

REAL ESTATE BOARD MEETING AGENDA

Thursday, January 22, 2026– 10:00 a.m.
2nd Floor – Board Room 4

Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Egress
- b. Determination of Quorum

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- a. Real Estate Board Meeting, December 04, 2025

IV. PUBLIC COMMENT PERIOD ***FIVE MINUTE PUBLIC COMMENT, PER PERSON***

V. FAIR HOUSING REPORT

- a. Fair Housing Administrator's Report
- b. Litigation Update

VI. FAIR HOUSING CASES

1. Chicquetta Elliott V. Grep Atlantic, LLC, Greystar Management Services, LP And Woodsnre Apartments Owner, LLC
REB File No.: 2025-02414
HUD File No.: 03-25-5788-8
2. Felicia Crowder V. Keffer Realty, Inc., Jacqueline D. Pierce, And Eugene P. Ricks, Jr.
REB File No.: 2025-03096
HUD File No.: 03-25-5987-8
3. Kimyade and Sabrita Richardson-Keys v. Virginia Properties and Management Services, LLC, dba Full Circle Realty VA, CCX Properties, LLC and Marita Dorr
REB File No.: 2026-00090

HUD File No.: N/A

{Conciliation: Source of Funds}

4. Housing Rights Initiative v. JBGS/OP Management Services, LLC, 1900 Crystal Drive, LLC, Nekia Macklin, TFC Partners, Inc.

REB File No.: 2026-00093

HUD File No.: N/A

{Conciliation: Source of Funds}

VII. REAL ESTATE CASES

DISCIPLINARY CASE FILES

1. File Number 2025-00425 - Robin Tricia Wheeler
(Hale)
2. File Number 2025-01600 - Barbara Michelle Sgueglia
(Hale)

PRIMA FACIA CASE FILES

1. File Number 2025-02422 Katrina Jean Jones

LICENSING CASE FILES

1. File Number 2025-02677 - Daniyal Ghanbari
(Jackson-Bailey)
2. File Number 2025-02995 - Arthur C. Morgan
(Jackson-Bailey)
3. File Number 2025-03017 - Sharon-Lee A. Smith
(Jackson-Bailey)
4. File Number 2026-00116 - Louis Edward Presbury
5. **(Jackson-Bailey)**
6. File Number 2026-01082 - Vinita J. Heart
(Jackson-Bailey)

CONSENT ORDERS

1. File Number 2025-01697 - Matthew Leigh Sanders
2. File Number 2025-02023 - Brooks Real Estate Inc.
(Margaret Tunstall)
3. File Number 2025-02456 - Russell Lamar Johnson
4. File Number 2025-02755 – Kevin Cole Dickinson

VIII. NEW BUSINESS

- a. Executive Director's Update
- b. Discuss §54.1-2105.F
- c. Real Estate Board Newsletter

IX. OTHER BUSINESS

- a. 2026 Board Meeting Dates

X. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

- a. Travel Voucher
- b. Conflict of Interest Form

XI. ADJOURNMENT

NEXT MEETING SCHEDULED FOR THURSDAY, March 12, 2026

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

DETERMINATION OF QUORUM:

○ The Real Estate Board, consist of nine members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by five board members in accordance with [§ 54.1-2104](#).

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REAL ESTATE BOARD
MINUTES OF MEETING

December 4, 2025

The Real Estate Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are nine (9) members on this Board, of which five (5) constitutes a quorum pursuant to § 54.1-2104.

The following Board members were present:

Joseph 'Kemper' Funkhouser, III, Chair
Kermit 'Kit' Hale, Vice-Chair
Pieri Burton
Jeremy Dalpiaz
Hector 'Rene' Fonseca
Cavelle Mollineaux
Raj Patel
Dr. Bernice Travers (arrived 10:33 a.m.)

Board member absent from the meeting with regrets:

Aekta Chawla

DPOR staff present for all, or part of the meeting included:

Jeb B. Wilkinson, Agency Director
Steve Kirschner, Director LRPD
Anika Coleman, Executive Director
Vanessa DeGraw, Program Operations Administrator
Summer Walker, Licensing Specialist
Greg Emerson, Executive Director – Exams
Free Williams, Adjudication Director
Joseph Haighwout, Regulatory Affairs Manager
Davon Jones, Administrative Coordinator
Ecila Williams, Licensing Operations Administrator

Todd Shockley and Elizabeth Peay from the Office of the Attorney General were present.

