

REAL ESTATE BOARD  
MINUTES OF MEETING

March 13, 2014

The Real Estate Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following Board members were present:

Joseph Funkhouser, II, Chair  
Santee Ferebee, Vice-Chair  
Anh Tu Do  
Lynn G. Grimsley  
Catherine M. Noonan  
Steve Hoover  
Lee Odems

DPOR staff present for all or part of the meeting included:

Nick Christner, Acting Director  
Christine Martine, Executive Director  
Liz Hayes, Fair Housing Administrator  
Deanda Shelton, Assistant Fair Housing Administrator  
Samantha Vrscak, Legal Analyst  
Kevin Hoeft, Education Administrator  
Jeff Williams, Board Administrator  
Emily Trent, Administrative Assistant

Jim Flaherty and Tom Payne from the Office of the Attorney General were present.

Mr. Funkhouser called the meeting to Order at 9:00 A.M.

**Call to Order**

A motion was made by Mr. Hoover and seconded by Ms. Noonan to approve the agenda. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**Agenda**

A motion was made by Ms. Ferebee and seconded by Ms. Grimsley to adopt the following minutes: January 23, 2014, Real Estate Board Meeting; and January 23, 2014, Fair Housing Sub-Committee Meeting. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**Minutes**

There was no public comment.

Liz Hayes, Fair Housing Administrator, updated the Board on the current Fair Housing case load.

In the matter of **Brenda Silby and David Dezsi v. Marybeth Pendleton, Weinstein Management Co., Inc. and Squire Hill II Richmond Associates, L.L.C., REB File Number 2014-00663**, the Board reviewed the record which consisted of the Final Investigative Report, and Case Analysis and Recommendation. Cynthia Dezsi, complainant, was present and addressed the Board. A motion was made by Ms. Ferebee and seconded by Mr. Hoover to find no reasonable cause. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

In the matter of **Tarik Mabery v. Cambridge Apartments LC and Weinstein Properties, REB File Number 2014-00369**, the Board reviewed the record which consisted of the Final Investigative Report, and Case Analysis and Recommendation. A motion was made by Ms. Ferebee and seconded by Ms. Grimsley to find no reasonable cause. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

In the matter of **Kayla Pleskonko v. Frank McKinney, III, Famarc, Inc., dba Realty Executives Peninsula, and Rodney Balance, REB File Number 2014-01629**, the Board reviewed the record which consisted of the Final Investigative Report, and Case Analysis and Recommendation. A motion was made by Ms. Ferebee and seconded by Ms. Grimsley to find no reasonable cause. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

In the matter of **John and Debra Penn v. Riverside Manor LP, Hercules Real Estate Services, Inc. and Catrina Scanlan, REB File Number 2014-00610**, the Board reviewed the record which consisted of the Final Investigative Report, and Case Analysis and Recommendation. Cynthia Dezsi, complainant, was present and addressed the Board. A motion was made by Ms. Ferebee and seconded by Ms. Grimsley to find no reasonable cause. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser,

## **Public Comment**

### **Fair Housing Administrator’s Report**

**Brenda Silby and  
David Dezsi v.  
Marybeth Pendleton,  
Weinstein  
Management Co.,  
Inc. and Squire Hill  
II Richmond  
Associates, L.L.C.,  
REB File Number  
2014-00663**

**Tarik Mabery v.  
Cambridge  
Apartments LC and  
Weinstein Properties,  
REB File Number  
2014-00369**

**Kayla Pleskonko v.  
Frank McKinney,  
III, Famarc, Inc.,  
dba Realty  
Executives  
Peninsula, and  
Rodney Balance,  
REB File Number  
2014-01629**

**John and Debra  
Penn v. Riverside  
Manor LP, Hercules  
Real Estate Services,  
Inc. and Catrina  
Scanlan, REB File  
Number 2014-00610**

Grimsley, Hoover, Noonan and Odems.

