South Carolina Real Estate Commission
Regulation Taskforce Teleconference Meeting Minutes
Tuesday, February 3, 2025 at 1:30 p.m. Via WebEx

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.

Taskforce Members Present:
Andy Lee – Commissioner, Taskforce Chair
David Burnett – Commissioner
Austin Smallwood, Esq. – SCR

SCLLR STAFF PRESENT:
Erica Wade, Commission Executive
Ashlynn Brown, Administrative Coordinator
Brandy Duncan, Esq., Office of Advice Counsel
Meredith Buttler, Program Director

PRESENT:
Elizabeth Holt, Court Reporter

CALLED TO ORDER: Mr. Lee, Chair, called the meeting to order at 1:34 p.m.

APPROVAL OF AGENDA
Motion: To approve the agenda.
Moved by Mr. Burnett and seconded by Mr. Lee, the motion was approved unanimously.

INTRODUCTION OF TASKFORCE MEMBERS AND STAFF
Taskforce members and staff introduced themselves.

DISCUSSION OF PROPOSED REGULATIONS
Administrative Regulations

Mrs. Buttler presented the proposed administrative regulation changes to Taskforce members for review based upon Comments from the taskforce members at the previous taskforce meeting. The members reviewed each topic to determine if further edits/amendment were needed.

Austin Smallwood joined at 1:38pm

After the taskforce discussed each topic within the proposed administrative regulations, members came to the conclusion that there were no further suggested edits needed from taskforce.

Motion: To approved the proposed administrative regulations to present to the Commission for approval.

Moved by Mr. Burnett and seconded by Mr. Smallwood, the motion was approved unanimously

Written Office Policy Regulations

Mrs. Buttler presented the proposed written office policy regulations changes to Taskforce members for review based upon Comments from the taskforce members at the previous taskforce meeting.

Mrs. Buttler explained that after reviewing the section of statute regarding office policy, she had broken up the categories from the initial office policy draft. Staff had also researched office policy topics from other states and needed guidance from the taskforce of what topics should and should not be included. Mr. Smallwood stated that what is being presented to the taskforce is more extensive than what is currently in statute. Mr. Lee inquired who would review the office policies to ensure they are in compliance with statute and regulations. Mrs. Buttler stated Broker-in-Charges could submit an electronic copy of their office policy for each renewal period and staff would perform an office policy audit, following a similar process and structure as the Continuing Education audit. Mr. Smallwood commented that staff would need a checklist to ensure that the office policy meets requirements. Mr. Lee agreed with the idea. Mrs. Buttler advised that staff would perform an audit on a small percentage of the Broker-in-Charges that submitted Renewals, and request a copy of office policy to review.

Taskforce members and staff reviewed each section of the proposed office policy regulations and members recommended edits and amendments to the proposed regulations.

Mr. Burnett shared concerns that if the regulations are not thorough, then many licensees would only do the bare minimum. He recommended that the taskforce receive guidance from the Commission as to how detailed the office policy regulations need to be and how far the taskforce needs to delve into the topic. The taskforce agreed to ask the Commission for guidance regarding the meticulousness of the office policy regulations.

PUBLIC COMMENTS

None

ADJOURNMENT

Motion: To adjourn

Moved by Mr. Burnett and seconded by Mr. Smallwood, the motion was approved unanimously.

The meeting adjourned at 2:30 P.M.