell
430 brokers how to do their business. He also stated that the Commission is trying to bring in
431 other companies/sponsors to offer classes for real estate.

432
433 Mr. Bushnell thanked Mr. Metcalfe for his comments.

434
435

436 **Agenda Item 8 – Old Business – cont'd**

437 **Team Discussion – 8**

438 The Commission continued their discussion on teams and changes to the Consumer
439 Pamphlet.

440

441 Ms. Barickman said that brokers are asking for help on this issue; they want guidance.

442

443 Ms. Ackles, broker of Keller Williams spoke to the Commission regarding how her office
444 deals with teams. She said the Commission needs to lay a foundation so that the
445 expectations are there.

446

447 Some of the Commission members concerns regarding teams were:

448 How do you sign the disclosure if you're a team member?

449 Consumer Disclosure needs to be revised to add the team concept/teams

450 Make forms easier to use for licensee and public.

451

452

453 Commission recessed for Break at 1:20 p.m.

454 Commission reconvened from Break at 1:54 p.m.

455

456

457 **Agenda Item 8 – Old Business – cont'd**

458 **Team Proposed Definition – 8**

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461

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

463

464 **RESOLVED to bring back the motion for team definition for**
465 **reconsideration.**

466

467 Commission members discussed the definition of team.

468

469 Definition to read: For the purpose of 12 AAC 64.990(b), "team" means, two or more
470 licensees within the same brokerage that work together as one unit under a collective
471 name and that provide services or performs activities that require a professional license in
472 real estate.

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474

475 **On a motion duly made by Ms. Cartledge, seconded by Ms. McConnochie, it**
476 **was,**

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**RESOLVED to bring back the motion for team definition with the
revised language.**

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All in favor; Motion passed.

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Agenda Item 7 – Investigative Report – cont'd

485 Real estate investigator July Lam presented two cases to the Commission for
486 consideration.

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

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492

**RESOLVED to go into executive session in accordance with AS
44.62.310(c) for the purpose of discussing subjects that tend to prejudice
the reputation and character of a person.**

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All in favor; Motion passed.

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499 The Commission went into Executive session at 2:30 p. m.

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

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RESOLVED to come out of executive session.

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All in favor; Motion passed.

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The Commission came out of Executive session at 2:53 p.m.

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

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514

RESOLVED to reconsider the motion in case # 2016-000434.

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516

All in favor; Motion passed.

517
518

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

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520

521 **RESOLVED in case # 2016-000434, the prior motion required the**
522 **immediate suspension of the real estate license. Request to remove**
523 **that requirement and just impose the fine.**
524

525 **All in favor; Motion passed.**
526

527

528 **Agenda Item 8 – Old Business – cont’d**

529 The Commission members continued discussion with regards to teams and adding
530 verbiage to 12 AAC 64.130(8).

531

532 Ms. Cartledge suggested that the regulation 12 AAC 64.130 be revised to include teams.
533 “Under 12 AAC 64.130(8) revise the language: “advertising to buy, sell, rent, lease or
534 exchange any real estate without including in the advertisement the broker’s business
535 name registered with the department; this paragraph applies to all real estate advertised to
536 the public including that owned by the licensee **and or teams.**”

537

538 “Under 12 AAC 64.130(8) revise the language: “advertising by a licensee **or team**, to buy,
539 sell, rent, lease or exchange any real estate without including in the advertisement the
540 broker’s business name registered with the department; this paragraph applies to all real
541 estate advertised to the public including that owned by the licensee.”

542

543 Ms. Barickman asked the members if they could table the team issues, consumer
544 disclosure and revision of regulations (Tab 8), to come up with a recommendation and
545 drafts for the Commission at the next meeting.

546

547 The Commission members agreed to table Tab 8 until the next meeting.

548

549

550 **Agenda Item 9 – Division Update**

551 **Revenue & Expenditure Report – 10(a)**

552 The 4th quarter revenue and expenditure report was not available for this meeting. The 3rd
553 quarter revenue & expenditure report was provide to the Commission members in their
554 board packet. There was no discussion.

555

556 **E & O Insurance Update – 10(b)**

557 Commission member Burke gave an update on E & O insurance. She said that we now
558 have E & O Insurance that will take effect on January 1, 2018. When you renew your
559 license it is required that you have E & O insurance coverage through the master policy or
560 equivalent coverage. That is for all individuals that are actively licensed. She said there
561 are two levels of licensing. This did not originate out of the REC but from procurement.

562 Basic regulation required insurance:

563

- will cost \$450.00 per year;
- residential sales only
- have not had a paid claim in the past 5 years
- prior insurance is not required

566

567 Second level, expanded professional option:

568

- will cost \$642 a year
- practice commercial real estate or property management
- have had a paid claim in the past 5 years

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572

573 She said she wanted everyone to be aware that the company that will issue the policies is
574 Continental Casualty Company, which has the best ratings, is licensed to do business in
575 Alaska through the Division of Insurance and meets all the criteria that we put in.
576

577 Ms. Burke said to pay attention to the notes; it doesn't say claim but "paid claims". This is
578 important for anyone who would like the lower rate at \$450/year. Ms. Burke said this does
579 not only mean you had insurance and the insurance company paid a claim for you. If in the
580 course of your business, in the past 5 years, you have a written claim with someone and
581 have written them a check; that is a paid claim. She said please let everyone know not to
582 dismiss this because that would be insurance fraud. If you withhold that information why
583 should they care? If you do this, settle a dispute without getting the insurance company
584 involved, what you are doing is opening the door for that person to come back and file
585 additional claims and you have already effectively said I will settle this to let it go away. I
586 must have been guilty. You can have your insurance terminated and you would have a
587 tough time getting insurance with anyone else.
588

589 Ms. Burke said that this is a very good policy, a great company and we have very good
590 rates. These rates are tied in for two years. In those two years the insurance company will
591 receive claim data and therefore, the premium may go up or down depending on the data.
592 She said that licensees will be receiving forms to enroll in September. Those forms must
593 be approved by the underwriters and the Division of Insurance. Then Ms. Burke and Ms.
594 Walsh will review the forms. Ms. Burke said they will try to review the forms quickly so that
595 licensees can start purchasing insurance right away even though it will not be effective
596 until January 1, 2018. She wanted licensees to know that they do not have to have this
597 policy if they have their own policy or can get a better rate, go for it. It would just need to
598 meet the regulatory requirements. They would have to present a certificate of insurance to
599 the Commission with their renewal.
600

601 The Commission members wanted this information to be placed on the REC website so
602 licensees could get a lot of their questions answered.
603

604 Ms. Walsh said it will be placed on the REC website.
605

606 Ms. Burke told the Commission that she has agreed to go around to different organizations
607 and present the E & O insurance information and answer questions people may have.
608

609 Ms. Walsh said that she will be doing an open doors session at the Anchorage Board of
610 Realtors office once a month for any questions licensees may have about E & O, licensing
611 or education and hopefully maybe a video or get on the road for more outreach before the
612 deadline.
613

614 Ms. Cartledge asked that questions regarding E & O insurance be answered by Ms. Burke
615 but go through Ms. Walsh instead of calling her directly.
616

617 Ms. Burke said there will be information forth coming, copy of the policy and enrollment
618 forms. She recommended licensees to get their paperwork in as soon as they receive the
619 forms. When you receive the policy, the first you should read is the things that are
620 excluded.
621

622 The question was asked if those licensees that are in a referral office will be required to
623 have E & O insurance.
624

625 Ms. Walsh said that all active licensees will need to have E & O and licensees in the
626 referral office are active licensees.

627

628

629 **Agenda Item 10 – New Business – cont’d**

630 **ARELLO Annual Conference 9/20-24/2017– 10(b)**

631 Ms. Walsh let the Commission members know that the 2017 ARELLO Annual Conference
632 is in Honolulu, HI this September. She is seeking approval from the Commission for her to
633 attend this year.

634

635

636 **On a motion duly made by Ms. Barickman, seconded by Mr. Pruhs, it was,**

637

638 **RESOLVED that we request authorization to send Sharon Walsh to the**
639 **ARELLO conference in the HI this year in September.**

640

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

642

643

644 **On a motion duly made by Ms. Barickman, seconded by Mr. Pruhs, it was,**

645

646 **RESOLVED that we also request authorization to send Nancy Harris to**
647 **the ARELLO conference in the HI this year in September.**

648

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

650

651 **Professional Licensing Boards & Commission booklet– 10**

652 Ms. Walsh handed out a Professional Licensing Boards & Commission booklet to each
653 Commission member. She said Ms. Chambers asked that each Commission members
654 receive one. She said that Ms. Chambers would like to set up Board member training in
655 person but she does not know when that would happen.

656

657 **OAH Board Member Training– 10(c)**

658 Mr. Bushnell stated that the Commission had received a letter from the Chief
659 Administrative Law Judge, Kathleen Frederick, notifying the Commission of the training
660 opportunities available through their office. This training would be 1 to 2 hours on
661 administrative adjudicators at a cost of \$192/hour.

662

663 Ms. McConnochie said she had reviewed the information regarding the training and
664 believed it is not applicable to what the Commission does and not a good use of money.
665 Although, she appreciated the offer.

666

667 Ms. Cartledge said that if the Commission has a number of legal questions that need to be
668 asked from time to time, then she believed that it would be a better use of money to do
669 that then the OAH training.

670

671 **September meeting change– 10(d)**

672 The Commission members agreed to have the September 27, 2017 as scheduled due to
673 the DCE required topic due in October, election of officers, set meeting and major change
674 in renewal and fees.

675

676 The Commission agreed to decide at the September meeting as to whether the December
677 meeting will be in person or by teleconference.
678

679 Ms. Burke said that the Commission should wait until they review the financials in
680 September before the Commission makes any major decisions. She said there may be a
681 carry forward of the fund balance, like last year of close to \$100,000 and she believed the
682 Commission should not agree to not have regular face to face meetings. She said the
683 licensees have paid for us to have these meetings, it is not out of the general fund. She
684 said she believed that the licensees are entitled to something for their money.
685

686
687 **On a motion duly made by Mr. Pruhs, seconded by Ms. Barickman, it was,**
688

689 **RESOLVED to adjourn the meeting.**
690

691 **All in favor. Motion passed.**
692

693
694 **Meeting adjourned at 3:34 p.m.**
695

696 Prepared and submitted by:
697 Real Estate Commission Staff
698

699 Approved:

700 
701

702 Eric Bushnell, Chairperson
703 Alaska Real Estate Commission
704

705 Date: 10-11-2017