MINUTES

The Tennessee Real Estate Commission held a meeting October 05, 2017 at 9:00 a.m. EST in the Commission Room of the Hamilton County Court House located at 625 Georgia Ave. Chattanooga, TN 37402. The Meeting was called to order by Chairman John Griess.

Chairman Griess welcomed everyone to the Board meeting.

Executive Director Caitlin Maxwell read the public disclaimer and called roll. The following Commission Members were present: Chairman Griess, Vice Chairman Commissioner Austin McMullen, Commissioner Diane Hills, Commissioner Fontaine Taylor, Commissioner Johnny Horne, Commissioner Bobby Wood, Commissioner Marcia Franks, Commissioner Gary Blume and Commissioner Rick Douglass. Quorum Confirmed. Others present: Assistant General Counsel Sarah Mathews, Assistant General Counsel Erica Smith, Assistant General Counsel Robyn Ryan, and Executive Director Caitlin Maxwell.
Hamilton County Mayor, Jim Coppinger, welcomed the Commissioners and gave a brief description of the growth that is taking place in Hamilton County and described how realtors are the first ambassadors for both Hamilton County and the City of Chattanooga.

Hamilton County Commissioner, Greg Martin, again welcomed the Commissioners and thanked them for their service and what they do for the community.

The October 05, 2017 board meeting agenda was submitted for approval.

Commissioner Franks requested to add, to commission discussions, a brief discussion about her recent attendance at the National ARELLO Conference.

Commissioner Wood requested to add, to commission discussions, the topic of wire fraud

Motion to approve the agenda as amended was made by Commissioner McMullen and seconded by Commissioner Franks. Motion passed unanimously.

Minutes for the September 06, 2017 board meeting were submitted for approval.

Motion made by Commissioner Taylor and seconded by Commissioner Horne to approve the September 06, 2017 minutes as presented. Motion passed unanimously. Commissioner Franks recused herself.

MEDICAL WAIVER REQUESTS –

Executive director Caitlin Maxwell presented before the commission, on the behalf of Clara Carter, the request for waiver of penalty fees for late renewal and license reinstatement due to medical issues that her husband faced and his subsequent passing.
Motion to approve the medical waiver request was made by Commissioner McMullen and seconded by Commissioner Wood. Motion passed unanimously.

Executive director Caitlin Maxwell presented before the commission, on the behalf of John Woodall, the request for waiver of penalty fees for late renewal and license reinstatement due to medical issues.

Motion to approve the medical waiver request was made by Commissioner Franks and seconded by Commissioner McMullen. Motion passed unanimously.

Executive director Caitlin Maxwell presented before the commission, on the behalf of Lisa Gilbert, the request for waiver of penalty fees for late renewal and license reinstatement due to medical issues. Ms. Gilbert had reached out to the prior Director requesting the waiver in April of 2017 and met all requirements then, her case was never presented before the commission and Director Maxwell is requesting that the Commission vote based on how they would have voted had they heard this request in May of 2017.

Motion to approve the medical waiver request was made by Commissioner McMullen and seconded by Commissioner Franks. Motion passed unanimously.

Commissioner Griess requested that in the future all medical waivers be submitted as a summary from the Director and her recommendation, instead of receiving the medical documents and letters.
**EDUCATION REPORT** - (Attachment A)

Executive Director Caitlin Maxwell presented the Education Report to the Commission. Motion made by Commissioner Franks to approve courses O2 – O14; motion seconded by Commissioner Hills. Motion passed unanimously.

Motion made by Commissioner Hills to approve courses O1 and O15; motion seconded by Commissioner Franks. Motion passed 8-0. Commissioner McMullen recused himself.

Commissioner Franks inquired into the process for approving courses and wants to make sure that Education Director Ross White is thoroughly reviewing to ensure that the courses are actually the length they are presented as, especially with web based courses.

Commissioner Hills made the motion to approve the two Instructors presented; seconded by Commissioner Taylor. Motion passed unanimously. Commissioner

Commissioner Hills noted that she has received several comments from the local associations letting her know how helpful Education Director Ross White has been.

Commissioner Franks made the motion to amend course O15 to be approved for 2 hours; motion seconded by Commissioner Hills. Motion passed unanimously. Commissioner McMullen recused himself.

**EXECUTIVE DIRECTORS REPORT** - (Attachment B)

**Review of Financial and Statistical Reports**

Executive Director Maxwell discussed that there is one additional outreach planned for the year.

Executive Director Maxwell noted that she has requested staffing for a temp to help in the office while Melissa Fox is out on maternity leave.
Commissioner Taylor requested email and phone numbers for TREC staff including Education Director Ross White, Assistant Commissioner Carter Lawrence and Deputy Commissioner Brian McCormack.

