

In the Matter of the Real Estate License of

JONATHAN RAY FORD

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STIPULATED FINAL ORDER

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1.1 At all times mentioned herein, Ford was licensed as a property manager with Coastal Property Management Incorporated (CPMI).

1.2 On September 27, 2023, CPMI was notified that clients' trust account ending in 8809 (CTA #8809), which holds security deposits, had been selected for reconciliation review. Documents for July 2023 were provided to the Agency. An investigation was opened due to the outstanding issues found in the review.

1.3 Reconciliation records were provided to the Agency by James Donohue (Donohue). Donohue was identified as the owner of CPMI and does not hold a professional real estate license.

1.4 A review of records submitted to the Agency showed that the “Notice of Clients’ Trust Account & Authorization to Examine” was signed by Donohue. Donohue also indicated in the document upload that he was the only signer for CTA #8809.

1.5 On May 7, 2024, Investigator Dylan Ray (Ray) emailed Ford requesting the most recent reconciliation and supporting documentation. Donohue sent a response email directing Ray to send emails to him and did not include Ford on his response.

1 1.6 In an email exchange with Ray, Donohue wrote that he delegates all owner and
2 tenant responsibilities through the property managers. Donohue further wrote that his property
3 managers meet with him and his staff for all move-ins and move-outs. Ford was not included
4 on this email communication.

5 **(1) Conclusion of Law:** By allowing an unlicensed individual to engage in professional real
6 estate activity on his behalf, as the licensed property manager associated with CPMI, Ford
7 violated ORS 696.301(3) as it incorporates ORS 696.315 2023 Edition. In addition, Ford
8 violated ORS 696.301(3) as it incorporates ORS 696.026(13) 2023 Edition and ORS
9 696.301(3) and its implementing rule OAR 863-024-0045(6) 1/1/2024 Edition and ORS
10 696.301(3) as it incorporates ORS 696.026(7) 2023 Edition.

11 **(2) Conclusion of Law:** Ford was not a signer on CTA #8809, a violation of ORS
12 696.301(3) and its implementing rule OAR 863-025-0025(10) 1/1/2024 Edition.

13 1.7 On May 10, 2024, Donohue emailed Ray the April 2024 reconciliation report and
14 monthly trust reconciliation report. Supporting documentation was not included.

15 1.8 Ray followed up with Ford several times, as the licensee associated to CPMI,
16 requesting supporting documentation and a delegation of authority. Ford responded to Ray on
17 May 17, 2024, informing Ray that he had been using an incorrect email address for him. Ray
18 advised Ford to update his contact information in the Agency's online licensing database.

19 **(3) Conclusion of Law:** By failing to update the Agency's online licensing database with
20 correct contact information, Ford violated ORS 696.301(3) and its implementing rule OAR 863-
21 024-0062(1) 1/2024 Edition.

22 1.9 On May 17, 2024, Donohue emailed additional records to Ray, including the
23 Agency's Trust Account Reconciliation form, along with a separate Schedule C for the tenant
24 security deposits. On May 20, 2024, Ford submitted the April 2024 bank statement. Ray sent a
25 follow-up requesting the receipts and disbursements journal, specifically the Bank Account
26 Activity report from AppFolio.

27 1.10 On July 30, 2024, Ford submitted the Check Register Detail and Deposit
28 Register reports. On August 2, 2024, Ford submitted the Bank Account Activity report from
29 AppFolio.
30

1 **(4) Conclusion of Law:** By failing to provide to the Agency the requested property
2 management records within five banking days, as is required, Ford violated ORS 696.301(3)
3 and its implementing rule OAR 863-025-0035(2)(a) 1/1/2024 Edition.

4 1.11 A review of the records submitted showed the Agency's Trust Account
5 Reconciliation form was unsigned and undated.

6 1.12 The Bank Account Activity report provided showed a total of \$12,869.35 cash
7 coming into CTA #8809, and outgoing cash in the amount of \$13,265.35, for the month of April
8 2024. A review of the corresponding bank statement shows a difference reported of \$6,069.35
9 for deposits and a difference of \$3,869.35 for withdrawals.

10 1.13 The Bank Account Activity report has a difference of \$2,961.31, from the balance
11 that was listed in Part II of the Agency's Trust Account Reconciliation form.