In the matter of **Stephen Kevin Fitzgerald v. Cheryl Moore, Office Manager, W. E. Cundiff Realtors, and Diversified Interests-L, LLC, Owner, REB File Number 2014-00771**, the Board reviewed the record which consisted of the Final Investigative Report, and Case Analysis and Recommendation. Cynthia Dezsi, complainant, was present and addressed the Board. A motion was made by Ms. Ferebee and seconded by Mr. Hoover to find no reasonable cause. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**Stephen Kevin Fitzgerald v. Cheryl Moore, Office Manager, W. E. Cundiff Realtors, and Diversified Interests-L, LLC, Owner, REB File Number 2014-00771**

In the matter of **File Number 2014-01742, Lavette Bell**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Lavette Bell, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Noonan to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Ms. Bells' application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-01742, Lavette Bell**

In the matter of **File Number 2014-01478, Grant Bates**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Grant Bates, applicant, was present and addressed the Board. A motion was made by Ms. Grimsley and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Bates application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-01478, Grant Bates**

In the matter of **File Number 2014-01741, David Mora**, the Board reviewed the record which consisted of the application

**File Number 2014-01741, David Mora**

file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. David Mora, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Mora's application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

In the matter of **File Number 2014-01261, Tracy Wilkerson**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Tracy Wilkerson, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Noonan to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Ms. Wilkerson's application for a real estate salesperson's license, subject to an agreement for licensure for a period of two years wherein Ms. Wilkerson and her broker will provide quarterly reports to the Board. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-01261, Tracy Wilkerson**

In the matter of **File Number 2014-02137, Roger Reeves**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Roger Reeves, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Reeves' application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-02137, Roger Reeves**

In the matter of **File Number 2014-02138, Charles Morse**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Charles Morse, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Noonan to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Morse's application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-02138, Charles Morse**

In the matter of **File Number 2014-02139, Joan Tionson**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Joan Tionson, applicant, was present and addressed the Board. A motion was made by Ms. Grimsley and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Ms. Tionson's application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-02139, Joan Tionson**

In the matter of **File Number 2014-02066, Jonathan Guzman**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Jonathan Guzman, applicant, was present and addressed the Board. A motion was made by Ms. Ferebee and seconded by Mr. Odems to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Guzman's application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-02066, Jonathan Guzman**

In the matter of **File Number 2014-01967, Cheray Payne**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Mr. Hoover and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Ms. Payne's application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2014-01967, Cheray Payne**

In the matter of **File Number 2014-01753, Brian Sivak**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Brian Sivak, applicant, was present and addressed the Board. A motion was made by Mr. Hoover and seconded by Ms. Grimsley to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Sivak's application for a real estate salesperson's license, subject to an agreement for licensure for a period of two years wherein Mr. Sivak and his broker will provide quarterly reports to the Board. The motion passed by majority vote. Members voting "Yes" were Do, Funkhouser, Grimsley, Hoover and Odems. Member voting "No" was Ferebee.

**File Number 2014-01753, Brian Sivak**

A motion was made by Ms. Ferebee and seconded by Mr. Hoover to require part of the evidence in the quarterly report provided by Mr. Sivak and his supervising or managing broker shall be a certification that Mr. Sivak and his supervising or managing broker have met in person monthly to discuss Mr. Sivak's listing, sales and pending contracts. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover and Odems.

As the presiding Board member, Ms. Noonan did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2014-00739, Morris B. Russ**, the Board reviewed the record which consisted of the

**File Number 2014-00739, Morris B.**

application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Ms. Ferebee and seconded by Mr. Odems to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after consideration of the criteria contained in § 54.1-204.B of the *Code of Virginia*, approve Mr. Russ' application for a real estate salesperson's license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover and Odems.

**Russ**

As the presiding Board member, Ms. Noonan did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2014-01754, Pamela Davis Moore**, the Board reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Mr. Hoover and seconded by Mr. Odems to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference (IFF) to deny Ms. Moore's application based upon the record. After review of the testimony and documentation presented by Moore, the Board is of the opinion that Moore does not meet the requirements of being actively engaged in real estate activities for the 36 of the last 48 months. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Hoover and Odems. Ms. Grimsley abstained from the vote.