Executive Director Maxwell noted that the Commission is back in line with the number of opened and closed complaints.

Commissioner Wood asked Executive Director Maxwell to discuss the ability for licensees to now print their license certificate online.

Commissioner Taylor inquired as to the process of receiving notification of online course completion for CE. Executive Director Maxwell noted that the course providers have 10 business days to submit the course roster to TREC, upon receipt of the rosters Commission Staff then send the rosters to IT for processing and uploading into the system.

Commissioner Taylor also inquired as to whether the licensee was notified after their license renewed so that they can go online and print it. Executive Director Maxwell noted that the state is trying to secure a contract with Adobe AEM, which will work with CORE that will automatically notify the licensee via email.

COMMISSION DISCUSSIONS-

ARELLO Conference
Commissioner Franks discussed the annual conference she attended in September. Commissioner Franks noted that Kentucky has had a huge overhaul in their Real Estate Commission and they were scheduled to host the District Conference in Kentucky in 2019 but that they did not attend the ARELLO conference nor has ARELLO received any communication back from them. Due to these facts ARELLO asked Commissioner Franks if Tennessee would be willing to hold the 2019 District Conference in Nashville. Commissioner Franks stated that she would love to have that happen and wanted to let the Commission know that was on the agenda.
Commissioner Franks also noted that in the law and regulation meetings there was survey done in which 24 states responded. Largely dealing with Teams, Team names and Team oversight; one of the big discussions was “Who Owns the Team Name?” with the general consensus of the survey being that the principal broker was the one who owned the Team name; which was a little controversial and showed that we are in line with what other states are doing in regard to Teams. Commissioner Franks also discussed that TREC is also in line regarding total oversight and payments and only allowing the principal broker to pay any commissions and that assistants cannot be paid commissions, only salaried or hourly compensation.

Commissioner Franks also discussed virtual supervision and that there is something on the rise called cloud companies where there is no office and wanted the Commission to be aware that there are these new concepts coming out that are different than they have ever known. Commissioner Taylor asked what we can do about the Cloud Companies that are operating without a licensed firm and broker. Commissioner Franks responded stating that the Commission would need to meet it head on and perhaps provide legal with the name of the individual and company she ran across for them to investigate and open a complaint.

Executive Director Maxwell suggested that instead of the Commissioners reporting the Cloud Companies that they let the public and members of the industry file the complaint since the Commissioners were the ones that would be hearing the cases.

The next meeting coming up is the mid-year conference April 4th – April 7th in New Orleans, Commissioner Franks asked Executive Director to look for the list of Commissioners approved to attend the April conference.

Commissioner Franks also noted that the Education Committee hands out awards on Newsletters and websites. Commissioner Franks noted that TREC used to do a newsletter and that she as principal broker read that each time and she would love to see the Newsletter come back.
Wire Fraud
Commissioner Wood discussed how more and more, wire fraud is becoming an issue. How individuals are intercepting emails between title companies and posing as one of the companies and stealing the wire transfer information. Commissioner Franks noted that this came up at the ARELLO meeting and one of the attorneys noted that this type of information should never be sent via email, only over the phone or through a cashier’s check. Commissioner Taylor noted that sometimes at closings the attorney’s do not want cash but prefer wired funds.

LEGAL REPORT

Consent Agenda

The following cases were presented to the Commission via a Consent Agenda. All cases were reviewed by legal, legal has recommended dismissal. Commissioner Wood requested to remove case 2017026521, 2017028091, 2017031681 and 2017031701 for further discussion; Commissioner Hills requested to remove case 2017030581 and 2017028521 for further discussion. Commissioner Franks made the motion to accept the recommendation of legal counsel for cases 1-21 with the exception of cases 8, 9, 10 and 12; seconded by Commissioner Taylor. Motion passed unanimously. Commissioner Franks made the motion to accept the recommendation of legal counsel for cases 22-38; seconded by Commissioner Taylor. Motion passed unanimously.

After further discussion by the Commission, Commissioner Wood made the motion to accept the recommendation of legal counsel to dismiss case 2017026521, seconded by Commissioner Franks. Motion passed unanimously.

After further discussion by the Commission, Commissioner Hills made the motion to accept the recommendation of legal counsel to dismiss case 2017030581, seconded by Commissioner Franks. Motion passed unanimously.
After further discussion by the Commission, Commissioner Wood made the motion to accept the recommendation of legal counsel to dismiss case 2017028091, seconded by Commissioner Franks. Motion passed unanimously.

After further discussion by the Commission, Commissioner Hills made the motion to accept the recommendation of legal counsel to dismiss case 2017028521, seconded by Commissioner Wood. Motion passed unanimously.

After further discussion by the Commission, Commissioner Wood made the motion to accept the recommendation of legal counsel to dismiss case 2017031681, seconded by Commissioner Franks. Motion passed unanimously.

