

**REAL ESTATE CONTRACTUAL FORMS  
ADVISORY COMMITTEE  
MEETING MINUTES  
OCTOBER 29, 2012**

**PRESENT:** Stephen Beers, Casey Clickner, Debra Conrad, Michael Gordon, Cori Lamont , Kim Moermond, Richard Petershack, Michael Sewell, Gary Tritz, Jonathan Sayas (arrived at 10:40 a.m.) and Jack Drzewicki.

**EXCUSED:**

**STAFF:** Mojgan Hall, Executive Director; David Carlson, Communications Specialist; and other Department staff

Stephen Beers, Board Chair, called the meeting to order at 10:07 a.m. A quorum of ten (10) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Debra Conrad moved, seconded by Casey Clickner, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Richard Petershack moved, seconded by Gary Tritz, to approve the minutes of September 18, 2012 as published. Motion carried unanimously.

**MOTION:** Gary Tritz moved, seconded by Richard Petershack, to approve changes to form WB-24 as reviewed by the Council and described on page 7 of the 10/29/12 agenda and incorporated in the form included on pages 17-23 of the agenda packet with the following exceptions:

- The second “caution” under the fixtures section will be moved to the occupancy section.
- On page 3, line 144, add \$ sign after “initial rent of”.

Motion carried unanimously.

The Council recessed for lunch at 11:50 a.m. and reconvened at 12:20 p.m.

**ADJOURNMENT**

**MOTION:** Michael Gordon moved, seconded by Casey Clickner, to adjourn the meeting at 2:23 p.m. Motion carried unanimously.