

**OKLAHOMA ABSTRACTORS BOARD  
MINUTES OF REGULAR MEETING  
October 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 13<sup>th</sup> Street, Suite 100, Oklahoma City, Oklahoma.
2. Darla Ringo called the roll. Attending were: Darla Ringo, Jeff Lower, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Ms. Yates arrived late due to an unavoidable delay.
3. The Minutes of the Regular Meeting of the OAB, conducted on September 20, 2022, were reviewed. A motion was made by Ms. Ringo to approve the minutes as presented. The motion was seconded by Mr. Lower. Motion carried.  
Yeas: Darla Ringo, Jeff Lower, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.
4. **Chairperson's Report-Randy Coffman:** Mr. Coffman reported that the expected interim study requested by Senator Bullard was cancelled and has not been rescheduled. Mr. Ward said that he didn't feel that the matter was settled just because the meeting was cancelled, but that the Board should pay attention to upcoming legislation.
5. **Administrator's Report (Board Report):** Ms. Smith reported that she will not be at the November Board Meeting but Ayla will be stepping in for her.
6. **Committee Reports.**
  - a.) **Budget and Finance – Lisa Yates:** Ms. Yates gave an update on the budget reporting that all appeared to be in order with the financial reports. Ms. Smith stated that some of the budget items had been adjusted once contracts from OMES had been received and that unneeded outstanding encumbrances would start to fall off. After review and discussion, a motion was made by Ms. Yates to approve the report as presented. Second by Mr. Ward. Motion carried.  
Yeas: Darla Ringo, Jeff Lower, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.
  - b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman announced that there would be meeting after the Board Meeting to review considerations for rule changes and potential legislation.
  - c.) **Licensing and Testing-Rex Koller:** Mr. Koller reported that there had been no one take the test and both passed since the last board meeting. The next testing date is November 2<sup>nd</sup> as part of the OLTA's Basic Abstractors School and on November 17<sup>th</sup> at the testing center.

- d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been five inspections since the last board meeting and that the findings could be found in the packet along with penalties recommended by the Enforcement Committee. She asked for a motion to approve the consent orders as presented and the action recommended by the Enforcement Committee. A motion was made by Mr. Ward on behalf of the Enforcement Committee. Second by Ms. Yates. Motion carried.  
Yeas: Darla Ringo, Jeff Lower, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.  
Abstention: Mr. Koller abstained from voting on the report related to his business interests.

**Consent Orders:** Ms. Smith reported that there is a consent order in the packet, related to inspections reviewed at a previous board meeting. The Respondent has agreed to the order, signed it and returned it with the penalty. Ms. Smith asked for a motion to accept the consent orders and authorize the Chairperson to sign off of them. A motion was made by Mr. Ward. Second by Ms. Ringo. Motion passed.

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

- e.) **Enforcement Committee Reports-Scott Ward:**

**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. Ward 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.

Yeas: Darla Ringo, Jeff Lower, 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 Abstract Company of McClain County, Inc, and Okmulgee Land Title Company. A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the applications. Second by Ms. Ringo. Motion passed.

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

**Complaints OAB-2022-W139:** Ms. Smith reported that the complaint was regarding a delay in the completion of an abstract. After review, the Enforcement Committee states that the abstract was completed only one day late but there appears to still be some process issues within the organization so a higher than typical fine is recommended. The recommendation of the Enforcement Committee is listed in the packet along with the penalty. Ms. Smith asked for a motion to approve the recommended action from the Enforcement Committee and the issuance of a consent order. A motion was made by Mr. Ward on behalf of the Enforcement Committee. Second by Ms. Yates. Motion passed.

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

**Complaints OAB-2022-W140:** Ms. Smith reported that the complaint was regarding items left out of an abstract and unnecessary items included. After review, the Enforcement Committee states it does not appear that any items were left out of the abstract. There is potentially a scrivener's error where an easement is mentioned on the document referenced in the complaint, but that easement was retained by the Grantor and not created in such a way that it attached to the property's legal description. The recommendation of the Enforcement Committee is that the investigation be terminated, and the complaint closed. Ms. Smith asked for a motion to approve the recommended action from the Enforcement Committee. A motion was made by Mr. Ward on behalf of the Enforcement Committee. Second by Mr. Koller. Motion passed.

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

7. **New Business:** Mr. Coffman asked for new business. There was none.
8. **Report Legal Counsel-Joseph Ashbaker:** Mr. Ashbaker had no report on behalf of Ms. Scimeca but gave an update regarding the Order pertaining to the Administrative Hearing completed at last month's Board Meeting. Ms. Yates asked how long the Respondent had to appeal. Mr. Ashbaker said that he thought it was thirty days, but could not state positively that was correct.
9. **Visitor's Comments:** Mr. Coffman asked for any visitor comments. There were none.
10. **Announcement of next meeting:** Tuesday, November 15, 2022, at 10:00 a.m., 421 NW 13<sup>th</sup> Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma. The Chairperson recused the three members of the Enforcement Committee from the remainder of the meeting.
11. **Adjournment:** Mr. Coffman asked for a motion to adjourn the meeting. Motion was made by Ms. Ringo. Second by Mr. Ward. Motion passed.  
Yeas: Darla Ringo, Jeff Lower, Lisa Yates, Randy Coffman, Rex Koller, Scott Ward, and Sue Ann Loggains. Nos: None.