After further discussion by the Commission, Commissioner Wood made the motion to accept the recommendation of legal counsel to dismiss case 2017031701, seconded by Commissioner Franks. Motion passed unanimously.

1. 2017024121
2. 2017024141
3. 2017024791
4. 2017024811
5. 2017025011
6. 2017025681
7. 2017025771
8. 2017026521
9. 2017030581
10. 2017028091
11. 2017028121
12. 2017028521
13. 2017028611
14. 2017028651
15. 2017029241
16. 2017029591
17. 2017030471
18. 2017030491
19. 2017030511
20. 2017031631
21. 2017031831
22. 2017016361
23. 2017026651
24. 2017026911
25. 2017026931
26. 2017029771
27. 2017029791
28. 2017030091
29. 2017030111
30. 2017030131
31. 2017030231
32. 2017030861
33. 2017030881
34. 2017029341
35. 2017029361
36. 2017030841
37. 2017031571
38. 2017031591
39. 2017031681
40. 2017031701
Legal Report

Robyn Ryan

1. 2016035741 -REPRESENT
   Opened: 06/24/2016
   First Licensed: 03/06/08
   Expiration: 5/17/17
   Type of License: Real Estate Broker
   History: No Prior Disciplinary History

   New Recommendation: Close and flag should Respondent attempt to renew.

   New Decision: The Commission voted to accept counsel’s recommendation.

   Motion by Commissioner Wood and seconded by Commissioner Franks. Motion passed unanimously.

2. 2017004731 -REPRESENT
   Opened: 1/24/17
   Type of License: Unlicensed
   History: None

   New Recommendation: Close complaint, but flag should Respondent return to state and new complaints are filed.

   New Decision: The Commission voted to accept counsel’s recommendation.

   Motion by Commissioner Franks and seconded by Commissioner Taylor. Motion passed unanimously.
3. 2017004811 -REPRESENT
   Opened:  1/24/17
   Type of License:  Unlicensed
   History:  None

New Recommendation: Close both complaints above, 2017004731 and 2017004811, but flag should Respondent return to state and new complaints are filed.

New Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Taylor. Motion passed unanimously.

4. 2016054311 -REPRESENT
   Opened:  9/12/16
   First Licensed Obtained:  10/18/05
   License Expiration:  10/17/19
   Type of License:  Affiliate Broker
   History:  None

New Recommendation: Close and flag should order find proof of unlicensed activity.

New Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.

5. 2016054231 -REPRESENT
   Opened:  9/12/16
   Type of License:  Unlicensed
   History:  None

New Recommendation: Close and flag.

New Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.
6. 2016054291 -REPRESENT
   Opened: 9/12/16
   Type of License: Unlicensed
   History: None

   New Recommendation: Close and flag pending facts determined in litigation to show unlicensed practice.

   New Decision: The Commission voted to accept counsel’s recommendation.

   Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.

7. 2016054331 -REPRESENT
   Opened: 9/12/16
   Type of License: Unlicensed
   History: None

   New Recommendation: Close and flag pending any facts found to support allegation of unlicensed practice in conclusion of litigation.

   New Decision: The Commission voted to accept counsel’s recommendation.

   Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.

8. 2017024481
   Opened: 4/19/17
   First Licensed: 6/7/88
   Expiration: 2/15/18
   Type of License: Affiliate Broker
   History: None

   Recommendation: Dismiss.

   Decision: The Commission voted to accept counsel’s recommendation.
Motion by Commissioner Wood and seconded by Commissioner Franks. Motion passed unanimously.

9. 2017024501  
   Opened: 4/19/17  
   First Licensed: 5/9/02  
   Expiration: 12/31/18  
   Type of License: Principal Broker  
   History: None  
   Decision: The Commission voted to authorize a civil penalty in the amount of $1,000 for violation of Tenn. Code Ann. §62-13-313(a)(2), failure to respond.  
   Motion by Commissioner Blume and seconded by Commissioner Taylor. Motion passed on a 6-3 vote with Commissioners Douglass, Horne and McMullen voting against.

10. 2017025611  
    Opened: 4/25/17  
    First Licensed: 6/30/16  
    Expiration: 6/29/18  
    Type of License: Vacation Lodging Service Firm  
    History: None  
    Recommendation: $1,000 civil penalty for violation of Tenn. Code Ann. §62-13-104(7)(B)(v) failing within a reasonable time to account for or to remit any moneys coming into the licensee’s possession that belong to others.  
    Decision: The Commission voted to accept counsel’s recommendation.  
    Motion by Commissioner Hills and seconded by Commissioner Franks. Motion passed unanimously.

