

REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of)
BEVERLY JEAN HEIL) STIPULATED FINAL ORDER

The Oregon Real Estate Agency (Agency) and Beverly Heil (Heil) do hereby agree and stipulate to the following:

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

1.1 At all times mentioned herein, Heil was licensed as a property manager acting in the capacity of a sole practitioner and doing business under the registered business name of Daystar Property Management, LLC (DPM).

1.2 On November 7, 2025, DPM was notified by the Agency that their clients' trust account holding owner funds ending in -1485 (CTA #1485) was selected for a reconciliation review. Records for September 2025 were requested.

1.3 The September 2025 Trust Account Reconciliation form was signed and dated November 13, 2025.

(1) Conclusion of Law: By failing to complete the September 2025 reconciliation of CTA #1485 within 30 days of the bank statement, Heil violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(2) 1/1/2025 Edition.

1.4 A review of the Trust Account Reconciliation form showed that the balances of each component did not equal and did not reconcile.

1 1.5 Part I of the Trust Account Reconciliation document noted a balance of
2 \$25,753.12, while Parts II and III noted a balance of \$27,122.26. The Part IV difference was
3 \$1,369.124, with the bank short funds.

4 **(2) Conclusion of Law:** By failing to ensure that each part of the reconciliation equaled to
5 and reconciled to each other, Heil violated ORS 696.301(3) and its implementing rule OAR
6 863-025-0028(2)(b) 1/1/2025 Edition.

7 1.6 Agency Compliance Specialist Helen Wilson (Wilson) requested documentation
8 for the corrective action taken to resolve the noncompliance identified in the Agency review.

9 1.7 Records provided showed that two outstanding disbursements from December
10 2023 to the security deposit account were not transferred until December 2025.

11 1.8 An outstanding deposit from September 30, 2025, to reimburse over-collected
12 management fees of \$35.75, was not reimbursed until December 8, 2025.

13 **(3) Conclusion of Law:** By failing to take corrective action to resolve adjustments made in
14 a reconciliation period prior to the next reconciliation, Heil violated ORS 696.301(3) and its
15 implementing rule OAR 863-025-0028(4) 1/1/2025 Edition.

16 1.9 Wilson received confirmation that six deposits dated September 30, 2025,
17 totaling \$5,545.00, were not deposited until November 4, 2025. An additional deposit dated
18 July 13, 2025, was not deposited until November 14, 2025.

19 **(4) Conclusion of Law:** By failing to deposit funds into the clients' trust account within five
20 banking days, as required, Heil violated ORS 696.301(3) and its implementing rule OAR 863-
21 025-0065(4) 1/1/2025 Edition.

22 1.10 Heil explained that the negative ledger balance were due to numerous things
23 including owner disbursements and overpayments, payment of management fees, and a
24 \$1,000.00 disbursement to Jon Heil/NB Homes for labor.

25 **(5) Conclusion of Law:** By disbursing funds from a clients' trust account when there were
26 not sufficient funds in the corresponding ledger, Heil violated ORS 696.301(3) and its
27 implementing rule OAR 863-025-0027(3) 1/1/2025 Edition.

28 1.11 A review of the Trust Account Balance report showed a negative ledger balance
29 of \$2,569.46, allocated to DPM.
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1 1.12 Agency Compliance Specialist Jenifer Wetherbee (Wetherbee) requested Heil
2 provide the individual ledger and an explanation of the nature of the negative balance for DPM.

3 1.13 A review of the DPM ledger showed numerous payments to NB Homes and
4 referenced corrections on overpayments in fees to DPM and to Jon Heil.

5 1.14 Heil explained that the negative balance on the DPM ledger as, “the intention of
6 the Corporate ‘property’ was to post bank fees that were indicated on the monthly bank
7 statement. As these fees were reimbursed into the CTA, the offsetting amount would zero out
8 the Corporate property balance. The accumulated bank fee balance was reimbursed on
9 11.17.25.”

10 **(6) Conclusion of Law:** By charging bank fees to a clients’ trust account, Heil violated
11 ORS 696.301(3) and its implementing rule OAR 863-025-0025(5) 1/1/2025 Edition.

