

Minutes of Meeting

VIRGINIA REAL ESTATE BOARD  
INFORMAL FACT-FINDING CONFERENCES  
DECEMBER 3, 2003 (2:00 P.M.)

The Virginia Real Estate Board convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

S. Ronald Owens, Board Member, Presided and Marjorie Clark, Board Member, Assisted.

Douglas W. Schroder appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD.

Disc=Disciplinary Case

R=Respondent/Regulant

Participants

Patricia Dowdy Helquist  
File Number 2003-00286 (Disc)

Patricia – R

The meeting adjourned at 3:00 p.m.

Virginia Real Estate Board

  
S. Ronald Owens, Chairman

  
Louise Fontaine Ware, Secretary

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IN THE  
COMMONWEALTH OF VIRGINIA  
REAL ESTATE BOARD

**In Re:**

Patricia Dowdy Helquist  
Richmond, VA 23230

File Number 2003-00286  
License Number 0225027521

**CONSENT ORDER**

Respondent Patricia Dowdy Helquist ("Helquist") was at all times material to this matter a licensed Real Estate Salesperson in Virginia (No. 0225027521).

As a result of this status, Helquist recognizes and acknowledges being subject to and bound by the Regulations of the Real Estate Board ("Board"), as well as by all other applicable Virginia laws.

A violation of these Regulations has been reported and investigated. These matters were considered on December 3, 2003 in an Informal Fact Finding Conference ("IFF") pursuant to the Administrative Process Act §§2.2-4019 and 2.2-4021 of the 1950 Code of Virginia, as amended. This IFF was held in Richmond, Virginia and was attended by Helquist. Board Member S. Ronald Owens and Marjorie Clark presided at the IFF.

The Board's duly designated representative has found sufficient evidence to believe that:

**Summation of Facts**

1. On May 17, 2002, in the Circuit Court of Goochland County, Patricia Dowdy Helquist (Helquist) was convicted and sentenced for assaulting a police officer, a felony, in violation of § 18.2-57(c) of the Code of Virginia.
2. The Circuit Court sentenced Helquist to 5 years incarceration and placed her on probation for a period of 2 years.

3. Helquist reported her conviction to the Board on July 23, 2002, when she applied to activate her salesperson's license.

4. During the IFF, Helquist stated that she was incarcerated for a period of 6 months and she is expected to be released from probation in January of 2004, due to her voluntary participation in the 12 month substance abuse rehabilitation program through "New Life for Youth". Helquist apologized to the Board for her actions involving the felony conviction and her failure to report the conviction within 30 days to the Board. Helquist stated that since her license was on inactive status, at the time of the conviction and incarceration, that it did not occur to her to report the conviction within the 30 day period.

The Board and Helquist, as evidenced by the signatures affixed below, enter into this Consent Order. Helquist knowingly and voluntarily waives any further proceedings in this matter under Administrative Process Act §§2.2-4020 and 2.2-4021 of the 1950 Code of Virginia, as amended.

Further, by signing this Consent Order, Helquist acknowledges an understanding of the charges. Helquist hereby admits to the violation(s) of the Board's Regulations and consents to the following term(s) by the Board:

**Count 1: 18 VAC 135-20-260(5) (Effective January 1, 1999)**

**Helquist's having been convicted or found guilty regardless of adjudication in any jurisdiction of the United States of a misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury, or any felony, there being no appeal pending therefrom or the time for appeal having elapsed. Any plea of nolo contendere shall be considered a conviction for the purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence of the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt, constitutes unworthy and incompetent conduct, in violation of the Board's 1999 Regulation 18 VAC 135-20-260(5).**

**Helquist agrees to pay a monetary penalty of \$200.00 for violation of the regulation.**

**Count 2: 18 VAC 135-20-260(6) (Effective January 1, 1999)**

**Helquist's failure to inform the board in writing within 30 days of pleading guilty or nolo contendere or being convicted or found guilty regardless of adjudication of any felony or of a misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury is a violation of the Board's 1999 Regulation 18 VAC 135-20-260(6).**

Helquist agrees to pay a monetary penalty of \$100.00 for violation of the regulation.

Helquist also agrees to satisfactorily complete a 2 hours course in Ethics, Standards of Conduct and Real Estate Laws and Regulations, from a Board approved school, within one year from the date of the acceptance of this Consent Order by the Board, and report completion of this course to the Board in a form acceptable to the Board.

Additionally, Helquist and her broker shall be required to report to the Board, on a quarterly basis for a term of two years, from the date Helquist's real estate salesperson's license is activated.

Helquist also agrees to pay Board costs in the amount of \$200.00.

The above monetary penalties, costs or sanctions are to be paid/performed within thirty days of the effective date of this consent order. Helquist acknowledges the monetary penalty and costs as a debt to the Commonwealth and agrees that in the event of a default, or the return of a check for insufficient funds, Helquist will be responsible for a penalty fee of 10% and interest at the underpayment rate prescribed in Section 58.1-15 of the 1950 Code of Virginia, as amended, and for all reasonable administrative costs, collection fees, or attorney's fees incurred in the collection of whatever funds are due.

Helquist acknowledges that failure to pay the penalty, the costs, or to comply with all terms of this Order within the specified time period, shall result in the automatic suspension of Helquist's license until such time as there is compliance with all terms of this Order. Helquist understands the right to have this automatic suspension considered in an IFF pursuant to the Administrative Process Act §§2.2-4019 and 2.2-4021 of the 1950 Code of Virginia, as amended, but knowingly and voluntarily waives any rights to the proceeding and hereby waives any further proceedings under the Administrative Process Act §§2.2-4020 and 2.2-4021 of the 1950 Code of Virginia, as amended.

The effective date of this Order shall be the date of execution by the Board.

SEEN AND AGREED TO:

\_\_\_\_\_  
Patricia Dowdy Helquist

\_\_\_\_\_  
Date

CITY/COUNTY OF \_\_\_\_\_  
COMMONWEALTH OF VIRGINIA

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SO ORDERED:**

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

Real Estate Board

BY: \_\_\_\_\_  
Louise Fontaine Ware, Secretary

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Custodian of the Records