11. 2017026431  
    Opened: 4/27/17  
    First Licensed: 4/14/15
Expired: 4/13/17
License Status: Suspended 10/19/16-Affiliate Broker
History: April 2017 Consent Order: Unlicensed Firm & Advertising Violation- $2000 Civil Penalty & TREC Attendance or 8 hours of CE

Recommendation: Close and flag should Respondent attempt to reinstate.

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Taylor. Motion passed unanimously.

12. 2017027051
Opened: 5/1/17
First Licensed: 4/3/06
Expiration: 4/2/18
Type of License: Affiliate Broker
History: None

Recommendation: $1,000.00 civil penalty for violation of Tenn. Code Ann. § 62-13-312(b)(20) improper or dishonest dealing and/or violation of Tenn. Code Ann. § 62-13-404 failing to be loyal to the interests of the client plus eight hours continuing education in contract writing.

Decision: The Commission voted to require four (4) hours of continuing education in contracts to be completed within 180 days of the Consent Order being entered above and beyond the hours required to be completed for violation of Tenn. Code Ann. § 62-13-404, failing to be loyal to the interests of the client.

Motion by Commissioner Wood and seconded by Commissioner Franks. Motion passed on a 5-4 vote with Commissioners Hills, Horne, Taylor and McMullen voting against.

13. 2017027071
Opened: 5/1/17
First Licensed: 2/10/00
Expiration: 8/9/19
Type of License: Principal Broker
History: None

Recommendation: $1,000 for failure to supervise in violation of Tenn. Code Ann. §62-13-312(b)(15) plus eight hours in continuing education in contracts.

Decision: The Commission voted to authorize a civil penalty in the amount of $1,000 for violation of Tenn. Code Ann. §62-13-312(b)(15), failure to supervise, plus eight (8) hours of continuing education in the 2017-2018 TREC Principal Broker CORE course above and beyond the hours required to be completed within 180 days of the Consent Order being entered.

Motion by Commissioner Hills to accept counsel’s recommendation, seconded by Commissioner Taylor. Motion passed on a 5-4 vote with Commissioners Douglass, Franks, Wood and Griess voting against.

Motion by Commissioner Hills to include the 2017-2018 TREC Principal Broker CORE course in the decision, seconded by Commissioner Taylor. Motion passed on an 8-1 vote with Commissioner Wood voting against.

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Erica Smith

14. 2017012381 -REPRESENT
Opened: 2/23/17
First Licensed: 9/29/11
Expiration: 9/28/17
License Status: Suspended for E & O 3/8/17- Affiliate Broker
History: None

New Recommendation: Consent Order assessing a Civil Penalty in the amount of $1000 for a violation of TCA §62-13-403(1) (reasonable skill and care); $2000 for two violations of TCA §62-13-312(b)(5) (failing to timely remit or account for monies coming in to licensee’s possession); and $1000 for a violation of TCA §62-13-403(4) (honesty and good faith).

New Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Blume and seconded by Commissioner Wood. Motion passed unanimously.
15. 2017012401-REPRESENT
Opened: 2/23/17
First Licensed: 2/20/03
Expiration: 4/6/17
Type of License: Principal Broker
History: None

New Recommendation: Consent Order assessing a civil penalty in the amount of $1,000 for failure to supervise and discuss whether to assess additional civil penalties.

New Decision: The Commission voted to authorize a Consent Order assessing civil penalties in the amount of $1000 for a violation of TCA §62-13-403(1) (reasonable skill and care); $2000 for two violations of TCA §62-13-312(b)(5) (failing to timely remit or account for monies coming in to licensee’s possession); $1000 for a violation of TCA §62-13-403(4) (honesty and good faith), and $1,000 for TCA §62-13-312(b)(15) (failure to supervise) for a total of $5,000 civil penalties.

Motion by Commissioner Hills and seconded by Commissioner Taylor. Motion passed unanimously.

16. 2017023851
Opened: 4/17/17
First Licensed: 5/7/93
Expiration: 12/31/18
Type of License: Principal Broker
History: None

Recommendation: Letter of Warning regarding violation of TCA Section 62-13-312(b)(5) and Tenn. R. & Regs. 1260-02-.09(11).

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.

17. 2017028021
Opened: 5/3/17
First Licensed: 5/5/15
Expiration: 5/4/19
Type of License: Affiliate Broker
History: None

Recommendation: $1,000 civil penalty for violation of TCA §62-13-312(20) (improper dealings) and 4 hours completion of “Marketing Advertising and Social Media Compliance” course above and beyond the hours required to be completed within 180 days of the Consent Order being entered.

Decision: The Commission voted to require Respondent to successfully complete four (4) hours of “Marketing Advertising and Social Media Compliance” course to be completed within 180 days of the Consent Order being entered above and beyond the hours required to be completed.