**File Number 2014-01754, Pamela Davis Moore**

As the presiding Board member, Ms. Noonan did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2013-01751, Robin Michelle Crabel**, the Board reviewed the record which consisted of the investigative file, transcripts, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Mr. Hoover and seconded by Ms. Grimsley to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 135-20-260.7 (Count 1) of the Board's

**File Number 2013-01751, Robin Michelle Crabel**

2003 Regulations. The motion passed unanimously. Members voting “Yes” were Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

A motion was made by Mr. Hoover and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose revocation of license for the violation contained in Count 1. The motion passed unanimously. Members voting “Yes” were Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

As the presiding Board member, Ms. Do did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2012-02753, Antonio Marcelius Brooks**, the Board reviewed the record which consisted of the investigative file, transcripts, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Antonio M. Brooks, respondent, was present and addressed the Board. A motion was made by Ms. Ferebee and seconded by Ms. Noonan to accept the violation of 18 VAC 135-20-260.11 (Count 1) of the Board’s 2003 Regulations. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser, Hoover, Noonan and Odems. A motion was made by Ms. Noonan and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose a monetary penalty of \$1,650.00 for the violation contained in Count 1. The Board also imposes the following sanctions: For the violation of Count 1, Brooks shall be placed on probation and required to complete three (3) classroom hours of Board-approved continuing education pertaining to Ethics and Standards of Conduct. Such course(s) shall be completed in a classroom. Further, Brooks shall provide evidence acceptable to the Board that he has successfully completed the course(s) within ninety (90) days of the effective date of the order. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Funkhouser, Hoover, Noonan and Odems.

**File Number 2012-02753, Antonio Marcelius Brooks**

A motion was made by Ms. Ferebee and seconded by Ms. Noonan to accept the violation of 18 VAC 135-20-260.10 (Count 2) of the Board’s 2003 Regulations. The motion passed unanimously. Members voting “Yes” were Do,

Ferebee, Funkhouser, Hoover, Noonan and Odems. A motion was made by Ms. Noonan and seconded by Ms. Ferebee to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose a monetary penalty of \$1,500.00 for the violation contained in Count 2, for a total monetary penalty of \$3,150.00. The Board also imposes the following sanctions: For the violation of Count 2, Brooks shall be placed on probation and required to complete three (3) classroom hours of Board-approved continuing education pertaining to Real Estate Contracts. Such course(s) shall be completed in a classroom. Further, Brooks shall provide evidence acceptable to the Board that he has successfully completed the course(s) within ninety (90) days of the effective date of the order. The above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of license. In addition, for the violation of Count 2, Brooks' license shall be placed on probation for two (2) years. While on probation, Brooks and his broker will provide quarterly reports to the Board that she is in compliance with the regulations of the Board. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Hoover, Noonan and Odems.

As the presiding Board member, Ms. Grimsley did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2013-03505, Jeffrey Allan DePriest**, the Board reviewed the Consent Order as seen and agreed to by Mr. DePriest. A motion was made by Mr. Hoover and seconded by Ms. Noonan to accept the proposed Consent Order offer wherein Mr. DePriest admits to a violation of 18 VAC 135-20-180.B.1.a (Count 1) of the Board's 2008 Regulations, and agrees to a monetary penalty of \$500.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, for violation of Count 1, DePriest agrees to complete at least three (3) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license.

**File Number 2013-03505, Jeffrey Allan DePriest**

The motion passed unanimously. Members voting “Yes” were Do, Funkhouser, Grimsley, Hoover, Noonan and Odems.

As the Board member who reviewed the file, Ms. Ferebee did not participate in the discussion or vote pertaining to this matter.

