

**Minutes of Meeting  
VIRGINIA REAL ESTATE BOARD  
INFORMAL FACT-FINDING CONFERENCES  
NOVEMBER 18, 2004 (3:00 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.

Sharon P. Johnson, Board Member, presided. No other Board Members were present  
Amy C. Chappell appeared for the Department of Professional and Occupational Regulation.

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

The Summaries or Consent Orders are attached unless no decision was made.

Disc=Disciplinary Case  
Lic=Licensing Application

C=Complainant/Claimant  
A=Applicant  
R=Respondent/Regulant  
PB=Principal Broker  
SA=Sales Agent  
Invest=Investigator  
W=Witness

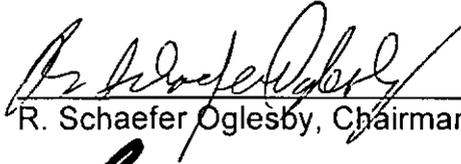
**PARTICIPANTS**

1. Dianne G. Flournoy  
File Number 2005-00386 (Lic)

Dianne Flournoy – A  
Lawrence Marshall – A's Atty

The meeting adjourned at 4:10 p.m.

Virginia Real Estate Board

  
\_\_\_\_\_  
R. Schaefer Oglesby, Chairman

  
\_\_\_\_\_  
Louise Fontaine Ware, Secretary

COPY TESTE:

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Custodian of Records

**IN THE  
COMMONWEALTH OF VIRGINIA  
REAL ESTATE BOARD**

Re: Dianne G. Flournoy  
Application

File Number: 2005-00386

**SUMMARY OF THE INFORMAL FACT-FINDING CONFERENCE**

On August 5, 2004, the Notice of Informal Fact-Finding Conference ("Notice") was mailed, via certified mail, to Dianne G. Flournoy, c/o Lawrence E. Marshall, Counsel for Applicant. The Notice included the Informal Fact-Finding Conference Referral Memorandum, which contained the facts regarding the application. The certified mail was signed for and received. On October 6, 2004, Flournoy requested a continuance, which was granted. On October 14, 2004, a letter rescheduling the Informal Fact-Finding Conference ("IFF Conference") was sent to Flournoy, c/o Mr. Marshall, which was signed for and received.

On November 18, 2004, the IFF Conference convened at the Department of Professional and Occupational Regulation.

The following individuals participated at the IFF Conference: Dianne G. Flournoy, Applicant; Lawrence E. Marshall, Counsel for Applicant; Amy Chappell, Staff Member; and Sharon Johnson, Presiding Board Member.

**RECOMMENDATION**

Based upon the evidence and the IFF Conference, the following is recommended regarding the application requirements as outlined in the IFF Conference Referral Memorandum:

During the IFF Conference, Flournoy testified that she initially received her salesperson's license in 1978, and received her broker's license in 1981. In September of 2000, Flournoy went on a prolonged trip out of the country, and did not return until 2003. Upon realizing that the re-instatement period had expired, she obtained her salesperson's license by examination in March of 2004, and she continues to complete industry-related education courses. Among her accomplishments are the Realtor of the Year award for the Richmond Association of Realtors ("RAR"), serving as RAR's President, recipient of the Code of Ethics Award, and recipient of the C. Porter Vaughan, Jr. Outstanding Service Award. Flournoy also received her CRB designation in 1985. Flournoy presented several letters from upper management of Long & Foster Realtors testimonial to her ability and value to the company. Based on her extensive experience and accomplishments in the real estate profession, I recommend that the Board exercise its discretion to waive the pre-licensing education and experience requirements and approve her application for a broker's license. According to the IFF

Conference Memorandum (Board Exh. 1, p.1), Flournoy is required to take the broker's examination.

By: \_\_\_\_\_  
Sharon Johnson  
Presiding Board Member

Real Estate Board

Date: \_\_\_\_\_



REGULATORY PROGRAMS DIVISION  
APPLICATION REVIEW  
INFORMAL FACT FINDING CONFERENCE REFERRAL MEMORANDUM

To: Adjudication Section, Enforcement Division      Date: 7/30/04  
From: Christine Martine      Board: Real Estate  
Re: Applicant Name: Dianne G. Flournoy  
Applied For:    X    License      Certification      Registration

Type Applied For: Broker by Examination  
(as marked on application)

Reviewed By:      Board Member  
  
Christine Martine  
Staff Member

IFF Requested by Whom: Applicant through her attorney

When: 7/23/04      How: Telephone  
(date)      (letter, telephone, etc.)

COMMENTS: THIS APPLICANT IS SEEKING WAIVER OF BOTH THE PRE-LICENSING EDUCATION AND EXPERIENCE REQUIREMENTS THEREFORE IT NEEDS TO BE HEARD BY A BOARD MEMBER. IF THE BOARD APPROVES THE WAIVER REQUEST, THE APPLICANT MUST TAKE THE EXAMINATION BEFORE RECEIVING A LICENSE.

BASIS UPON WHICH APPLICANT MAY NOT MEET BOARD REGULATORY REQUIREMENTS:  
EDUCATION AND EXPERIENCE VERIFICATION

Pursuant to VA Code or Board Regulation §: 18 VAC 135-20-40.1 and 2; and §54.1-2105.B

*Facts:* (Include name of Court, convicted of, Code §, misdemeanor or felony and date of order.)

Dianne G. Flournoy applied for a broker license by examination on May 7, 2004, and did not meet the education and experience verification requirements on her application as follows:

Dianne G. Flournoy did not provide evidence of meeting the current educational requirements of completion of 12 semester hours (180 hours) of instruction in real estate courses.

Dianne G. Flournoy did not provide independent verification of experience showing that she was actively engaged as a real estate salesperson and/or broker for 36 of the 48 months preceding her application for licensure.

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

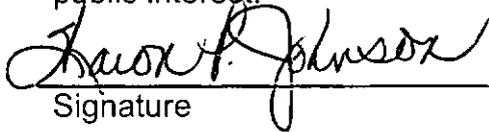
TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

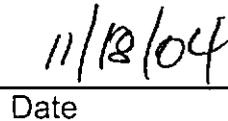
1. Name: Sharon Johnson
2. Title: Presiding Board Member
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on November 18, 2004
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

  
Signature

  
Date