



# Oregon

Kate Brown, Governor

Agenda Item No.  
I.D.

## Real Estate Agency

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## OREGON REAL ESTATE BOARD

### Regular Meeting Minutes – via Zoom

Oregon Real Estate Agency  
Salem, OR 97301

Monday, August 2, 2021

#### BOARD MEMBERS PRESENT:

Marie Due  
Debra Gisriel  
Susan Glen  
Jose Gonzalez  
Dave Hamilton  
Kim Hedding  
Lawnae Hunter  
Pat Ihnat, Vice Chair  
Alex MacLean

#### OREA STAFF PRESENT:

Steve Strobe, Commissioner  
Anna Higley, Deputy Commissioner  
Mesheal Heyman, Administrative Services Division Manager  
Michael Hanifin, Land Development Division Manager  
Elli Kataura, Regulations Division Manager  
Leandra Hagedorn, Board Liaison

#### GUESTS PRESENT:

LaTasha Beal, KW Sunset Corridor Keller Williams  
Christian Bryant, RPM

#### I. BOARD BUSINESS – Chair MacLean

- A. Call to Order. Chair MacLean called the meeting to order at 10am.
- B. Chair MacLean comments/Roll Call. Chair MacLean explains the role/function of the board and asked board liaison to conduct roll call and board members to introduce themselves.
- C. Approval of the Agenda and Order of Business.

#### MOTION TO APPROVE AGENDA AND ORDER OF BUSINESS BY DAVE HAMILTON

#### SECOND BY DEBRA GISRIEL

#### MOTION CARRIED BY UNANIMOUS VOTE

- D. Approval of 06.07.21 regular meeting minutes.

#### MOTION TO APPROVE 06.07.21 REGULAR MEETING MINUTES BY DAVE HAMILTON

#### SECOND BY MARIE DUE

#### MOTION CARRIED BY UNANIMOUS VOTE

- E. Date of the Next Meeting: 10.04.21, to begin at 10am and will be held via Zoom video conference.

#### II. PUBLIC COMMENT – Chair MacLean. None.

- This time is set aside for persons wishing to address the Board on matters not on the agenda. Speakers will be limited to five minutes.
- The Board Chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 12 copies of all information to be distributed to board members should be given to the Board Liaison prior to the meeting.
- Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties.
- If no one wishes to comment, the next scheduled agenda item will be considered.

#### III. REQUEST FOR WAIVERS – Chair MacLean. Log. None.

#### IV. PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER - CHAIR MACLEAN. None.

- A. Real Estate and Property Management Education LLC (DBA RPM Education LLC), Christian Bryant appearing. Mr. Bryant explained his background/experience and basis for his petition he also stated that he was familiar with the record keeping requirements for CEPs and offers the following acceptable course topics in his classes: FAIR Housing, Property Management Eviction Law, Laws and best practices when selling a rental unit, habitability standards/laws, record keeping, supervision responsibilities, Clients' trust accounts, Agency relationships, Advertising and RE Disclosures.

#### MOTION TO APPROVE RPM'S PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER BY PAT IHNAT

#### SECOND BY LAWNAE HUNTER

#### MOTION CARRIED BY UNANIMOUS VOTE

**V. BOARD ADVICE/ACTION – Commissioner Strode. None.**

- A. Law and Rule Required Course (LARRC) 2021-2022 - make recommendation for Agency to finalize the draft outline as submitted.

**MOTION TO FINALIZE THE LAW AND RULE REQUIRED COURSE (LARRC) 2021-2022 DRAFT OUTLINE AS SUBMITTED BY SUSAN GLEN  
SECOND BY PAT IHNAT  
MOTION CARRIED BY UNANIMOUS VOTE**

**VI. NEW BUSINESS - Commissioner Strode. None.**

**VII. COMMUNICATIONS - ADMINISTRATIVE ACTIONS SUMMARY - Chair MacLean**

**VIII. REPORTS – Chair MacLean.**

A. Commissioner Strode

- ARELLO Fair Housing Committee – Copy of the love letter bill was included in their trade publication
- Property management resource guide - Agency has received positive feedback from stakeholders

B. Agency division report - Deputy Commissioner Higley

1. Regulations, Elli Kataura

- Elli provided a brief self-introduction and background
- Summary of statistics and information provided in written report
- Return to work implementation is planned for the fall
- Staff activity:
  - Various external training courses in the upcoming months
  - Liz Hayes received promotion to Financial Investigator

2. Land Development Division, Michael Hanifin

- Summary of statistics and information provided in written report
- Legislative update

3. Administrative Services Division, Mesheal Heyman

- Summary of statistics and information provided in written report
- Budget update

4. Education and Licensing, Maddy Alvarado

- Summary of statistics and information provided in written report
- Oregon Real Estate Agency Advertising Update and General Overview Class was developed by the Agency and presented by Maddy Alvarado and Meghan Lewis to various organizations

**IX. ANNOUNCEMENTS – Chair MacLean. Next board meeting: 10.04.21 to begin at 10am and will be held via Zoom video conference.**

**X. ADJOURNMENT – Chair MacLean**

Respectfully submitted,



STEVE STRODE, COMMISSIONER

Respectfully submitted,



ALEX MACLEAN, BOARD CHAIR