12 1.14 During an interview with Ford, Donohue, and office manager and bookkeeper
13 Tapaswi Joshi, Ray asked for an explanation as to the discrepancies between the bank
14 statement and the Bank Account Activity report.

15 1.15 Donohue explained that OJO Bookkeeping was making fixes between accounts,
16 but that before he made more guesses, he would need to confirm with OJO. Donohue further
17 explained that it has taken them two years to get the "money situated correctly," and said the
18 prior owner mis-categorized things, and the mistake could have happened a year ago.

19 **(5) Conclusion of Law:** By failing to complete an April 2024 three-part reconciliation for
20 CTA #8809 within 30 days of the bank statement, Ford violated ORS 696.301(3) and its
21 implementing rule OAR 863-025-0028(3)(b) 1/1/2024 Edition. In addition, Ford violated ORS
22 696.301(3) and its implementing rule OAR 863-025-0028(5) 1/1/2024 Edition.

23 **(6) Conclusion of Law:** By failing to maintain a record of receipts and disbursements for
24 CTA #8809 for April 2024, Ford violated ORS 696.301(3) and its implementing rule OAR 863-
25 025-0035(3)(b) 1/1/2024 Edition.

26 **(7) Conclusion of Law:** By failing to sign and date the April 2024 reconciliation for CTA
27 #8809, Ford violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(3)(d)(B)
28 1/1/2024 Edition.

29 1.16 A review of Schedule C in the reconciliation records showed four accounts with
30 negative ending balances.

(8) Conclusion of Law: By disbursing funds from CTA #8809, which resulted in multiple negative account balances, Ford violated ORS 696.301(3) and its implementing rule OAR 863-025-0027(3) 1/1/2024 Edition.

1.17 All of the above demonstrates incompetence or untrustworthiness in performing acts for which the real estate licensee is required to hold a license and conduct that is below the standard of care for the practice of professional real estate activity in Oregon.

(9) Conclusion of Law: Based on the foregoing, Licensee is subject to discipline under ORS 696.301(12) and (15) (2023 Edition).

2.

2.1 The foregoing violations are grounds for discipline pursuant to ORS 696.301.

2.2 The Agency reserves the right to investigate and pursue additional complaints that may be received in the future regarding this licensee.

2.3 In establishing the violations alleged above, the Agency may rely on one or more of the definitions contained in ORS 696.010.

3.

STIPULATION AND WAIVER

I, Jonathan Ford, have read and reviewed this Stipulated Final Order and its Findings of Fact, Statements of Law and Conclusions of Law. I understand that the Findings of Fact, Conclusions of Law and this Stipulation and Waiver of Hearing rights embody the full and complete agreement and stipulation between the Agency and me. I further understand that if I do not agree with this stipulation, I have the right to request a Hearing on this matter and to be represented by legal counsel at such a Hearing. I also understand that any Hearing would be conducted in accordance with the procedures set forth in ORS Chapter 183 and in accordance with the Rules of Practice and Procedure adopted by the Attorney General of the State of Oregon. By signing this Stipulated Final Order, I freely and voluntarily waive my rights to a Hearing, to representation by legal counsel at such a Hearing, and to judicial review of this matter.

I hereby agree and stipulate to the above Findings of Fact and Conclusions of Law and understand that the Order which follows hereafter, which I have also read and understand, may be completed and signed by the Real Estate Commissioner or may be rejected by the Real Estate Commissioner. I further understand that, in accordance with the provisions of ORS 696.445(3), notice of this Order shall be published in the Oregon Real Estate News Journal.

In addition to all of the above, I agree that once the Commissioner executes this Stipulated Final Order, I will accept service of the Stipulated Final Order by email, and hereby waive the right to challenge the validity of service.

ORDER

IT IS HEREBY ORDERED that Jonathan Ford's property manager license be, and hereby is reprimanded.

IT IS SO STIPULATED:

IT IS SO ORDERED:

DocuSigned by:

Jonathan Ford

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JONATHAN FORD

Signed by:

Steve Strode

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STEVEN STRODE

Real Estate Commissioner

Date 3/11/2025 | 6:55 PM PDT

Date 3/12/2025 | 10:15 AM PDT

Date of Service: 3/12/2025

