



North Dakota Real Estate Commission Meeting Minutes -- FINAL
8:30 a.m., Monday, March 30, 2026
1120 College Dr Ste 204, Bismarck, ND

www.realestatend.org

Present: Sandra Meyer, chair; Steven Bitz, vice chair; members: Steven Link, Tate Cymbaluk, Scott Breidenbach; staff: Jeanne Prom, executive director; Rob Yost, CPA/auditor; and Cieana Schneider, licensing specialist; David Phillips, legal counsel. Members of the public also present.

1. Call to order, roll call and determination of quorum. Chair Ms. Sandra Meyer called the meeting to order at 8:30 a.m. Ms. Jeanne Prom, executive director, called the roll, with a quorum of all members present.
2. Review and approval of agenda. Mr. Steven Bitz moved to approve the agenda as presented. Mr. Tate Cymbaluk seconded. Motion carried by unanimous voice vote.
3. Review of resident applicants
 - A. Adam Lowe – appeal of denial of nonresident broker application

After discussion with the applicant, Mr. Bitz moved to deny Mr. Adam Lowe’s appeal of the denial of his nonresident broker application. Mr. Cymbaluk seconded. Discussion: North Dakota does not require a real estate license to manage property, so Mr. Lowe could operate as a property manager. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
 - B. Josala Landvick

After discussion with the applicant, Mr. Cymbaluk moved to deny Ms. Josala Landvick’s salesperson application. Mr. Bitz seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
4. Update on complaints
 - A. 2025-08 – Timothy Hoyer v. Adam Runde

After a review and recommendation from Special Assistant Attorney General Mr. David Phillips, Mr. Bitz moved to dismiss 2025-08 – Timothy Hoyer v. Adam Runde. Mr. Steven Link seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
 - B. 2025-09 – Alex Funicello v. Timothy Seiler and Susanne Lefor

Mr. Phillips reviewed the complaint and recommended the Commission stay this complaint, pending resolution of litigation on this issue. Mr. Cymbaluk moved to stay 2025-09 -- Alex Funicello v. Timothy Seiler and Susanne Lefor. Mr. Link seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.
 - C. 2026-01 and 2026-02 – Ronald Erdman v. Michelle Durensky and Jack Dwyer

After a review and recommendation from Mr. Phillips and Commission discussion, Mr. Scott Breidenbach moved to dismiss 2026-01 and 2026-02 – Ronald Erdman v. Michelle Durensky and Mr. Jack Dwyer. Mr. Cymbaluk seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

5. Update from management

A. 2025-2026 priorities

Errors and omissions insurance – The Commission discussed interest by Mr. Scott Louser, a licensee and state legislator, in 2027 legislation to waive the requirement for errors and omissions insurance for licensees who are only referring. Ms. Prom will email Mr. Louser that the Commission discussed the issue and had different philosophies, while the majority of Commissioners thought referral-only licensees should be required to carry errors and omissions insurance to protect the public.

Minimum number of listings – Ms. Prom shared that Mr. Louser understands the law does not require a minimum number of listings when applying for a broker license, and shared that the number of listings is important preparation to be a broker. Mr. Louser did not have a request of the Commission on this issue, and the Commission took no action.

Broker lien – Ms. Prom reported that interest continues by some licensees in adding a specific broker lien, not just the current mechanic lien, to state law.

Home inspectors – Ms. Prom reported that interest continues by some licensees in licensing home inspectors beyond their current registration with the Secretary of State. Licensing could allow for background checks of inspectors, who sometimes access homes without licensees present. Commissioner Breidenbach reported that some other state real estate or appraiser boards license home inspectors. Ms. Jill Beck, ND Realtors Association, reported there are 77 home inspectors registered in North Dakota, and that she will be meeting with the Secretary of State to discuss this issue.

Auditor/accountant – Ms. Prom reported that Mr. Evan Richter will begin as auditor/accountant on April 13, and Mr. Rob Yost, CPA/auditor, will train Mr. Richter. Mr. Cymbaluk moved to hire Mr. Evan Richter as auditor/accountant at \$79,500, with an April 13, 2026 start date, pending satisfactory results of a background check. Mr. Bitz seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

Organization license tracking – Ms. Prom reported that she and Ms. Kory Hagler, program assistant, created a section on organization licenses on the website.

Online services – Ms. Prom reported that Ms. Hagler is leading work on 7 additions and 2 updates to online services on the website.

Digital content accessibility – Ms. Prom explained that all state boards and agencies must review and update their websites and forms to comply with new Americans with Disabilities Act Title II digital accessibility requirements. Mr. Bitz moved to authorize staff to track costs and, with our website and online services vendors, complete the required reviews and updates of the website, online services, and forms to comply with the Americans with Disabilities Act Title II digital accessibility requirements. Mr. Cymbaluk seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

B. License numbers -- The Commission reviewed license numbers.

C. Next meeting – The next meeting is set for May 7, 2026 in Fargo. Staff will arrange for a meeting space that is accessible in-person and virtually. There will be a special meeting

set for late May or early June to review comments received from the public on the proposed administrative rules changes.

6. Financial reports – January through February 2026 -- Mr. Breidenbach moved to approve the January-February 2026 financial reports as presented. Mr. Link seconded. Motion carried by unanimous voice vote.
 7. Minutes – February 12, 2026 -- Mr. Cymbaluk moved to approve minutes from the February 12, 2026 meeting as presented. Mr. Bitz seconded. Motion carried by unanimous voice vote.
 8. Other – No other business was discussed.
- Adjourn -- Chair Meyer adjourned the meeting at 9:50 a.m.