12 1.15 Wetherbee identified numerous payments to NB Homes for maintenance, repair,
13 and yard work. A review of the property management agreement for one property included the
14 following, “Manager may, at some future date, form an independent company to provide
15 maintenance services for the Property. Should that occur owner will be advised in advance in
16 writing of applicable fees and rates.”

17 1.16 Wetherbee requested a copy of the advanced written disclosure to the property
18 owner for the use of NB Homes, as well as the September 2025 reconciliation records for CTA
19 ending in 1782 (CTA-SD #1782), which holds security deposits.

20 1.17 Heil provided an undated letter to the property owner with notification of the use
21 of NB Homes. Heil explained that the email to the property owner was sent directly from
22 AppFolio.

23 1.18 Heil confirmed that the property owner was sent a written notice about the use of
24 NB Homes on January 8, 2026.

25 **(7) Conclusion of Law:** By failing to disclose to the property owner the use of a business
26 in which the property manager has a pecuniary interest, Heil violated ORS 696.301(3) and its
27 implementing rule OAR 863-025-0020(2)(i)(j) 1/1/2025 Edition.

28 1.19 Wetherbee asked Heil to provide bank documentation confirming bank fees and
29 the overpayment to Jon Heil were reimbursed on November 17, 2025, as was described on the
30 reconciliation form. Heil provided bank documentation that \$1,147.81 in accumulated bank

1 fees were reimbursed on December 15, 2025, and a \$300.00 erroneous payment made to Jon
2 Heil was reimbursed on January 15, 2026.

3 **(8) Conclusion of Law:** By failing to take corrective action to resolve adjustments made in
4 a reconciliation period prior to the next reconciliation, Heil violated ORS 696.301(3) and its
5 implementing rule OAR 863-025-0028(4) 1/1/2025 Edition.

6 1.20 Heil provided the September 2025 reconciliation and supporting documents for
7 clients' trust account ending in 1782 (CTA-SD #1782), which holds tenant security deposits.

8 1.21 The September 2025 Trust Account Reconciliation form was signed and dated
9 November 26, 2025.

10 **(9) Conclusion of Law:** By failing to complete the September 2025 reconciliation of CTA-
11 SD #1782 within 30 days of the bank statement, Heil violated ORS 696.301(3) and its
12 implementing rule OAR 863-025-0028(3) 1/1/2025 Edition.

13 1.22 A review of the Trust Account Reconciliation form showed that the balances of
14 each component did not equal and did not reconcile.

15 1.23 Part I of the Trust Account Reconciliation document noted a balance of
16 \$51,200.00, while Parts II and III noted a balance of \$44,700.00. The Part IV difference was
17 \$6,500.00, with the bank short funds.

18 1.24 The report that was provided to support Part III of the reconciliation totaled
19 \$45,565.00. In addition, the report noted tenant security deposits that remained in CTA-SD
20 #1782 after the tenants vacated in 2018 and 2021. Corrective action was not taken until
21 December 2025.

22 **(10) Conclusion of Law:** By failing to ensure that each part of the reconciliation equaled to
23 and reconciled to each other, Heil violated ORS 696.301(3) and its implementing rule OAR
24 863-025-0028(3)(b)(4) 1/1/2025 Edition. In addition, by failing to take corrective action to
25 resolve adjustments made in a reconciliation period prior to the next reconciliation, Heil
26 violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(4) 1/1/2025 Edition.

27 1.25 A total of six deposits were outstanding for more than five days.

28 **(11) Conclusion of Law:** By failing to deposit funds into the clients' trust account within five
29 banking days, as required, Heil violated ORS 696.301(3) and its implementing rule OAR 863-
30 025-0065(4) 1/1/2025 Edition.

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

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

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ORDER

IT IS HEREBY ORDERED that Beverly Heil's property manager license be reprimanded.

IT IS FURTHER ORDERED that Heil complete the Agency-hosted Property Management and Reconciliation Requirements course within 6 months of the issuance of this order.

IT IS FURTHER ORDERED that due to the violations addressed above, Heil will be subject to a future client's trust account review within 6 months of the issuance of this order.

IT IS SO STIPULATED:

IT IS SO ORDERED:

Signed by:
Beverly Heil
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BEVERLY HEIL

Signed by:
Steve Strode
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STEVEN STRODE



Date 4/22/2026 | 1:24 PM PDT

Date 4/23/2026 | 8:45 AM PDT

Date of Service: 4/23/2026