



Oregon

Tina Kotek, Governor

AGENDA ITEM NO.

I.C.

**Notice of Agency
OREGON REAL ESTATE BOARD
Regular Meeting Agenda
Online
April 7, 2025**

Real Estate Agency
530 Center St. NE, Suite 100
Salem, Oregon 97301-2505
Phone: (503) 378-4170
www.oregon.gov/rea

- I. BOARD BUSINESS - Chair Warren**
 - A. Call to Order
 - B. Chair Warren comments/Roll Call
 - C. Approval of the Agenda and Order of Business
 - D. Approval of 02.03.24, regular meeting minutes
 - E. Date of the Next Meeting: 06.02.25 to begin at 10am, Location: Online
- II. PUBLIC COMMENT - Chair Warren**
 - This time is set aside for persons wishing to address the Board on matters not on the agenda. Speakers will be limited to five minutes.
 - The Board Chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 12 copies of all information to be distributed to board members should be given to the Board Liaison prior to the meeting.
 - Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties.
 - If no one wishes to comment, the next scheduled agenda item will be considered.
- III. REQUESTS FOR WAIVERS - Chair Warren Waiver request log.**
 - A. None
- IV. PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER - Chair Warren.**
 - A. John's Waterproofing
- V. BOARD ADVICE/ACTION - Commissioner Strode**
 - A. None
- VI. NEW BUSINESS - Commissioner Strode**
 - A. Agency Office Move
- VII. ADMINISTRATIVE ACTIONS SUMMARY - Chair Warren**
- VIII. REPORTS – Chair Warren**
 - A. Commissioner Strode
 - B. Agency division reports-Deputy Commissioner Higley
 1. Regulation Division – Elli Katuara
 2. Compliance Division – Liz Hayes
 3. Land Development Division – Michael Hanifin
 4. Licensing Division – Nenah Darville
 5. Administrative Services Division – Reba Dunnington
- IX. ANNOUNCEMENTS – Chair Warren.** Next board meeting: 06.02.25 to begin at 10am, Online
- X. ADJOURNMENT – Chair Warren**

Interpreter services, auxiliary aids for persons with disabilities, and access to attend remotely by videoconference are available upon advance request.



Oregon

Tina Kotek, Governor

AGENDA ITEM NO.

I.D.

OREGON REAL ESTATE BOARD

Regular Meeting Minutes

Videoconference

February 3, 2025

10:00 a.m.

Real Estate Agency

530 Center St. NE, Suite 100

Salem, Oregon 97301-2505

Phone: (503) 378-4170

www.oregon.gov/rea

BOARD MEMBERS PRESENT:

Michael Warren
Jessenia Juarez
Stacy Ellingson
Jose Gonzalez
James Komro
Debra Neal
Tom Tapia
LaTasha Beal
Dawn Duerksen

BOARD MEMBERS ABSENT:

None

OREA STAFF PRESENT:

Steve Strobe, Commissioner
Anna Higley, Deputy Commissioner
Meghan Lewis, Regulation Division Senior Case Analyst
Liz Hayes, Compliance Division Manager
Michael Hanifin, Land Development Division Manager
Nenah Darville, Licensing Division Manager

I. BOARD BUSINESS – Chair Warren

- A. Call to Order
- B. Chair Warren comments/Roll Call
- C. Approval of the Agenda and Order of Business

MOTION TO APPROVE 02.03.2025 REGULAR MEETING AGENDA AS SUBMITTED BY LATASHA BEAL

SECONDED BY JESSENIA JUAREZ

MOTION CARRIED BY UNANIMOUS VOTE

- D. Approval of 12.02.24, regular meeting minutes

MOTION TO APPROVE 12.02.24 REGULAR MEETING MINUTES AS SUBMITTED BY JESSENIA JUAREZ

SECONDED BY DEBRA NEAL

MOTION CARRIED BY UNANIMOUS VOTE

- E. Date of the Next Meeting: 04.07.25 to begin at 10am, Location: Online

II. PUBLIC COMMENT – Chair Warren

- A. None

III. REQUESTS FOR WAIVERS – Chair Warren

- A. None

IV. PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER –Chair Warren

- A. None



Oregon

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V. BOARD ADVICE/ACTION - Commissioner Strode

A. None

VI. NEW BUSINESS - Commissioner Strode

A. 2025 Legislative Session – Michael Hanifin

VII. COMMUNICATIONS - ADMINISTRATIVE ACTIONS SUMMARY – Chair Warren

VII. REPORTS – Chair Warren

A. Commissioner Strode

B. Agency division reports-Deputy Commissioner Higley

1. Regulation Division – Meghan Lewis
2. Compliance Division – Liz Hayes
3. Land Development Division – Michael Hanifin
4. Administrative Services Division – refer to packet
5. Licensing Division – Nenah Darville

VIII. ANNOUNCEMENTS – Chair Warren Next board meeting: 04.07.25 to begin at 10am, Online

IX. ADJOURNMENT – Chair Warren

Real Estate Agency

530 Center St. NE, Suite 100

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PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER

Rev. 3/2022

**AGENDA ITEM NO.
IV.**

INSTRUCTIONS

To petition the Real Estate Board for approval of qualifications to become an applicant for certification as a continuing education provider, the petitioner must complete this form and submit it by e-mail to nenah.y.darville@rea.oregon.gov a least 21 days before the next scheduled Board meeting at which the applicant wishes the Board to act.

IMPORTANT:

- If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.
- All information and documents submitted as part of this petition become part of the Board Packet, and therefore, public record.
- Petitioners will need to appear before the Board. This may be done in person or by phone. Once the Agency receives this completed petition, a letter will be sent to the petitioner with the date of the Board meeting the petitioner will need to attend.
- Please do not submit any class or course information as the Oregon Real Estate Agency Board is not able to review or consider this information.

If the Board approves this petition, the Agency will email a letter to the petitioner, confirming the Board's approval. The petitioner may then apply for certification as a continuing education provider under OAR 863-020-0030.

PETITIONER

Name John's Waterproofing Phone Number (503) 873-5650
Physical Address 219 Airport Rd. NE Address Cont. _____
City Silverton State OR Zip Code 97381 County Marion
E-mail education@JohnsWaterproofing.com
Mailing Address (if different) _____ Address Cont. _____
City _____ State _____ Zip Code _____ County _____

AUTHORIZED CONTACT PERSON

Prefix _____ First Name Jessica Last Name Dingle
Phone Number (971) 772-4841 E-mail JDingle@JohnsWaterproofing.com
Indicate who will appear before the board on behalf of the Petitioner: Robin Ekloff

AGENCY USE ONLY

Approved by Board YES NO

Review Date _____

PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER, Continued

QUALIFICATION INFORMATION

Provide below sufficient information about the petitioner to allow the Board to determine whether the petitioner qualifies for certification. **If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.**

Information **MUST** include one or both of the following:

- Petitioner's demonstrated expertise and experience in providing educational courses to real estate licensees.
- Petitioner's demonstrated experience and expertise in two or more course topics eligible for continuing education credit under OAR 863-020-0035.

You may attach up to **three (3)** additional pages if necessary.

John's Waterproofing first opened up in the PNW in 1974, back when not a lot of information was known about how to waterproof. As the years have progressed, tremendous strides have been taken in both basement and crawl space sciences. Systems have been developed and fine-tuned to protect homes below-grade spaces against ground water, humidity, and issues that occur when moisture is around organic material, such as the wooden foundation of a home. The leader in below-grade sciences, has come from a company called Contractor Nation, which is based in Connecticut. In 1995, John's began offering up waterproofing solutions that benefit from their learnings, using many of their products, which we have tried and tested, catering these solutions to fit the PNW environment. We proudly offer CE courses, so that inspectors, and Realtors know what is going on under homes, as well as why waterproofing solutions have to be installed in certain ways. We have seen how waterproofing systems can be installed improperly, and how damage can happen. By sharing the science that is behind proper waterproofing, we aim to educate others so that homes in the PNW are protected against rot, mold, mildew, and the structural damage and health issues that stem from water damage overall. With so many harmful issues which can occur when water and humidity occur in the crawl space or basement, we aim to ensure homeowners can rest easy that their homes are protected from the foundation up. When their inspectors and Realtors know each important piece to look for when pertaining to below-grade spaces, the homeowners can go into a home purchase knowing that their home is on a sturdy foundation and their investment in their future is protected. We cover topics from downspouts, window wells, humidity, groundwater, as well as overall basement and crawl space waterproofing. All of these topics feed into one another and if left unchecked can cause long term issues for the home as well as for the occupants of the home.

PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER, Continued

AUTHORIZATION AND ATTESTATION

- I hereby certify that I am authorized to submit this form on behalf of the petitioner and that the information is true and accurate, to the best of my knowledge.
- I certify that petitioner, or authorized individual on petitioner's behalf, has read, understands and is ready to comply with the statutory and administrative rule provisions applicable to certified continuing education providers.
- I attest that petitioner knows and understands the responsibilities of a certified continuing education provider under OAR 863-020-0050.
- I attest that petitioner knows and understands the requirements of an instructor under ORS 696.186 and the information required on a continuing education instructor qualification form under OAR 863-020-0060.

