

**Minutes of Meeting  
REAL ESTATE BOARD  
INFORMAL FACT-FINDING CONFERENCES  
February 7, 2012**

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

Kristin M. Clay, Presiding Officer, presided. No Board members were present.

Candace M. Howard, appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Tammie M. Brown, CCR and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case  
Lic = Licensing Application  
RF = Recovery Fund Claim

C = Complainant/Claimant  
A = Applicant  
R = Respondent/Regulant  
W = Witness  
Atty = Attorney  
Inv = Investigator

**Participants**

1. Minerva Smith  
File Number: 2012-01269  
Start Time 9:05 a.m.  
End Time: 9:36 a.m.  
**NO DECISION MADE**

A- Minerva Smith  
W- Alicia Duggin

2. Daysha Rose  
File Number: 2012-01270  
Start Time: 9:42 a.m.  
End Time: 9:55 a.m.  
**NO DECISION MADE**

A- Daysha Rose

3. Judith Brownlow  
File Number: 2012-01271  
Start Time: 10:02 a.m.  
End Time: 10:20 a.m.  
**NO DECISION MADE**

A- Judith Brownlow

4. Brian D. Olson  
File Number: 2012-01846  
Start Time: 2:43 p.m.

A- Brian D. Olson

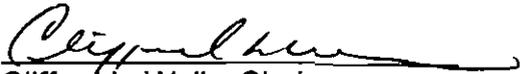
End Time: 2:58 p.m.  
**NO DECISION MADE**

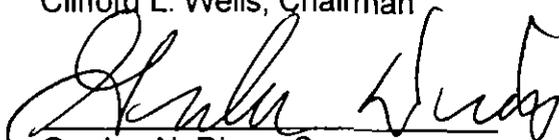
5. Tierra N. Walker  
File Number: 2012-01845  
Start Time: 3:10 p.m.  
End Time: 3:28 p.m.  
**NO DECISION MADE**

A – Tierra N. Walker  
W- Jerry Sheeley

The meeting adjourned at 3:28 p.m.

Real Estate Board

  
Clifford L. Wells, Chairman

  
Gordon N. Dixon, Secretary

COPY TESTE:

\_\_\_\_\_  
Custodian of Records

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

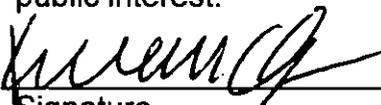
**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

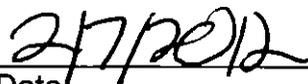
1. Name: Kristin M. Clay  
Title: Presiding Officer
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on February 7, 2012
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

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