Motion by Commissioner Franks to accept counsel’s recommendation; seconded by Commissioner Horne. Motion failed on a 4-5 vote with Commissioners Douglass, Franks, McMullen, Wood and Griess voting against.

Subsequent motion to dismiss made by Commissioner Douglass and seconded by Commissioner Horne. Motion failed on a 2-7 vote with Commissioners Griess, McMullen, Franks, Hills, Blume, Taylor, and Horne voting against.

Motion to require 4 hrs of Marketing, Advertising and Social Media Compliance made by Commissioner Griess and seconded by Commissioner Hills. Motion passed on a 6-3 vote with Commissioners McMullen, Horne and Douglass voting against.

18. 2017028491
Opened: 5/3/17
First Licensed: 3/5/03
Expiration: 9/5/17
Type of License: Principal Broker
History: None

Recommendation: Dismiss

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Taylor. Motion passed 8-1 with Commissioner Blume voting against.
19. 2017031101
Opened: 5/16/17
First Licensed: 11/18/14
Expiration: 11/17/16
Type of License: Affiliate Broker
History: None

Recommendation: $1,000 civil penalty for unlicensed activity.

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Taylor. Motion passed unanimously.

20. 2017031131
Opened: 5/16/17
First Licensed: 6/4/12
Expiration: 8/16/19
Type of License: Principal Broker
History: None

Recommendation: $1,000 civil penalty for failure to supervise.

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Franks and seconded by Commissioner Wood. Motion passed unanimously.

21. 2017031471
Opened: 5/17/17
First Licensed: 12/1/04
Expiration: 9/9/17
Type of License: Affiliate Broker
History: None

Recommendation: $500 civil penalty for violation of Tenn. R. & Regs. 1260-02-.12(3)(a) and (b)(1) and (2) and 4 hours completion of “Marketing Advertising and Social Media Compliance” course above and beyond the hours required to be completed within 180 days of the Consent Order being entered.
Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Taylor and seconded by Commissioner Blume. Motion passed on a 6-3 vote with Commissioners McMullen, Wood and Douglass voting against.

22. 2017031491
    Opened: 5/17/17
    First Licensed: 9/13/02
    Expiration: 10/16/17
    Type of License: Principal Broker
    History: None

Recommendation: Dismiss

Decision: The Commission voted to accept counsel’s recommendation.

Motion by Commissioner Blume and seconded by Commissioner Taylor. Motion passed unanimously.