I UNDERSTAND:

	Initials	Date Completed	Agency Use Only
I will complete the Continuing Education Provider Application and will pay the \$300 fee upon Board approval.	02/11/2025	02/11/2025	ND
I understand the requirements of an education provider as outlined in Oregon Administrative Rules (OAR) Chapter 863, Division 20.	JD	02/11/2025	ND
Petitioner has demonstrated their experience and expertise in two or more course topics eligible for continuing education credit as listed in OAR 863-020-0035.	JD	02/11/2025	ND
Petitioner has demonstrated their experience in providing educational courses to real estate licensees.	JD	02/11/2025	ND

Jessica Dingle

Date: 02/11/2025

Printed Name of Authorized Individual

Jessica Dingle

Digitally signed by Jessica Dingle
Date: 2025.02.11 16:21:35 -08'00'

Signature of Authorized Individual

Reset

Print Form

Real estate consumer protection

When a new homeowner is looking for a home, there can be a multitude of items that they don't think about when it comes to purchasing. From how the homes down spouts are installed, the type of window well a below-grade space has, to overall below-grade home health. We want people to be able to enjoy healthy homes, and to protect them against making a purchase that has unknown costs that can be associated with a house if it has not been properly cared for and addressed. With over fifty years in the PNW providing waterproofing solutions we are well versed in the signs of water issues that plague this area. Our presentation includes a multitude of on-site photo examples of what to look for and how it can cause costly damage if left unaddressed, protecting the buyer from costs they didn't even know they had to think about.

Negotiation

Ultimately if the seller has not addressed below-grade water issues, the buyer has the option to use it as a negotiation tactic. By knowing what to look for, we are happy to ensure real estate process go easily. A buyer can use unaddressed issues as a way to lower the homes asking price as well as have the purchase dependent on the seller addressing said issues before purchasing. On the other side, if the buyer has the home properly waterproofed before they sell, this can be a solid negotiation for them to have a higher asking price as they know the homes below grade space is protected against mold, mildew, rot, and other structural damage, good systems will also include transferable warranties that the buyer can enjoy the benefits of. Many of the below-grade problems can occur slowly over time, and can be difficult to see in many instances, for this reason we want people to go into realty transactions on both sides, being fully educated on what signs we look for that indicate a water or moisture issue is happening.

Misrepresentation in real estate transactions

In many cases homes with crawl spaces will have a simple 6 mil vapor barrier installed to meet code, with many homes in the PNW, this only provides temporary repair, as water can rise above this and cause multiple issues to the homes foundation. Or people who suffer from damp basements can sell their home in the dry season and issues will not be identified during the buying process. But if this is done, it can very well be coving-up a much bigger issue. We have spoken with many bothered homeowners who bought their home thinking that the basement or crawl space looked dry, when really a problem has been there all along. As trained professionals we know how to look at down-spouts, mineral deposits, water stains, local water tables, and more to be able to determine what can be occurring to the homes foundation all year round. We want to share our knowledge

with realtors, inspectors, and any who are willing to learn so that they to can identify these issues and we can help make homes in the PNW dry, stable, and healthy!

ADMINISTRATIVE ACTIONS

Reported 01/22/2025
through 03/26/2025

REVOCATIONS

Drongesen, Tara, Property Manager PM.200205247, Stipulated Order dated March 26, 2025, issuing a revocation.

SUSPENSIONS

None.

REPRIMANDS

Walsh, Abraham, Property Manager PM.201213877, Stipulated Order dated March 7, 2025, issuing a reprimand.

Ford, Jonathan, Property Manager PM.201251180, Stipulated Order dated March 12, 2025, issuing a reprimand.

CIVIL PENALTIES

Vance, Marcus, Broker, B.201224458, Stipulated Order dated January 30, 2025, issuing a \$1,500.00 civil penalty.

Timios,inc. Escrow Agent, EA.201243557, Stipulated Order dated February 14, 2025, issuing a \$2,500.00 civil penalty.

LIMITED LICENSE

Phillips, Darrin, Principal Broker, PB.201220787, Stipulated Order dated March 26, 2025, resulting in surrender of principal broker license and eligibility to apply for limited broker license

Expired — Late Renewal civil penalties are computed using each 30-day period as a single offense. The civil penalty for the first 30-day period can range from \$100-\$500, with each subsequent 30-day period ranging from \$500-\$1,000. ORS 696.990

REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of
TARA DRONGESEN
STIPULATED FINAL ORDER

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

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

1.1 At all times mentioned herein, Drongesen was licensed as a property manager with Willamette Valley Rentals, LLC.

1.2 On August 6, 2024, the Agency received a complaint from Mark Bissonette (Bissonette) a tenant residing at 888 Plymouth Dr. NE, Keizer, OR 97303 (subject property). The complaint materials report that tenant ledgers for Willamette Valley Rentals, LLC (Willamette Valley) were missing subsidy payments, late fees, and were not being maintained properly.

1.3 On October 2, 2024, the Agency received a complaint from Karen Guevara. The complaint materials alleged that rent payments Guevara received were short, and that a July 2024 rent payment of \$1900 was not received from Drongesen. The complaint states Drongesen is not performing duties of maintaining the properties.

1.4 On October 8, 2024, the Agency received a complaint from Brian Davidson. The complaint materials allege Drongesen did not disburse funds owed to Davidson for September 2024 and that Drongesen did not provide full distribution of August funds. The complaint

1 alleged Drongesen did not provide Davidson with monthly statements. The complaint further
2 alleged Drongesen did not respond to emails or phone calls from Davidson.

3 1.5 On November 29, 2024, the Agency received a complaint from Jaswant Sranna.
4 The complaint materials alleged that Sranna had not received rent payments owed from
5 Drongesen since June 2024.

6 1.6 On December 19, 2024, the Agency received a complaint from Kimberly
7 Schmale (Schmale). The complaint materials alleged Drongesen had always been difficult for
8 Schmale to reach. The complaint alleged that Drongesen had failed to return calls, emails, and
9 text messages from Schmale. The complaint materials further allege that Drongesen failed to
10 disburse funds to Schmale.

11 1.7 Drongesen wrote in a response to Schmale's complaint that she was hiring new
12 staff to "...facilitate quicker responses to owners, tenants and vendors."

13 1.8 On December 19, 2024, the Agency received a complaint from Ricardo Garcia
14 (Garcia). The complaint alleged Drongesen was difficult for Garcia to reach and that
15 Drongesen had failed to respond to Garcia after multiple emails, calls, and text messages.
16 Rent paid by a tenant on November 1, 2024, was deposited on November 27, 2024, with a
17 \$15.00 wire fee. Garcia's complaint alleged Drongesen sent a text message to Garcia that they
18 would send the rent payment to Garcia but failed to do so. Garcia alleged, rent paid by a
19 tenant on December 5, 2024, has not been disbursed to Garcia.

20 1.9 Drongesen wrote in a response to Garcia's complaint that she was "...working
21 hard to bring quality people on board" to "...facilitate quicker responses to owners and
22 vendors."

23 1.10 The Agency received communication from complainants Schmale and Garcia
24 that Drongesen was not fulfilling her affirmative duties to the owners.

25 **(1) Conclusion of Law:** The Agency received seven complaints between April 2024 and
26 January 2025 that indicated Drongesen failed to release payments owed to owners, and to
27 provide monthly owners' statements timely. In addition, Drongesen made repeated statements
28 to the Agency that she was taking steps to fulfill her obligations to property owners and then
29 failed to do so. Drongesen's actions are Grounds for Discipline under ORS 696.301(1) (2023
30 Edition).

1.11 On January 13, 2025, the Agency received a complaint from Alexis Heins. Heins' complaint materials alleged that in December 2023, Drongesen received a back rent payment of over \$6500.00, and failed to disburse the rent payment owed to Heins. The complaint further alleged that there was an unpaid balance of \$500.00 owed to the city of Albany for water expenses for a property owned by Heins and managed by Drongesen.

1.12 In response to the allegations reported in the complaints above the Agency opened an investigation into Drongesen's property management activity and assigned Agency Financial Investigator Lindsey Nunes (Nunes).

1.13 On October 27, 2023, Drongesen signed a property management agreement (PMA) to manage the subject property owned by Dan Blevins (Blevins).

1.14 A PMA signed by Drongesen and Blevins on February 2, 2024, required all funds received to be delivered directly to Blevins, not Drongesen.

1.15 On December 12, 2024, Nunes spoke with Drongesen over the phone. During the call, Drongesen explained to Nunes that she had not collected security deposits or rent payments from Blevins' tenants. Drongesen also explained during the call that in November of 2023 she received checks from the tenants and did not deposit them in their respective clients' trust accounts and instead physically delivered the checks to Blevins.

1.16 On December 17, 2024, Nunes interviewed Blevins by phone. During the interview, Blevins claimed to Nunes that Drongesen did not disburse rent payments to Blevins.

(2) Conclusion of Law: By failing to deposit rent payment funds received to the Clients' Trust Account as required by the signed PMA, Drongesen violated ORS 696.301(3) and its implementing rule OAR 863-025-0065(4) (1/1/2023 Edition). These actions are Grounds for Discipline under ORS 696.301(12)(14)(15) (2023 Edition).

