

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

The Centennial Towers

TBAE/TSBPA Board Room, Suite 370

505 E. Huntland Drive

Austin, Texas

Thursday, November 17, 2022

10:00 a.m. – Conclusion

1. **Preliminary Matters**
  - A. Call to order
  - B. Roll call
  - C. Excused and unexcused absences
  - D. Determination of a quorum
  - E. Recognition of guests
  - F. Chair's opening remarks
  - G. Public comments

Debra Dockery  
Darren James  
Debra Dockery
  
2. **Approval of August 25, 2022 Board Meeting Minutes (Action)**

Debra Dockery
  
3. **Executive Director Report (Information)**

Julie Hildebrand

  - A. Summary of Executive Accomplishments
  - B. Operating Budget/Scholarship Fund: Presentation on 4<sup>th</sup> Quarter FY 2022 Expenditures/Revenues
  - C. Discussion Regarding ARE Grant Program
  - D. Report on the Annual Financial Report (AFR)
  
4. **Discussion Regarding Fund Balance Policy (Information)**

Julie Hildebrand
  
5. **Trend Analysis (Information)**

Glenn Garry
  
6. **Board Member Learning and Envisioning (Information)**

Glenn Garry

"Website"

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

The Centennial Towers

TBAE/TSBPA Board Room, Suite 370

505 E. Huntland Drive

Austin, Texas

Thursday, November 17, 2022

10:00 a.m. – Conclusion

7. **Enforcement Cases** (*Action*)  
**Review and possibly adopt ED's recommendation in the following enforcement cases:**

Lance Brenton

**A. Registrant/Non-Registrant Cases:**

Case No. 148-20N	Cesare, Matthew	<i>Non-Registrant</i>
Case No. 118-22N	Colvin, Michael Todd	<i>Non-Registrant</i>
Case No. 063-20A	Dunn, Gary Michael	<i>Arch. #21740</i>
Case No. 364-19N	Estrada, Nathan	<i>Non-Registrant</i>
Case No. 224-19N	Forbes, Dave A.	<i>Non-Registrant</i>
Case No. 027-22A	Oppelt, Thomas Hubert	<i>Arch. #17442</i>
Case No. 119-20N	Senkowski, Jorge Ostap	<i>Non-Registrant</i>
Case No. 098-19I	Woods, Warren	<i>RID #9653</i>
SOAH Docket No. 459-22-09379		

**B. Continuing Education Cases:**

Case No. 019-23A	Crochet, Terrell Anthony	<i>Arch. #14560</i>
Case No. 205-22L	Curry, Clark W.	<i>L. Arch. #996</i>
Case No. 208-22A	Glisson, Robert	<i>Arch. #27567</i>
Case No. 219-22I	Hanson, Amy Ann	<i>RID #4138</i>
Case No. 217-22A	King, Stanley Ray	<i>Arch. #7021</i>
Case No. 007-23A	Koehne, Douglas Ray	<i>Arch. #14945</i>
Case No. 198-22A	Lim, G. Yim Lei	<i>Arch. #7563</i>
Case No. 003-23A	Lund, Christopher Robin	<i>Arch. #24375</i>
Case No. 015-23A	Nguyen, Tien Thu Sr.	<i>Arch. #11644</i>
Case No. 215-22A	Porterfield, Jack M. Jr.	<i>Arch. #11662</i>
Case No. 197-22A	Redmond, Steven Michael	<i>Arch. #17896</i>
Case No. 199-22I	Sander, Erin Lindsay	<i>RID #10788</i>
Case No. 006-23I	Seidler, Morgan Allison	<i>RID #11067</i>
Case No. 005-23L	Taphorn, Austin Patrick	<i>L. Arch #3350</i>

*The Board may meet in closed session pursuant to TEX. GOV'T CODE ANN. §551.071(1) to confer with legal counsel.*

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

The Centennial Towers  
TBAE/TSBPA Board Room, Suite 370

505 E. Huntland Drive

Austin, Texas

Thursday, November 17, 2022

10:00 a.m. – Conclusion

8. **Report on Conferences and Meetings** (*Information*) Debra Dockery  
A. CLARB Annual Meeting – Sep 21-23  
B. NCARB MB Chairs & Executives Leadership Summit – Oct 14-15  
C. TxA Annual Conference & Expo – Oct 26-28  
D. CIDQ Annual Delegates Meeting – Nov 11-12
9. **Report on Upcoming Conferences and Meetings** (*Information*) Debra Dockery  
A. NCARB Regional Meeting – Mar 3-4  
B. Texas ASLA – Apr 25-27  
C. NCARB Annual Business Meeting – Jun 15-17
10. **Board Member Comments/Future Agenda Items** (*Information*) Debra Dockery
11. **Upcoming Board Meetings** (*Information*) Debra Dockery  
Thursday, February 23, 2023  
Thursday, June 22, 2023  
Thursday, August 24, 2023  
Tuesday, November 14, 2023
12. **Adjournment** Debra Dockery

### NOTE:

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Government Code §551.*
- ◆ *Action may be taken on any agenda item.*

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS**

Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services are required to call (512) 305-8548 at least five (5) workdays prior to the meeting so that appropriate arrangements can be made.

## **FREQUENTLY USED ACRONYMS**

<b>ACSA</b>	Association of Collegiate Schools of Architecture
<b>ADA</b>	Americans with Disabilities Act
<b>AIA</b>	American Institute of Architects
<b>AREFAF</b>	Architect Registration Examination Financial Assistance Fund (Scholarship)
<b>ASID</b>	American Society of Interior Designers
<b>ASLA</b>	American Society of Landscape Architects
<b>ARE</b>	Architect Registration Examination
<b>AXP</b>	Architectural Experience Program
<b>BOAT</b>	Building Officials Association of Texas
<b>CACB</b>	Canadian Architectural Certification Board
<b>CIDA</b>	Council for Interior Design Accreditation (Formerly FIDER)
<b>CIDQ</b>	Council for Interior Design Qualification
<b>CLARB</b>	Council of Landscape Architectural Registration Boards
<b>GAA</b>	General Appropriations Act
<b>GRF</b>	General Revenue Fund
<b>IDCEC</b>	International Design Continuing Education Council
<b>IDEC</b>	Interior Design Educators Council
<b>IIDA</b>	International Interior Design Association
<b>LARE</b>	Landscape Architect Registration Examination
<b>MBA</b>	Member Board Administrator (within NCARB)
<b>NAAB</b>	National Architectural Accrediting Board
<b>NCARB</b>	National Council of Architectural Registration Boards
<b>NCEES</b>	National Council of Examiners for Engineering and Surveying
<b>OAG</b>	Office of the Attorney General
<b>SOAH</b>	State Office of Administrative Hearings
<b>SORM</b>	State Office of Risk Management
<b>TAID</b>	Texas Association for Interior Design
<b>TAS</b>	Texas Accessibility Standards
<b>TASB</b>	Texas Association of School Boards
<b>TBPELS</b>	Texas Board of Professional Engineers and Land Surveyors
<b>TxA</b>	Texas Society of Architects
<b>TSPE</b>	Texas Society of Professional Engineers

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS**  
**Minutes of August 25, 2022 Board Meeting**  
Centennial Building, 505 E. Huntland Dr., Ste. 350  
Austin, TX 78752  
10:00 a.m. until completion of business

<b>AGENDA ITEMS</b>	<b>DESCRIPTIONS</b>														
<b>1A. Call to Order</b>	Ms. Dockery called the meeting to order at 10:00 a.m.														
<b>1B. Roll Call</b>	<p>Mr. James called the roll.</p> <p><u>Present Board Members</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Debra Dockery</td> <td style="width: 50%;">Chair, Architect</td> </tr> <tr> <td>Darren James</td> <td>Secretary/Treasurer, Architect</td> </tr> <tr> <td>Robert (Bob) Wetmore</td> <td>Architect</td> </tr> <tr> <td>Jennifer Walker</td> <td>Architect</td> </tr> <tr> <td>Rosa Salazar</td> <td>Registered Interior Designer</td> </tr> <tr> <td>Joyce Smith</td> <td>Public Member</td> </tr> <tr> <td>Fernando Trevino</td> <td>Public Member</td> </tr> </table>	Debra Dockery	Chair, Architect	Darren James	Secretary/Treasurer, Architect	Robert (Bob) Wetmore	Architect	Jennifer Walker	Architect	Rosa Salazar	Registered Interior Designer	Joyce Smith	Public Member	Fernando Trevino	Public Member
Debra Dockery	Chair, Architect														
Darren James	Secretary/Treasurer, Architect														
Robert (Bob) Wetmore	Architect														
Jennifer Walker	Architect														
Rosa Salazar	Registered Interior Designer														
Joyce Smith	Public Member														
Fernando Trevino	Public Member														
<b>1C. Excused and Unexcused Absences</b>	<p>Ms. Dockery stated that Lauren Taylor had provided notification that she would be unable to attend the meeting.</p> <p>Ms. Dockery did not have notice of Tim Bargainer’s absence and wondered whether he was running late.</p> <p>Ms. Dockery called for a motion on the excused absence of Lauren Taylor.</p> <p>A MOTION WAS MADE AND SECONDED (Smith/Walker) TO EXCUSE THE ABSENCE OF LAUREN TAYLOR. THE MOTION PASSED UNANIMOUSLY.</p> <p>Mr. Bargainer did not attend the meeting.</p>														
<b>1D. Determination of a Quorum</b>	A quorum was present.														
<b>1E. Recognition of Guests</b>	Ms. Dockery acknowledged the following members of TBAE staff and guests in the audience: Becky Walker and Jennifer Briggs of the Texas Society of Architects; Julie Hildebrand, Executive Director; Lance Brenton, General Counsel; Dale Dornfeld, IT Manager; Katherine Crain, Legal Assistant, Jessica Ramirez, Legal Assistant; Jennifer Hogan, TBAE Accounting; and Nelly Clayton, TBAE Accounting.														



