

OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
January 18, 2022

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Randy Coffman at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. J. Thomas called the roll. Attending were: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller.
3. The Minutes of the Regular Meeting of the OAB, conducted on December 21, 2021, were reviewed. A motion was made by Mr. McDowell to approve the minutes as presented. The motion was seconded by Mr. Mapes. Motion carried.
Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
Nos: None.
4. **Chairperson's Report-Randy Coffman:** Mr. Coffman reported that there would be an Administrative hearing at the next meeting and stated that he needed all Board Members to be in attendance. The hearing will be held in the afternoon.
5. **Administrator's Report (Board Report):** Ms. Smith reported that there is still progress being made on online licensing.
6. **Committee Reports.**
 - a.) **Budget and Finance – Jeff Mapes:** Mr. Mapes gave an update on the budget reporting that the annual budget is \$280,955.00 with encumbrances of \$47,540.20, which gives us a total Year-To-Date Encumbrances and Expenses of \$154,475.07 and a variance of \$126,479.93. The revenue for the month of December was \$66,665.00 and expenses were \$18,029.79 which leaves us with an ending cash balance of \$820,295.39. After review and discussion, a motion was made by Mr. Mapes to approve the report as presented. Second by Mr. Thomas. Motion carried.
Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
Nos: None.
 - b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman reported that the Rules have been submitted to the Secretary of State's office and we have entered the Rulemaking process. The Public Hearing for the rule changes will take place during the March Board Meeting. Existing Permit holders have also been notified of the proposed rule changes since they will be directly impacted.
 - c.) **Licensing and Testing-Ken McDowell:** Mr. McDowell reported that there had been no one take the test since the last Board Meeting. January 27th is the next opportunity to take the exam.

- d.) **Inspections-Katherine Smith:** Ms. Smith reported that there are reports for two companies in the packet. Both companies had indexing issues and one of the companies had five delayed orders. The recommendations from the Enforcement Committee are included in the packet. Ms. Smith asked for a motion to approve the inspection reports as presented and accept the recommendation of the Enforcement Committee. A motion was made by Mr. Koller. Second by Mr. McDowell. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
Nos: None.

Ms. Smith also pointed out that there is one Consent Order in the packet related to an inspection finding. She asked for a motion to accept the Consent Orders and authorization for the Chairperson to sign off on those orders. A motion was made by Mr. Mapes. Second by Mr. McDowell. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
Nos: None.

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

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. Mapes 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 Mr. Thomas. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
Nos: None.

Renewal of Certificate of Authority (With NO Fee Changes): Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet by American Eagle Title Insurance Company (Oklahoma), Antlers Abstract & Title (Pushmataha), Caddo County Abstract Company, Duncan Abstract Company (Stephens), Greer Guaranty Abstract Company (Greer), Guaranty Abstract & Title Co., Inc. (Texas), Hugo Abstract & Title, LLC (Choctaw), Latimer County Abstract & Title Company, Lincoln Abstract & Guaranty, LLC dba Smith Brothers Abstract, LLC (Lincoln), Pioneer Abstract & Title Company (Harper), Solomon Abstract LLC dba Solomon Abstract Co. (Kingfisher), Stephens County Abstract Co., The Musselman Abstract Company (Washington), Tishomingo Abstract Company, LLC (Johnston), Wagoner County Abstract Company, LLC, and Washita Valley Abstract & Title, LLC (Grady). A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve the applications. Second by Ms. Lower. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller
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 First American Title Insurance Company (Cleveland), First American Title Insurance Company (Oklahoma), First American Title Insurance Company (Pottawatomie), Home Title Guaranty Co (Pontotoc), and Jamaican Eagle Data, Limited (Logan). A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve the applications. Second by Mr. Thomas. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

Abstention: Mr. McDowell abstained from voting on those applications pertaining to his business interests.

Fee Changes Only: Presented to the Board for approval were amended rate sheets by Okmulgee Land Title Company (Okmulgee), and Title Abstract Company (Nowata). A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve fee changes. Second by Mr. Lower. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

Complaints OAB-2021-W119: Ms. Smith outlined the complaint which alleged a delayed completion of an abstract. Upon gathering the information from the Complainant and Respondent, it was discovered that initially an incorrect abstract was provided by the closing company. Once the correct abstract was received, the abstract was completed within guidelines and therefore, there is no violation. The Enforcement Committee recommends closure of the complaint without further action. A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve the recommended closure. Second by Mr. McDowell. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

Complaints OAB-2021-W121: Ms. Smith outlined the complaint which alleged a delayed completion of an abstract. Upon gathering the information from the Complainant and Respondent, it was discovered that the abstract was completed five days outside of guidelines and the penalty recommended by the Enforcement Committee is enclosed in the packet. A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve the recommended actions. Second by Mr. Koller. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

Complaints OAB-2021-W122: Ms. Smith outlined the complaint which alleged a delayed completion of an abstract. Upon gathering the information from the Complainant and Respondent, it was discovered that once the legal description was clarified the abstract was completed within guidelines and therefore, there is no violation. The Enforcement Committee recommends closure of the complaint without further action. A motion was made by Mr. Mapes on behalf of the Enforcement

Committee to approve the recommended closure. Second by Mr. Lower. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

Complaints OAB-2021-W123: Ms. Smith outlined the complaint which alleged a delayed completion of an abstract. Upon gathering the information from the Complainant and Respondent, it was discovered that the abstract was completed one day outside of guidelines. The penalty recommended by the Enforcement Committee is enclosed in the packet. A motion was made by Mr. Mapes on behalf of the Enforcement Committee to approve the recommended actions. Second by Mr. Thomas. Motion passed.

Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.

7. **New Business:** Mr. Coffman asked for new business. There was none.
8. **Report Legal Counsel-John Settle:** Mr. Settle, sitting in for Ms. Scimeca said that she has nothing to report.
9. **Visitor's Comments:** Mr. Coffman asked for any visitor comments. There were none.
10. **Announcement of next meeting:** Tuesday, February 15, 2022, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. **Adjournment:** Mr. Coffman asked for a motion to adjourn the meeting. Motion was made by Mr. McDowell. Second by Mr. Koller. Motion passed.
Yeas: J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, and Rex Koller Nos: None.