

REAL ESTATE BOARD
Minutes of Meeting
LICENSING INFORMAL FACT-FINDING CONFERENCES
October 9, 2012

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

Ann-Marie Brigil, Presiding Board Member, presided. No other Board Members were present.

Ronda Holmes appeared on behalf of 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

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

Participants

1. Douglas N. Rubsam – Lic
File Number: 2013-00330
Start Time: 1:54 pm
End Time: 2:17 pm
A – Douglas Rubsam (by telephone)

NO DECISION MADE

2. Ken Warren Keys, Jr. – Lic
File Number: 2013-00331
Start Time: 2:20 pm
End Time: 2:40 pm
A – Ken Keys

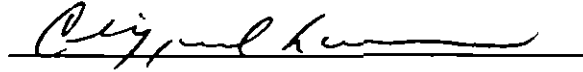
NO DECISION MADE

3. Kelly M. Smith - Lic
File Number: 2013-00400
Start Time: 2:48 pm
End Time: 3:03 pm
A – Kelly Smith

NO DECISION MADE

The meeting adjourned at 3:05 p.m.

REAL ESTATE BOARD



Clifford Wells, Chair



Gordon 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: Anne-Marie Brigil
- Title: Presiding Officer
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on October 9, 2012
5. Nature of Personal Interest Affected by Transaction: _____
none
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.
- Anne-Marie Brigil 10/9/2012
Signature Date