Meeting adjourned at 1:30 p.m. ET
<table>
<thead>
<tr>
<th>Sponsor/Address/Contact</th>
<th>Title/Statutory &amp;/or Rule Addressed</th>
<th>Comment</th>
<th>Instructor(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Arant Boul Cummings LLP #1328</td>
<td>Nobody Goes There Anymore: The Future of Retail Leasing(CR) Rule 1260-05-.03(5)(a) O1</td>
<td>To educate commercial real estate professionals and brokers on Tennessee law pertaining to commercial real estate.</td>
<td>Austin McMullen PREVIOUSLY APPROVED</td>
<td>2</td>
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<td>Christy Roach</td>
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<td>Doc Air #1427</td>
<td>Building Science, Building Sense(CR) Rule 1260-05-.03(5)(a) O2</td>
<td>To enable real estate professionals to understand the fundamental building science that affects property transactions including: mold, radon, storm-water, odors, insulation etc.</td>
<td>Barry Westbrook PREVIOUSLY APPROVED</td>
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<td>Barry Westbrook</td>
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<td>Mike Grumbles #1621</td>
<td>Managing Online Transactions(CR) Rule 1260-05-.03 O3</td>
<td>To teach agents how to use online /cloud based tools so they can then share that with clients and customers to make them more comfortable with buying a home or selling it with online tools such as dotloop.</td>
<td>Mike Grumbles PREVIOUSLY APPROVED</td>
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<td>Mike Grumbles</td>
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<td>McKissock, LLC #1338</td>
<td>Top Policy Issues Facing Brokerage Today(I) Rule 1260-05-.03 O4</td>
<td>This course is designed to fulfill continuing education requirements for real estate Broker professionals. It covers a variety of issues facing real estate Brokers including: regulatory violations, teams, transaction management, disclosure, commissions, and advertising.</td>
<td>Marcie Roggow PREVIOUSLY APPROVED</td>
<td>3</td>
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<td>Nichole Boston</td>
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<td>Middle Tennessee Association of REALTORS #1141</td>
<td>How to Make Money Using Courtesy(CR) Rule 1260-05-.03(5)(a) O5</td>
<td>Training agents on working together, through professional courtesy, collaboration, client service, and team effort to achieve more successful transactions.</td>
<td>Pat Lane NEED APPROVAL</td>
<td>2</td>
</tr>
<tr>
<td>Working with Home Buyers 101(CR)</td>
<td>Incorporating the many details and processes that are necessary for buyer agency representation.</td>
<td>Blaine Little</td>
<td>3</td>
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<tr>
<td>Candy Joyce</td>
<td>Rule 1260-05-.03(5)(a) 06</td>
<td>The purpose of this class is to guide you as to what the “next steps” are to break into the field of commercial real estate. This class will cover: educational opportunities available; how to land your first true commercial position; the best way to get commercial listings; and how to market those effectively.</td>
<td>PREVIOUSLY APPROVED</td>
<td>Linda Olson 3</td>
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<td>Linda Olson #1662</td>
<td>Advanced Fundamentals of Commercial Real Estate: Next Steps(CR) Rule 1260-05-.03(5)(a) 07</td>
<td>This program acquaints students with the fundamentals of commercial real estate including the types of commercial properties and the transactions associated with them; identification of the key players in a commercial transaction and key difference between residential and commercial real estate.</td>
<td>PREVIOUSLY APPROVED</td>
<td>4</td>
</tr>
<tr>
<td>Linda Olson</td>
<td>So You Think You Want to Be a Commercial REALTOR(CR) Rule 1260-05-.03(5)(a) 08</td>
<td>This course will demonstrate the processes and procedures a licensee can put into place to ensure success in working with Sellers. The focus will be on understanding the process of prospecting, farming and networking to build a referral network.</td>
<td>Greg Glosson 3</td>
<td>3</td>
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<tr>
<td>Perk Seminars #1675</td>
<td>Seller Consultation Process(CR) Rule 1260-05-.03(5)(a) 09</td>
<td>This course will demonstrate the processes and procedures a new licensee can put into place to ensure success in working with Buyers and Sellers.</td>
<td>PREVIOUSLY APPROVED</td>
<td>3</td>
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<tr>
<td>Greg Glosson</td>
<td>I’m Licensed-Now What?- Becoming Professional, Productive and Profitable(CR) Rule 1260-05-.03(5)(a) 10</td>
<td>This course focuses on systems and activities that a licensed agent can put into place to begin building his or her business working with Buyers.</td>
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<td>Buyer Consultation Process(CR) Rule 1260-05-.03(5)(a) 11</td>
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<td>Society of Industrial and Office Realtors (SIOR) #1107</td>
<td>2017 SIOR Fall World Conference(CR) Rule 1260-05-.03(5)(a) 12</td>
<td>The 2017 Fall World Conference is intended to bring together commercial real estate professions to learn more about issues of importance and relevance to CRE.</td>
<td>Donald M. Ossey C. Robert Percival James Hochman PREVIOUSLY APPROVED</td>
<td>3</td>
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<td>Tamara Tapman</td>
<td>CA Boot Camp(CR) TCA 62-13-303(a)(3); Rule 1260-05-.03 O13</td>
<td>VA Boot Camp is designed to help real estate professionals understand the basics of the Department of Veterans Affairs(VA) Home Guaranty Program.</td>
<td>Tamara Tapman NEED APPROVAL</td>
<td>2</td>
</tr>
<tr>
<td>TAR #1110</td>
<td>Commercial Contract: An In-Depth Look(CR) Rule 1260-05-.03(5)(a) O14</td>
<td>This course will go over the Commercial Purchase and Sale Agreement, and Commercial Property Disclosure, and Commercial LOI to Purchase.</td>
<td>Waddell Wright PREVIOUSLY APPROVED</td>
<td>3</td>
</tr>
<tr>
<td>Steve McDonald</td>
<td>Tennessee Broker Involvement(CR) Rule 1260-05-.03(5)(a) O15</td>
<td>To deliver up to date TREC information to Principal Brokers on rules and laws as well as future regulations. Review of pertinent complaints will be given.</td>
<td>Austin McMullen PREVIOUSLY APPROVED</td>
<td>1</td>
</tr>
</tbody>
</table>

Courses Requiring Discussion
October 5, 2017

TREC EDUCATION

INSTRUCTOR BIOS

PAT LANE  Principal Broker Crye-Leike Realtors 1998; Real Estate licensee since 1984; President Middle Tennessee Association of REALTORS; CRS; ABR; SRES; CPPS; GRI; MTSU Tenured Faculty. Develops and teaches real estate courses.

