

**Minutes of Meeting  
REAL ESTATE BOARD  
INFORMAL FACT-FINDING CONFERENCES  
September 11, 2012 (10:00 a.m.)**

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

Sandee Ferebee, Board member, presided. No other Board members were present.

Doug Schroder and Jennifer Winters 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  
Trades = Tradesmen Disciplinary Case/Application

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

**Participants**

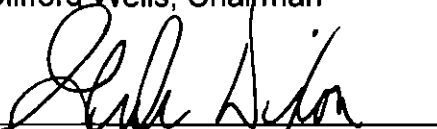
1. Dionetta N. Boone  
File Number 2012-03286 (Lic.)  
(NO DECISION MADE)

Craig Coffee – W

The meeting adjourned at 10:26 a.m.

REAL ESTATE BOARD

  
\_\_\_\_\_  
Clifford Wells, Chairman

  
\_\_\_\_\_  
Gordon Dixon, Secretary

COPY TESTE:

\_\_\_\_\_  
Custodian of Record

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

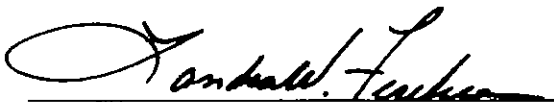
**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Sandee Ferebee  
Title: Presiding Board Member
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on September 11, 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

9-11-12  
Date