

OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
July 15, 2025

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Rex Koller at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Darla Ringo called the roll. Attending were: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Absent: Darin Kent and Sue Ann Loggains.
3. The Minutes of the Regular Meeting of the OAB, conducted on June 17, 2025, were reviewed. A motion was made by Mr. Lower to approve the minutes as presented. The motion was seconded by Mr. Mapes. Motion carried.
Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.
4. **Chairperson's Report – Rex Koller:** Mr. Koller stated that he's grateful for being chosen as Chairperson and will do his best. The committee assignments have been made and remain largely unchanged from last year.
5. **Administrator's Report (Board Report):** Ms. Smith reported that the office was still busy with Ayla being out, but they're doing fine.
6. **Committee Reports.**
 - a.) **Budget and Finance–Scott Ward:** Mr. Ward gave an update on the budget for the previous month. The annual budget is still \$276,789.000 with encumbrances of \$42,152.58, which gives us a total Year-To-Date Encumbrances and Expenses of \$282,554.46 and a variance of \$14,234.54. The revenue for the month was \$29,494.21 and expenses were \$24,822.91 which leaves us with an ending cash balance of \$1,078,078.54. After review and discussion, Mr. Ward made a motion to approve the report as presented. Second by Ms. Ringo. Motion carried.
Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.
 - b.) **Rules and Regulations – Rex Koller:** Mr. Koller reported that he had spoken with Mark Luttrull since he's the OLTA liaison with the board and discussed potential rule changes. The committee will also be reviewing the Guidelines for Building an Abstract Plant to see if they need to be updated.
 - c.) **Licensing and Testing–Katherine Smith:** Ms. Smith reported that since the last board meeting there had been 10 people who took the test and nine passed. The next testing date is July 17th at the OAB offices and no one has signed up so far.

- d.) **Inspections-Lisa Collins:** Ms. Collins reported that there had been 15 inspections since the last board meeting. There were five companies that had issues with indexing and the recommendations from the Enforcement Committee are in the packet. She asked for any questions, but if there were none, she asked for a motion to approve the inspection reports as presented and authorize the action recommended by the Enforcement Committee and issuance of consent orders. A motion was made by Mr. Lower. Second by Mr. Mapes. Motion passed.

Mr. Coffman asked about the company who was missing several court cases and whether she pulled additional cases to look at. She stated that she did not check additional cases. He suggested that might be something that should be considered for future inspections. Mr. Coffman asked if the company had an explanation and Ms. Collins said they did not, but that it was verified that the court cases were behind for almost a month. Mr. Ward asked if these were companies that had already been on a follow up schedule and Ms. Collins confirmed that they had not.

Mr. Coffman suggested that the number of items reviewed as part of the inspection might be increased.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

- 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 Mr. Mapes. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Abstention: Darla Ringo and Rex Koller abstained from voting on those licenses pertaining to their employer's business holdings.

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 with fee changes by American Eagle Abstract of Canadian County, LLC, American Eagle Abstract of Cleveland County, LLC, American Eagle Title and Abstract, LLC (Tulsa), Arbuckle Closing and Escrow Services dba Arbuckle Title and Abstract (Love), Buffalo Land Abstract Company, Inc. (Osage), Chicago Title Company (Canadian), Great Plains Investments, LLC dba Bailey's Abstract & Title (Greer), Oklahoma Digital Abstract dba American Eagle Abstract Rogers (Rogers), and Sovereign Abstract and Title of McIntosh County. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Ms. Ringo. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Renewal of Certificate of Authority (With Fee Changes): Presented to the Board for approval was an application for renewal of Certificate of Authority with their rate sheet with fee changes by Oklahoma Digital Abstract dba Delaware County Abstract. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Mr. Mapes. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Rate Changes Only: Presented to the Board for approval was an amended rate sheet only by Musselman Abstract Company (Washington) and Washita Valley Abstract (Grady).

A motion was made by Mr. Lower to approve the rate sheets as presented. Second by Mr. Mapes. Motion passed.

Mr. Koller pointed out that Musselman Abstract's complete rate was one of the highest in the state. It's the same as their competitor, but needs to be monitored.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Transfer of Ownership: Presented to the Board for approval was an application for Transfer of ownership by Nowata County Abstract, LLC purchased from Title Abstract Company, Inc. (Nowata).

A motion was made by Mr. Lower to approve the rate sheet as presented. Second by Mr. Koller. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Renewal of Permit to Build: Presented to the Board for approval were applications for renewal of Permit to Build by Oklahoma Digital Abstract, LLC dba American Eagle Title & Abstract Kingfisher County. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Ms. Ringo. Motion passed.

Mr. Ward asked about the progress on the plant. Ms. Smith confirmed that they did submit a progress report which is in the packet and the company is making good progress on the Kingfisher plant.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Renewal of Permit to Build: Presented to the Board for approval were applications for renewal of Permit to Build by American Eagle Title & Abstract (Okmulgee). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Mr. Mapes. Motion passed.

Mr. Ward asked about the progress on this plant, as well. Ms. Smith confirmed that they did submit a progress report which is in the packet but the company is primarily only collecting new documents as their only form of progress.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.

Complaint OAB-2025-W152: Ms. Smith gave the details of the complaint. An order was placed on 2/27/2025 but wasn't completed within guidelines. The Respondent claims that changes were made to the order, however, there was no documentation supporting that change or the extent thereof. She referred the Board to the full recounting in their packet as well as a recommendation from the Enforcement Committee. She offered to answer questions, but if there were none, she asked for a motion to approve the action recommended by the Enforcement Committee and the issuance of a consent order. A motion was made by Mr. Lower. Second by Mr. Koller. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None

7. **Visitor's Comments:** None.
8. **New Business:** There was none.
9. **Report Legal Counsel-Whitney Herzog-Scimeca:** Ms. Scimeca stated that she had been working with the Enforcement and Rules Committees. She also pointed out a letter of counsel she had received and passed out to the Board regarding a request for an AG Opinion from a legislator. It could not be discussed because it was not on the agenda, but a request was made to put it on the agenda for next month so it could be discussed. She added that the Board's request for opinion had not been responded to yet, but might be upcoming.
10. **Announcement of next meeting:** Tuesday, August 19, 2025, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. **Adjournment:** Mr. Koller asked for a motion to adjourn the meeting. Motion was made by Ms. Ringo. Second by Mr. Ward. Motion passed.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Scott Ward. Nos: None.