

**Minutes of Meeting
REAL ESTATE BOARD
INFORMAL FACT-FINDING CONFERENCES
July 18, 2012**

The Department of Professional and Occupational Regulation convened in Richmond, Virginia, an Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Ann-Marie Brigil, 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. Stephanie A. Duke
File Number: 2012-03571
Start Time 11:49 a.m.
End Time: 12:11 p.m.
NO DECISION MADE

A- Stephanie A. Duke
W- Maria Fitzgerald

2. Emily Urban
File Number: 2012-03626
Start Time: 2:16 p.m.
End Time: 2:29 p.m.
NO DECISION MADE

A- Emily Urban

The meeting adjourned at 2:29 p.m.

Real Estate Board


Clifford L. Wells, Chairman


Gordon N. Dixon, Secretary

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

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

1. Name: Ann-Marie Brigil
Title: Presiding Officer
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on July 18, 2012
5. Nature of Personal Interest Affected by Transaction: _____
CPME

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.

Ann-Marie Brigil

Signature

7/18/2012

Date