	<p>Ms. Hildebrand said she hoped these efforts would increase participation in the scholarship program. If they don't, she suggested the Board should pause the collection of the scholarship fee on architect registration renewals.</p> <p>Ms. Dockery referred to a previous discussion at the June Board meeting, in which the Board considered whether individuals should be eligible to claim a scholarship in the event of a failed exam. She said she had been unsuccessful in her efforts to encourage NCARB to allow examinees one free exam re-take in the event of a failure. She suggested the Board could revisit this topic at another time.</p>
<p><b>4. Approval of the FY23 Operating Budget</b></p>	<p>Ms. Hildebrand provided the Board with the newest version of the draft FY23 budget on paper, which was updated from the version that was originally included in the Board materials. She said the paper copy was the final version that she would use to guide her discussion and recommendation.</p> <p>Ms. Hildebrand presented a summary of the budget, her line-item projections for the fiscal year, and how she arrived at those projections. Additionally, Ms. Hildebrand provided an update on current staffing of the agency, particularly the absorption of the former finance manager's duties by Ms. Hildebrand and the two remaining accountants. She also discussed the addition of a second attorney to the legal department, which would help cover the loss of a very experienced legal assistant and fill a long-term need.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/Smith) TO APPROVE THE FY23 OPERATING BUDGET AS PRESENTED.</p> <p>Mr. James asked whether the agency needed to hire another accountant to replace the former finance manager. Ms. Hildebrand stated that she did not think that was necessary at this time.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Ms. Hildebrand discussed the Fund Balance Projection as described on page 21 of the board materials and referred the Board to that report as a supplement to her verbal presentation. In particular, Ms. Hildebrand discussed the fund balance, the expected impact that could occur following a recession (using 2008 as a benchmark), and the possibility of lowering fees in the event that the fund balance continued to grow as it had in recent years.</p> <p>Ms. Smith thanked Ms. Hildebrand for presenting this information to the Board and said it was important for the Board to closely monitor the issue and provide its input on how to proceed.</p>

	<p>Ms. Dockery expressed her position that, if the fund balance continued to grow, the Board should reduce fees.</p>
<p><b>5.</b> <b>Board Member Learning and Envisioning</b> "A Review of TBAE Audits"</p>	<p>Ms. Hildebrand noted the fact that TBAE would soon be going through review by the Sunset Commission, and that such reviews are often accompanied by audits in the immediately preceding biennium. For that reason, Ms. Hildebrand felt it was a good time to present the agency’s audit history to the Board, as well as trends and hot topics that auditing agencies have been addressing.</p> <p>Ms. Hildebrand reviewed the agency’s audit history and discussed the findings from those audits. She also addressed recent audits of fellow SDSI agencies and associated findings.</p> <p>Ms. Salazar asked whether the Board members could help or assist the agency in getting ready for Sunset review.</p> <p>Ms. Hildebrand said not at this time. She indicated the first opportunity for Board input would be the agency’s response to the survey that is sent out at the beginning of the Sunset process.</p>
<p><b>6.</b> <b>Enforcement Cases Review and possibly adopt ED’s recommendation in the following cases</b></p> <p><b>6A.</b> <b>Registrant/Non-Registrant Cases</b></p>	<p>Ms. Dockery asked Mr. Brenton to present the enforcement cases for Board consideration.</p> <p><b>Hooker, Jerry Wayne (#044-22L)</b> Mr. Brenton directed the Board to the written materials for the case beginning on page 23 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Salazar/Wetmore) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$3,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED APRIL 7, 2022. THE MOTION PASSED UNANIMOUSLY.</p> <p><b>Loggins, James (#071-22N)</b> Mr. Brenton directed the Board to the written materials for this case beginning on page 24 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Trevino) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW,</p>



<p><b>6B. Continuing Education Cases:</b></p>	<p>AND ADMINISTRATIVE PENALTY OF \$5,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED JULY 20, 2022. THE MOTION PASSED UNANIMOUSLY.</p> <p>Mr. Brenton directed the Board to written materials for the continuing education cases beginning on page 25, which contained summaries of the cases as well as staff’s recommendations.</p> <p>Ms. Dockery stated that, unless any Board members needed to recuse themselves from any case, she would entertain a motion to accept staff’s recommendations for all the continuing education cases. There were no recusals.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Smith) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES:</p> <p><b>Bogges, Carolina Leonor (087-22I)</b>  <b>Borden, Brooke Taylor (#159-22A)</b>  <b>Cutshall, Brent (#165-22A)</b>  <b>De Leon, Rodolfo (#176-22I)</b>  <b>DeVoss, Thomas Arlen (#166-22A)</b>  <b>Horan, Megan Rose (#161-22I)</b>  <b>Jackson, Scott D. (#157-22A)</b>  <b>Kelley, Nina Kathryn (#158-22I)</b>  <b>Kinkaid, Chris (#164-22L)</b>  <b>Perez, Julio Gabriel (#192-22A)</b>  <b>Snyder, Wayne C. (#112-22A)</b>  <b>Suttles, Paul G. (#163-22A)</b>  <b>Weitzman, Maria Carolina (#162-22A)</b></p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p><b>8. Resolution Honoring Katherine Keen Crain</b></p>	<p>Ms. Dockery stated that Katherine Keen Crain is retiring from TBAE. She then read the following Resolution into the record:</p> <p><b>BE IT KNOWN THAT KATHERINE CRAIN</b> Has distinguished herself by her long years of dedicated service to all the people who live, work, and play in the built environment of the State of Texas; and</p> <p><b>WHEREAS</b>, Ms. Crain is a native Texan, hailing from the city of Houston in Harris County; and</p> <p><b>WHEREAS</b>, Ms. Crain graduated from the University of Texas at Austin with a bachelor’s degree in Spanish; and</p>

**WHEREAS**, Ms. Crain has worked tirelessly in the legal profession since 1977; and

**WHEREAS**, Ms. Crain joined the Legal Division of the Texas Board of Architectural Examiners in January of 2002, and

**WHEREAS**, Ms. Crain has served Travis County as a commissioned Notary Public continuously since 1982, and

**WHEREAS**, Ms. Crain, along with her husband, Neil, wrote and published a well-received 2013 book about the 350-year history of wine in Texas; and

**WHEREAS**, Ms. Crain's encyclopedic knowledge of agency processes, records, and history has been an invaluable and irreplaceable resource for the agency; and

**WHEREAS**, Ms. Crain has proven to be an exceptional coworker, friend, and problem-solver to each of her colleagues throughout the years, and will be sorely missed; and

**WHEREAS**, Ms. Crain has played an invaluable role in the protection of the public health, safety, and welfare throughout the Lone Star State, now therefore, be it

**RESOLVED**

That the Texas Board of Architectural Examiners, in Formal Meeting assembled this 25<sup>th</sup> day of August 2022, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

**RESOLUTION OF APPRECIATION**

To Katherine Crain, and caused a copy of this Resolution to be included within the minutes of this Board.

Ms. Dockery called for the vote.

A MOTION WAS MADE AND SECONDED (James/Walker) TO ACCEPT THE RESOLUTION OF APPRECIATION FOR KATHERINE CRAIN. THE MOTION PASSED UNANIMOUSLY.

Ms. Dockery thanked Ms. Crain for her service and expressed her appreciation for what she has done for the Board over the years. Mr. Brenton stated that Katherine has been great and will be missed by all. Additionally, she has given the agency one final departing gift by training Jessica Ramirez for the last 2 and ½ months, leaving the agency in good hands.

