



REAL ESTATE COMMISSION **DRAFT MEETING MINUTES**

August 19, 2026, 9:00 AM

Commissioners In Attendance:

- Rick Southwick, Chair
- Jim Bringhurst, Vice Chair
- Randy Smith
- Andrea Wilson

Commissioners Excused:

- Marie McClelland

MEETING MINUTES

1. Call to Order

- The meeting was called to order by Chair Southwick.

2. Review and Approval of Previous Minutes

- A motion was made to approve the draft minutes of the Commission's July 15, 2026, meeting. The motion passed unanimously and the minutes were approved.

3. Public Comment

- Chair Southwick opened the floor for public comment on items non-related to the Real Estate Purchase Contract (REPC). No public comments were offered.

4. Review & Consideration of Proposed Amendments to State-Approved REPC

- Assistant Attorney General Elliott Clark presented the proposed revisions to the state-approved Real Estate Purchase Contract (REPC), following public feedback and AG review.
- A summary of key revisions includes slight refinement under the main contract header to accurately mirror governing statute, striking the requirement requiring sellers to disclose property insurability issues, and removing the phrasing "cancel the REPC and" from Subsections 19.1C and 19.2C.
- Discussion and implementation timeline:
 - Forms vendors require processing time, with full vendor distribution anticipated during September 2026. Clean formatting without redlines will be published on the Division's website.
- A motion was made and seconded to approve the Attorney General's revised REPC version, allowing licensees to utilize either the current or newly approved REPC immediately upon availability, and establishing January 1, 2027, as the new mandatory effective date when only the new version may be used. The motion passed unanimously.

5. Division Section Reports

- **Director's Report (Leigh Veillette):**
 - **Property Management Licensing Fees:** A public fee hearing was conducted on July 27, 2026. The Division proposes aligning initial property manager fees with sales agent fee levels. This item will be formally added to the September agenda for Commission concurrence.

- **Instructor Development Workshop (IDW) Rules:** Updated draft rules offering flexible instructor qualification pathways will be presented for formal consideration in September.
- **2027 Commission Meeting Calendar:** Proposed dates were reviewed. The Commission agreed tentatively to host its annual in-person anchor meeting during May or July to avoid winter weather conflicts.
- **Department-Wide Regulatory Review:** The Department of Commerce is reviewing administrative rules to eliminate non-essential administrative “red tape.”
- **Property Management Rule Committee Scheduling:** Director Veillette agreed to coordinate morning committee meetings with at least one week's advance notice to accommodate stakeholder availability.
- **Licensing & Education (Laurel North):**
 - **Staffing:** Introduced Angelica Benitez as the new time-limited Real Estate Licensing Specialist to assist with reducing application processing turnaround times.
 - **Events Page:** A new events section is launching on the Division website for Caravan, workshops, and announcements.
 - **IDW Requirement Stay/Pause:** The strict requirement for instructors to complete the Division-sponsored IDW is **stayed/waived effective immediately** for all new applications and renewals, pending formal rule revisions establishing alternative qualification pathways.
 - **Licensing Statistics:** A 5% shift toward inactive status was observed due to annual Realtor dues renewal schedules, alongside a 20% spike in reinstatement activity. A total of 601 licenses transitioned to expired or inactive, expected to reactivate as dues are settled.
- **Commission & Industry Issues (Justin Barney):**
 - Updates were provided on the property management rule consolidation. Rather than establishing a separate rule chapter, rules will be incorporated directly into existing real estate administrative rules to reduce duplication. Active collaboration continues with the Rental Housing Association, legislative representatives, and executive leadership.
- **Enforcement (Bryn Kaelin):**
 - **Policy Discussion on Public Reprimands vs. Confidential Discipline:**
 - Staff opened a discussion on balancing public transparency and deterrence against individual dignity regarding public reprimands versus confidential advisory letters or public admonitions.
 - Commissioners Southwick, Wilson, Bringhurst, Smith, and guest Danny Naylor noted that while minor inadvertent errors warrant admonition, public reprimand remains a crucial deterrent for egregious violations and safeguarding public trust.
 - **Enforcement Case Statistics:**
 - **Opened:** 42 new cases.
 - **Closed:** 47 cases.
 - **Active Queue:** 193 pending cases (down from 199 prior month, maintaining significant long-term reduction from >600 cases in late 2025).
 - **Formal Legal Action:** 25 active cases.

- **Licensing Action Cases Closed: 9.**
- **The Division presented five stipulations for Commission consideration:**
 - In the Matter of Austin Michael Howard (Docket No. RE-2026-098)
 - In the Matter of Dao A. Ly (Docket No. RE-2026-102)
 - In the Matter of Scott Loren Rutherford (Docket No. RE-2026-096)
 - In the Matter of Rebecca Leoncini (Docket No. RE-2025-129)
 - In the Matter of Jeffery Longmore (Docket No. RE-2026-059)

6. Executive Session

- A motion was made and seconded to close the meeting to enter executive session. The motion passed unanimously.
- The Commission entered executive session.
- Following deliberation in executive session, the Commission took the following actions:
 - A motion was made and seconded to accept the Howard stipulation as presented. The motion passed unanimously and the Division concurred.
 - A motion was made and seconded to accept the Leoncini stipulation as presented. The motion passed unanimously and the Division concurred.
 - A motion was made and seconded to accept the Longmore stipulation as presented. The motion passed unanimously and the Division concurred.
 - A motion was made and accepted to accept the Ly stipulation as presented. The motion passed unanimously and the Division concurred.
 - A motion was made and seconded to accept the Rutherford stipulation as presented. The motion passed unanimously and the Division concurred.

7. Adjournment

- A motion was made and seconded to adjourn, which passed unanimously.

Meeting adjourned.

NEXT MEETING

September 23, 2026

2026 MONTHLY MEETING SCHEDULE

Jan 21	Feb 18	Mar 18	Apr 22	May 20	Jun 3 & Jun 10
Jul 15	Aug 19	Sept 23	Oct 21	Nov 17	Dec 15