Mr. Funkhouser called the meeting to Order at 10:01 A.M.

**CALL TO
ORDER**

Ms. Coleman reviewed the emergency evacuation procedures.

**EMERGENCY
EGRESS**

Mr. Funkhouser determined that a quorum was present.

**DETERMINATION
OF QUORUM**

Mr. Funkhouser proposed an amendment to the agenda to move the disciplinary case later in the meeting to accommodate the arrival of a Board member. **Mr. Hale moved** to approve the agenda. **Mr. Burton seconded** the motion, which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, Mollineaux, and Patel.

APPROVAL OF AGENDA

Mr. Burton moved to approve the minutes from November 6, 2025. **Mr. Dalpiaz seconded** the motion, which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, Mollineaux, and Patel.

APPROVAL OF MINUTES

Mr. Shockley, Assistant Attorney General, updated the Board on the current Fair Housing litigation.

FAIR HOUSING REPORT

Dr. Travers arrived at the meeting at 10:33 a.m.

Arrival of Board Member

Mr. Funkhouser appointed Mr. Burton to chair the meeting while he and the Vice-Chair recused themselves. Mr. Funkhouser, Mr. Hale, and Mr. Fonseca recused themselves from consideration of Case File No. 2024-01094 involving John Nicholas D'Ambrosia.

REAL ESTATE CASES

Disciplinary Case Files

Recusal of Board Members

In the matter of File Number 2024-01094 -- John Nicholas D'Ambrosia, dba Nick D'Ambrosia the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference ("IFF"), and the Summary.

File Number 2024-01094, John Nicholas D'Ambrosia, dba Nick D'Ambrosia

Mr. D'Ambrosia was present and addressed the board stating that the matter stemmed from a disciplinary action in Delaware related to continuing education compliance by two agents. He emphasized his long professional history with no prior violations, noted that he appealed the Delaware decision unsuccessfully, and explained that he self-reported the matter to other states, most of which took no action. He expressed concern that an adverse finding in Virginia would require additional reporting and negatively affect his record despite no sanctions being sought.

File Number 2024-01094, John Nicholas D'Ambrosia, dba Nick D'Ambrosia (Cont.)

Mr. Dalpiaz moved to reject the recommendation and find no violation of **18 VAC 135-20-260.8** of the Real Estate Board Regulations (Count 1). **Mr. Patel seconded** the motion, which was unanimously approved by members: Burton, Dalpiaz, Mollineaux, Patel, and Travers.

Mr. Funkhouser, Mr. Hale, and Mr. Fonseca returned to the meeting and Mr. Funkhouser assumed the role of Chair.

Return of Board Members

NEW BUSINESS

Ms. Coleman provided the Executive Director's update.

Executive Director's Report

Mr. Haughwout informed the Board that the General Review for the Real Estate Regulations is at the end of the proposed stage. Mr. Haughwout advised the Board that it needed to consider public comments received on the proposed regulation and adopt a final regulation.

Regulatory Update

Mr. Haughwout reviewed with the Board the public comments received during the public comment period on the proposed regulation, held August 25, 2025, to October 24, 2025. Mr. Haughwout also reviewed with the Board the final regulatory text and presented the Board with recommended amendments based on staff review of the regulation and public comments that were received. Mr. Haughwout also presented the Board with proposed responses to the public comments that were received.

After a discussion, **Mr. Burton moved** to accept the Board's responses to the public comments. **Mr. Dalpiaz seconded** the motion which was unanimously approved by: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, Mollineaux, Patel, and Travers.

After a discussion, **Mr. Hale moved** to adopt the final regulation as amended, authorize staff to file the final regulation, and authorize staff to make any technical or stylistic changes needed. **Mr. Dalpiaz seconded** the motion which was unanimously approved by: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, Mollineaux, Patel, and Travers.

Mr. Wilkinson departed the meeting at 11:29 a.m.

Staff Member Departure

The Board recessed from 12:23 p.m. to 12:43 p.m.

Recess

Ms. Peay departed the meeting at 12:59 a.m.

Mr. Shockley departed the meeting at 1:20 p.m.

AG Departure

OTHER BUSINESS

The Board continued discussion on statutory interpretation issues related to licensee activities involving personally owned properties and entities in which a licensee has an ownership interest. Concerns were noted regarding broker supervision, escrow handling, and consistency with Virginia Code § 54.1. Staff were directed to continue reviewing these issues and seek legal guidance as needed.