<p><b>7. Executive Director Annual Performance Evaluation</b></p> <p><b>7A. Report on findings based upon performance evaluation.</b></p> <p><b>7B. Consider and possibly act upon any personnel action that may be proposed by the Board.</b></p>	<p>The Board took a break at 11:45 a.m. and reconvened at 11:55 a.m.</p> <p>Ms. Dockery announced the Board would enter closed session under the authority of Tex. Occ. Code § 551.074 to consider the Executive Director’s performance evaluation.</p> <p>The Board entered closed session at 11:55 a.m. and reconvened in open session at 12:15 p.m.</p> <p>Ms. Dockery said the Board was exceedingly pleased to have Ms. Hildebrand as the executive director. She said others in the national regulatory community have been very complementary about Ms. Hildebrand – not only how she has represented TBAE but also how she has helped other boards and national organizations.</p> <p>Ms. Dockery identified three performance goals for the upcoming year. First, to work on succession planning for the executive director role. Specifically identifying the best practices and resources that a non-design professional might rely upon to become familiar with the design professions.</p> <p>Second, the Board directed Ms. Hildebrand to focus on preparation for Sunset review.</p> <p>Third, the Board encouraged Ms. Hildebrand to monitor staffing needs, roles, and the budget, and to avoid being so budget-conscious as to leave the agency understaffed.</p> <p>Mr. Wetmore reiterated the Board’s appreciation for Ms. Hildebrand.</p> <p>Ms. Salazar asked for Ms. Hildebrand’s thoughts on a non-design professional working in the role of the executive director.</p> <p>Ms. Hildebrand said she had been able to rely upon the Board for expertise. She had also relied upon staff members, who may not be design professionals but have worked for the agency for a long time and have gained knowledge along the way. She also said she had relied upon national organizations and fellow executives for other Boards.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/James) TO APPROVE A SIX PERCENT RAISE FOR MS. HILDEBRAND. THE MOTION PASSED UNANIMOUSLY.</p>
--	---

<p><b>9.</b> <b>Approval of the Proposed 2023 Board Meeting Dates</b></p>	<p>Ms. Dockery identified the following proposed 2023 board meeting dates:</p> <p>Thursday, February 23, 2023 Thursday, June 22, 2023 Thursday, August 24, 2023 Tuesday, November 14, 2023</p> <p>A MOTION WAS MADE AND SECONDED (Smith/Salazar) TO APPROVE THE DESIGNATED MEETING DATES. THE MOTION PASSED UNANIMOUSLY.</p>
<p><b>10.</b> <b>Reports on National Regulatory Boards and Board Member and Staff Committee Service</b></p>	<p>Ms. Dockery invited the Board members to report on their participation on national regulatory board and committees.</p> <p>Ms. Dockery said she was continuing to serve on the NCARB Certification Alternative Review Committee, for which she would be attending training in Washington DC in September.</p> <p>Ms. Smith said she looked forward to serving on the NCARB Credentials Committee, which would have its first meeting on September 14<sup>th</sup>.</p> <p>Ms. Hildebrand stated she would be serving on the NCARB Licensure Research and Development Task Force, which hoped to work for two to three years to analyze the experience, education, and experience requirements for architect registration and make recommendations on whether those requirements should change, and if so, how.</p>
<p><b>11.</b> <b>Report on Conferences and Meetings</b> <b>A.</b> NCARB Annual Business Meeting – June 2-5 <b>B.</b> ASID Texas Chapter: Celebrating Design Texas 2022 – Aug 11-12</p>	<p>Ms. Dockery invited the Board members to report on conferences and meetings.</p> <p>Ms. Dockery said the NCARB meeting in Austin had gone really well. She thanked the Board members for their attendance at the meeting.</p> <p>Mr. James said it was great to interact with other Board members, Board staff, and NCARB staff from around the country.</p> <p>Ms. Hildebrand said that staff had made a presentation at the ASID meeting, which went well.</p>
<p><b>12.</b> <b>Report on Upcoming Conferences and Meetings</b> <b>A.</b> 2022 LRGV-AIA Conference – Sep 8-10 <b>B.</b> CLARB Annual Meeting – Sep 21-22 <b>C.</b> NCARB Member Board Chairs &amp;</p>	<p>For upcoming meetings, Ms. Dockery said that she and Ms. Hildebrand would be attending the Member Board Chair and Executive meeting in Salt Lake City. Ms. Dockery said she would also be attending the TxA meeting in El Paso.</p> <p>Ms. Hildebrand said she, Mr. Alvarado, Mr. Stamps, and Ms. Blackmore would also attend the TxA meeting.</p> <p>Mr. James said he would be at the TxA meeting as well and would be presenting on two panels.</p>

<p>Executives Leadership Summit – Oct 14-15  <b>D.</b> TxA Annual Conference – Oct 26-29  <b>E.</b> CIDQ Annual Delegates Meeting – Nov 11-12</p>	<p>Ms. Hildebrand and Mr. Bargainer would be attending the CLARB Annual Meeting.</p> <p>Ms. Hildebrand and Ms. Salazar would be attending the CIDQ Annual Meeting.</p>
<p><b>13.</b>  <b>Board Member Comments/Future Agenda Items</b></p>	<p>Ms. Dockery asked if the Board members had any comments or suggestions on future agenda items. No suggestions were received.</p>
<p><b>14.</b>  <b>Upcoming Board Meeting</b>  Thursday, November 17, 2022</p>	<p>Ms. Dockery announced the date for the upcoming meeting as November 17, 2022.</p>
<p><b>15.</b>  <b>Adjournment</b></p>	<p>THE MEETING ADJOURNED AT 12:35 p.m.</p>

APPROVED BY THE BOARD:

---

DEBRA J. DOCKERY, FAIA  
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## TBAE Staff Accomplishments: November 2022 Board Meeting

### August

- New Website Go-Live
- ASID Student Conference – Dallas – Registration
- CLARB Regional Meeting
- NCARB Live: NCARB by the Numbers
- CLEAR Webinar: Virtual Collaboration for the Regulatory Community
- Board Meeting
- UT Professional Practice Presentation – Registration and Enforcement
- UT-San Antonio Presentation – Registration
- NCARB Licensure R&D Task Force Kick-Off Meeting – Spokane, WA
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

### September

- Building Communities Conference (LRGV-AIA) – Enforcement
- DIR Texas CISO-ISO Conference – Information Security
- New Attorney – Pim Mayo
- CLARB Leadership Advisory Council Meeting
- NCARB Region 3 Conference Call
- SANS – Building and Leading Security Operations Centers – Information Security
- CLARB Annual Meeting – Omaha, NE – Increase Diversity on Boards Presentation
- FARB Regulatory Law Seminar
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

### October

- SANS – Automating Information Security with Python – Information Security
- ICOR Practice Overlap Steering Committee Meeting
- NCARB Member Board Chairs and Executives Conference – Salt Lake City, UT
- CLARB Leadership Development Task Force Meeting
- CLEAR Regulators Role in Addressing Workforce Issues
- CLARB/ASLA Web Licensure Summit
- NCARB Member Board Support Webinar
- Texas Society of Architects Annual Conference – El Paso, TX – TBAE Presentation – Registration and Enforcement
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

### November

- CLARB Leadership Advisory Council Meeting
- CIDQ Annual Meeting – Los Angeles, CA

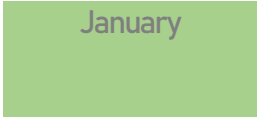


- Board Meeting
- CLARB Leadership Development Task Force Meeting
- Texas E-Records Conference – Legal and Information Technology
- Open Government Conference – Legal
- ICOR Practice Overlap Steering Committee Meeting
- NCARB Region 3 Meeting
- SANS – Battlefield Forensics and Data Acquisition – Information Security
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings



December

- NCARB Committee Summit – Washington, DC
- CLARB Leadership Advisory Council Meeting – Reston, VA
- Texas Tribune – A Preview of the 2023 Legislative Session



January

- 88<sup>th</sup> Legislative Session Convenes
- FARB Forum – Nashville, TN
- ICOR Practice Overlap Steering Committee Meeting – Nashville, TN



February

- Board Meeting



March

- NCARB MBE Meeting and Regional Summit – Honolulu, HI
- NCARB Licensure R&D Task Force Meeting



April

- Texas ASLA – Ft. Worth, TX
- CLARB Leadership Advisory Council Meeting – Reston, VA

Applicants		New Registrants		Registrants (active)		The Rest	
<b>181</b> Fiscal Year to Date	-21 (202) Year-over-Year	<b>170</b> FYTD	+8 (162) YOY	<b>20184</b> As of month ended	+369 (19815) YOY	A survey of the Registration Division's additional accomplishments and activities	
By-examination applications received FYTD, by profession: Architect: 59 RID: 9 LA: 17 Subtotal: 85		By-examination registrations issued FYTD, by profession: Architect: 42 RID: 14 LA: 11 Subtotal: 67		<b>Architects</b> Resident: 8709 Nonresident: 5689 Subtotal: 14398		<b>523</b> exam results received FYTD 429 Arch   0 RID   94 LA	
Reciprocal applications received FYTD, by profession: Architect: 88 RID: 0 LA: 8 Subtotal: 96		Reciprocal registrations issued FYTD, by profession: Architect: 96 RID: 2 LA: 5 Subtotal: 103		<b>RIDs</b> Resident: 3703 Nonresident: 284 Subtotal: 3987		<b>196</b> Continuing Education audits conducted FYTD	<b>22</b> referred to Investigations FYTD
<h1>About this report</h1> <p>FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year.</p> <p>YOY: Year-over-Year. Compares current data to that of 12 months prior.</p>				<b>Landscape Architects</b> Resident: 1235 Nonresident: 564 Subtotal: 1799		<b>28</b> scholarship applications approved FYTD	
				<b>All registrants</b> Resident: 13647 Nonresident: 6537 Total: 20184		<b>24</b> Certificates of Standing issued FYTD	



Cases Opened		Cases Dismissed		Days to Investigate a Case		Cases Resolved (as of month ended)	
25	-4	1	-17	70	65	0	0
Fiscal Year to Date	Year Over Year	Fiscal Year to Date	Year Over Year	October 2022	FY Avg to Date	Warning(s) by Executive Director	Voluntary Surrender(s)
26 Case(s) referred to Legal Fiscal Year to Date		Dismissal details TDLR: 0 Other: 1*		Context Typical target: 105-400 (2022-23) SDSI avg. actual: 110 (2018)		0 Disciplinary Action(s) by Board	18 *Notice(s) of Violation
		*e.g. No evidence, not a violation, criminal history provisional registration, contract dispute				3 *Complaint(s) Filed at SOAH	0 *Informal Conference(s)