In the matter of **File Number 2014-00747, Jacqueline Shada Atiyeh**, the Board reviewed the Consent Order as seen and agreed to by Ms. Atiyeh. A motion was made by Mr. Odems and seconded by Ms. Grimsley to accept the proposed Consent Order offer wherein Ms. Atiyeh admits to a violation of §54.1-2132.A.4 (Count 1) of the *Code of Virginia*, and agrees to a monetary penalty of \$450.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$600.00. In addition, for violation of Count 1, Atiyeh agrees to complete at least four (4) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. In addition, the Board shall waive imposition of \$300.00 of the \$450.00 monetary penalty for Count 1 provided Atiyeh completes the four (4) hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the order. If Atiyeh fails to comply with these conditions, then the full monetary penalty will be automatically imposed. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license. The motion passed unanimously. Members voting “Yes” were Do, Ferebee, Grimsley and Odems.

**File Number 2014-00747, Jacqueline Shada Atiyeh**

As the Board members who reviewed the file, Mr. Funkhouser and Mr. Hoover did not participate in the discussion or vote pertaining to this matter.

Due to possible conflict of interest, Ms. Noonan did not vote or participate in the discussion in this matter.

In the matter of **File Number 2014-00393, Frank James Rustin**, the Board reviewed the Consent Order as seen and

**File Number 2014-00393, Frank James**

agreed to by Mr. Rustin. A motion was made by Ms. Grimsley and seconded by Ms. Ferebee to accept the proposed Consent Order offer wherein Mr. Rustin admits to a violation of 18 VAC 135-20-180.B.1.a (Count 1) of the Board's 2008 Regulations, and agrees to a monetary penalty of \$500.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, for violation of Count 1, Rustin agrees to complete at least three (3) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**Rustin**

In the matter of **File Number 2013-02699, Diana Kathryne Ofoia**, the Board reviewed the Consent Order as seen and agreed to by Ms. Ofoia. A motion was made by Ms. Ferebee and seconded by Ms. Grimsley to accept the proposed Consent Order offer wherein Ms. Ofoia admits to a violation of 18 VAC 135-20-180.B.1.a (Count 1) of the Board's 2008 Regulations, and agrees to a monetary penalty of \$300.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$450.00. In addition, for violation of Count 1, Ofoia agrees to complete at least three (3) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

**File Number 2013-02699, Diana Kathryne Ofoia**

In the matter of **File Number 2013-02971, Debra Ann Chin**, the Board reviewed the Consent Order as seen and agreed to by Ms. Chin. A motion was made by Ms. Grimsley and seconded by Ms. Ferebee to accept the proposed Consent Order offer wherein Ms. Chin admits to a violation of 18 VAC

**File Number 2013-02971, Debra Ann Chin**

135-20-180.B.1.a (Count 1) of the Board's 2008 Regulations, and agrees to a monetary penalty of \$500.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, for violation of Count 1, Chin agrees to complete at least four (4) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

In the matter of **File Number 2013-03223, Jodie Ann Snyder**, the Board reviewed the Consent Order as seen and agreed to by Ms. Snyder. A motion was made by Ms. Ferebee and seconded by Mr. Odems to accept the proposed Consent Order offer wherein Ms. Snyder admits to a violation of 18 VAC 135-20-180.B.1.a (Count 1) of the Board's 2008 Regulations, and agrees to a monetary penalty of \$500.00 for each violation of Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, for violation of Count 1, Snyder agrees to complete at least three (3) classroom hours of Board-approved continuing education pertaining to Escrow Management and provide proof of attendance and successful completion within six (6) months of the effective date of the Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal of license. The motion passed unanimously. Members voting "Yes" were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems. Ms. Grimsley abstained from the vote.

**File Number 2013-03223, Jodie Ann Snyder**

Ms. Martine gave the Board a legislative and regulation update. No action was taken by the Board.

**Administrative Issues**

Mr. Hoover gave the report from the March 12, 2014, Real Estate Education Committee meeting. A motion was made by Mr. Hoover and seconded by Ms. Ferebee to approve the Education Committee report. The motion passed

**Education**

unanimously. Member voting “Yes” were Do, Ferebee, Funkhouser, Grimsley, Hoover, Noonan and Odems.

There being no further business, the Board adjourned at 10:35 A.M.

**Adjourn**

---

Joseph Funkhouser, II, Chair

---

Nick Christner, Acting Secretary

DRAFT