



**North Dakota Real Estate Commission Meeting**  
**1:00 p.m., Thursday, January 14, 2021 – virtual only**  
*For more information on the meeting, call 701.328.9737*

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

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<b>Agenda as of 1.11.2021</b>	<b>approximate time</b>
1. Call to order	1:00 p.m.
2. Roll call and determination of quorum, introduction of Cieana Schneider	1:00 p.m.
3. Review and approval of agenda	1:10 p.m.
4. Review of requests for waivers of exams from two license applicants	1:15 p.m.
A. Melissa Kuntz	
B. Timothy Litchford	
5. Complaint 2020-08 – Kapphahn v Helenske -- recommendation to table	1:30 p.m.
6. Branches -- discussion	1:40 p.m.
7. Legislation, including update from ND Association of Realtors	2:00 p.m.
A. NDREC bill	
B. Other bills, potential bills	
8. Update from management	2:35 p.m.
A. Trust account waivers	C. License application numbers
B. 2020-21 priorities	D. Renewal numbers
9. Financial reports – October and November 2020, audit reports	3:15 p.m.
10. Minutes – November 4, 2020 meeting	3:30 p.m.
11. Any additional business	3:40 p.m.
12. Next meetings: Thursdays, 2021 – March 11 and May 13	3:45 p.m.
13. Adjourn	3:50 p.m.

**Next meetings (dates subject to change):**  
**Thursdays: 2021 – March 11, May 13, June 10**

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