\*Matters are ongoing and not yet resolved

Customer Service		Newsletter		Employee Engagement		Contact volume (to front desk alone)	
32,989	1,618	85%	21,000+	463	443	676	175
Customers surveyed	Responses	Read at least half (2018)	Recipients	Most recent score (2022)	Avg. score since 2016	Calls Fiscal Year to Date	Emails FY to Date
93% Customer satisfaction (2022)		"Disciplinary Actions" Most-read topic (2018)		Strengths: Strategic Workplace Supervision	Weaknesses: Pay Benefits Development	Avg. monthly calls FYTD: 338	Avg. monthly emails FYTD: 88

**Texas Board of Architectural Examiners  
Actual 2022 Budget**

	FY2022 Amended Budget	FY2022 As of 08/31/2022
<b>Total Beginning Fund Balance</b>		<b>3,134,658.12</b>
<b>Revenues:</b>		
Licenses & Fees	\$ 2,915,555	\$ 3,058,692
Business Registration Fees	\$ 159,368	\$ 159,125
Late Fee Payments	\$ 153,873	\$ 179,268
Other	\$ -	\$ 5,215
Interest	\$ -	\$ 17,178
Convenience Fees		\$ 42,640
Draw on Fund Balance	\$ 118,703	\$ -
<b>Total Revenues</b>	<b>\$ 3,347,499</b>	<b>\$ 3,462,117</b>
<b>Expenditures:</b>		
Salaries and Wages	\$ 1,738,910	\$ 1,711,501
Payroll Related Costs	\$ 601,589	\$ 583,683
Professional Fees and Services	\$ 25,000	\$ 19,655
Professional Fees and Services - IT/IS	\$ 12,000	\$ 13,483
Board Travel	\$ 24,000	\$ 8,413
Staff Travel	\$ 20,000	\$ 13,533
Materials and Supplies	\$ 6,000	\$ 6,358
Materials and Supplies - Postal	\$ 6,500	\$ 11,940
Materials and Supplies - IT/IS	\$ 50,000	\$ 36,491
Communication and Utilities	\$ 43,000	\$ 48,339
Repairs and Maintenance	\$ 1,000	\$ 264
Rentals and Leases - Equipment and Space	\$ 8,500	\$ 14,426
Rentals and Leases - Office Space	\$ 138,000	\$ 138,376
Printing and Reproduction	\$ 5,000	\$ 8,214
Membership Dues (Other)	\$ 16,000	\$ 15,789
Board/Staff Training and Conference Fees (Other)	\$ 22,000	\$ 20,176
Operating Expenditures (Other)	\$ 20,000	\$ 21,737
Convenience Fees		\$ 79,294
SWCAP Payment (Other)	\$ 100,000	\$ 100,038
GR Payment (Other)	\$ 510,000	\$ 510,000
<b>Total Expenditures</b>	<b>\$ 3,347,499</b>	<b>\$ 3,361,709</b>
<b>Excess/ (Deficiency) of Rev over Exp.</b>	<b>-</b>	<b>100,409</b>

<b>Funding for 8 months</b>		<b>\$ 2,365,069</b>
<b>Excess Fund Balance</b>		<b>\$ 869,998</b>
<b>Total Fund Balance</b>	<b>\$ -</b>	<b>\$ 3,235,067</b>

Administrative Penalties Collected	\$ 63,850.00
Transferred to Comptroller	(59,560.00)
Balance Pending Transfer	4,290.00

**Texas Board of Architectural Examiners  
Fiscal Year 2021 Budget  
Scholarship Fund**

	FY 2022 Actual      Sept 1, 2021 - August 31, 2022
<b>ARE Grant Fund Beginning Balance</b>	<b>111,114.52</b>
<b>Revenues:</b>	
ARE Grant Licensing Fees	\$ 25,884.00
Interest	\$ 553.16
Untransferred Revenue	\$ (3,801.00)
<b>Expenditures:</b>	
Trust Fees	(106.05)
ARE Grant Payments	\$ (14,000.00)
<b>Fund Balance Ending</b>	<b>\$ 119,644.63</b>

**Number of Scholarships Awarded** **28**  
**Frequency per Fiscal Year----September 30, January 31, and May 31**

# **TEXAS BOARD OF ARCHITECTURAL EXAMINERS**

## **ANNUAL FINANCIAL REPORT**

**For The Year Ended August 31, 2022**

*Julie Hildebrand,  
Executive Director*



October 26, 2022

Honorable Greg Abbott, Governor  
Honorable Glenn Hegar, Texas Comptroller  
Jerry McGinty, Director, Legislative Budget Board  
Lisa Collier, State Auditor

Ladies and Gentlemen:

We are pleased to submit the Annual Financial Report of the Texas Board of Architectural Examiners for the year ended August 31, 2022, in compliance with the Texas Government Code Annotated, Section 2101.011, and in accordance with the requirements established by the Texas Comptroller of Public Accounts.

Due to the statewide requirements embedded in **Governmental Accounting Standards Board (GASB) 34**, the Comptroller of Public Accounts does not require the accompanying annual financial report to comply with all the requirements in this statement. The financial report will be considered for audit by the State Auditor as part of the audit of the State of Texas *Comprehensive Annual Financial Report (CAFR)*; therefore, an opinion has not been expressed on the financial statements and related information contained in this report.

If you have any questions, please contact Jennifer Hogan at (512) 305-8542 or Nelly Clayton at (512) 305-9041.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julie Hildebrand".

Julie Hildebrand,  
Executive Director

## TABLE OF CONTENTS

I.	Combined Financial Statements	1
A.	Exhibit I - Combined Balance Sheet/Statement of Net Assets - Governmental Funds	2
B.	Exhibit II - Combined Statement of Revenues, Expenditures, and Changes in Fund Balances/Statement of Activities – Governmental Funds	3
II.	Notes to the Financial Statements	4-10
III.	Combining Financial Statements	11
A.	Exhibit A-1 - Combining Balance Sheet – All General and Consolidated General Revenue	12
B.	Exhibit A-2 - Combining Statement of Revenues Expenditures and Changes in Fund Balances/Statement of Activities–All General and Consolidated General Rev. Funds	13
C.	Exhibit J-1 - Combining Statement of Changes in Assets And Liabilities – Agency Funds	14

**Combined  
Financial  
Statements**

**Texas Board of Architectural Examiners (459)**  
**Exhibit I — Combined Balance Sheet/**  
**Statement of Net Position—Governmental Funds**  
**August 31, 2022**

Combined Balance Sheet/Statement of Net Position	General Funds	Governmental Funds Total	Capital Assets Adjustments	Long-Term Liabilities Adjustments	Statement of Net Position
<b>ASSETS</b>					
Current Assets:					
Cash and Cash Equivalents (Note 3)					
Cash in State Treasury	183,221.31	183,221.31			183,221.31
Short Term Investments (Note 3)	3,386,357.32	3,386,357.32			3,386,357.32
Capital Assets (Note 2):					
Non-Depreciable or Non-Amortizable					
Depreciable or Amortizable, Net			1,203,189.71		1,203,189.71
Other Non-Current Assets					
Total Assets	<u>3,569,578.63</u>	<u>3,569,578.63</u>	<u>1,203,189.71</u>		<u>4,772,768.34</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Deferred Outflows of Resources (Note 28)					
Total Deferred Outflows of Resources					
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>					
Current Liabilities:					
Payables from:					
Accounts	\$ 31,681.35	\$ 31,681.35			\$ 31,681.35
Investment Trade					
Other Intergovernmental					
Payroll	183,074.37	183,074.37			183,074.37
Employees' Compensable Leave (Note 5)				138,689.10	138,689.10
Right to Use Lease Obligations (Note 5, 8)				128,014.14	128,014.14
Other Current Liabilities - Interest				1,254.93	1,254.93
Non-Current Liabilities					
Interfund Payable					
Employees' Compensable Leave (Note 5)				123,267.69	123,267.69
Right to Use Lease Obligations (Note 5, 8)				1,074,203.99	1,074,203.99
Assets Held for Others	110.82	110.82			110.82
Other Non-Current Liabilities					
Total Liabilities	<u>214,866.54</u>	<u>214,866.54</u>		<u>1,465,429.85</u>	<u>1,680,296.39</u>
<b>Fund Financial Statement</b>					
Fund Balances (Deficits):					
Nonspendable					
Restricted					
Committed	3,354,675.97	3,354,675.97			3,354,675.97
Assigned					
Unassigned	36.12	36.12			36.12
Total Fund Balances	<u>3,354,712.09</u>	<u>3,354,712.09</u>			<u>3,354,712.09</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>3,569,578.63</u>	<u>3,569,578.63</u>			
<b>Government-Wide Statement of Net Position</b>					
Net Position					
Net Investment in Capital Assets			1,203,189.71		1,203,189.71
Unrestricted				(1,465,429.85)	(1,465,429.85)
Total Net Position			<u>1,203,189.71</u>	<u>(1,465,429.85)</u>	<u>3,092,471.95</u>



**Texas Board of Architectural Examiners (459)**  
**Exhibit II — Combined Statement of Revenues, Expenditures and Changes in Fund Balances/  
Statement of Activities — Governmental Funds**  
**For the Fiscal Year Ended August 31, 2022**