TAMARA TAPMAN  Military Veteran’s community representative; certified Texas Real Estate Commission Instructor; Texas Veteran’s Land Board Instructor; Vice President, SWBC Mortgage Corporation, VA Liaison May 2011 to present. Highly knowledgeable about real estate market and related veterans financing issues.
Executive Director’s Report

Tennessee Real Estate Commission

Outreach Education Events:

<table>
<thead>
<tr>
<th>Association</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>GCAR</td>
<td>Chattanooga, TN</td>
<td>10/4/2017</td>
<td>1:00 PM</td>
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<tr>
<td>RCAR</td>
<td>Springfield, TN</td>
<td>12/12/2017</td>
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Staffing:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Caitlin Maxwell</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Ross White</td>
<td>Education Director</td>
</tr>
<tr>
<td>Melissa Fox</td>
<td>Office Manager and Processing Coordinator</td>
</tr>
<tr>
<td>Rachel Fowler</td>
<td>Visitor Liaison &amp; Licensing</td>
</tr>
<tr>
<td>Sherry Brame</td>
<td>Commission Liaison, Manages CE Roster submissions, Customer Service, &amp; Licensing</td>
</tr>
<tr>
<td>Ahmad Lewis</td>
<td>Auditor</td>
</tr>
<tr>
<td>Aaron Smith</td>
<td>Customer Service, Errors and Omissions, Informal Appearances, &amp; Licensing</td>
</tr>
<tr>
<td>Liza Bennich</td>
<td>Customer Service, Licensing, and Visitor Liaison, Ticket Distribution</td>
</tr>
<tr>
<td>Cherita Okoro</td>
<td>Customer Service, Licensing, Coding</td>
</tr>
<tr>
<td>Rhonda Brown</td>
<td>Customer Service, Licensing, Mail Distribution, and Claim Refunds</td>
</tr>
<tr>
<td>Denarius Stinson</td>
<td>Customer Service, Licensing, and Bad Checks Scanning &amp; Processing</td>
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</tbody>
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October Statistical Report

<table>
<thead>
<tr>
<th>Profession</th>
<th>Count</th>
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<tbody>
<tr>
<td>Acquisition Agent License</td>
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<tr>
<td>Acquisition Agent Registration</td>
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<td>Acquisition Representative Registration</td>
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<tr>
<td>Affiliate Broke</td>
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<tr>
<td>Designated Agent for Vacation Lodging Services</td>
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<tr>
<td>RE Broker</td>
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<td>Real Estate Firm</td>
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<td>Time Share Exempt</td>
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<td>Time Share Registration</td>
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## License Type

<table>
<thead>
<tr>
<th>License Type</th>
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<tbody>
<tr>
<td>Individual</td>
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<td>Individual</td>
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<tr>
<td>Individual</td>
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<tr>
<td>Individual</td>
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<tr>
<td>Individual</td>
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<tr>
<td>Individual</td>
<td>Vol Surrender</td>
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## Exams Taken by License Type:

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<tr>
<th>Test</th>
<th>Tested</th>
<th>Pass</th>
<th>Fail</th>
<th>Percentage Passed</th>
<th>Percentage Failed</th>
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<tbody>
<tr>
<td>TN Acquisition Agent</td>
<td>13</td>
<td>9</td>
<td>4</td>
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<td>30.77%</td>
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<tr>
<td>TN Affiliate Broker- National</td>
<td>690</td>
<td>371</td>
<td>319</td>
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<td>46.23%</td>
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<tr>
<td>TN Affiliate Broker- State</td>
<td>642</td>
<td>454</td>
<td>188</td>
<td>70.72%</td>
<td>29.28%</td>
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<tr>
<td>TN Broker- National</td>
<td>44</td>
<td>24</td>
<td>20</td>
<td>54.55%</td>
<td>45.45%</td>
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<tr>
<td>TN Broker- State</td>
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<td>32</td>
<td>7</td>
<td>82.05%</td>
<td>17.95%</td>
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<tr>
<td>Timeshare Salesperson</td>
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<td>33</td>
<td>21</td>
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<td>38.89%</td>
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## Opened and Closed Complaint Report:

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<tr>
<th>Month</th>
<th>Opened Cases</th>
<th>Closed Cases</th>
<th>Sanctions</th>
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<tr>
<td>12/1/16 – 12/31/16</td>
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<td>14</td>
</tr>
<tr>
<td>01/01/17 - 01/31/17</td>
<td>70</td>
<td>67</td>
<td>11</td>
</tr>
<tr>
<td>02/01/17 - 02/28/17</td>
<td>62</td>
<td>105</td>
<td>-</td>
</tr>
<tr>
<td>03/01/17 - 03/31/17</td>
<td>56</td>
<td>85</td>
<td>-</td>
</tr>
<tr>
<td>04/01/17 - 04/30/17</td>
<td>52</td>
<td>66</td>
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<tr>
<td>05/01/17 - 05/30/17</td>
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<tr>
<td>06/01/17 – 06/30/17</td>
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<td>14</td>
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<tr>
<td>07/01/17 – 07/31/17</td>
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<tr>
<td>08/1/2017- 8/31/2017</td>
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<td>9/1/2017- 9/29/2017</td>
<td>63</td>
<td>65</td>
<td>9</td>
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*sanctions include complaints closed with consent orders and agreed orders.*
## TREC SURPLUS/DEFICIT