Ms. Coleman reminded the Board members of the approved 2026 meeting dates:

- January 22
- March 12
- May 14
- July 16
- September 10
- November 10

**2026 Board Meeting
Dates**

Mr. Funkhouser reminded the Board to complete the Conflict-of-Interest Statements and Travel Reimbursement Forms.

**COMPLETION OF
PAPERWORK**

There being no further business, the Board adjourned at 2:19 p.m.

ADJOURN

Joseph "Kemper" Funkhouser, III, Chair

James B. "Jet" Wilkinson, Jr., Secretary

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Code of Virginia

Title 54.1. Professions and Occupations

Subtitle II. Professions and Occupations Regulated by the Department of Professional and Occupational Regulation and Boards within the Department

Chapter 21. Real Estate Brokers, Sales Persons and Rental Location Agents

Article 1. Regulation of Real Estate Brokers, Salespersons and Rental Location Agents

§ 54.1-2105. General powers of Real Estate Board; regulations; educational and experience requirements for licensure

A. The Board may do all things necessary and convenient for carrying into effect the provisions of this chapter and may promulgate necessary regulations.

B. The Board shall adopt regulations establishing minimum educational requirements as conditions for licensure. Board regulations relating to initial licensure shall include the following requirements:

1. Every applicant for an initial license as a real estate salesperson shall have:

a. At a minimum, a high school diploma or its equivalent; and

b. Completed a course in the principles of real estate that carried an academic credit of at least four semester hours, but not less than 60 hours of classroom, correspondence, or other distance learning instruction, offered by an accredited institution of higher education, high school offering adult distributive education courses, or other school or educational institution offering an equivalent course.

2. Every applicant for an initial license as a real estate broker shall have:

a. At a minimum, a high school diploma or its equivalent; and

b. Completed not less than 12 semester hours of classroom or correspondence or other distance learning instruction in real estate courses offered by an accredited institution of higher education or other school or educational institution offering equivalent courses.

3. Every applicant for a license by reciprocity as a real estate salesperson or real estate broker shall have:

a. Completed a course in the principles of real estate that is comparable in content and duration and scope to that required in subdivision 1 or 12 semester hours of classroom or correspondence or other distance learning instruction in real estate courses that are comparable in content and duration and scope to that required in subdivision 2; and

b. If currently licensed by another state as a real estate salesperson or broker, passed Virginia's examination.

C. The Board may waive any requirement under the regulations relating to education or experience when the broker or salesperson is found to have education or experience equivalent to that required. No regulation imposing educational requirements for initial licensure beyond those specified by law shall apply to any person who was licensed prior to July 1, 1975, and who has been continuously licensed since that time, except that licensure as a salesperson prior to such time shall not exempt a salesperson who seeks to be licensed as a broker from the

educational requirements established for brokers.

D. The Board shall establish criteria to ensure that prelicensure and broker licensure courses meet the standards of quality deemed by the Board to be necessary to protect the public interests. For correspondence and other distance learning instruction offered by an approved provider, such criteria may include appropriate testing procedures. The Board may establish procedures to ensure the quality of the courses.

Noncollegiate institutions shall not be authorized to grant collegiate semester hours for academic credit.

The specific content of the real estate courses shall be in real estate brokerage, real estate finance, real estate appraisal, real estate law, and such related subjects as are approved by the Board.

E. The Board may establish criteria delineating the permitted activities of unlicensed individuals employed by, or affiliated as an independent contractor with, real estate licensees or under the supervision of a real estate broker.

F. The Board may take a disciplinary case against a licensee under advisement, defer a finding in such case, and dismiss such action upon terms and conditions set by the Board.

G. Notwithstanding any other provision of law, the Board shall not charge a fee to a licensee for the transfer of such licensee between offices within a licensed real estate firm, including from such firm's primary place of business to one of its branch offices, or from a branch office to another branch office under the same primary place of business.