<b>Combined Statement of Revenues, Expenditures and Changes in Fund Balances/Statement of Activities - Governmental Funds</b>	<b>General Funds</b>	<b>Governmental Funds Total</b>	<b>Capital Assets Adjustments GAAP Fund 9998</b>	<b>Long-Term Liabilities Adjustments GAAP Fund 9997</b>	<b>Statement of Activities</b>
<b>REVENUES</b>					
License, Fees & Permits (PR)	3,421,381.36	3,421,381.36			3,421,381.36
Interest and Other Investment Income (GR)	17,731.28	17,731.28			17,731.28
Sales of Goods and Services (PR)	5,215.00	5,215.00			5,215.00
Other (GR)	42,640.23	42,640.23			42,640.23
<b>Total Revenues</b>	<b>3,486,967.87</b>	<b>3,486,967.87</b>	<b>0</b>	<b>0</b>	<b>3,486,967.87</b>
<b>EXPENDITURES</b>					
Salaries and Wages	1,711,500.59	1,711,500.59		3,555.54	1,715,056.13
Payroll Related Costs	583,683.47	583,683.47			583,683.47
Professional Fees and Services	33,137.39	33,137.39			33,137.39
Travel	21,945.93	21,945.93			21,945.93
Materials and Supplies	54,788.74	54,788.74			54,788.74
Communication and Utilities	48,339.05	48,339.05			48,339.05
Repairs and Maintenance	264.00	264.00			264.00
Rentals and Leases	14,412.50	14,412.50			14,412.50
Printing and Reproduction	8,213.79	8,213.79			8,213.79
Other Expenditures	253,353.09	253,353.09			253,353.09
Debt Service:					
Principal	123,704.95	123,704.95		(123,704.95)	
Interest	14,684.92	14,684.92		1,254.93	15,939.85
Capital Outlay	1,325,923.08	1,325,923.08	(1,325,923.08)		
Depreciation and Amortization Expense			157,147.44		157,147.44
<b>Total Expenditures/Expenses</b>	<b>4,193,951.50</b>	<b>4,193,951.50</b>	<b>(1,168,775.64)</b>	<b>(118,894.48)</b>	<b>2,906,281.38</b>
Excess (Deficiency) of Revenues over (under) Expenditures	(706,983.63)	(706,983.63)	1,168,775.64	118,894.48	580,686.49
<b>OTHER FINANCING SOURCES (USES)</b>					
Increase in Obligations - Leases	1,325,923.08	1,325,923.08		(1,325,923.08)	
Transfer In	3,449,631.09	3,449,631.09			3,449,631.09
Transfer Out	(3,959,631.09)	(3,959,631.09)			(3,959,631.09)
<b>Total Other Financing Sources (Uses)</b>	<b>815,923.08</b>	<b>815,923.08</b>	<b>0</b>	<b>(1,325,923.08)</b>	<b>(510,000.00)</b>
<b>Net Change in Fund Balances/Net Position</b>	<b>108,939.45</b>	<b>108,939.45</b>			<b>70,686.49</b>
<b>Fund Financial Statement - Fund Balances</b>					
Fund Balances, September 1, 2021	3,245,772.64	3,245,772.64			3,245,772.64
Restatements					
Fund Balances, September 1, 2021, as Restated	3,245,772.64	3,245,772.64			3,245,772.64
Appropriations Lapsed					
Fund Balances, August 31, 2022	<u>\$ 3,354,712.09</u>	<u>\$ 3,354,712.09</u>			<u>\$ 3,316,459.13</u>
<b>Government-Wide Statement of Net Position</b>					
Net Position/Net Change in Net Position			1,168,775.64	(1,207,028.60)	
Net Position, September 1, 2021			34,414.07	(258,401.25)	(223,987.18)
Restatements					
Net Position, September 1, 2021, as Restated			34,414.07	(258,401.25)	(223,987.18)
Net Position, August 31, 2022	<u>\$</u>	<u>0</u>	<u>\$</u>	<u>1,203,189.71</u>	<u>\$</u>
			<u>0</u>	<u>(1,465,429.85)</u>	<u>\$</u>
					<u>3,092,471.95</u>

**Notes  
To The  
Financial  
Statements**

**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES—Not Required**

**NOTE 2: CAPITAL ASSETS**

The Summary of Changes in **Capital Assets** and **Intangible Right to Use (RTU)** for the year ended August 31, 2022, is presented below.

**Capital Assets – Governmental Activities**

<b>PRIMARY GOVERNMENT</b>					
Category	Balance 9/1/2021	Adjustments	Additions	Deletions	Balance 8/31/22
<b>GOVERNMENTAL ACTIVITIES</b>					
<b>Depreciable Assets</b>					
Furniture and Equipment	91,780.43				91,780.43
Total Depreciable Assets at Historical Cost	91,780.43	0.00	0.00	0.00	91,780.43
Less Accumulated Depreciation for:					
Furniture and Equipment	(57,366.36)		(9,822.60)		(67,188.96)
Total Accumulated Depreciation	(57,366.36)	0.00	(9,822.60)	0.00	(67,188.96)
Depreciable Assets, Net	34,414.07	0.00	(9,822.60)	0.00	24,591.47
<b>Governmental Activities Capital Assets, Net</b>	34,414.07	0.00	(9,822.60)	0.00	24,591.47

**Intangible Right to Use Assets – Governmental Activities**

<b>PRIMARY GOVERNMENT</b>					
Category	Balance 9/1/2021	Adjustments	Additions	Deletions	Balance 8/31/22
<b>GOVERNMENTAL ACTIVITIES</b>					
<b>Right to Use Assets - Amortizable</b>					
Buildings and Building					

Improvements			1,325,923.08		1,325,923.08
Total Right to Use Assets at Historical Cost	0.00	0.00	1,325,923.08	0.00	1,325,923.08
Less Accumulated Amortization for:					
Buildings and Building Improvements			(147,324.84)		(147,324.84)
Total Accumulated Amortization Amortizable Right to Use Assets, Net	0.00	0.00	(147,324.84)	0.00	(147,324.84)
<b>Governmental Activities Right to Use Assets, Net</b>	<b>0.00</b>	<b>0.00</b>	<b>1,178,598.24</b>	<b>0.00</b>	<b>1,178,598.24</b>

### NOTE 3: DEPOSITS, INVESTMENTS, & REPURCHASE AGREEMENTS

#### Deposits of Cash in Bank

As of August 31, 2022, the carrying amount of deposits was zero.

#### Governmental Activities

<u>Cash in Bank – Carrying Value</u>	\$ 000.00
<u>Cash in Bank per AFR</u>	\$ 000.00
<u>Governmental Funds Current Assets Cash in Bank</u>	\$ 000.00
<u>Cash in Bank per AFR</u>	\$ 000.00

#### Investments

As of August 31, 2022, the carrying value and fair value of investments are as presented below.

Governmental Activities	Carrying Value	Fair Value
Miscellaneous Investments:		
Repurchase Agreements (Texas Treasury Safekeeping Trust)	\$ 3,386,357.32	\$ 3,386,357.32
Totals	\$ 3,386,357.32	\$ 3,386,357.32

Both cash in bank balances and repurchase agreements are held in the Texas Treasury Safekeeping Trust, where minimal risks are assumed by the agency.

**NOTE 4: SHORT-TERM DEBT**—Not Applicable

**NOTE 5: SUMMARY OF LONG-TERM LIABILITIES**

**Changes in Long-Term Liabilities**

During the year ended August 31, 2022, the following changes occurred in liabilities.

Governmental Activities	Balance 09/01/2021	Additions	(Reductions)	Other Changes	Balance 08/31/2022	Amounts Due Within One Year	Due Thereafter
Right to Use Lease Obligations		1,325,923.08	123,704.95		1,202,218.13	128,014.14	1,074,203.99
Employees Compensable Leave	258,401.25	220,111.56	216,556.05	0.03	261,956.79	138,689.10	123,267.69
<b>Total Governmental Activities</b>	258,401.25	1,546,034.64	340,261.00		1,464,174.92	266,703.24	1,197,471.68

Employees’ Compensable Leave

A state employee is entitled to be paid for all unused vacation time accrued, in the event of the employee’s resignation, dismissal, or separation from state employment, provided the employee has had continuous employment with the state for six months. Expenditures for accumulated annual leave balances are recognized in the period paid or taken in governmental fund types. For these fund types, the liability for unpaid benefits is recorded in the Statement of Net Assets. An expense and liability for proprietary fund types are recorded in the proprietary funds as the benefits accrue to employees. No liability is recorded for non-vesting accumulating rights to receive sick pay benefits.

