

South Carolina Real Estate Commission
Special-Called Teleconference Meeting Minutes
Friday, February 21, 2025 at 10:00 a.m.

Public notice of this meeting was properly posted at the S.C. Real Estate Commission Office, Synergy Business Park, Kingstree Building, Commission website, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act. The telephone number and access code were provided on the posted agenda for members of the public wishing to join.

Commission Members Present:

John Rinehart, Chair – 5th Congressional District
David Burnett, Vice-Chair – 4th Congressional District
William “Andy” Lee – 3rd Congressional District
Candace Pratt – 1st Congressional District
Allen Wilkerson – 2nd Congressional District
Gary A. Pickren, Esq. – At-Large Member

SCLLR STAFF PRESENT:

Erica Wade, Commission Executive
Ashlynn Brown, Administrative Coordinator
Brandy Duncan, Esq., Office of Advice Counsel
Meredith Buttler, Program Director
Jennifer Stillwell, Chief Inspector, Office of Investigations and Enforcement
Wattie Wharton, Lead Investigator Office of Investigations and Enforcement

PRESENT:

Robin Reibold, Court Reporter

CALLED TO ORDER: Mr. Rinehart, Chair, called the meeting to order at 10:00 a.m.

APPROVAL OF AGENDA

Motion: To approve the agenda.

Moved by Mr. Lee and seconded by Mrs. Pratt. The motion was approved unanimously.

APPROVAL OF EXCUSED ABSENCES

Motion: To approve the absences of W. Brown Bethune and Janelle Mitchell.

Moved by Mr. Lee and seconded by Mr. Wilkerson, the motion carried by unanimous vote.

INTRODUCTION OF COMMISSION MEMBERS AND STAFF

Commissioners and staff introduced themselves.

INSPECTIONS

a. Proposed Inspection Form and Supplemental Documents- Meredith Buttler

Mrs. Buttler stated that she had spoken with Mr. Burnett to discuss and updated the forms and documents based upon Commission recommendations.

Mr. Pickren joined the meeting at 10:05am

The Commission discussed the usage of certain verbiage, for example “may” versus “shall”. Mrs. Duncan provided an explanation of why the word “may” would be more useful than “shall” in certain points of the form and documents.

Motion: To approve the updated inspection requirements and process overview form with the recommended edits from Staff.

Mr. Burnett made a motion to approve, which was seconded by Mr. Pickren.

The motion carried by unanimous vote.

Mrs. Buttler presented the updated proposed inspection report form and mentioned that if the form released and licensees need more clarification, the Commission can update at a later date. Mrs. Duncan went through each section and explained further what sections were updated.

Mr. Burnett stated he still has some concerns of the language being easily readable for licensees. Mr. Rinehart shared concerns that there may be too much information regarding escrow.

Mrs. Stillwell explained that inspectors give licensees the form to review ahead of time, and licensees can ask questions before the inspection takes place. Inspectors do not show up at the licensee’s office to conduct an inspection, the inspectors reach out to the licensee and advise them they were selected for a random audit. From there, a date for the inspection is chosen and usually it is a couple weeks. Licensees can review the forms during that time and reach out to the inspector with any inquiries they might have regarding the inspection form.

Mrs. Buttler confirmed the information Mrs. Stillwell provide and included that the forms will be on the website for licensees to review, so licensees can email or call Mrs. Stillwell and ask questions. Staff is working on providing an information series on Inspections and this can be discussed during the seminar.

Mr. Burnett shared concerns that the way information is presented on the form may confuse the licensees, that the instructions provided are very helpful but licensees need short and concise information provided on each page. Mrs. Pratt disagreed, stating that the form may be long but it is not hard to understand, Licensees get the form ahead of time and can ask questions if needed before the inspection.

Mrs. Duncan suggested a break down on pages two through four and make an appendix C. The Commission charged Advice Counsel and staff to include appendix C as

recommended. Mrs. Buttler indicated that the Inspection instructions for Broker-in-Charge will need to be slightly altered to include the appendix C language. The Commission indicated that staff should bring back the inspection form for Commission approval at another meeting.

b. Proposed Inspection Guidelines and Citation Form- Meredith Buttler

Mrs. Buttler presented the Citation Form with the recommendations from the Commission.

The Commission also received a copy of the proposed inspection guidelines to review. The Inspection Guidelines and citation form are to be used by inspectors.

Motion: To enter into executive session for legal advice where no votes will be taken and to include Mrs. Buttler.

Moved by Mr. Burnett and seconded by Mrs. Pratt. The motion was carried by unanimous vote.

Motion: To exit executive session and return to open session.

Moved by Mr. Wilkerson and seconded by Mrs. Pratt.
The motion was carried by unanimous vote.

Mr. Pickren left the meeting at 11:06 a.m.

PUBLIC COMMENTS

None

ADJOURNMENT

The meeting adjourned at 11:08 a.m.