

**Iowa Real Estate Commission  
200 East Grand, Suite 350  
Des Moines, IA 50309  
MINUTES  
October 5, 2017**

**Commissioners present for all or part of the meeting**

Terry Duggan, Chair	Elizabeth Hansen
Dennis Stolk, Vice Chair	Helen Kimes
Jan DeMott	Michael Telford

**Staff present for all or part of the meeting**

Jeff Evans, Executive Officer	Sandy Malek, Investigator
Colleen Goddard, Trust Account Auditor	Tracy Lindgren, Background Coordinator
John Lundquist, Assistant Attorney General	Ashley Thompson, Licensing Specialist

**Members of Public in attendance for all or part of the open session of the meeting**

None

**Call to Order**

Duggan called the meeting to order at 9:05 a.m.  
Quorum was established.

**Motion by Telford to approve the agenda.**

Seconded by Stolk.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Approval of Minutes**

**Motion by Telford to approve the open session and the closed session September 7, 2017 IREC meeting minutes.**

Seconded by Stolk.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Commissioner Reports**

Duggan discussed attending the ARELLO annual conference in September. Duggan found it to be informative and enjoyed the interactive workshop on litigation.

**Staff Reports**

Evans reminded the Commissioners that if they expect to be reimbursed for travel expenses, original and itemized receipts will need to be submitted to staff. Evans officially introduced and welcomed the new Licensing Specialist, Ashley Thompson. Evans announced that PLB went live with the new licensing system on September 11<sup>th</sup>, 2017. The system will be more efficient but may take one to two years for full transition.

**ARELLO**

Lundquist and Evans discussed attending the ARELLO annual conference in September. They both reported it was informative and was a good networking opportunity. Topics discussed ranged from teams, advertising, unlicensed practice, wire fraud, to issues with licensed and unlicensed property management. Evans mentioned that Iowa is in line to host the District 2 & 3 Conference in 2022.

**Public Comment**

None.

**Closed Session**

**Motion by Telford to enter into closed session pursuant to Iowa Code §§ 21.5(1)(a), 21.5(1)(d), 21.5(1)(f) and 543B.15(9) to review pending licensee discipline cases and investigations, including any cases ready for final resolution through closure or consent order.**

Seconded by Stolk.

VOTE: Roll call: DeMott, aye; Duggan, aye; Hansen, aye; Kimes, aye; Stolk, aye; Telford, aye.

Motion passed unanimously.

The Commission entered into closed session at 9:37 a.m. and arose from there at 10:17 a.m.

**Open Session**

**Motion by Kimes to return to open session.**

Seconded by Stolk.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Motion by Stolk to accept the signed settlements and/or consent agreements for the cases discussed in closed session and to authorize Duggan (Chair), Stolk (Vice Chair) or Evans (Executive Officer) to sign the accepted, signed Settlement Agreements/Consent Agreements for the following cases: 16-366, 16-367, and 17-128.**

Seconded by DeMott.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Motion by Telford to enter into a Consent Agreement with the Applicants, with Executive Officer Evans signing on behalf of the Commission and then grant licensure when all other licensing requirements have been met for IREC Case No. 17-195 and IREC Case No. 17-222.**

Seconded by Hansen.

VOTE: Aye: All                      Nay: None                      Abstaining: None

**Motion by DeMott to grant licensure for IREC Case No. 17-218 and IREC Case No. 17-219.**

Seconded by Kimes.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Motion by Stolk to find probable cause in the following cases: 17-210, 17-220, 17-221 as discussed in closed session.**

Seconded by Kimes.

VOTE: Aye: All                      Nay: None                      Abstaining: None.

Motion passed unanimously.

**Motion by Kimes to close the following cases: 17-204, 17-191, and 17-203 as discussed in closed session.**

Seconded by Telford.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Future Meeting Dates**

Future IREC meetings are tentatively scheduled as follows:

**Investigation Committee**

No November Meeting  
Wednesday, December 6 (Duggan and Kimes)  
No January Meeting

**Commission Meetings**

No November Meeting  
Thursday, December 7  
No January Meeting

**Meeting Adjourned**

With all agenda items covered, the meeting adjourned at 10:25 am.

These minutes accurately reflect the minutes approved by the Commission at the meeting on:

12-7-17

Date

  
By: TERRANCE M. DUGGAN, Chair