1.17 Investigator Nunes interviewed Drongesen via Microsoft Teams on December 26, 2024.

1.18 In the interview, Drongesen said the US Bank Account ending in 3048 (CTA 3048) was already opened and that is where she deposited Blevins' funds. Drongesen said she opened a new account at Central Willamette Credit Union this month because her new bookkeeper wanted to get everything straightened out before January 1, 2025. Drongesen said the \$65,000 came from the US bank account ending in 3048 and were security deposits.

1 Drongesen said she opened a new clients' trust account and a new clients' trust account-
2 security deposit account at Central Willamette Credit Union.

3 1.19 Review of subpoenaed bank statements from Central Willamette Credit Union
4 beginning on November 20, 2024, showed several clients' trust accounts ending in numbers
5 #0020, #0021, #0022, and #0023, that were not registered with the Agency.

6 **(3) Conclusion of Law:** By failing to register CTA #3048, and accounts ending in #0020,
7 #0021, #0022, #0023, with the Agency, Drongesen violated ORS 696.301(3) and its
8 implementing rule OAR 863-025-0025(3) (1/1/2022, 1/1/2023, 1/1/2024, 1/1/2025 Editions). In
9 addition, Drongesen violated ORS 696.301(3) as it incorporates ORS.696.245(2)(a)
10 (b)(c)(d)(e) (2023 Edition).

11 1.20 During the December 26, 2024, interview, Drongesen also explained to Nunes
12 that she was trying to figure out how to get her sets of books to match what she was doing for
13 the few checks and money orders she received.

14 1.21 A review of the owner ledger for Blevins did not include a beginning and ending
15 balance and shows Drongesen received \$53,953.90 and disbursed \$71,200.90.

16 **(4) Conclusion of Law:** By failing to include an ending balance in the owner ledger,
17 Drongesen violated ORS 696.301(3) and its implementing rule OAR 863-025-0055(3)(d)
18 (1/1/2023 Edition).

19 1.22 During the December 26, 2024, interview Drongesen told Investigator Nunes that
20 she didn't realize there were security deposit funds that didn't get transferred or they were
21 entered as rent she did not get it monitored correctly.

22 1.23 Drongesen attributed these issues to labeling the security deposits as rent
23 income and she thought the funds were going back out to the owners, and she was not
24 keeping them separated like she should.

25 1.24 A review of subpoenaed bank statements for CTA #6818 identified an entry
26 dated August 24, 2023, described as an electronic deposit from 'ForA Financial Merchant
27 Debit' in the amount of \$97,000.00. A review of subpoenaed bank statements identified an
28 entry dated February 26, 2024, described as a wire credit from 'Celtic Bank' in the amount of
29 \$67,980.12. Further review of subpoenaed bank statements identified an entry dated May 17,
30

2024, described as an electronic deposit from 'ForA Financial Merchant Debit' in the amount of \$97,112.94.

(5) Conclusion of Law: By allowing funds not associated with the clients' trust accounts to commingle with security deposit and rent payment funds, Drongesen violated ORS 696.301(3) as it incorporates ORS 696.241(5)(a)(b) (2023 Edition).

(6) Conclusion of Law: By failing to maintain complete and accurate records of funds associated with clients' trust accounts she managed, Drongesen violated ORS 696.301(3) and its implementing rule OAR 863-025-0065(8) (1/1/2023, 1/1/2024 Editions). These actions are Grounds for Discipline under ORS 696.301(12)(15) (2023 Edition).

(7) Conclusion of Law: By failing to deposit and maintain security deposit funds in clients' trust account-security deposit accounts, Drongesen violated ORS 696.301(3) and its implementing rule OAR 863-025-0025(6)(7) (1/1/2023, 1/1/2024, 1/1/2025 Editions).

1.25 On January 10, 2025, Drongesen provided investigator Nunes with the February 2024 three-way reconciliation document, bank account activity report, and trust account balance report for US Bank Clients Trust Account ending in # 6818 (CTA #6818). On January 12, 2025, Drongesen provided Nunes with a bank statement for that account.

1.26 On January 31, 2025, subpoenas for all bank statements associated with Tara Drongesen and Willamette Valley Rentals LLC, were served to US Bank and Central Willamette Credit Union. Review of subpoenaed bank statements show Drongesen extensively altered and falsified information in the bank statement she provided to the Agency. Alterations to the bank statements include changes made by Drongesen to the amounts, source, receipt and disbursement of funds.

1.27 On February 12, 2025, US Bank was served a subpoena for all bank statements associated with CTA #6818. A review of the bank statements provided by US Bank compared to the copies of bank statements provided by Drongesen to the Agency showed numerous alterations.

1.28 On January 12, 2025, Drongesen provided Nunes with a February 1-29, 2024, bank statement for CTA #6818. A review of the bank statement provided showed an entry in the amount of \$67,890.12 described as an 'internet banking transfer' from CTA #6818. A

1 review of subpoenaed bank statements for CTA #6818 show an entry dated February 26,
2 2024, described as a wire credit from 'Celtic BK Corp SAL' in the amount of \$67,890.12.

3 1.29 Drongesen provided Nunes with an October 1-31, 2024, bank statement for CTA
4 #6818. The statement provided by Drongesen included an entry dated October 18, 2024,
5 described as an electronic deposit from 'Willamette Valle' in the amount of \$45,000.00. A
6 review of subpoenaed bank records for CTA #6818 for the month of October 1-31 showed an
7 entry dated October 18, 2024, described as a wire credit from 'BK AMER NYC' in the amount
8 of \$45,000.00.

9 1.30 Review of the same bank statement Drongesen provided to Nunes for CTA
10 #6818 for October 1-31, 2024, showed an entry dated October 21, 2024, described as an
11 electronic deposit from 'APPFOLIO SV9T' in the amount of \$31,879.52. A review of the
12 subpoenaed bank statements for the same period showed an entry dated October 21, 2024,
13 described as an electronic deposit from 'G AND G FUN-1331' in the amount of \$31,879.52.

14 1.31 Drongesen provided Nunes with a bank statement for CTA #6818 for November
15 1-30, 2024. The bank statement provided by Drongesen included an entry dated November
16 18, 2024, described as an electronic deposit from 'APPFOLIO SV9T' in the amount of
17 \$23,041.22. A review of the subpoenaed bank statements for the same period showed an
18 entry dated November 18, 2024, described as an electronic deposit from 'G AND G FUN-1331'
19 in the amount of \$23,041.22.

20 1.32 Review of the same bank statement Drongesen provided to Nunes for November
21 1-30, 2024, showed an entry dated November 18, 2024, described as an electronic withdrawal
22 to 'CITYOFALBANYOR' in the amount of \$593.00. A review of the subpoenaed bank
23 statement for the same period showed an entry dated November 18, 2024, described as an
24 electronic withdrawal to 'SAMSONSERVICING' in the amount of \$593.00.

25 1.33 On February 12, 2025, Nunes interviewed Drongesen in-person at the Agency
26 office. During the interview, Nunes asked Drongesen if she altered the bank statements.
27 Drongesen admitted she did and did so to "buy time."

28 1.34 On multiple occasions, the Agency requested Drongesen provide her records of
29 professional property management activity. Records requested included general ledgers to
30

support monthly reconciliations, property management agreements, and owner and tenant ledgers. Drongesen failed to provide the requested records.

(8) Conclusion of Law: By failing to provide records to the Agency as required by rule and statute, Drongesen violated ORS 696.301(3) as it incorporates OAR 863-025-0035(2)(a)(b)(c) (1/1/2024, 1/1/2025 Edition).

(9) Conclusion of Law: Drongesen admitted she altered clients' trust account bank statements and submitted the altered bank statements to the Agency. These actions are Grounds for Discipline under ORS 696.301(12)(14)(15) (2023 Edition).

(10) Conclusion of Law: Drongesen's actions as stated above demonstrate a failure to meet obligations to property owners, a violation of ORS 696.301(3) as it incorporates ORS 696.890(4)(a)(b)(c)(d)(e)(f) (2023 Edition).

1.35 All of the above demonstrates incompetence or untrustworthiness in performing acts for which the real estate licensee is required to hold a license, committed acts of fraud or engaged in dishonest conduct substantially related to the fitness of the applicant or real estate licensee to conduct professional real estate activity, without regard to whether the act or conduct occurred in the course of professional real estate activity, and engaged in conduct that is below the standard of care for the practice of professional real estate activity in Oregon.

(11) Conclusion of Law: Based on the foregoing, Licensee is subject to discipline under ORS 696.301(12)(14)(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.

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3.

STIPULATION AND WAIVER

I, Tara Drongesen, 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.

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ORDER

IT IS HEREBY ORDERED that Tara Drongesen's property manager license be, and hereby is revoked.

IT IS SO STIPULATED:

IT IS SO ORDERED:

Signed by:

Tara Drongesen

D0EC61103C76492...

TARA DRONGESEN

Date 3/25/2025 | 4:32 PM PDT

Signed by:

Steve Strode

E2C2D0097AD8471...

STEVEN STRODE

Real Estate Commissioner

Date 3/26/2025 | 10:08 AM PDT

Date of Service: 3/26/2025



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

1.5 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

CEEEAB7969FA4F7...

JONATHAN FORD

Signed by:

Steve Strode

E2C2D0097AD8471...

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



REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of
DARRIN SCOTT PHILLIPS
STIPULATED FINAL ORDER

The Oregon Real Estate Agency (Agency) and Darrin Phillips (Phillips) do hereby agree and stipulate to all of the following in lieu of Hearing. Phillips does not dispute the Agency's Procedural History, Findings of Facts, Statements of Law and Conclusions of Law as set forth herein and accepts the Order to surrender Phillips' principal broker license and apply for a restricted real estate broker license which results therefrom.

PROCEDURAL HISTORY

On September 17, 2024, the Agency issued a *Notice of Intent to revoke Phillips principal broker License No. 201220787: Notice of Opportunity for Hearing*. On October 08, 2024, Phillips sent an email requesting a hearing. Phillips entered into settlement discussions with the Agency; the case was also referred to the Office of Administrative Hearings. This Stipulated Final Order is the result of those discussions.

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

In establishing the violations set forth herein, the Agency may rely on one or more of the definitions contained in ORS 696.010.

Findings of Fact:

1.1 At all times herein, Phillips was a licensed principal broker with EXP Realty, LLC.

1 1.2 On February 14, 2024, the Oregon Real Estate Agency (Agency) received a
2 written statement and Judgment Order from the Marion County Circuit Courts, from Phillips.
3 The Agency opened an investigation and assigned Financial Investigator Frank Leonard
4 (Leonard).

5 1.3 Phillips' statement to the Agency states Phillips was the executive director of the
6 Oregon State Police Officers Association (OSPOA). The statement reports that an
7 investigation was launched regarding Phillips' use of OSPOA credit cards for reimbursement
8 and expenses.

9 1.4 The Judgement Order Phillips provided to the Agency states Phillips pled guilty
10 to Theft in the First Degree as alleged in counts 19 and 25. The Judgement was signed by
11 Judge Channing Bennett and filed on January 22, 2024.

12 1.5 Investigator Leonard reviewed an investigative report written by Oregon
13 Department of Criminal Justice Special Agent Michael Korcek. The report states OSPOA
14 President Mark Banks (Banks) alleges Phillips used OSPOA for personal expenses by
15 submitting fraudulent reimbursement requests.

16 1.6 In the report, Banks alleges Phillips failed to provide receipts for purchases, and
17 that OSPOA staff identified transactions Phillips made with the Association's credit card
18 including tuition payments for a family member, taxidermy and dry-cleaning services, and
19 iTunes store purchases.

20 1.7 Korcek's investigative report states OSPOA staff identified multiple instances in
21 which Philips submitted for reimbursement of travel expenses whose locations and dates are
22 contradicted by transactions on his OSPOA credit card.

23 1.8 A review of the Judgement Order shows that Phillips' was sentenced to court-
24 ordered probation, and that Phillips' shall have no employment in a financial role other than
25 self-employment and shall not renew/reactivate DPSST certification.

26 1.9 Phillips was ordered to pay restitution to OSPOA in the amount of \$59,000.
27

28 **Conclusion of Law:** By being convicted of a misdemeanor related to his capacity to
29 perform professional real estate activity, Phillips is subject to discipline under ORS
30 696.301(11) and (14) (2023 Edition).

1
2 1.10 Phillips submitted the Judgement Order to the Agency on February 14, 2024.
3 The judgement was filed on January 22, 2024.

4
5 **Conclusion of Law:** By failing to notify the Agency of the judgement within twenty days
6 of its filing as required by rule and statute, Phillips' violated ORS 696.301(3) and its
7 implementing rule, OAR 863-015-0175(1)(a)(3)(4) (1/1/2023 Edition).

8
9 **Conclusion of Law:** The forgoing violations are grounds for discipline pursuant to ORS
10 696.301. Based on these violations, a surrender of Phillips' principal broker license is
11 appropriate for these violations of ORS 696.301(11) and (14) (2023 Edition).

12
13
14 2.

15 According to ORS 696.775, the lapsing, expiration, revocation or suspension of a real
16 estate license, whether by operation of law, order of the Real Estate Commissioner or decision
17 of a court of law, or the inactive status of the license, or voluntary surrender of the license by
18 the real estate licensee does not deprive the commissioner of jurisdiction to: (1) proceed with
19 an investigation of the licensee; (2) conduct disciplinary proceedings relating to the licensee;
20 (3) Take action against a licensee, including assessment of a civil penalty against the licensee
21 for a violation of ORS 696.020(2); or (4) revise or render null and void an order suspending or
22 revoking a license.

23 3.

24 THE AGENCY RESERVES THE RIGHT TO INVESTIGATE AND PURSUE
25 ADDITIONAL COMPLAINTS THAT MAY BE RECEIVED IN THE FUTURE REGARDING THIS
26 LICENSEE. Based on the above findings of fact, Phillip's fitness for licensing is at issue,
27 especially in light of the statutory standard under ORS 696.022(5) that a license shall be
28 granted only to an individual who is trustworthy and competent to conduct professional real
29 estate activity. It would be the intent of the Real Estate Commissioner to deny issuance of an
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1 unrestricted real estate broker license to Phillips at this time. A limited license is necessary so
2 that Phillips has an opportunity to demonstrate fitness for licensing.

3 To obtain the limited license, Phillips, must complete all licensing requirements per ORS
4 696.022(2)(b) and OAR 863-014-0035, and provide proof to the Agency the principal broker
5 agreeing to supervise Phillips has reviewed and agreed to this stipulated final order.
6
7

8 4.
9

10 STIPULATION AND WAIVER

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

22 I hereby agree and stipulate to the above Findings of Fact and Conclusions of Law and
23 understand that the Order which follows hereafter, which I have also read and understand,
24 may be completed and signed by the Real Estate Commissioner or may be rejected by the
25 Real Estate Commissioner. I further understand that, in accordance with the provisions of ORS
26 696.445(3), notice of this Order shall be published in the Oregon Real Estate News Journal.

27 In addition to all of the above, I agree that once the Commissioner executes this
28 Stipulated Final Order, I will accept service of the Stipulated Final Order by email, and hereby
29 waive the right to challenge the validity of service.
30

ORDER

IT IS HEREBY ORDERED that Darrin Phillips principal broker license is hereby surrendered.

IT IS HEREBY ORDERED that Darrin Phillips be issued a real estate broker's license (providing he has completed the broker application, paid the broker licensing fee, and had his supervising principal broker associate his license with the registered business name) with limitations as set forth below:

(a) The limited license period shall be for 5 years starting from the date the restricted broker license is issued associated with the registered business name.

(b) Phillips shall not engage in any property management activity.

(c) Phillips shall not be convicted of any felony or misdemeanor during the limited license term;

(d) Phillips shall not violate any license, law, or rule during the limited license term;

(e) Phillips shall be required to give a copy of this Order to any principal broker through whom Phillips is licensed during the limited license term, prior to licensing, and the principal broker shall acknowledge receiving a copy of this order in writing to the Agency.

(f) The employing principal broker shall immediately notify the Agency of any criminal convictions or license law violations by Phillips during the limited license term, and

(g) The restrictions shall continue until Phillips (1) requests an unrestricted principal broker license, in writing, and (2) Phillips' principal broker endorses him for an unrestricted license in writing. The Agency will conduct an inquiry on Phillips including but not limited to a check through the Law Enforcement Data System. If the Agency finds that there is no reason to continue the limited license, an unrestricted license will be issued.

IT IS FURTHER ORDERED that, should Phillips violate any term or condition of this Agreement, it may be a basis on which to revoke Phillips' license in accordance with ORS 696.301(13).

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PRINICPAL BROKER'S ACCEPTANCE

I hereby accept and agree to abide by the foregoing and acknowledge that I have received a copy of the stipulated final order on 03/24/2025. I also certify that I have the authority to sign this Order on behalf of Registered Business Name (RBN) Legacy Real Estate, number RBN.201249471.

Principal Broker (Printed) James D. Hauge

Principal Broker Signature

Signed by:

James Hauge
A152F9A66163438...

License No. PB.200107093

IT IS SO STIPULATED:

DocuSigned by:
[Signature]
647F74DE730F416...

Date 3/20/2025 | 1:46 PM PDT

IT IS SO ORDERED:



Signed by:
Steve Strode
E2C2D0097AD8471...

STEVEN STRODE

Real Estate Commissioner

Date 03/26/2025

Date of Service: 3/26/2025 | 1:47 PM PDT

REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Escrow Agent License of
TIMIOS, INC.

STIPULATED FINAL ORDER

The Oregon Real Estate Agency (Agency) and Timios, Inc. (Timios) do hereby agree and stipulate to the following:

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

1.1 Timios was licensed as an Escrow Organization in Oregon until June 30, 2024, when the license expired.

1.2 On February 14, 2024, Timios received a notice by email from the Agency that Annual Report materials were due to the Agency no later than March 31, 2024.

1.3 On February 27, 2024, Timios submitted Annual Report documents to the Agency. The documents provided did not include the required Financial Statement (statement).

1.4 On March 27, 2024, the Agency advised Timios by email that the statement was due to the Agency by March 31, 2024.

1.5 Timios did not provide the statement to the Agency. Timios' Escrow Organization licensed expired on June 30, 2024. The Agency opened an investigation on July 30, 2024.

1.6 Included in the documents submitted to the Agency on March 27, 2024, was a document of Closing Escrows Open More than 12 Months which showed two escrow transactions were still open as of the date it was submitted to the Agency.

1.7 On August 9, 2024, Investigator Lindsey Nunes (Nunes) exchanged emails with Timios Compliance Department staff member Kristen Martinez (Martinez). Martinez wrote to

1 Nunes that Timios had Oregon escrow files that had closed prior to the expiration of Timios'
2 Oregon Escrow Organization license whose funds were on 'holdback' status. Martinez asked
3 Nunes what Timios should do with the associated funds.

4 1.8 Martinez wrote to Nunes that Timios was aware it would need to reapply for an
5 Oregon Escrow Organization License to facilitate Escrow transactions on properties in Oregon.

6 1.9 In an email sent to Investigator Nunes on August 13, 2024, Martinez wrote that
7 Timios did not close any escrow files after the expiration of their license on June 30, 2024, but
8 their Agent did. Martinez wrote that Amerititle was Timios' agent. Martinez wrote to Nunes that
9 Timios did receive funds from Amerititle for three escrow files after closing to pay for invoices
10 after July 1, 2024.

11 1.10 An email dated July 22, 2024, sent from Timios staff member Damary Martinez to
12 Futura Title instructs Futura to wire Seller proceeds and associated fees totaling \$206,540.41
13 to Timios for the sale of a property located at 2940 Ridgeway Drive, Reedsport, OR 97467.

14 1.11 An email dated July 23, 2024, from Damaray Martinez to Futura Title instructs
15 Futura Title to wire sellers' proceeds and associated fees totaling \$282,919.02 to Timios for
16 the sale of property located at 205 NE Stanton Street, Portland, OR 97212

17 1.12 An email dated July 23, 2024, from Damaray Martinez to Futura Title instructs
18 Futura Title to wire sellers' proceeds and associated fees totaling \$269,089.73 to Timios for
19 the sale of a property located at 2641 SE 168th Ave., Portland, OR 97236.

20
21 **(1) Conclusion of Law:** By facilitating three escrow transactions after the expiration of
22 Timios' Escrow Organization license on June 30, 2024, Timios violated ORS 696.511 (2023
23 Edition) and its incorporating rule OAR 863-049-0035(3) (1/1/2024 Edition).

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2.

2.1 The foregoing violations are grounds for discipline pursuant to ORS 696.535(1).

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

2.3 In establishing the violations alleged above, the Agency may rely on one or more of the definitions contained in ORS 696.505.

3.

STIPULATION AND WAIVER

I, Timios, Inc., 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 Timios, Inc. I further understand that if Timios, Inc. does not agree with this stipulation Timios, Inc. has 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 Timios, Inc. freely and voluntarily waive Timios, Inc.'s rights to a Hearing, to representation by legal counsel at such a Hearing, and to judicial review of this matter.

Timios, Inc. hereby agrees and stipulates 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, Timios, Inc. agrees that once the Commissioner executes this Stipulated Final Order, Timios, Inc. will accept service of the Stipulated Final Order by email, and hereby waive the right to challenge the validity of service.

IT IS HEREBY ORDERED that, pursuant to ORS 696.585 and based upon the violation(s) set forth above, Timios, Inc. pay a civil penalty in the sum of \$2,500,00, said penalty to be paid to the General Fund of the State Treasury by paying the same to the OREA.

IT IS SO STIPULATED:

IT IS SO ORDERED:

DocuSigned by:
By Mark Kayton
C0328434389A416...
Title General Counsel
Date 2/7/2025 | 4:01 PM PST

Signed by:
Steve Strobe
E2C2D0097AD8471...
Steven Strobe
Real Estate Commissioner
Date 02/14/2025



DATE of service: 2/14/2025 | 12:41 PM PST

REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Unlicensed Professional
Real Estate Activity of
MARCUS ANTHONY VANCE

STIPULATED FINAL ORDER AND ORDER
TO CEASE AND DESIST

The Oregon Real Estate Agency (Agency) and Marcus Anthony Vance (Vance) do hereby agree and stipulate to the following:

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

In establishing the violations set forth herein, the Agency may rely on one or more of the definitions contained in ORS 696.010.

1.1 On March 5, 2024, Thomas Winike (Winike) submitted a complaint to the Agency. The complaint states Vance allowed employees to refuse Winike's request for accommodations under the Americans with Disabilities Act. Additionally, the complaint states that per the Agency website, Vance's real estate broker license was inactive.

1.2 The Agency opened an investigation on March 5, 2024, and assigned the case to Investigator Lindsey Nunes (Nunes)

1.3 In a response to the Agency, Vance stated that the accommodations dispute referenced in the complaint had been settled per a U.S. Department of Housing and Urban Development conciliation agreement signed by Winike and Vance. A copy of the executed conciliation agreement was provided to the Agency.

1.4 Investigator Nunes informed the complainant that issues in the complaint not pertaining to professional real estate activity were outside of the Agency's jurisdiction.

1.5 On October 1, 2023, Vance's real estate broker's license associated with Commonwealth Real Estate Services (Commonwealth) expired.

1.6 On October 9, 2023, Vance paid the \$450.00 fee to renew his broker's license.

1.7 On October 9 and October 10, 2023, the Agency notified Vance by email his broker's license was not reactivated and in pending status.

1.8 The notices instructed Vance not to conduct professional real estate activity until his license was reactivated.

1.9 The emails were not returned as undeliverable to the Agency.

1.10 Vance's broker's license was not reassociated with Commonwealth and reactivated until March 07, 2024.

1.11 Vance stated to investigator Nunes that he oversees property managers for rental communities. This constitutes professional real estate activity per ORS 696.010(17)(h) (2023 Edition).

(1) Conclusion of Law: By engaging in professional real estate activity with an inactive license, Vance violated ORS 696.301(3) (2023 Edition) as it incorporates ORS 696.020(2) (2023 Edition). Vance is subject to a civil penalty under ORS 696.990(4)(a)(b) (2023 Edition)

2.

According to ORS 696.775, the lapsing, expiration, revocation or suspension of a real estate license, whether by operation of law, order of the Real Estate Commissioner or decision of a court of law, or the inactive status of the license, or voluntary surrender of the license by the real estate licensee does not deprive the commissioner of jurisdiction to: (1) proceed with an investigation of the licensee; (2) conduct disciplinary proceedings relating to the licensee; (3) Take action against a licensee, including assessment of a civil penalty against the licensee for a violation of ORS 696.020(2); or (4) revise or render null and void an order suspending or revoking a license.

3.

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

3 4.

4 STIPULATION AND WAIVER

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

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

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

25
26
27 ORDER

28 IT IS HEREBY ORDERED that, pursuant to ORS 696.990 and based upon the violation
29 set forth above, Vance pay a civil penalty in the sum of \$1,500.00 said penalty to be paid to the
30 General Fund of the State Treasury by paying the same to the Agency.

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IT IS SO STIPULATED:

Signed by:
Marcus Vance
1152B61666C6440...

MARCUS VANCE

Date 12/12/2024 | 1:12 PM PST

IT IS SO ORDERED:


Signed by:
Steven Strode
E2C2D0097AD8471...

STEVEN STRODE

Real Estate Commissioner

Date 1/30/2025 | 12:26 PM PST

Date of Service: 01/30/2025

REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of
ABRAHAM WALSH
STIPULATED FINAL ORDER

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

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

1.1 At all times mentioned herein, Walsh was licensed as a property manager with Legacy Property Management (LPM).

1.2 On March 20, 2024, the Agency received a complaint from Kalfred Yee (Yee) against Walsh. The Agency opened an investigation.

1.3 The complaint alleged that in August 2022, Yee purchased Sherman St. Apartments (SSA) in Portland, Oregon. In July 2023, Yee received notification from LPM that SSA had an outstanding bill with the Portland Water Bureau for \$109,493.00. Yee further explained that Legacy had received water bills of approximately \$20,000.00 a month over a five-month period, but Yee had not been notified until the water bill was more than \$100,000.00.

1.4 In response to the complaint, Walsh wrote that LPM's attention was drawn to an unusually high water bill for the month of February 2023. This prompted further investigation into which a missed water bill from January 2023 was found to also be unusually high.

1.5 Legacy determined the cause of the high water bills was a broken pipe. Repairs were completed on March 20, 2023. In May 2023, the Portland Water Bureau notified Legacy

1 that the water meter indicated another leak. LPM dispatched contractors to the site who fixed a
2 significant leak on June 5, 2023.

3 1.6 Walsh wrote to the Agency that LPM communicated with Yee, and engaged with
4 the Portland Water Bureau, including submitting all documents for repair work. Walsh wrote
5 they were advised to make partial payments toward the outstanding bill, until a decision could
6 be made on a leak adjustment request.

7 1.7 Emails provided to the Agency show that between March 2023, and August
8 2023, LPM bookkeeper Stephany Hallberg (Hallberg) communicated with the Portland Water
9 Bureau, submitting invoices of repair work that had been completed on the SSA water leak to
10 get a reduction in the bill.

11 1.8 Records provided to Investigator John Moore (Moore) show that on June 16,
12 2023, Hallberg sent an email to Walsh, Yee, and Dan True (True), the Chief Financial Officer
13 of LPM. Hallberg summarized the communication with the Portland Water Bureau, the SSA
14 water bills, and the steps taken for the leak repair. In a review of records, this email is the
15 earliest date of email provided in which Yee is on the distribution list and informed of the water
16 leaks and subsequent water bills.

17 1.9 The Portland Water Bureau gave a credit in the amount of \$34,034.63 on July
18 21, 2023, leaving a balance of \$87,353.96. Hallberg communicated this credit to Walsh, True,
19 and Yee. Walsh responded to the email asking if the bills had not been paid all along and why
20 they owed \$90,000.00.

21 1.10 Email records show that between August 2023, and October 2023, Yee sent
22 emails to Walsh and True requesting time to meet.

23 1.11 Between October 2023 and December 2023, Yee exchanged several emails with
24 the Portland Water Bureau. On December 13, 2023, Yee was informed that an additional
25 adjustment in the amount of \$55,503.97 was made on his account, leaving a balance of
26 \$12,880.27.

27 1.12 In an interview with Moore on August 30, 2024, Yee confirmed that he was not
28 aware of LPM's correspondence with the Portland Water Bureau that had occurred in March,
29 April, and May of 2023. Yee explained to Moore that he reached out several times to Walsh
30 during the process in an attempt to meet but had no communication from him.

1 1.13 Moore interviewed Walsh and True on October 3, 2024. In the interview, Walsh
2 confirmed that June 2023 was the first time he was made aware of the situation with the SSA
3 water bills.

4 1.14 Walsh explained that he was trying to figure out what the issue was, if it was that
5 they were not getting the bills or was there a reason they were not getting paid.

6 1.15 Walsh explained to Moore that he is the CEO of LPM, and his job is to get more
7 clients, do the acquisition part, and then oversee everything. Walsh said he does not
8 micromanage and lets everyone do their job for the most part and that everyone does their job
9 extremely well.

10 1.16 During the interview, Walsh told Moore that he had some phone calls with Yee,
11 but did not write down the dates or times. Walsh further explained that there were times where
12 there were missed calls between himself and Yee.

13 1.17 Walsh told Moore that he probably directed Hallberg when they found out about
14 the high bills, as she was the lead bookkeeper at the time. Walsh explained that Hallberg spent
15 a significant amount of time on it with the city.

16 1.18 Hallberg explained to Moore that she was unsure of why they did not get the
17 January 2023 bill originally. Once they got the next bill, and saw a really large past due
18 balance, they realized they didn't have the bill and instantly requested it.

19 1.19 Hallberg confirmed to Moore that June 2023 was the first time she informed Yee,
20 Walsh, and True of what was going on. Hallberg explained that she was talking with the
21 Portland Water Bureau, with the understanding that if the leaks were fixed, the water bill would
22 receive a credit. Hallberg said she was under the assumption this was her fault, and that it
23 would be a normal water bill once the leak was fixed.

24 **(1) Conclusion of Law:** By failing to exercise reasonable care and diligence in supervising
25 staff conducting property management and failing to consistently communicate with the
26 property owner to pursue mitigation of the financial hardship to the property created by the
27 water bill, Walsh violated ORS 696.301(3) as it incorporates ORS 696.890(4)(a)(c)(e)(f) 2023
28 Edition.

1 1.20 All of the above demonstrates incompetence or untrustworthiness in performing
2 acts for which the real estate licensee is required to hold a license and conduct that is below
3 the standard of care for the practice of professional real estate activity in Oregon.

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

6
7 2.

8 2.1 The foregoing violations are grounds for discipline pursuant to ORS 696.301.

9 2.2 The Agency reserves the right to investigate and pursue additional complaints
10 that may be received in the future regarding this licensee.

11 2.3 In establishing the violations alleged above, the Agency may rely on one or more
12 of the definitions contained in ORS 696.010.

13
14 3.

15 STIPULATION AND WAIVER

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

27 I hereby agree and stipulate to the above Findings of Fact and Conclusions of Law and
28 understand that the Order which follows hereafter, which I have also read and understand,
29 may be completed and signed by the Real Estate Commissioner or may be rejected by the
30 Real Estate Commissioner. I further understand that, in accordance with the provisions of

1 ORS 696.445(3), notice of this Order shall be published in the Oregon Real Estate News
2 Journal.

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

7 ORDER

8 IT IS HEREBY ORDERED that Abraham Walsh's property manager license be, and
9 hereby is reprimanded.

12 IT IS SO STIPULATED:

12 IT IS SO ORDERED:

14 DocuSigned by:

15 *Abraham Walsh*

16 8E5F825CC615400...

16 ABRAHAM WALSH

18 Date 3/6/2025 | 5:41 PM PST

Signed by:

15 *Steve Strode*

16 E2C2D0097AD8471...

16 STEVEN STRODE

17 Real Estate Commissioner

18 Date 3/7/2025 | 9:39 AM PST

20 Date of Service: 3/7/2025



**REAL ESTATE BOARD
REGULATION DIVISION REPORT
April 7th, 2025**

Regulation Division Manager: Elli Kataura

Compliance Specialist 3s (Senior Case Analysts): Meghan Lewis

Financial Investigators (Investigator-Auditors): Aaron Grimes, Lindsey Nunes, Cidia Nañez, Frank Leonard,
Dylan Ray, Megan Donovan, Amanda Moser.

Administrative Specialist 2 (Case Resolution Coordinator): Jack Brady

Division Overview

The Agency receives complaints and determines if an investigation is appropriate. Open cases are assigned to investigators to gather facts (from interviews and documents), prepare a detailed written report, and submit for Administrative Review. The Senior Case Analysts conducting the Administrative Review work evaluate whether the evidence supports a violation of Agency statutes or administrative rules. When a case finds sufficient cause to sanction a license, the case is elevated to the Commissioner for review. When the Commissioner supports a sanction, the Senior Case Analysts offer a settlement conference to resolve cases without a contested case hearing. If the respondent requests a hearing, the Investigator works with the Assistant Attorney General in preparing for and presenting the case at hearing.

Personnel

Jack Brady's Limited Duration position is ending this month. Amanda Moser will continue to assist the case resolution processes while also completing investigations as assigned.

Workload and Activity Indicators

<u>Average # in this status at the time</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Current 3/26/25</u>
Complaint	17	21	15	17	40
Investigation	47	22	36	50	10
<i>(# of Investigators)</i>	7	7	6*	6*	7
Admin Review	8	4	4	3	5
Settlement Process	8	4	3	4	10

* We had an investigator that was on extended leave for the majority of 2022-2023.

**REAL ESTATE BOARD
COMPLIANCE DIVISION REPORT
April 7, 2025**

Compliance Division Manager: Liz Hayes
Compliance Specialist 2: Jen Wetherbee
Compliance Specialist 1: Rick Marsland, Helen Wilson, Katie Nash
Senior Auditor (Escrow): Roger McComas

Division Overview

The Compliance Division ensures that licensees meet their fiduciary and administrative responsibilities by reviewing financial and administrative records. This division aims to conduct clients' trust account and compliance reviews and develop other compliance-related programs. This work includes providing technical assistance and sharing knowledge on the interpretation and application of laws and rules administered by the Agency (excluding legal advice) to licensees, the public, and other governmental agencies.

Presentation

Workload and Activity Indicators

All Escrow 2024 annual reports were due to the Agency by March 31, 2025. Beginning April 21, 2025, Escrow companies may begin submitting their 2024 year-end financials, these are due by May 31, 2025. Once the Agency receives both the 2024 annual reports and the 2024 year-end financials, Escrow companies will be made eligible to renew their license in June.

As of 03/26/2025	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
ELOA	3	2	2	4	44	79	81	13	55	101	141	24
No Violation	351	356	192	172	375	216	87	10	98	94	89	18
Investigation	14	5	3	8	10	29	7	2	13	20	23	0
Resolved									72	182	216	41
Reviews Closed	368	363	197	184	429	324	175	25	238	397	469	83

(# of Staff)	3	4	4	5	6	6	1	1-2	2-4	3-4	3-4	4
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As of 03/26/2025	Jan	Feb	Mar
ELOA	10	10	4
No Violation	10	3	5
Investigation			
Resolved	13	17	11
Total Closed	33	30	20

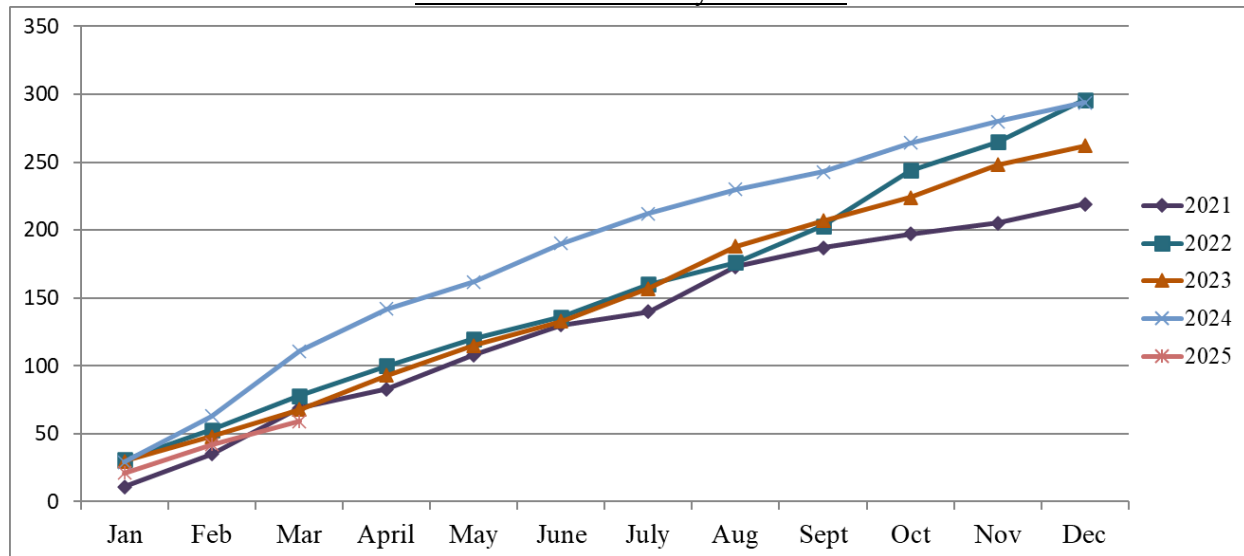
**Report to the Real Estate Board
Land Development Division
April 7th, 2025**

Division Manager: Michael Hanifin

Section Overview:

The Land Development Division reviews and approves filings related to condominiums, timeshares, subdivisions, manufactured home subdivisions, and membership campgrounds. The section reviews and approves the foundational documents creating these types of properties, as well as later amendments to those documents, to verify compliance with statutory requirements. We also issue the Disclosure Statement (sometimes referred to as a Public Report) required for sales of these interests to Oregonians. The Disclosure Statement summarizes key information about the condominium for the consumer, somewhat like the owner's manual for a car.

Workload and Activity Indicators



The division has had 59 filings through end of March 2025. This filing volume is lower than what we've seen over the last couple of years through the equivalent (Jan – Mar) timeframe. Last year was relatively busy and this lower filing volume may reflect a recoupment period. The average number of filings thus far this year is 20, which is on par with the statistical average of 2010 through 2024, and it's worth noting the number of filings per month does not a corollary for the residential condominium units produced. As discussed at various points in prior meetings, we're seeing an upward shift in the average number of units per condominium.

Rulemaking:

None at this time.

Legislative Activity:

This is a list of the current bills in the ongoing legislative session that, if passed, will affect the agency.

HB 2373 - The Act creates a license for timeshare sales agents. Prohibits selling or offering for sale a timeshare without a license. Establishes a timeshare real estate license. Directs the Real Estate Agency and Real Estate Commissioner to regulate and issue timeshare sales agent licenses. Becomes operative January 1, 2026. Declares an emergency, effective July 1, 2025.

-The bill is in the first chamber. A work session was held on March 25th.

HB 3137 - Modifies laws related to regulation of real estate professionals. Defines "managing principal broker" and prescribes responsibilities.

-The bill has moved into the 2nd chamber and referred to the Housing and Development committee. No hearing scheduled.

SB 476 - Requires professional licensing boards to provide culturally responsive training to specified staff members and publish guidance on pathways to professional authorization for internationally educated individuals.

-Work session held March 27th, -2 amendment adopted.

HB 5036 – Budget bill.

Dead Bills:

HB 2438 - The Act says that real estate agents may access the MLS and do not have to be a part of a group that represents real estate agents. Prohibits a person from denying a real estate licensee access to the multiple listing service because the licensee is not a member of a professional real estate association or organization. Punishes violation of the Act as an unlawful practice under the Unlawful Trade Practices Act.

SB 13 - A board that issues job licenses must let a person who wants one to show job experience instead of schooling if the license needs a high school diploma. Requires a professional licensing board to consider experience in lieu of a high school diploma or an equivalent for licensure, certification or other authorization to provide certain occupational or professional services. Takes effect on the 91st

**REAL ESTATE BOARD
LICENSING DIVISION REPORT
April 7, 2025**

Licensing Manager: Nenah Darville

Compliance Specialist: Tami Schemmel, Kaely Salem

Administrative Specialist: Elizabeth Hardwick, Cory King, Reagan Van Dorp, Sunny Deanda.

Division Overview

The Licensing Division acts as the first point of contact for the public and licensees. This division manages reception, licensing related services, general public inquiry and complaint intake and processing

Personnel

The Division recently hired Sunny Deanda into the vacant Front Desk - Administrative Specialist 1 position. Additionally, licensing completed an internal recruitment Compliance Specialist 1 position and Kaely Salem accepted the position on March 28th.

Licensing Update

The most recent data available for division performance is as follows:

Average Call Hold Time for the month of February – 45 Seconds

New complaints filed in the month of February - 33 cases

Average Days Processing complaints for month of February – 10 days

Customer Service Overall Rating – 96% (September 1, 2024– February 28, 2025)

RBN Renewal

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Eligible to Renew</u>	397	339										
<u>Failed to Renew</u>	14	16										
<u>% Renewed</u>	96%	95%										

Licensing Statistics

Total Licensee Counts by Month:

Individuals (Persons)	Jan-25	Feb-25
Broker – Total	16,897	16,882
Active	15,100	15,014
Inactive	1,797	1,868
Principal Broker - Total	6,086	6,066
Active	5,649	5,627
Inactive	437	439
ALL BROKERS Total	22,983	22,948
Active	20,749	20,641
Inactive	2,234	2,307
Property Manager - Total	1,025	1,024
Active	910	912
Inactive	115	112
MCC Salesperson	15	15
MCC Broker	0	0
TOTAL INDIVIDUALS	24,023	23,987
Active	21,674	21,568
Inactive	2,349	2,419
Facilities (Companies)		
REMO	4	4
Registered Business Name (RBN)	3,700	3,685
Registered Branch Office (RBO)	721	728
Escrow Organization	82	88
Escrow Branch	186	186
Condominium Filing (CO)	665	679
Unit Owners Association	806	802
Pre-License Education Provider (PEP)	25	25
CEP	273	274
MCC Operator	25	25
TOTAL FACILITIES	6,487	6,496
TOTAL INDIVIDUALS & FACILITIES	30,510	30,483

New Licenses by Month:

Individuals (Persons)	Jan-25	Feb-25
Broker	96	84
Principal Broker	10	12
TOTAL BROKERS	106	96
Property Manager	6	10
MCC Salesperson	0	0
MCC Broker	0	0
TOTAL INDIVIDUALS	112	106
Facilities (Companies)		
Continuing Education Provider (CEP)	2	0
REMO	0	0
Registered Business Name	31	21
Registered Branch Office	4	8
Escrow Organization	0	1
Escrow Branch	1	0
Condominium Filing	8	6
Unit Owners Association	7	4
Pre-License Ed Provider	0	0
MCC Operator	0	0
TOTAL FACILITIES	53	40
TOTAL INDIVIDUALS & FACILITIES	165	146

Exam Statistics*February 2025**ALL LICENSING EXAMS* Total

Broker	282
Property Manager	29
Principal Broker	39
Reactivation	3

Pass Rates

<i><u>First Time Pass Rate</u></i> <i><u>Percentage</u></i>	<i><u>2021</u></i>	<i><u>2022</u></i>	<i><u>2023</u></i>	<i><u>2024</u></i>	<i><u>2025</u></i>
Broker State	47	44	42	44	45
Broker National	67	66	64	62	65
Principal Broker State	57	54	47	51	31
Principal Broker National	55	65	54	71	76
Property Manager	66	65	63	60	68

Oregon Real Estate Agency Education & Licensing Division
Licensee Application & Renewal 2025 Data

<u>New Applications</u>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<u>Brokers</u>	245	195											440
<u>Principal Brokers</u>	25	25											50
<u>Property Managers</u>	27	30											57
<u>Total</u>	297	250											547

Renewal Activity														
Brokers		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
On Time	Active	463	505											968
	Inactive	30	30											60
Late	Active	73	50											123
	Inactive	6	11											17
Lapse		140	150											290
Total		712	746											1458

<u>Principal Brokers</u>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
On Time	Active	194	174											368
	Inactive	13	8											21
Late	Active	13	9											22
	Inactive	2	2											4
Lapse		24	23											47
<u>Total</u>		246	216											462

Oregon Real Estate Agency Education & Licensing Division
Licensee Application & Renewal 2025 Data

Property Managers		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
On Time	Active	44	34											78
	Inactive	1	1											2
Late	Active	5	1											6
	Inactive	0	0											0
Lapse		4	6											10
Total		54	42											96

Grand Total (Brokers, Principal Brokers, Property Managers)														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Eligible to Renew		1012	1004											2016
On Time	Active	701	713											1414
	Inactive	44	39											83
Late	Active	91	60											151
	Inactive	8	13											21
Total Renewed		844	825											1669
Lapse		168	179											347

% On Time		73.6%	74.9%	%	%	%	%	%	%	%	%	%	%	74.3%
% Late		9.8%	7.3%	%	%	%	%	%	%	%	%	%	%	8.5%
% Failed to Renew (Lapsed)		16.6%	17.8%	%	%	%	%	%	%	%	%	%	%	17.2%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Oregon Real Estate Agency Education & Licensing Division
Licensee Application & Renewal 2024 Data

New Applications													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Brokers	219	204	217	176	197	181	159	171	173	156	171	164	2188
Principal Brokers	29	24	23	19	21	18	21	24	17	23	12	16	247
Property Managers	28	23	24	23	28	27	18	25	29	28	17	21	291
Total	276	251	264	218	246	226	198	220	219	207	200	201	2726

Renewal Activity														
Brokers		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
On Time	Active	519	498	533	555	584	550	534	528	554	568	445	505	6373
	Inactive	43	37	23	32	43	31	38	36	44	39	26	41	433
Late	Active	48	34	41	50	57	54	55	55	56	61	57	61	629
	Inactive	27	11	6	12	4	12	11	14	15	19	5	15	151
Lapse		144	126	140	141	135	135	141	149	139	113	127	145	1635
Total		781	706	743	790	823	782	779	782	808	800	660	767	9221

Principal Brokers		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
On Time	Active	213	235	230	223	230	242	203	214	247	221	197	202	2657
	Inactive	13	14	10	9	19	15	12	10	7	7	11	12	139
Late	Active	8	9	5	12	10	6	7	6	13	10	7	8	101
	Inactive	3	4	1	2	1	3	2	4	1	3	2	6	32
Lapse		32	26	29	14	28	23	28	23	16	23	28	27	297
Total		269	288	275	260	288	289	252	257	284	264	245	255	3226

Oregon Real Estate Agency Education & Licensing Division
Licensee Application & Renewal 2024 Data

<u>Property Managers</u>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<u>Total</u>
On Time	Active	31	28	26	22	40	28	32	31	37	27	22	28	352
	Inactive	1	2	2	0	4	1	2	1	1	1	3	3	21
Late	Active	3	2	4	2	1	1	1	1	0	0	1	1	17
	Inactive	0	1	1	1	0	1	1	0	0	1	0	0	6
Lapse		11	10	5	10	5	13	11	10	8	11	7	6	107
<u>Total</u>		46	43	38	35	50	44	47	43	46	40	33	38	503

Grand Total (Brokers, Principal Brokers, Property Managers)														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<u>Total</u>
Total Eligible to Renew		1096	1037	1056	1085	1161	1115	1078	1082	1138	1104	938	1060	12950
On Time	Active	763	761	789	800	854	820	769	773	838	816	664	735	9382
	Inactive	57	53	35	41	66	47	52	47	52	47	40	56	593
Late	Active	59	45	50	64	68	61	63	62	69	71	65	70	747
	Inactive	30	16	8	15	5	16	14	18	16	23	7	21	189
Total Renewed		909	875	882	920	993	944	898	900	975	957	776	882	10911
Lapse		187	162	174	165	168	171	180	182	163	147	162	178	2039

<u>% On Time</u>		74.8%	78.5%	78.0%	77.5%	79.2%	77.8%	76.2%	75.8%	78.2%	78.2%	75.1%	74.6%	77.0%
% Late		8.1%	5.9%	5.5%	7.3%	6.3%	6.9%	7.1%	7.4%	7.5%	8.5%	7.7%	8.6%	7.2%
<u>% Failed to Renew</u> (Lapsed)		17.1%	15.6%	16.5%	15.2%	14.5%	15.3%	16.7%	16.8%	14.3%	13.3%	17.3%	16.8%	15.7%
<u>Total</u>		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

<u>Oregon Real Estate Agency Education & Licensing Division Phone Counts</u>													
(Minutes: seconds)	Jan – 25	Feb – 25	Mar – 25	Apr – 25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov--25	Dec-25	2025 Average
Call Count	1471	1181											1326
Average Wait Time	:52	:45											:49
Maximum Wait Time	0:13:31	0:11:02											0:12:16

<u>Oregon Real Estate Agency Education & Licensing Division Phone Counts</u>													
(Minutes: seconds)	Jan – 24	Feb – 24	Mar – 24	Apr – 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov--24	Dec-24	2024 Average
Call Count	1588	1447	1509	1471	1415	1138	1252	1205	1232	1279	897	1213	1304
Average Wait Time	:30	:42	:45	:32	:25	:29	:27	:40	:33	:55	:55	:55	:39
Maximum Wait Time	0:09:48	0:12:50	0:11:01	0:10:00	0:13:36	0:13:28	0:20:09	0:13:37	0:10:11	0:17:29	0:16:03	0:18:31	0:13:54

<u>Oregon Real Estate Agency Education & Licensing Division Phone Counts</u>													
(Minutes: seconds)	Jan – 23	Feb – 23	Mar – 23	Apr – 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov--23	Dec-23	2023 Average
Call Count	1642	1368	1603	1428	1438	1286	1283	1468	1382	1445	1222	1265	1403
Average Wait Time	:33	:32	:35	:28	:28	:35	:38	:29	:32	:29	:40	:30	:32
Maximum Wait Time	0:11:07	0:11:14	0:10:58	0:09:13	0:10:11	0:16:20	0:09:26	0:11:08	0:11:55	0:11:53	0:10:46	0:10:44	0:11:15

<u>Oregon Real Estate Agency Education & Licensing Division Phone Counts</u>													
(Minutes: seconds)	Jan – 22	Feb – 22	Mar – 22	Apr – 22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov--22	Dec-22	2022 Average
Call Count	1730	1520	1776	1510	1437	1444	1303	1510	1555	1444	1469	1295	1499
Average Wait Time	:33	:23	:45	:33	:35	:36	:42	:58	:50	:36	:29	:43	:39
Maximum Wait Time	0:20:37	0:12:03	0:26:17	0:13:25	0:10:53	0:11:15	0:11:13	0:31:05	0:32:16	0:13:58	0:10:52	0:11:53	0:17:09

**REAL ESTATE BOARD
ADMINISTRATIVE SERVICES DIVISION REPORT
April 7, 2025**

Business & Human Resources Services Manager: Reba Dunnington

Systems Administrator: Tiffani Miller

IT Helpdesk: Denise Lewis

Program Analyst: Rus Putintsev

Accountant: Caty Karayel

Section Overview

The Administrative Services Division serves as the foundation of the Agency's operations by providing comprehensive support in accounting, purchasing and contracting, inventory control, facilities, payroll, human resources, special projects, information technology (IT), and performance management.

Personnel

The team is made up of four employees that are individual subject matter experts in their fields of IT, accounting, and program analysis. During the last Agency all-staff meeting in March the Administrative team shared a presentation outlining the work of the division and how each member supports the agency behind the scenes. There have been no personnel changes since our last board meeting.

eLicense Replacement Project

Division staff provide support to the eLicense replacement project through project coordination, configuration feedback and user acceptance testing.

Accounting Update

Currently, the division is performing a review of internal accounting policies to ensure compliance with the Oregon Accounting Manual. This project is ongoing and anticipated to complete by the end of fiscal year 2026 (June 30, 2026).

As of March 2025, projected revenue for the 2023-2025 biennium is **\$10.6 million**. Projected expenses are **\$11.7 million** and 7.63% under the expenditure limitation granted in the Legislative Budget of \$12.7 million. Two million in expenditure limitation is reserved for payment of the eLicense replacement system in the 2025-2027 biennium. The anticipated ending cash balance is **\$5.06 million** and represents approximately seven months of operating expenses.

2023-2025 Budget - Biennium to Date Through June 30th 2025

Budget Codes (ORBITS)		23-2025 LAB	Expected Total Expenditures for Biennium (current)	Expected Remaining Limitation at end of Biennium
	Total Personal Services	9,391,241	8,844,880	546,361
4100 & 4125	In-State Travel & Out-of-StateTravel	107,334	59,946	47,388
4150	Employee Training	40,206	60,190	(19,984)
4175	Office Expenses	58,989	19,032	39,957
4200	Telecom/Tech Services & Support	70,231	73,971	(3,740)
4225	State Government Services	646,658	483,352	163,306
4250	Data Processing	118,785	70,749	48,036
4275	Publicity & Publications	39,905	310	39,595
4300 & 4315	Professional Services & IT Professional Services	378,671	431,842	(53,171)
4325	Attorney General Legal Fees	365,688	145,489	220,199
4375	Employee Recruitment	8,420	0	8,420
4400	Dues & Subscriptions	10,406	15,258	(4,852)
4425	Facilities Rent & Taxes	276,712	266,141	10,571
4475	Facilities Maintenance	4,911	14,556	(9,645)
4575	Agency Program Related S&S	982,084	982,315	(231)
4650	Other Services & Supplies	4,269	179,392	(175,123)
4700	Expendable Property \$250-\$5000	31,678	6,147	25,531
4715	IT Expendable Property	155,803	70,268	85,535
	Total Services & Supplies	3,300,750	2,878,959	421,791
5550	Data Processing Software			0
	Total Capital Outlay			0
	Totals	12,691,991	11,723,839	968,152

Total Number of Exams: Brokers, Principal Brokers, Property Manager Exams by Month

[illegible]