**FISCAL YEAR BEGINS:** JUL 2017

### TREC Revenues

<table>
<thead>
<tr>
<th>Month</th>
<th>Licensing Revenue</th>
<th>Case Revenue</th>
<th>State Reg Fee</th>
<th>Total Revenue</th>
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<tbody>
<tr>
<td>JUL-17</td>
<td>$201,695</td>
<td>$14,866</td>
<td>$(20,480)</td>
<td>$196,081</td>
</tr>
<tr>
<td>AUG-17</td>
<td>$226,335</td>
<td>$20,600</td>
<td>$(23,430)</td>
<td>$223,505</td>
</tr>
<tr>
<td>SEP-17</td>
<td></td>
<td></td>
<td></td>
<td>$196,081</td>
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<tr>
<td>OCT-17</td>
<td></td>
<td></td>
<td></td>
<td>$223,505</td>
</tr>
<tr>
<td>NOV-17</td>
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<td></td>
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<tr>
<td>DEC-17</td>
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<td>$196,081</td>
</tr>
<tr>
<td>FEB-18</td>
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<td></td>
<td>$223,505</td>
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<tr>
<td>MAR-18</td>
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<td>$196,081</td>
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<tr>
<td>APR-18</td>
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<td>$223,505</td>
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<tr>
<td>MAY-18</td>
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<td>$196,081</td>
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<tr>
<td>JUN-18</td>
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<td>$223,505</td>
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<td>YEARLY</td>
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### TREC Expenses

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<tr>
<th>Month</th>
<th>Edison Expenditures</th>
<th>Admin Costbacks</th>
<th>Legal Costbacks</th>
<th>Investigations</th>
<th>Field Enforcement</th>
<th>Customer Service Center</th>
<th>Total Expenditures</th>
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<td>$42,779</td>
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<td>$11,215</td>
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<tr>
<td>AUG-17</td>
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<td>$33,869</td>
<td>$45,581</td>
<td>$465</td>
<td>$-</td>
<td>$14,908</td>
<td>$155,507</td>
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<tr>
<td>SEP-17</td>
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<td>$134,430</td>
</tr>
<tr>
<td>OCT-17</td>
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<td>$134,430</td>
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<tr>
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<td>$155,507</td>
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<td>$134,430</td>
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<td>$155,507</td>
</tr>
<tr>
<td>MAY-18</td>
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<td>$134,430</td>
</tr>
<tr>
<td>JUN-18</td>
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<td>$155,507</td>
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<tr>
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<td></td>
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<td>$289,937</td>
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### Net Surplus/Deficit

<table>
<thead>
<tr>
<th>Month</th>
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<th>AUG-17</th>
<th>SEP-17</th>
<th>OCT-17</th>
<th>NOV-17</th>
<th>DEC-17</th>
<th>JAN-18</th>
<th>FEB-18</th>
<th>MAR-18</th>
<th>APR-18</th>
<th>MAY-18</th>
<th>JUN-18</th>
<th>YEARLY</th>
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</thead>
<tbody>
<tr>
<td>Surplus</td>
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<td>$67,998</td>
<td>$-</td>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$129,649</td>
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### Historical Trend

#### Licensing & Case Revenue

<table>
<thead>
<tr>
<th>Year</th>
<th>JUL-17</th>
<th>AUG-17</th>
<th>SEP-17</th>
<th>OCT-17</th>
<th>NOV-17</th>
<th>DEC-17</th>
<th>JAN-18</th>
<th>FEB-18</th>
<th>MAR-18</th>
<th>APR-18</th>
<th>MAY-18</th>
<th>JUN-18</th>
<th>YEARLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017</td>
<td>$162,301</td>
<td>$187,191</td>
<td>$173,498</td>
<td>$182,554</td>
<td>$206,142</td>
<td>$223,954</td>
<td>$226,253</td>
<td>$198,906</td>
<td>$234,358</td>
<td>$183,979</td>
<td>$215,993</td>
<td>$218,633</td>
<td>$2,413,762</td>
</tr>
<tr>
<td>FY 2016</td>
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<td>$196,883</td>
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#### Expenditures

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<th>SEP-17</th>
<th>OCT-17</th>
<th>NOV-17</th>
<th>DEC-17</th>
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<th>FEB-18</th>
<th>MAR-18</th>
<th>APR-18</th>
<th>MAY-18</th>
<th>JUN-18</th>
<th>YEARLY</th>
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</thead>
<tbody>
<tr>
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<td>$173,665</td>
<td>$169,636</td>
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<td>$201,728</td>
<td>$188,598</td>
<td>$154,924</td>
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### Notes: