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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 November 14, 2024
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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 November
15 14, 2024, at 550 W 7th Avenue, Ste 1560, Anchorage, AK via Zoom.
16

17 **Thursday, November 14, 2024**

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

19 Chairperson Cheryl Markwood called the meeting to order at 10:01 a.m.
20 No quorum needed for a work meeting.
21

22 **Agenda Item 2 – Introductions**

23 **Present via Zoom**

24 Cheryl Markwood, Broker, Broker at Large, Chairperson, Fairbanks
25 Elizabeth Schok, Associate Broker, 4th Judicial District, Fairbanks
26 Traci Heaton, Broker, 1st Judicial District, Juneau
27 Devon Doran, Broker, 3rd Judicial District, Wasilla
28 Jimi Cash, Public Commission member
29 Francisca Tracy, Compliance Analyst, The CE Shop, PA
30 Jerry Royse, Broker and RE Educator, Royse & Associates, Anchorage
31 Lonnie Logan, Broker and RE Educator, Realty One Group Aurora, Anchorage
32 Angie Ferris, Broker, Ferris Group, LLC, Wasilla
33 Annie Silas, public
34 Chavonne Cutright, Broker, CR Consulting, LLC., Palmer
35 Savannah Melendez, public
36 Season Baker, Broker, Alaska Real Estate 49, LLC., Palmer
37 William Derek, Broker, Landman In the Sky, Inc., Chugiak
38

39 **Staff Present:**

40 Nancy Harris, Executive Administrator, REC
41 Kerry Givens, Project Assistant, REC
42

43 **Agenda Item 3 – Public Comment**

44 There were no public comments.
45

46 **Agenda Item 4– topics for review and discussion.**

47 Meeting participants discussed topics listed on agenda.

48 Virtual offices

49 Office signage

50 Advertising

51 Broker/AB, non-compliant PLE 12 AAC 64.064(g)

52 Broker Supervision

53 Best Practice – manufactured/mobile home sales

54 Reinstatement

55 Other – acceptance of CE course from outside provider

56

57 Tasks: to be completed and brought back to next REC meeting for review and discussion.

58

59 REC staff:

60 * Draft proposal of possible revision to 12 AAC 64.110 with verbiage brought forward
61 regarding office location.

62

63 *A real estate broker is required to establish and continue to operate a physical office within*
64 *the state of Alaska. This office must be registered with the Commission and same as the*
65 *primary location for conducting real estate transactions. The broker is responsible for*
66 *keeping the Commission informed of the office current address and the names and*
67 *contact information of all real estate licensees employed at that location.*

68

69 Another possible revision to 12 AAC 64.110(a) and (b)- to add the word “physical” before
70 principal office in this state.

71

72 12 AAC 64.110. REQUIREMENTS FOR ESTABLISHING AND MAINTAINING AN OFFICE.

73 (a) A real estate broker holding an active license shall establish and maintain a **physical**
74 principal office in this state. The office in which the broker works and maintains the broker’s
75 license is the **physical** principal office of the broker.

76

77 (b) A broker who maintains offices or branch offices other than the **physical** principal
78 office or **physical** branch shall have an associate broker in charge of each branch
79 office. If a broker has an associate broker in charge of an office, the broker is
80 responsible for supervision of the associate broker. The operation of a branch office
81 without licensed personnel or without an associate broker in charge is grounds for
82 suspension or revocation of the broker’s license.

83

84 *Add proposed regulation revisions to 12 AAC 64.064(g), Education Requirements after
85 Initial License, as it relates to brokers or associate brokers that have not completed their
86 Post Licensing Education (PLE) within the required time frame, to the list for the
87 Commission’s consideration.

88

89 12 AC 64.064(g),

90 (g) a salesperson may only submit for a license status change (upgrade) to broker or
91 Associate Broker in Charge once the education requirements as outlined in 12 AAC
92 64.064(c) have been completed.

93

94 *A salesperson would not be able to upgrade their license to a Broker or Associate Broker*
95 *in a supervisory position; they could not have licensees in their office or branch office that*
96 *are required to be supervised. Once they have completed their PLE with the required year*
97 *and submitted the appropriate documents to update their license, they could supervise*
98 *licensees.*

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100 The recommended Best Practice submitted by Paddy Coan, staff to revise and bring back
101 to next REC meeting.

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Commission members:

Ms. Heaton and Ms. Schok to work on revision in the teams committee to the regulation 12 AAC 64.130(8) with regards to advertisement. Consider language to include brokerage name must be larger or more prominent than a team name, the prohibition of using real estate or realty for team names and whose contact number, for advertising. Ms. Heaton and Ms. Schok to bring recommendations back to the REC at the next meeting.

Also, possible revision of the definition of teams and office.

All topics listed on agenda were discussed. Some issues discussed no recommendation was reached or needed further discussion.

Adjournment

Meeting adjourned at 11:40 a.m.

Next meeting: December 18, 2024.

Prepared and submitted by:
Real Estate Commission Staff

Approved:



Cheryl Markwood
REC Chairperson
Alaska Real Estate Commission