**NOTE 6: BONDED INDEBTEDNESS**—Not Applicable

**NOTE 7: CAPITAL LEASES--**Not Applicable

**NOTE 8: LEASES**

**Leases – Lease Liability**

Included in the expenditures reported in the financial statements are the following amounts of rent paid or due under lease liability for our building space lease for 10 years:

<b>Fund Type</b>	<b>Amount</b>
Local Operating	\$ 138,389.87

**Future Lease Payments Year Ended August 31, 2022**

<b>Primary Government</b>			
<b>Governmental Activities</b>			
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Future Min. Lease Payments</b>
2023	\$ 128,014.14	\$ 14,527.42	\$ 142,541.56
2024	\$ 133,915.36	\$ 12,902.49	\$ 146,817.85
2025	\$ 140,091.46	\$ 11,130.93	\$ 151,222.39
2026	\$ 146,444.06	\$ 9,314.96	\$ 155,759.02
2027	\$ 153,014.78	\$ 7,417.05	\$ 160,431.83
2028 - 2032	\$ 500,738.33	\$ 10,016.73	\$ 510,755.06
<b>Totals</b>	<b>\$ 1,202,218.13</b>	<b>\$ 65,309.58</b>	<b>\$ 1,267,527.71</b>

**NOTE 9: EMPLOYEES RETIREMENT PLANS-Not Required**

**NOTE 10: DEFERRED COMPENSATION--Not Required**

**NOTE 11: POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS—Not Required**

**NOTE 12: INTERFUND BALANCES**

As explained in Note 1 on Interfund Activities and Balances there are numerous transactions between funds and agencies. At year-end amounts to be received or paid are reported as:

- Interfund Receivables or Interfund Payables
- Due From Other Agencies or Due to Other Agencies
- Due From Other Funds or Due to Other Funds
- Transfers In or Transfers Out.
- Legislative Transfers In or Legislative Transfers Out

The agency experienced routine transfers with other state agencies, which were consistent with the activities of the fund making the transfer. Repayment of interfund balances will occur within one year from the date of the financial statement.

Individual balances and activity at August 31, 2022, follows:

Total Operating Transfers	<u>Operating Transfers-In</u>	<u>Operating Transfers-Out</u>
<u>GAAP Fund 1010, Fund 1010</u>		
Agy 902, GAAP Fund 0001, Fund 0001		\$ 510,000.00
Agy 459, GAAP Fund 1010, Fund 2859	\$ 3,398,995.00	
<u>GAAP Fund 1010, Fund 2859</u>		
Agy 459, GAAP Fund 1010, Fund 1010		\$ 3,398,995.00
Agy 459, GAAP Fund 1010, Fund 3859		\$ 14,000.00
<u>GAAP Fund 1010, Fund 3859</u>		
Agy 459, GAAP Fund 1010, Fund 2859	\$ 14,000.00	
Total Transfers	<u>\$ 3,412,299.00</u>	<u>\$ 3,922,995.00</u>

**NOTE 13: CONTINUANCE SUBJECT TO REVIEW**

The Texas Board of Architectural Examiners is subject to Chapter 325, Government Code (Texas Sunset Act). Unless continued in existence as provided by that chapter, the Board is abolished and this Act expires September 1, 2025. If abolished, the Board may continue until September 1, 2026 to close out its operations.

**NOTE 14: ADJUSTMENT OF FUND BALANCES/NET ASSETS**

Not Applicable

**NOTE 15: CONTINGENT LIABILITIES**

Not Applicable

**NOTE 16: SUBSEQUENT EVENTS**

Not Applicable

**NOTE 17: RISK MANAGEMENT**

Not Applicable

**NOTE 18: MANAGEMENT DISCUSSION AND ANALYSIS**

Not Applicable

**NOTE 19: THE FINANCIAL REPORTING ENTITY & JOINT VENTURE**

Not Applicable

**NOTE 20: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

Not Applicable

**NOTE 21:**

Not Applicable

**NOTE 22: DONOR-RESTRICTED ENDOWMENTS**

Not Applicable

**NOTE 23: SPECIAL OR EXTRAORDINARY ITEMS**

Not Applicable

**NOTE 24: DISAGGREGATION OF RECEIVABLE AND PAYABLE BALANCES**

Not Applicable

**NOTE 25: TERMINATION BENEFITS**

Not Required

**NOTE 26: SEGMENT INFORMATION**

Not Required

**NOTE 27: SERVICE CONCESSION ARRANGEMENTS**

Not Required

**NOTE 28: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES**

Not Required

**NOTE 29: TROUBLED DEBT RESTRUCTURING**

Not Required

**NOTE 30: NON-EXCHANGE FINANCIAL GUARANTEES**

Not Required

**NOTE 31: TAX ABATEMENTS**

Not Required



**NOTE 32: GOVERNMENTAL FUND BALANCES**  
Not Required

**Combining  
Financial  
Statements**

**Texas Board of Architectural Examiners (459)**  
**Exhibit A-1 — Combining Balance Sheet—**  
**All General and Consolidated Funds**  
**August 31, 2022**

Combining Balance Sheet	Operating Fund GAAP Fund 1010 Agy Fund 1010	Local Fund TTSTC GAAP Fund 1010 Agy Fund 2859	Total
<b>ASSETS</b>			
Current Assets:			
Cash and Cash Equivalents			
Cash in State Treasury	183,221.31		183,221.31
Short Term Investments		3,386,357.32	3,386,357.32
Other Non-Current Assets			
Total Assets	183,221.31	3,386,357.32	3,569,578.63
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>			
Liabilities			
Current Liabilities:			
Payables from:			
Accounts	\$ 31,681.35	\$	\$ 31,681.35
Payroll	183,074.37		183,074.37
Assets Held for Others	110.82		110.82
Other Non-Current Liabilities			
Total Liabilities	214,866.54		214,866.54
<b>Fund Balances (Deficits):</b>			
Nonspendable			
Restricted			
Committed	(31,681.35)	3,386,357.32	3,354,675.97
Assigned			
Unassigned	36.12		36.12
Total Fund Balances	(31,645.23)	3,386,357.32	3,354,712.09
Total Liabilities, Deferred Inflows of Resources and Fund Balances	183,221.31	3,386,357.32	3,569,578.63

**Texas Board of Architectural Examiners (459)**  
**Exhibit A-2 — Combining Statement of Revenues, Expenditures and Changes in Fund Balances —**  
**All General and Consolidated Funds**  
**For the Fiscal Year Ended August 31, 2022**

Combining Statement of Revenues, Expenditures and Changes in Fund Balances	Operating Fund GAAP Fund 1010 Agy Fund 1010	Local Fund-Operating GAAP Fund 1010 Agy Fund 2859	Scholarship Fund GAAP Fund 1010 Agy Fund 3859	Total
<b>REVENUES</b>				
License, Fees & Permits (PR)		3,421,381.36		3,421,381.36
Interest Revenue		17,731.28		17,731.28
Sales of Goods and Services		5,215.00		5,215.00
Other		42,640.23		42,640.23
Total Revenues	0	3,486,967.87	0	3,486,967.87
<b>EXPENDITURES</b>				
Salaries and Wages	1,711,500.59			1,711,500.59
Payroll Related Costs	583,683.47			583,683.47
Professional Fees and Services	33,137.39			33,137.39
Travel	21,945.93			21,945.93
Materials and Supplies	54,788.74			54,788.74
Communication and Utilities	48,339.05			48,339.05
Repairs and Maintenance	264.00			264.00
Rentals and Leases	14,412.50			14,412.50
Printing and Reproduction	8,213.79			8,213.79
Other Expenditures	237,033.30	2,319.79	14,000.00	253,353.09
Debt Service:				
Principal	123,704.95			123,704.95
Interest Expense	14,684.92			14,684.92
Capital Outlay	1,325,923.08			1,325,923.08
Depreciation Expense				
Total Expenditures/Expenses	4,177,631.71	2,319.79	14,000.00	4,193,951.50
Excess (Deficiency) of Revenues over Expenditures	(4,177,631.71)	3,484,648.08	(14,000.00)	(706,983.63)
<b>OTHER FINANCING SOURCES (USES)</b>				
Increase in Obligations - Leases	1,325,923.08			1,325,923.08
Operating Transfers In (into USAS)	3,398,995.00	36,636.09	14,000.00	3,449,631.09
Operating Transfers Out (from TTSTC)	(546,636.09)	(3,412,995.00)		(3,959,631.09)
Total Other Financing Sources (Uses)	4,178,281.99	(3,376,358.91)	14,000.00	815,923.08
Net Change in Fund Balances	650.28	108,289.17	0	108,939.45
<b>Fund Financial Statement - Fund Balances</b>				
Fund Balances, September 1, 2021	(32,295.51)	3,278,068.15		3,245,772.64
Restatements				
Fund Balances, September 1, 2021, as Restated	(32,295.51)	3,278,068.15	0	3,245,772.64
Appropriations Lapsed				
Fund Balances, August 31, 2022	\$ (31,645.23)	\$ 3,386,357.32	\$ 0	\$ 3,354,712.09

<b>Policy Title:</b>	Reserve Fund Balance	<b>Policy Number</b>	<b>EA-015</b>
<b>Originally Issued</b>	June 26, 2015 Reassigned from Finance Division	<b>Revisions</b>	<p><b>Aug 31, 2015</b> – This version supersedes the previous version dated January 2011</p> <p><b>Apr 26, 2016</b> – Added Disaster Recovery to the Reserve fund utilization</p> <p><b>May 26, 2016</b> – The Board approved the minimal balance of fund to be maintained at an amount equal to eight months of agency operations, which includes the SDSI payment in the Reserve Fund Balance.</p> <p><b>May 3, 2018 - May 3, 2018</b> – Amended Step and Step 3. Incorporated into Executive Administration as an Executive Director Policy &amp; Procedure.</p> <p><b>May 4, 2021</b> – Reviewed</p> <p><b>October 20, 2022</b> – Exceeding Fund Balance</p>
<b>Approved By:</b>	Julie Hildebrand, Executive Director		
<b>Responsible Department</b>	Executive Administration		
<b>Primary Policy Custodian</b>	Executive Director		

**Purpose**

To establish a formal policy for the utilization of the Reserve Fund Balance, which are funds that are in excess of normal operating requirements. These funds are only to be used for special purposes, which will be recommended by the Executive Director and approved by the Board on a year by year basis. Disaster recovery, Capital projects, unfunded legislative mandates, retirees’ health insurance premiums, employee lump sum retirement payments, and oversight agency audits are examples of special purposes.