Code 1950, § 54-740; 1974, c. 663; 1977, c. 3; 1980, c. 571; 1981, c. 117; 1984, cc. 201, 283; 1985, c. 116; 1988, cc. 9, 765; 1989, c. 244; 1991, c. 576; 1992, cc. 65, 446, 624, 717; 1995, c. 125; 1996, cc. 890, 903; 1997, c. 389; 1998, c. 268; 2000, c. 759; 2003, cc. 998, 1027; 2006, cc. 61, 627; 2007, c. 809; 2010, cc. 373, 637; 2012, c. 750; 2016, c. 334; 2019, cc. 179, 395; 2025, cc. 122, 129.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

FAIR HOUSING CASES FOR JANUARY 22, 2026 REB AGENDA

1. **Chicquetta Elliott v. Grep Atlantic, LLC, Greystar Management Services, LP and Woodshire Apartments Owner, LLC**
REB File Number: 2025-02414
HUD File Number: 03-25-5788-8
2. **Felicia Crowder v. Eugene P. Ricks, Jr., Keffer Realty, Inc. and Jacqueline D. Pierce**
REB File Number: 2025-03096
HUD File Number: 03-25- 5987-8
3. **Kimyade and Sabrita Richardson-Keys v. Virginia Properties and Management Services, LLC, dba Full Circle Realty VA, CCX Properties, LLC and Marita Dorr**
REB File Number: 2026-00090
HUD File Number: N/A
{Conciliation: Source of Funds}

Allegation: Complainant alleged that the Respondents discriminated in refusing to rent or otherwise deny or make housing available, and offered discriminatory terms, conditions, or privileges of a rental.

Outcome: The Complainant and the Respondents voluntarily engaged in conciliation and reached an agreement that within 10 days of the Effective Date of this Agreement, the Respondents will pay the Complainant the sum of \$9,000.00, by check.

Within sixty (60) days of the Effective Date of this Agreement, Respondents will develop and adopt a non-discrimination policy that includes all protections afforded citizens in the VFHL and Federal Fair Housing Act. Respondents will distribute a copy of the policy to its officers, agents, and employees, and will post the policy in their offices.

Within one hundred and eighty (180) days of the Effective Date of this Agreement, Marita Dorr and representatives for the Respondent entity shall attend a minimum of two (2) hours of fair housing training about the provisions and requirements of the federal and state fair housing laws. Such training shall not be submitted for continuing education credit towards a real estate or other professional license.

The Respondents and the Board agree that the FHO may review compliance with this Agreement for a period not longer than two years from the Effective Date of this Agreement.

4. **Housing Rights Initiative v. JBGS/OP Management Services, LLC, 1900 Crystal Drive, LLC, Nekia Macklin, TFC Partners, Inc.**
REB File Number: 2026-00093
HUD File Number: N/A
{Conciliation: Source of Funds}

Allegation: Complainant alleged that the Respondents discriminated in terms, conditions, or privileges of a rental, discriminated in advertising, statements or notices, and in refusal to rent or otherwise deny or make housing unavailable based on source of funds.

Outcome: The Complainant and the Respondents voluntarily engaged in conciliation and reached an agreement that within ten (10) calendar days of the Effective Date of this Agreement, NFC, on behalf of all Respondents, will pay the Complainant the sum of \$30,000.00, by check.

Within ten (10) calendar days of the Effective Date of this Agreement, JBGS/OP will include on its website for The Grace that vouchers are accepted.

Within ninety (90) days of the Effective Date of this Agreement, JBGS/OP will develop and adopt a non-discrimination policy that includes all protections afforded citizens in the VFHL and Federal Fair Housing Act. JBGS/OP will distribute a copy of the policy to its officers, agents, and employees, and will post the policy in their offices.

Within one hundred and eighty (180) days of the Effective Date of this Agreement, Julie Wood, General Manager; John Rudolph, Community Manager; Katy McNeal, Community Manager; Marouane Mounaji, Lead Concierge; Melissa Johnson, Lead Concierge shall attend a minimum of two (2) hours of fair housing training about the provisions and requirements of the federal and state fair housing laws. Such training shall not be submitted for continuing education credit towards a real estate or other professional license.

The Respondents and the Board agree that the FHO may review compliance with this Agreement for a period not longer than two years from the Effective Date of this Agreement.

2026 Real Estate Board Meeting Dates

Date	Time	Board	Room
Thursday, January 22, 2026	10:00 AM	Real Estate	Board Room 4
Thursday, March 12, 2026	10:00 AM	Real Estate	Board Room 2
Thursday, May 14, 2026	10:00 AM	Real Estate	Board Room 4
Thursday, July 16, 2026	10:00 AM	Real Estate	Board Room 2
Thursday, September 10, 2026	10:00 AM	Real Estate	Board Room 2
Tuesday, November 03, 2026	10:00 AM	Real Estate	Board Room 4

Meeting Dates Are Subject To Change

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