

# **Board of Legal Document Preparers**

Arizona State Courts Building  
1501 West Washington Street, Phoenix, Arizona 85007

Conference Room 109

Date: July 21, 2008

Time: 10:00 a.m. – 2:00 p.m.

## **Approved Regular Session Minutes**

### **MEMBER ATTENDANCE**

#### ***Present:***

Paul Friedman  
Les Krambeal  
Andrew Saper

#### ***Telephonically Present:***

Cynthia Felton  
Kristina Fredricksen  
Stephanie Gates Wolf

#### ***Absent:***

Pat Taylor-Yarger  
Debra Griffin

### **OTHER ATTENDEES**

#### ***AOC Staff:***

Kitty Boots  
Kandace French  
Kimberly Siddall  
Bonnie Toms  
Karla Clanton  
Evelyn Loza  
Nina Preston  
Minnie Samaniego

#### ***Guests:***

James Nord  
Georgi Ann Willis  
Susan Rhoads  
John Rhoads  
Salvador Contreras  
Adele Drumlevitzh

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## CALL TO ORDER

*Called to Order By:* Andrew Saper, Vice Chair

*Time:* 10:01 a.m

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### 1) **REVIEW AND APPROVAL OF MEETING MINUTES**

**1-A:** *Review and approval of the Regular Session Minutes for the meeting of January 28, 2008.*

*Individuals Addressing the Board:* Kandace French

*Discussion:* Staff provided Board with the minutes for review. The Board accepted the minutes as written

*Motion:* Approve Regular Session Minutes for the January 28, 2008 meeting.

*Motion Proposals:* First Les Krambeal  
Second Paul Friedman

*Motion Results:* Pass **LDP 08-144**

**1-B:** *Review and approval of the Regular Session Minutes for the meeting of June 23, 2008.*

*Discussion:* To defer June minutes to the September meeting.

*Motion:* Board moved to defer review and possible approval of the June 23, 2008 to September meeting.

*Motion Proposals:* First Paul Friedman  
Second Les Krambeal

*Motion Results:* Pass **LDP 08-145**

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### 2) **REVIEW OF PENDING COMPLAINTS**

**2-A:** *Review, discussion, and possible action regarding non-certificate holder complaint number NC08-L024 involving James Nord.*

*Individuals Addressing the Board:* Kitty Boots  
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**Discussion:** Mr. Nord is present in response to Staffs' request to address why he is preparing legal documents without certification. The Board recommended a voluntary Cease and Desist Order be issued to Mr. Nord.

**Motion:** Moved to stipulate to a Cease and Desist Order.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-146**

**Further Discussion:** Board asked staff if a Cease and Desist Order is available for Mr. Nord to review. Staff advised Board that a stipulated Cease and Desist Agreement would need to be drafted not an Order and recommended Andrew Saper be authorized to sign the Cease and Desist Agreement on behalf of the full Board

**Motion:** Accept Andrew Saper, Vice Chair sign Cease and Desist Agreement on behalf of the full Board.

**Motion Proposals:** First Paul Friedman  
Second Les Krambeal

**Motion Results:** Pass **LDP 08-147**

**2-B: Review, discussion, and possible action regarding non-certificate holder complaint number NC08-L025 involving Jeremy Reidy.**

**Individuals Addressing the Board:** Kitty Boots

**Discussion:** The Board moved to invite Mr. Reidy to attend the July meeting and address the Board regarding why is he preparing legal documents without certification. The letter regarding his requested appearance did not reach Mr. Reidy in time. Staff recommended the matter be deferred to September meeting.

**Motion:** Defer to September 15, 2008 Board meeting.

**Motion Proposals:** First Kristina Fredericksen  
Second Les Krambeal

**Motion Results:** Pass **LDP 08-148**

**2-C: Review, discussion, and possible action regarding the following non-certificate holder complaint:**

***Complaint Number NC08-L030 – Jan Rust***

***Individuals Addressing the Board:*** Kitty Boots

***Discussion:*** Staff recommended the Board move for filing of a Superior Court Petition for a Cease and Desist Order pursuant to ACJA § 7-201 (E)(6) and ACJA § 7-208 (E)(1).

***Motion:*** Moved to petition the Superior Court for a Cease and Desist Order against Jan Rust pursuant to ACJA § 7-201 (E) (6) and ACJA § 7-208 (E) (1).

***Motion Proposals:*** First Les Krambeal  
Second Paul Friedman

***Motion Results:*** Pass **LDP 08-149**

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**3 REVIEW OF CERTIFICATION APPLICATIONS**

***3-A: Interview with and possible action regarding applicant Georgi Ann Willis.***

***Individuals Addressing the Board:*** Karla Clanton

***Discussion:*** Board interviewed Ms. Willis regarding the applicant's failure to disclose pertinent information revealed through background investigation. Following the interview, staff recommended the Board request staff draft a Consent Agreement requiring Ms. Willis to complete 10 additional hours of continuing education. Staff also recommended granting certification but include language in the certification letter to Ms. Willis stating failure to disclose any pertinent information in the future on a renewal or initial certification application may result a denial of renewal or certification.

