



BOARD OF LEGAL DOCUMENT PREPARERS

Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Hearing Room 109

**May 20, 2013
10:00 a.m.**

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Paul Friedman
Cheri Clark
Becky Nilsen

Telephonically Present:

Mary Jo Randall
Deborah Colon-Mateo
Bonnie Matheson

Absent:

Pamela Milburn
Deborah Young
Hon. Samuel J. Meyers
Debbie Griffin

OTHER ATTENDEES:

AOC Staff:

Mark Wilson
Anne Hunter
Linda Grau
Debbie MacDougall
Kimberly Siddall
Michelle Jackson

Guests:

Carlos Galindo
Darlene B?

CALL TO ORDER

Called to Order By: Mary Carlton, Chair

Time: 10:04 a.m.

1) REVIEW AND APPROVAL OF MINUTES:

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of March 25, 2013.

Individual Addressing the Board: Mary Carlton

Discussion: None

Motion: Move to accept the regular session minutes of the meeting of March 25, 2013.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass

1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of March 25, 2013.

Individual Addressing the Board: Mary Carlton

Discussion: None

Motion: Move to accept the executive session minutes of the meeting of March 25, 2013.

Motion Proposals: First Paul Friedman
Second Bonnie Matheson

Motion Results: Pass

2) PENDING COMPLAINTS:

2-A: Review, discussion and possible action regarding the following certificate holder complaints:

- Complaint Number 11-L005 – Carlos Galindo and Agencia Hispana
- Complaint Number 11-L013 – Carlos Galindo and Agencia Hispana
- Complaint Number 11-L047 – Carlos Galindo and Agencia Hispana
- Complaint Number 11-L048 – Carlos Galindo and Agencia Hispana
- Complaint Numbers 11-L053 and 12-L053 – Carlos Galindo and Agencia Hispana
- Complaint Number 12-L005 – Carlos Galindo and Agencia Hispana
- Complaint Number 12-L033 – Carlos Galindo and Agencia Hispana
- Complaint Number 12-L042 – Carlos Galindo and Agencia Hispana

Individual Addressing the Board: Linda Grau

Discussion: Board addressed Mr. Galindo.

Motion: Move to approve the consent agreement.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: A subsequent related motion is made with respect to pending complaints.

Motion: Move to hold any and all pending complaints in abeyance.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2-B: Review, discussion and possible action regarding the pending formal disciplinary action involving Susan Fuquay in complaint number 12-L045.

Individual Addressing the Board: Linda Grau

Discussion: Discussion is held with respect to the proposed consent agreement being offered to Fuquay.

Motion: Move to have the Board to agree not to enter into the consent agreement unless Fuquay returns the signed consent agreement by May 24, 2013.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2-C: Review, discussion and possible action regarding the pending formal disciplinary action involving Brenda Smith, DB Document Preparation and complaint number 09-L086.

Individual Addressing the Board: Linda Grau

Discussion: None

Motion: Move to enter the consent agreement.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2-D: Review, discussion and possible action regarding non-certificate holder complaints:

- **Complaint Number NC09-L056 – RCS Preliminary Lien Services**

Discussion: None

Motion: Move to close complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- **Complaint Number NC12-L055 – CivilTree.Com**

Discussion: None

Motion: Move to issue a cease and desist order and close complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- **Complaint Number NC12-L046 – Manny Montana/Oasis Wealth Management**

Discussion: None

Motion: Move to close complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- *Complaint Number NC12-L034 – Karina Hale*
- *Complaint Number NC12-L039 – Karina Hale*

Discussion: None

Motion: Move to vacate order.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- *Complaint Number NC12-L030 – Glen Hadley*

Discussion: None

Motion: Move to refer to Arizona State Bar.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- *Complaint Number NC12-L050 – Thanhtam Van Phan*

Individual Addressing the Board: Linda Grau

Discussion: None

Motion: Move to close complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2-E: Quarterly report regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

Individual Addressing the Board: Mark Wilson

Discussion: From January 2013 thru March 2013, two matters were diverted.

3) ADMINISTRATIVE ISSUES:

3-A: There were no issues for the board to consider.

4) INITIAL CERTIFICATION APPLIATIONS:

4-A: Review, discussion and possible action regarding the following pending applications for the 2011-2013 standard certification period:

1. Credit Management Association (Kimberly Lambert)

Discussion: None

Motion: Move to defer this application to the next meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2. Jeffrey Biro

Discussion: None

Motion: Move to accept Biro's request to withdraw his application.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5) CERTIFICATION AND ELIGIBILITY:

5-A: Review, discussion and possible action regarding the proposed Consent Agreement for resolution of non-compliance with Continuing Education Requirements.

Individual Addressing the Board: Kimberly Siddall

Discussion: None

Motion: Move to accept the consent agreement with respect to Erlinda Yount and authorize the Chair to sign on behalf of the full Board.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5-B: Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Gregory B. Carlson, certification number 81327.

Individual Addressing the Board: Kimberly Siddall

Discussion: None

Motion: Move to accept the request for placement on inactive status.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5-C: Review, discussion and possible action regarding Voluntary Surrender requests received from Diane J. Terribile, certification number 81318 and Document Lab, LLC, certification number 81319.

Individual Addressing the Board: Kimberly Siddall

Discussion: None

Motion: Move to accept the request for voluntary surrender.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5-D: Review, discussion and possible action regarding Hearing Officer Judge William O'Neil's Finding of Fact, Conclusions of Law, and Recommendation Report involving the denial of initial certification application submitted by Julie A. Haigh.

Individual Addressing the Board: Anne Hunter

Discussion: None

Motion: Move to accept the hearing officer's recommendation to grant certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

6) REQUESTS FOR BOARD REVIEW

6-A: *Review, discussion and possible action regarding certificate holder Elaine Anghel's request for reconsideration of sanctions imposed in the Consent Agreement resolution of complaint numbers 09-L088 and 10-L030 entered on November 22, 2010.*

Individual Addressing the Board: Debbie MacDougall

Discussion: None.

Motion: Move to deny the request.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

CALL TO THE PUBLIC

Individuals Addressing the Board: None

ADJOURNMENT

Motion: Move to adjourn.

Motion Proposals: First Cheri Clark
Second Becky Nilsen

Motion Results: Pass

Time: 10:36 a.m.

Initials: MJ