1. The minimal balance of the fund will be maintained at an amount equal to **eight** months of agency operations, which includes the SDSI payment. This level is set to mitigate any current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable service levels and license fee rates despite any temporary revenue shortfalls or unpredicted one-time expenditures. The basis of this level is the predictability of the agency’s revenues and the low volatility of expenditures on the one hand and the agency’s moderate exposure to mandated outlays (e.g., unfunded legislative mandates, various required payroll related costs, and unbudgeted payments to oversight agencies, legal defense costs and settlements, and disaster recovery costs) on the other.

2. If the balance of the fund exceeds the minimal amount stated above, a draw on those funds may be made for normal budgeted operating expenses. This amount is to be requested in the proposed operating budget by the Executive Director, based on identified needs. The Board will address non-budgeted emergencies as they arise throughout the fiscal year and may grant additional spending authority. If the balance of the fund exceeds 12 months of agency operations, the Executive Director must offer recommendations for sustainable fee reductions. If the balance of the fund falls below the minimal amount stated above, any future budgets shall include a line item to address the shortfall with the goal of replenishing the fund balance to the minimal amount.
3. The Executive Director will determine and evaluate possible fiscal risks and monitor the Reserve Fund Balance. A report on the fund balance will be provided to the Board at least quarterly.
4. If the agency were to generate surplus revenues to fund items previously designated as being funded from the Reserve Fund, those items will be funded as normal operating expenses. The Reserve Fund would be unaffected for that year in that scenario.

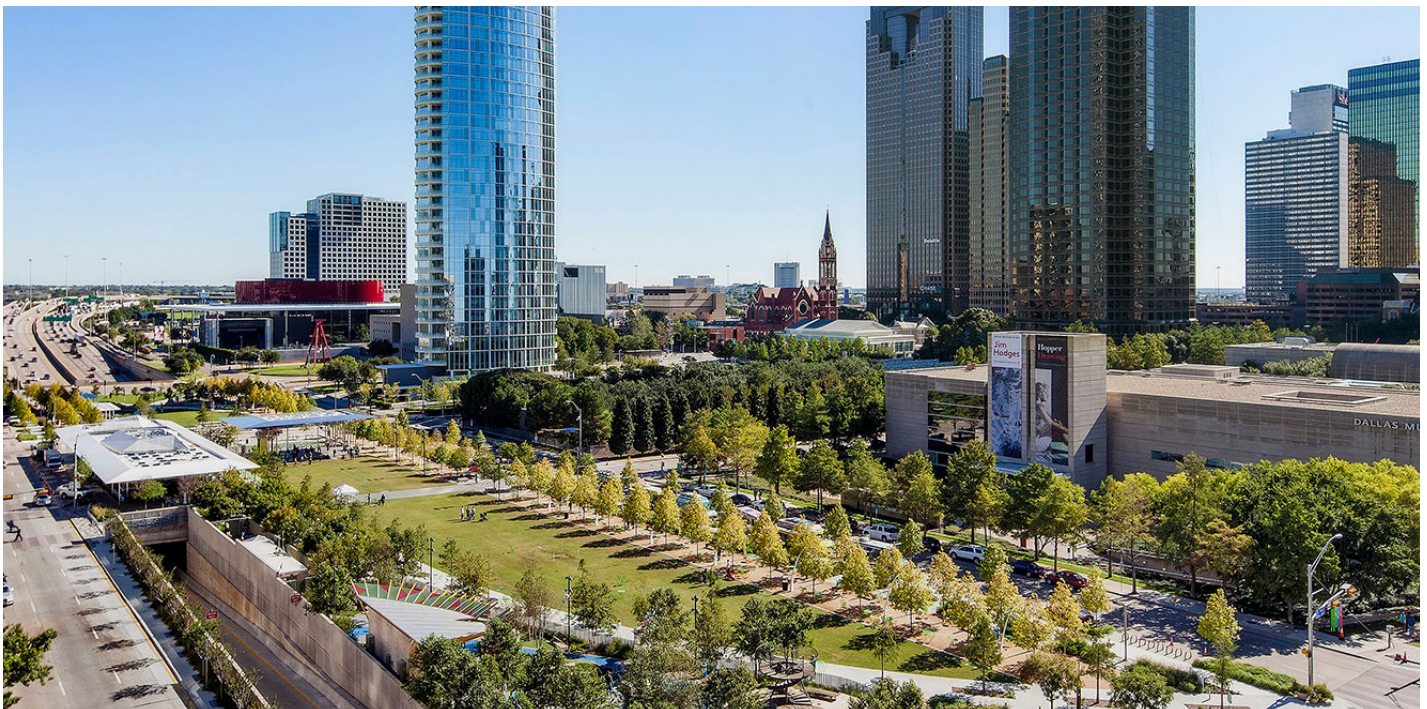
### **Review Cycle**

Policies and procedures are reviewed every two years or updated as required to ensure they reflect current information and requirements. Policies and procedures are reviewed in consultation with staff, management, and agency regulatory bodies to ensure they accommodate and are reflective of the needs of our registrants, oversight agencies, and best practice guidelines.



**TEXAS** Board of  
**Architectural Examiners**  
Architects • Landscape Architects • Registered Interior Designers

# ANNUAL REPORT ON TRENDS: 2022



For the past several years, TBAE staff have compiled and presented annual trends and data to the Board during its autumn meeting. Once again, we are pleased this year to do the same, with an eye toward succinctness and ease of understanding. And as always, it is the agency's intention to provide this report not only to the Board, but to the agency's stakeholders, interested parties, and to the people who live, work, and play in the built environment of Texas.

As a result, you will find clear and simple representations of agency performance and

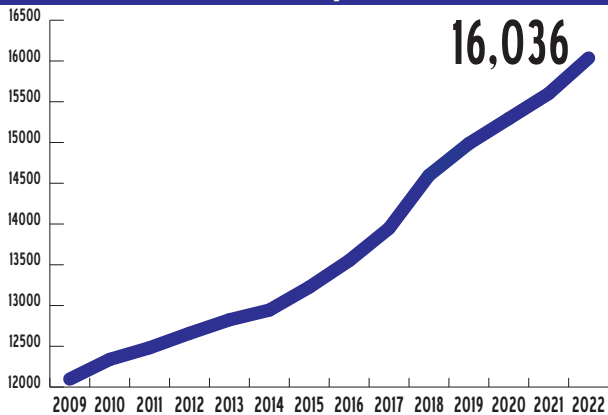
noteworthy trends, organized into color-coded groupings by broad topic. Content accented in blue touches on registration and licensing. Red content touches on enforcement-related topics. Finally, green content regards the agency's financial and administrative operations.

The graphical representations in this report are crafted to illuminate agency trends concisely and simply. We hope you find this report enlightening and useful, and as always, we're available to answer questions. Be well and stay safe, this year and every year.

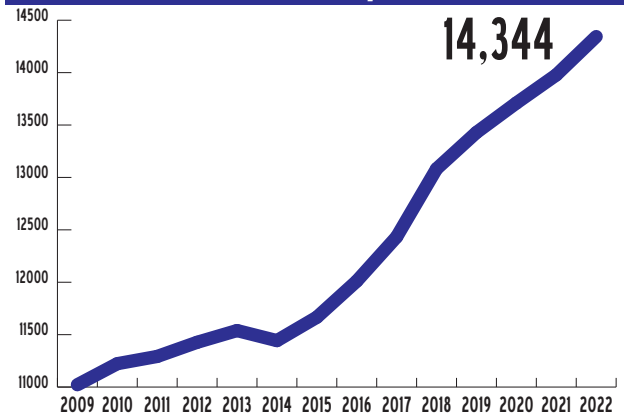
# Architect registrants

The healthy trendline for Texas Architects continues. Inactive registrations are decreasing, possibly due to more professionals becoming Active amid a healthy economy, while Emeritus registrants are increasing likely due to an aging population.

