



**North Dakota Real Estate Commission Meeting Minutes – FINAL**  
**10:30 am, Thursday, September 10, 2020 by phone or in-person at:**  
**1120 College Dr Ste 204, Bismarck, ND 58501**

[www.realestatend.org](http://www.realestatend.org)

Present: Sandra Meyer, chair; Steven Bitz, vice chair; members: Steven Link, Tate Cymbaluk, Scott Breidenbach; Constance Hofland, special assistant attorney general; staff: Jeanne Prom, executive director; Rob Yost, CPA/auditor. Members of the public also present in person and by phone.

- I. Call to order. Chair Ms. Sandra Meyer called the meeting to order at 10:34 a.m.
- II. Roll call and determination of quorum. Ms. Jeanne Prom, executive director, called the roll, with a quorum of all members present.
- III. Review and approval of agenda. Mr. Steven Link moved to approve the agenda with the addition of 2020-2021 priorities discussed as part of the update from management. Mr. Tate Cymbaluk seconded. Motion carried by unanimous voice vote.
- IV. Review of license applications. See attachment for actions on all license applications.
  - A. Complaint 2019-06 Christopher Staloch v. Tyler Hofland – signed stipulation and settlement agreement. Mr. Link moved to approve signed stipulation and settlement agreement presented by Ms. Constance Hofland, special assistant attorney general. Mr. Scott Breidenbach seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
- V. Statute discussion follow-up, potential legislation. Ms. Hofland presented the potential legislative changes. The commission agreed by consensus to have the changes reformatted in a legislative bill draft and pursue legislative sponsors who are also licensees. Ms. Prom will get a list of licensee legislators from the state association.
- VI. Update from management.
  - A. The commission agreed by consensus to remove questions 22 to 28 on the salesperson application form, and comparable questions on the broker application form. The questions were asking the applicant to attest that they were aware of certain statutes, rules and policies that would be covered in pre-licensure education or instructions on the applications.
  - B. Ms. Prom shared the licensing specialist job announcement that was issued September 9, 2020, showing the current salary of \$3,713/month. It is a fulltime permanent benefitted position held by Ms. Kristi Hass. Ms. Hass will officially end her employment at the commission office at the end of September after using most of her accumulated annual leave hours. The commission agreed by consensus that a commissioner could conduct an exit interview with Ms. Hass. Mr. Breidenbach volunteered.
  - C. Ms. Prom shared the licensing application numbers thus far this year, which are slightly higher overall compared to the same period last year.
  - D. Mr. Breidenbach moved to increase renewal late fees from the current \$50/month/license to \$100/month/license. Mr. Link seconded. Roll call vote: ayes –

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Members of the North Dakota Real Estate Commission are: Sandra Meyer, Chair; Steven Bitz, Vice Chair; members: Steven Link, Tate Cymbaluk, Scott Breidenbach. Special Assistant Attorney General: Constance Hofland. Staff: Jeanne Prom, executive director; Rob Yost, CPA/auditor.

Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

E. Mr. Breidenbach requested discussion on fees when firms change their business address, which is currently \$50/licensee. When large firms move locations, this can result in a few thousand dollars in fees. Mr. Breidenbach moved to charge a flat rate of \$250 for the change of business address when a firm moves to a new location, instead of a per license fee, effective September 10, 2020 with no retroactivity. Mr. Link seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

F. Mr. Steven Bitz moved that there be no mandatory topic for the continuing education cycle beginning November 16, 2020 and ending November 15, 2021. Mr. Link seconded. Discussion: The North Dakota REALTORS® Association chief executive officer was present at the meeting and reported that the association discussed whether there should be a mandatory topic for the next year, but did not have a recommendation for topics. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

G. The commission received a list of recent trust account waivers.

VII. Financial reports – July and August 2020. Mr. Breidenbach moved to approve the July and August 2020 financial statements as presented Mr. Robert Yost, CPA/auditor. Mr. Link seconded. Motion carried by unanimous voice vote.

VIII. Minutes – July 23, 2020 meeting. Mr. Link moved to approve the minutes from the July 23, 2020 meeting as presented. Mr. Cymbaluk seconded. Motion carried by unanimous voice vote.

IX. Any additional business. None discussed.

X. Adjourn. Chair Meyer adjourned the meeting at 12:18 p.m.  
Attachment



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**IV. Review of license applications**

NAME	LICENSE/OTHER REQUEST/S:	ACTION BY COMMISSION:
A. Tammy Staebell -- present in person	salesperson	Mr. Breidenbach moved to approve the salesperson application from Ms. Tammy Staebell. Mr. Bitz seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
B. Danny Zimmerman – present on phone	salesperson	Mr. Bitz moved to approve the salesperson application from Ms. Danny Zimmerman. Mr. Cymbaluk seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.