

OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
March 19, 2024

1. A special meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Scott Ward at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Sue Ann Loggains called the roll. Attending were: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains.
3. The Minutes of the Regular Meeting of the OAB, conducted on February 20, 2024, were reviewed. A motion was made by Mr. Lower to approve the minutes. The motion was seconded by Mr. Mapes. Motion carried.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.
4. **Chairperson's Report - Scott Ward:** Mr. Ward reported that all is well and things are going well.
5. **Administrator's Report (Board Report):** Ms. Smith reported that some progress has been made with online licensing. Ayla is going through training currently and a licensee has been invited to test the system from the user side.
6. **Committee Reports.**
 - a.) **Budget and Finance – Jeff Mapes:** Mr. Mapes gave an update on the budget for February. The annual budget is still \$303,532.00 with encumbrances of \$44,777.54, which gives us a total Year-To-Date Encumbrances and Expenses of \$203,743.67 and a variance of \$99,789.33. The revenue for the month of February was \$41,220.00 and expenses were \$22,935.54 which leaves us with an ending cash balance of \$1,019,291.92. After review and discussion, Mr. Mapes made a motion to approve the report as presented. Second by Mr. Kent. Motion carried.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.
 - b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman reported that the rule has been submitted to the OAR and has passed its first hurdle and is going to the legislature.
 - c.) **Licensing and Testing-Rex Koller:** Mr. Koller reported that since the last board meeting, there has been no testing. The next testing date is March 21st at the OAB offices.

d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been no inspections since the last board meeting, but that March begins the inspection season and inspections have been scheduled starting the following week.

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. Ringo. Motion passed.

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

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

Renewal of Certificate of Authority (With No Changes): Presented to the Board for approval was an application for renewal of Certificate of Authority with their rate sheet by Arbuckle Closing & Escrow Service, LLC dba Arbuckle Title & Abstract (Carter), Beckham County Abstract and Title, LLC, Durant Abstract, Inc. (Bryan), Green Country Abstract and Title Co., LLC (Cherokee), Meurer Abstract and Title Company (Pawnee), Pioneer Abstract & Title Co of Muskogee, Inc. (Muskogee), Rogers County Abstract Company, Smith Brothers Abstract & Title Co., LLC (Caddo), Smith Brothers Abstract & Title Co., LLC (Washita), Stewart Title of Oklahoma, Inc (Carter), Title Abstract Company (Nowata), Tulsa Abstract & Title Co., LLC (Tulsa), and Valley Land Title Company, Inc (Sequoyah). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Ms. Loggains. Motion passed.

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

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

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 Abstract & Guaranty of Blaine County, OK Inc., Southeastern Oklahoma Abstract & Title, LLC dba Choctaw County Abstract & Title Co, Marshall County Abstract Co., LLC, Oklahoma Abstract & Title Company (Payne), Ottawa County Abstract & Title Company, Payne County Title Company, Grand Valley Abstract Title & Closing., of Pryor LLC dba Smith Brothers Abstract & Title Co., LLC (Mayes), Smith Brothers Abstract & Title Co., LLC (Tulsa), Smith Brothers Abstract & Title Co., LLC (0006) (Pittsburg), Smith Brothers Abstract & Title Co., LLC (0007) (Pittsburg), Metro Abstract Title and Closing Company of Wagoner, LLC dba Smith Brothers Abstract & Title Co., LLC (Wagoner), and Stewart Title of Oklahoma, Inc (Oklahoma). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Mr. Kent. Motion passed.

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

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

Fee Schedule Change Only: Presented to the Board for approval were amended rate sheets by University Land Title Services (Payne), Dewey County Abstract, and Fairview Abstract Company (Major). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the amended rate sheets. Second by Ms. Loggains. Motion passed.

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

Application for Transfer of Ownership: Presented to the Board for approval was an application for a Transfer of Ownership by Beckham County Abstract Co., Inc. to Beckham Abstract and Title, LLC. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Mr. Coffman. Motion passed.

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

Ms. Smith pointed out that the outgoing COA holder had two certificates, one of which is also represented under renewals, but the new owner will only be carrying the one COA going forward and the second one is being allowed to expire.

Application for Transfer of Ownership: Presented to the Board for approval was an application for a Transfer of Ownership by Sayre Abstract Company/Beckham Abstract and Title, LLC. to Beckham Abstract and Title, LLC. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the application. Second by Ms. Loggains. Motion passed.

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

Application for Renewal of Permit to Build: Presented to the Board for approval was an application for a Renewal of Permit to Build by Southern Oklahoma Abstract and Title, LLC (Atoka). 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 Ms. Smith to outline the new procedures for permits. She stated that the legislation passed in 2022 that went into effect on November 1, 2022 was written so that timeline restrictions would impact the permit holder starting with their next renewal. This company had their renewal in March of 2023 so their 3 years to be halfway done would hit as of March of 2026.

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

7. **Report Legal Counsel-Whitney Herzog Scimeca:** Ms. Scimeca gave an update on the case in Love County CV-2023-38. The status docket is set March 26, 2024 at 11:00 AM. The court asked for oral arguments and briefing for the record which the plaintiff is going to provide and has yet to be completed.
8. **Visitor's Comments:** Mr. Ward asked for any visitor comments. Ms. Loggains asked to make a comment, but Ms. Scimeca asked if it pertained to an existing agenda item. It did not, so comment is not allowed. Instructions for requesting an item be put on the agenda were pointed out. There were no other comments.
9. **Announcement of next meeting:** Tuesday, April 16, 2024, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
10. **Executive Session for Staff Reviews:** A motion was made by Ms. Ringo to enter Executive Session for the purpose of performing staff reviews. Second by Mr. Mapes.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.

A motion was made by Mr. Kent to exit Executive Session. Second by Ms. Ringo.

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

Mr. Ward stated that the board wished to provide a three percent (3%) salary increase to both staff members. A motion was made by Mr. Kent to do so. Second by Ms. Ringo. Motion passed.

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

11. **Adjournment:** Mr. Ward asked for a motion to adjourn the meeting. Motion was made by Mr. Mapes. Second by Ms. Ringo. Motion passed.
Yeas: Darin Kent, Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.