

**OKLAHOMA ABSTRACTORS BOARD**  
**MINUTES OF REGULAR MEETING**  
**August 15, 2023**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Vice-Chairperson Darla Ringo at 10:00 a.m., at the OLERS Conference Room, 421 NW 13<sup>th</sup> Street, Suite 100, Oklahoma City, Oklahoma.
2. Sue Ann Loggains called the roll. Attending were: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Scott Ward arrived late, but took over after roll was called.
3. The Minutes of the Regular Meeting of the OAB, conducted on July 18, 2023, were reviewed and Ms. Smith noted that there was a minor error caught by Mr. Koller where the automatic numbering had gotten off order and that there was no error in content, just the number which she would correct. A motion was made by Ms. Loggains to approve the minutes with those corrections. The motion was seconded by Ms. Ringo. Motion carried.  
Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.
4. **Chairperson's Report-Scott Ward:** Mr. Ward had no report.
5. **Administrator's Report (Board Report):** Ms. Smith reported that there had been some restructuring of OMES and they have closed the testing center. To allow people to continue to have the opportunity to test throughout the year, the OAB will return to the practice of offering the exam in their offices. It will follow the same every other month format, the third Thursday of the month, every other month starting in January.

In addition, we've been informed that we are required to update our website to a new platform to provide continuity for the consumer and match the state's branding. The estimate for the migration and update is a little over \$11,000.

Ms. Loggains asked that the ability to search the directory by county be implemented.

Mr. Coffman asked if the staff would be doing the migration or OMES. Ms. Smith responded that it would all be handled by OMES.

Ms. Loggains asked how it would be paid for since we didn't budget for it. Ms. Smith said that even though it's not budgeted, mostly because we didn't get the figures in time to budget for them, and because it's a mandated expense, it will simply be taken out of our available cash balance.

Mr. Kent added that he didn't think the price was bad because a lot of times it can be very expensive to do this type of thing. Ms. Yates agreed.

6. **Committee Reports.**

a.) **Budget and Finance – Jeff Mapes:** Mr. Mapes gave an update on the budget reporting that the annual budget is \$312,750.00 with encumbrances of \$79,579.87, which gives us a total Year-To-Date Encumbrances and Expenses of \$81,103.71 and a variance of \$180,840.77. The revenue for the month of April was \$38,750.00 and expenses were \$21,696.56 which leaves us with an ending cash balance of \$1,008,611.22. After review and discussion, a motion was made by Mr. Mapes to approve the report as presented. Second by Mr. Kent. Motion carried.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman reported that the Rules Committee has not met yet, but that they would be taking up the issue in Title 5 regarding electronic abstract conversions.

c.) **Licensing and Testing-Rex Koller:** Mr. Koller reported that since the last board meeting, there were ten testers since the last board meeting and nine passed. The next testing date is September 21<sup>st</sup> at the OAB offices.

d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been fifteen inspections since the last Board Meeting and all companies were found to be in order with the exception of two. One had a missing probate and the other had two orders late. Ms. Smith asked for a motion to accept the inspection reports as presented and approval of the action recommended by the Enforcement Committee and issuance of consent orders. A motion was made by Mr. Lower. Second by Ms. Yates. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

Abstention: Mr. Koller and Ms. Ringo abstained from those reports related to their employer's businesses.

e.) **Enforcement Committee Reports-Jeff Lower:**

**Applications for Licenses:** Presented to the Board for approval was a list of applicants for abstract licenses or renewals, which are set out in the attachments hereto. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve all the licenses presented, subject to administrative review and to make sure all compliance issues were met, and appropriate fees paid. Second by Ms. Yates. Motion passed.

Ms. Loggains asked about the licenses not showing payment had been made and Ms. Smith confirmed those fees had been received.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Mr. Koller and Ms. Ringo abstained from those reports related to their employer's businesses.

**Renewal of Certificate of Authority (With No Changes):** Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet by American Eagle Title and Abstract, LLC (Tulsa), American Eagle Title Group, LLC dba Lincoln County Title Company, Buffalo Land Abstract Company, Inc. (Osage), Great Plains Investments, LLC dba Bailey's Abstract & Title (Greer), Modern Abstract and Title, LP (Marshall), Oklahoma Digital Abstract, LLC dba American Eagle Abstract Rogers County, SCA Title, LLC dba Leflore County Abstract & Title. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Ms. Loggains. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

**Renewal of Certificate of Authority (With Fee Changes):** Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet by American Eagle Abstract of Cleveland County. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Ms. Yates. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

**Rate Changes Only:** Presented to the Board for approval were amended rate sheets by Sulphur Abstract & Title Co. LLC. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the amended rate sheet. Second by Ms. Yates. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

**Complaint OAB-2023-W145:** The complainant stated that they received an order for abstracting, but the consumer erroneously dropped the base abstract at the competitor's office. The employee at the location was unsure what to do so a realtor who shares office space with the company stepped in to help. She issued a receipt and then when it was revealed that the abstract should have been delivered across the street, the Realtor insisted upon having the receipt back from the consumer instead of just documenting it and releasing the abstract. The abstract was eventually released to the Complainant later that day. The Enforcement Committee recommends a letter of caution regarding allowing non-company personnel to be involved in the COA holder's business transactions and that employees be instructed to look to an appropriate representative of the abstract company for guidance if they're unsure what to do. Ms. Smith asked for a motion to approve the action recommended by the Enforcement Committee and closure of the complaint. A motion was made by Mr. Kent. Second by Ms. Yates. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

7. **New Business:** Mr. Ward asked for new business. There was none.
8. **Report Legal Counsel-Whitney Herzog Scimeca:** Ms. Scimeca reported that the case in Carter County has been sent to Love County but there was some discussion about the filing fee which was mostly settled. It isn't showing up as filed by Love County yet. She has also been working with the Enforcement Committee.

Ms. Scimeca noted that there will never be anything under new business because the only thing what would be under new business is something that had come up since the filing of the agenda.

9. **Visitor's Comments:** Mr. Ward asked for any visitor comments. Ms. Terri Parrish thanked the Board for allowing Mr. Coffman to attend the Oklahoma Land Title Association's Summer Meeting to give an update.
10. **Announcement of next meeting:** Tuesday, September 19, 2023, at 10:00 a.m., 421 NW 13<sup>th</sup> Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. **Adjournment:** Mr. Ward asked for a motion to adjourn the meeting. Motion was made by Ms. Ringo. Second by Mr. Coffman. Motion passed.  
Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.