



Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Real Estate Brokers
and Salespersons

One Federal Street, Suite 600
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MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

ERIC PALEY
SECRETARY, EXECUTIVE OFFICE
OF ECONOMIC DEVELOPMENT

LAYLA R. D'EMILIA
UNDERSECRETARY, CONSUMER
AFFAIRS AND BUSINESS
REGULATION

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

December 17, 2025

Public Minutes

Members in attendance:

Linda Kody, *Chair*

Donna Davids, *Board Member*

Kathy Condon, *Board Member*

Cliff Ponte, *Board Member*

Robert Jones, *Board Member* (arrived 10:09 AM)

Administrative Staff in attendance:

Nirit Eriksson, *Board Counsel*

Kristin Mitchell, *Executive Director*

Colleen Cavanaugh, *Associate Executive Director*

Call to Order – Linda Kody opened the meeting at 10:05 a.m.

Vote on Minutes

November 19, 2025 Public minutes

November 19, 2025 Executive minutes

A motion was made by Kathy Condon and seconded by Cliff Ponte to approve the public minutes and executive minutes as drafted and presented.

Voted: To approve the public minutes and executive minutes listed above as presented.

Roll Call vote.

In favor: Kathy Condon, Donna Davids, Cliff Ponte, Linda Kody



Executive Director Report

Kristin Mitchell notified everyone that the verifications are now submitted online through the eLIPSE system. She also reminded the schools to communicate to the students that all CORI forms need to be notarized, DOL character reference forms need to be utilized, and applicants need to read the questions carefully and answer appropriately.

Board Counsel Report

Nothing to report.

Discussion

Educational Subcommittee

The subcommittee did not meet; however, Linda Kody met with Kristin Mitchell to discuss all the work the subcommittee has done over the year. They updated 19 courses compared to the 7 updated in 2024.

Matters not reasonably anticipated 48 hours in advance of the meeting

With the new year approaching, the Chair discussed the need to address anticipated enforcement of the requirement that real estate courses provided by schools be revised to align with updated course outlines approved by the Board, within 45 days of publication of such updated outline on the Board's website.

A motion was made by Cliff Ponte and seconded by Kathy Condon to (1) approve January 1, 2026, as the beginning date for enforcement of the Board's "within 45 days" requirement for instructors to switch over to providing courses that conform to an updated course outline; and (2) direct the Executive Director to send an email communication to real estate schools reminding them that it is their responsibility to be checking the Board's website for updated course outlines for their courses, that enforcement of a 45-day window for switching to updated course outlines will be enforced effective January 1, 2026, and that additional courses updated in the future will trigger their own 45-day window upon publication of the updated outline on the Board's website.

Roll call vote.

In favor: Kathy Condon, Donna Davids, Cliff Ponte, Robert Jones, Linda Kody

At 10:29 a.m., a motion was made by Cliff Ponte and seconded by Donna Davids and it was so

Voted: To Exit Open Session and enter Executive Session to discuss individuals' character rather than competence pursuant to G.L. c. 112, § 30A, § 21(a)(1) and to comply with the public records law pursuant to G.L. c. 66, § 10

and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual pursuant to G.L. c. 30A, § 21(a)(7).

Roll call vote.

In favor: Donna Davids, Kathy Condon, Robert Jones, Cliff Ponte, Linda Kody

At 10:44 a.m., a motion was made by Cliff Ponte and seconded by Donna Davids and it was so

Voted: To Exit Executive Session and enter Quasi-Judicial/Adjudicatory Session pursuant to G.L. c. 30A, § 18, ¶ 5(d)

Roll call vote.

In favor: Cliff Ponte, Kathy Condon, Donna Davids, Robert Jones, Linda Kody

At 11:10 a.m., a motion was made by Donna Davids and seconded by Robert Jones and it was so

Voted: To Exit Quasi-Judicial Session and enter Investigative Conference pursuant to G.L. c. 112, § 65C.

Roll call vote.

In favor: Cliff Ponte, Kathy Condon, Donna Davids, Robert Jones, Linda Kody

During Investigative Conference, the Board took the following actions:

- 00010954 – dismiss
- 00012743 – refer to OI
- 00012745 – refer to Prosecutions
- 00012754 – refer to Prosecutions
- 00014979 – dismiss
- 00014998 – dismiss
- 00015151 – dismiss
- 00015603 – refer to Prosecutions
- 00015604 – dismiss
- 00016131 – dismiss
- 00016132 – refer to Prosecutions
- 00016134 – refer to Prosecutions
- 00016135 – refer to Prosecutions
- 00016420 – dismiss
- 00016424 – dismiss

00017335 – dismiss
00017401 – dismiss
00017618 – dismiss
00017619 – dismiss
00017620 – dismiss
00017833 – dismiss

At 12:31 p.m., a motion was made by Kathy Condon and seconded by Cliff Ponte and it was so

Voted: To exit Investigative Conference and enter open session for the purpose of adjourning the meeting.

Roll call vote.

In favor: Cliff Ponte, Kathy Condon, Donna Davids, Robert Jones, Linda Kody

Respectfully Submitted by:



Kristin Mitchell, Executive Director

12/22/25

Date

List of documents used during the Public Meeting:

- November 19, 2025 meeting minutes
- December 17, 2025 agenda