

## MEETING

WEST VIRGINIA REAL ESTATE COMMISSION  
300 CAPITOL STREET, SUITE 400  
CHARLESTON, WEST VIRGINIA 25301

December 15, 2021

The Commission met in regular session, at 301 Foxcroft Avenue, Martinsburg, WV on December 15, 2021. The following were in attendance:

Robert D. Kennen, Chairman  
James S. Walker, Vice Chairman  
Robert Wright II, Secretary  
Joseph Bevil, Commissioner  
Margaret Bartles, Commissioner  
Jerry A. Forren, Executive Director  
Robert W. Rucker, Investigator  
Heather N. Casdorph, Investigator  
Anthony D. Eates, Counsel – Via Telephone

The minutes from the November 2, 2021 meeting were approved by motion made by Commissioner Wright and passed.

Commissioner Bevil moved to enter executive session to consider matters described in WV Code 6-9A-4(b)(2)(A), (4), (6) and/or (7); and passed.

Commissioner Bartles moved to return to regular session; and passed.

### Appearances

None

### BROKER APPLICANTS

Commissioner Bartles moved to approve the application, for broker license of Tylor Nicole Chichick, of Paden City, WV; and passed.

### APPLICANTS WITH SPECIAL CONSIDERATION

Commissioner Wright moved to pre-approve the application, for salesperson license, Victoria JM Spiroff, of Vienna, WV; and passed.

Commissioner Bevil moved to approve the application, for salesperson license, of Tunde B. Eletu, of Bunker Hill, NC; and passed.

Commissioner Walker moved to approve the application, for broker license, of Jessica Grace Herr, of Martinsburg, WV; and passed.

Commissioner Walker moved to approve the application, for salesperson license, of Amanda Nicole Wright, of Bluefield, WV; and passed.

Commissioner Wright moved to approve the application, for salesperson license, Catrina Nicole Tuckosh, of Valley Grove, WV; and passed.

#### OTHER LICENSURE- RELATED ISSUES

None

#### COMPLAINTS & INVESTIGATIONS

Relating to the Complaint P-22-003, Commissioner Bevil moved to find no probable cause; and passed.

Relating to the Complaint P-22-013, Commissioner Walker moved to find no probable cause; and passed.

Relating to the Complaint P-22-0014, Commissioner Bartles moved to find no probable cause; and passed.

Relating to the Complaint C-22-015, Commissioner Bevil moved to find probable cause; and passed.

Relating to the Complaint C-22-017, Commissioner Bartles moved to find probable cause; and passed.

Relating to the Complaint C-22-018, Commissioner Wright moved to find probable cause; and passed

Relating to the Complaint C-22-019, Commissioner Walker moved to find probable cause; and passed.

Relating to the Complaint C-22-020, Commissioner Bevil moved to find probable cause; and passed.

Relating to the Complaint C-22-012, Commissioner Walker moved to find probable cause; and passed.

Relating to Shultz Realty; Commissioner Wright moved to initiate complaint; and passed.

Relating to unlicensed activity; Howard W. Hannah, Broker and Zachary Scott Smith, Salesperson; Commissioner Wright moved to initiate a complaint; and passed.

Relating to unlicensed activity; Paul Katrivanos, Broker and Mary Garnett Ratchford, Salesperson; Commissioner Bevil moved to initiate a complaint; and passed.

Relating to unlicensed activity; Trisha Ann Williams, Broker and Audrea rose Grubb, Salesperson; Commissioner Bartles moved to initiate a complaint; and passed.

Relating to unlicensed activity; James J. Wilding, Broker, Commissioner Walker moved to initiate a complaint; and passed.

## REPORTS

### Executive Director Report

Executive Director Forren briefed the Commissioners on the following; the recently completed Purchasing Audit; the upcoming State Police Audit to be conducted in the 1<sup>st</sup> quarter of 2022; an update the meetings with PSI and the rollout of the Remote Proctoring application; the filing of the 2021 Annual Report; the upcoming Christmas staffing schedule and the dates of the upcoming Code review meetings. All questions and concerns were addressed.

### Broker Audit

The Broker Audit was presented. All questions and concerns were addressed.

### Budget/Financial

Executive Director Forren reviewed the year-to-date and monthly financials. All questions and concerns were addressed. Commissioner Wright moved to accept the report; and passed.

### Settlement / Compliance Report

None

### Education Report

Reviewed Annual and Monthly reports. All questions and concerns were addressed.

### Legislative Report

None

### Personnel Matters

None

## OLD & NEW BUSINESS

### New Business

Relating to the Unlicensed Activity Letter; Commissioner Wright moved to approve the letter and begin sending it out ASAP; and passed.

### Old Business / Ongoing Projects

None

## POLICIES, PRACTICES AND RULE CHANGES

The upcoming schedule was reviewed and revised. The next meeting of the Code Review Team will be held on Thursday, January 6, 2022. There will be no January Commission Meeting.

TRAVEL AND PER DIEM EXPENSES

Per Diem payments were reported by the Commissioners as follows:

|                  |        |
|------------------|--------|
| Robert D. Kennen | 4 days |
| James S. Walker  | 2 days |
| Bob Wright       | 3 days |
| Joe Bevil        | 3 days |
| Margaret Bartles | 4 days |

The next meeting of the Real Estate Commission is scheduled for Wednesday, February 16, 2022.

Commissioner Bartles made a motion to adjourn; and passed.

APPROVED: 2-16-2022

Robert Korman  
Chairman

Robert L. Wright II  
Secretary