***Motion:*** Moved to grant standard certification without additional conditions.

***Motion Proposals:*** First Paul Friedman  
Second Andrew Saper

***Motion Results:*** Pass **LDP 08-150**

***3-B: Review, discussion, and possible action regarding pending applications for 2007-2009 Standard Certification.***

*Cheray Benner*  
*Lorianne Elizalde*  
*Contacts, FS, LLC (Diana Portanova)*  
*Deborah A. Posey*  
*Daniel Brown*  
*Josephine Mack*  
*Amy Swain*  
*Susan Rhoads*  
*Carefree Document Services, LLC (Amy Swain)*  
*Asset Research Services Inc (Cheryl Thurman)*  
*Lifeline Estate Services, LLC (Susan Rhoads)*  
*Dawn Fountain*  
*John Rhoads*  
*Salvador Contreras*

***Individuals Addressing the Board:*** Karla Clanton

***Discussion:*** Staff recommended the applicants referenced below be granted standard certification:

Cheray Benner  
Lorianne Elizalde  
Contacts, FS, LLC (Diana Portanova)  
Deborah A. Posey  
Daniel Brown

***Motion:*** Moved to grant standard certification to applicants.

***Motion Proposals:*** First Les Krambeal  
Second Paul Friedman

***Motion Results:*** Pass **LDP 08-151**

***Individuals Addressing the Board:*** Karla Clanton

***Discussion:*** Staff recommended the applicants referenced below be deferred to September meeting.

Josephine Mack  
Amy Swain  
Susan Rhoads  
Carefree Document Services, LLC (Amy Swain)  
Asset Research Services Inc (Cheryl Thurman)  
Lifeline Estates Services, LLC (Susan Rhoads)  
Dawn Fountain

***Motion:*** Defer applicants for September 15, 2008 Board meeting.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-152**

**Individuals Addressing the Board:** Karla Clanton

**Discussion:** Staff recommended the Board enter into a Consent Agreement with Salvador Contreras granting certification and requiring Mr. Contreras pay a certification fee of \$250 and complete an additional 10 hours of continuing education for the 2006-2007 certification period. Mr. Contreras is present. Staff has prepared a Consent Agreement for Mr. Contreras and the Board to review and authorize Andrew Saper, Vice Chair sign Consent Agreement on behalf of the full Board.

**Motion:** Accept request to enter into a Consent Agreement requiring Mr. Contreras pay a certification fee of \$250 and to complete an additional 10 hours of continuing education for the 2006-2007 certification period. Mr. Contreras will review the Consent Agreement and return to the Board to advise if he accepts the terms.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-153**

**Motion:** Accept Andrew Saper, Vice Chair sign the Consent Agreement on behalf of the full Board.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-154**

**Individuals Addressing the Board:** Karla Clanton

**Discussion:** John Rhoads is present to discuss his failure to disclose civil actions revealed through background investigation. Staff recommended the Board grant certification to Mr. Rhoads and include language in the certification letter stating failure to disclose any pertinent information in the future on a renewal or initial certification application may result denial of renewal or certification.

**Motion:** Moved to grant standard certification and issue recommended letter for John Rhoads.

**Motion Proposals:** First Paul Friedman  
Second Les Krambeal

**Motion Results:** Pass **LDP 08-155**

**3-C: Review, discussion, and possible action regarding pending applications for Business Entity Exemption request.**

**Carefree Document Services, LLC (Amy Swain)**

**Individuals Addressing the Board:** Karla Clanton

**Discussion:** Staff recommended the Business Entity Exemption be deferred to September meeting.

**Motion:** Defer for September 15, 2008 Board meeting.

**Motion Proposals:** First Les Krambeal  
Second Paul Friedman

**Motion Results:** Pass **LDP 08-156**

**3-D: Review, discussion, and possible action regarding Voluntary Surrender request received from certified legal document preparer John David Price. Certification number 80673.**

**Individuals Addressing the Board:** Karla Clanton

**Discussion:** Mr. Price submitted a request to voluntarily surrender his certification. Division records confirm there are no pending complaints involving Mr. Price and staff recommended the Board accept the voluntary surrender request.

**Motion:** Accept voluntary surrender of certification for John David Price.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-157**

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#### **4) CERTIFICATION AND ELIGIBILITY**

**4-A: Review, and discussion regarding request for Kathleen Galvin to retake the LDP Examination.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Staff recommended the Board grant the request and allow Ms. Galvin to sit for the examination for a fourth time pursuant to ACJA § 7-208(E)(1)(f)(2)(d).

**Motion:** Accept the request of Ms. Galvin to sit for the examination.

**Motion Proposals:** First Andrew Saper  
Second Les Krambeal

**Motion Results:** Pass **LDP 08-158**

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## 5) ADMINISTRATIVE ISSUES

### 5-A: Review, discussion, and possible action regarding the 2009 Board of Legal Document Preparers meeting schedule.

**Individuals Addressing the Board:** Kandace French

**Discussion:** Staff recommended the Board adopt the 2009 Board Meeting Schedule.

**Motion:** Moved to adopt the 2009 Board Meeting schedule.

**Motion Proposals:** First Andrew Saper  
Second Les Krambeal

**Motion Results:** Pass **LDP 08-159**

**Amended Motion** Corrected the meeting date from June 8, 2008 to June 8, 2009.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 08-160**

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## 3-B- CONTINUED

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Salvador Contreras accepted the terms of the Consent Agreement and staff recommended Andrew Saper, Vice Chair sign the Consent Agreement on behalf of the full Board and grant standard certification.



***Motion:*** Grant standard certification.

***Motion Proposals:*** First Andrew Saper  
Second Les Krambeal

***Motion Results:*** Pass **LDP 08-161**

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## **CALL TO THE PUBLIC**

***Individuals Addressing the Board:*** Susan Rhoads and John Rhoads

***Discussion:*** Ms. and Mr. Rhoads addressed the Board with concerns regarding her pending fingerprint results.

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## **ADJOURNMENT**

***Motion:*** Adjourn the meeting.

***Motion Proposals:*** First Les Krambeal  
Second Paul Friedman

***Motion Results:*** Pass **LDP 08-162**

***Time:*** 10:55 a.m.

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