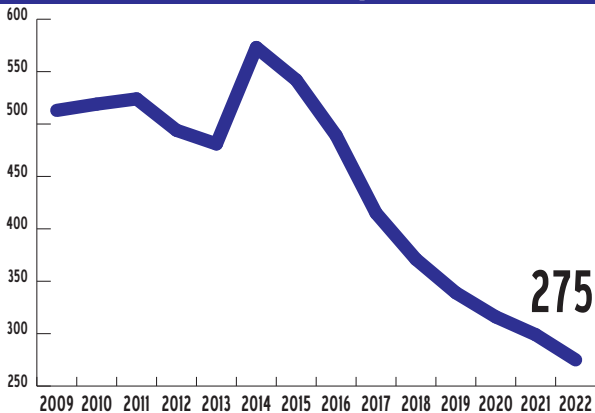
### All Architects by Fiscal Year



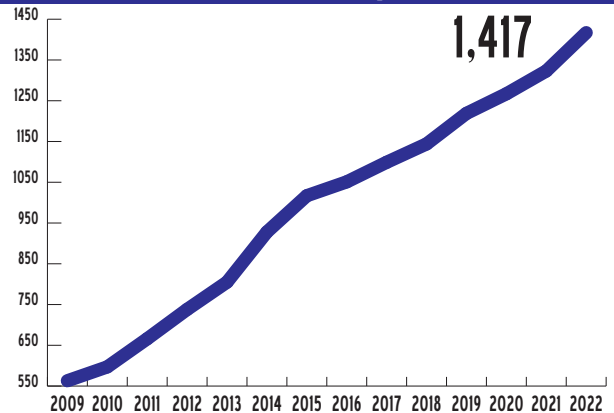
### Active Architects by Fiscal Year



### Inactive Architects by Fiscal Year



### Emeritus Architects by Fiscal Year



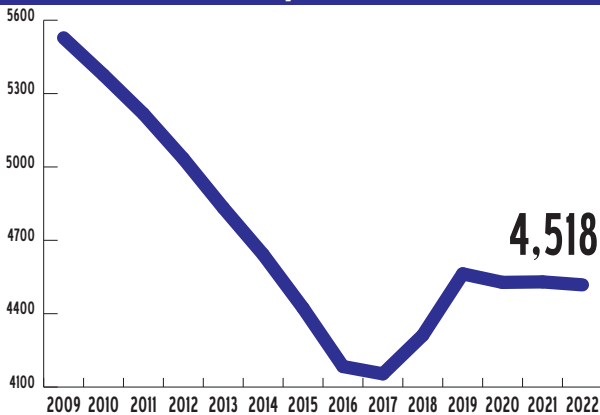
Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.



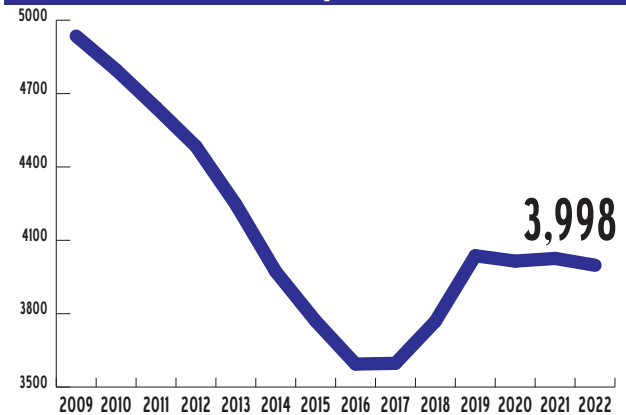
# RID registrants

Texas RID registrant counts have leveled off in recent years, following a long decline. Inactive registrations are decreasing, possibly due to more professionals becoming Active amid a healthy economy, while Emeritus registrants are increasing likely due to an aging population.

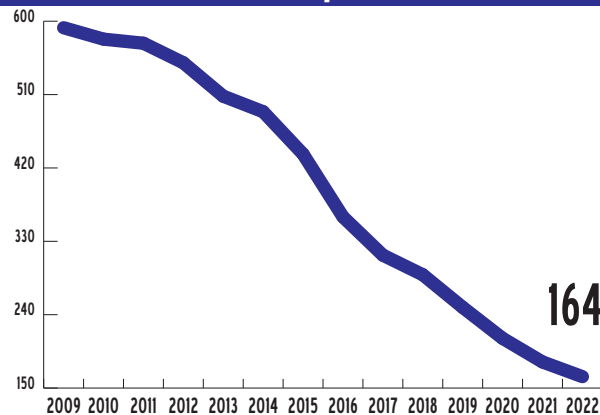
### All RIDs by Fiscal Year



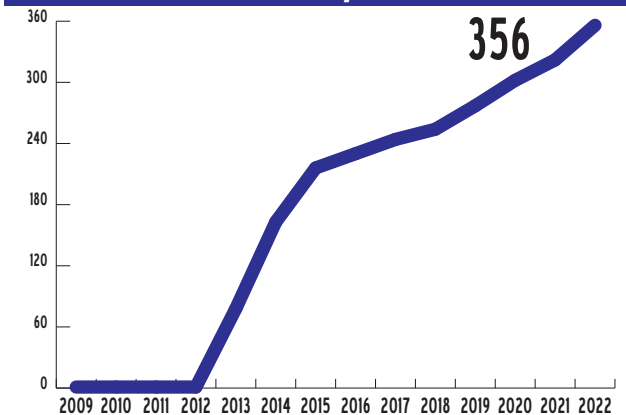
### Active RIDs by Fiscal Year



### Inactive RIDs by Fiscal Year



### Emeritus RIDs by Fiscal Year

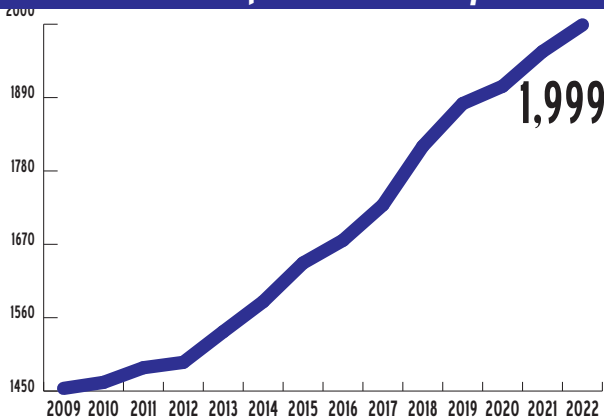


Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

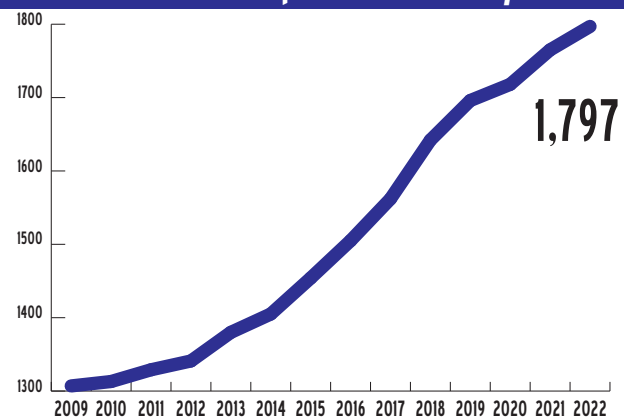
# Landscape architect registrants

Landscape Architect registrant counts have increased every year in recent years. Inactive registrations are decreasing, possibly due to more professionals becoming Active amid a healthy economy, while Emeritus registrants are increasing likely due to an aging population.

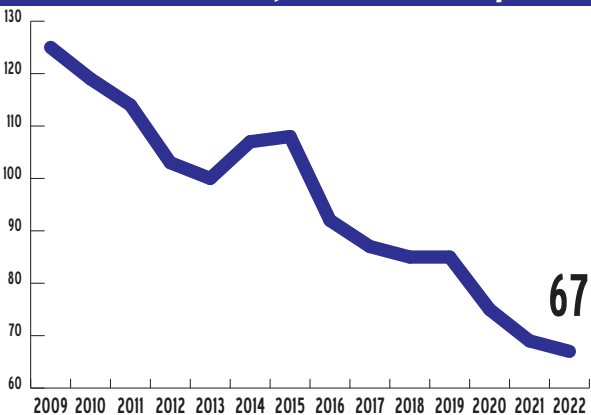
### All Landscape Architects by FY



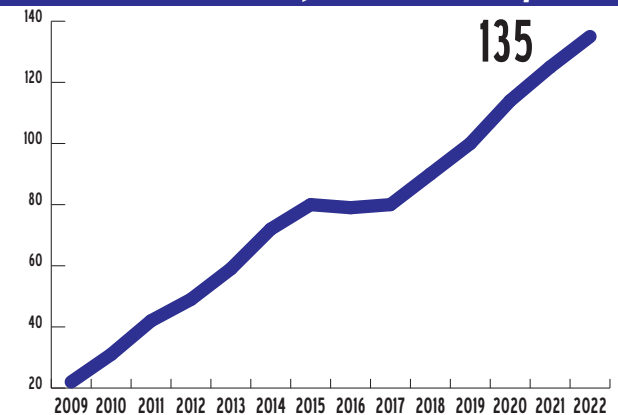
### Active Landscape Architects by FY



### Inactive Landscape Architects by FY



### Emeritus Landscape Architects by FY

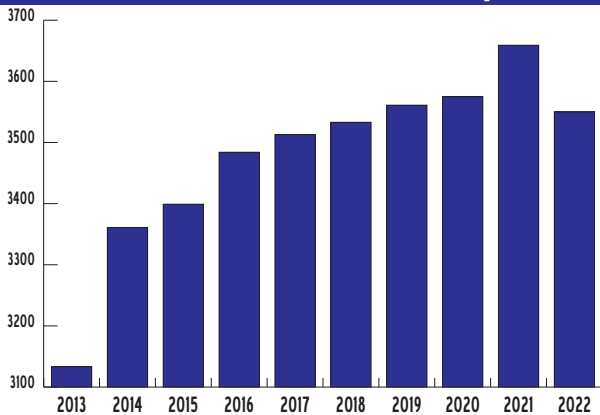


Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

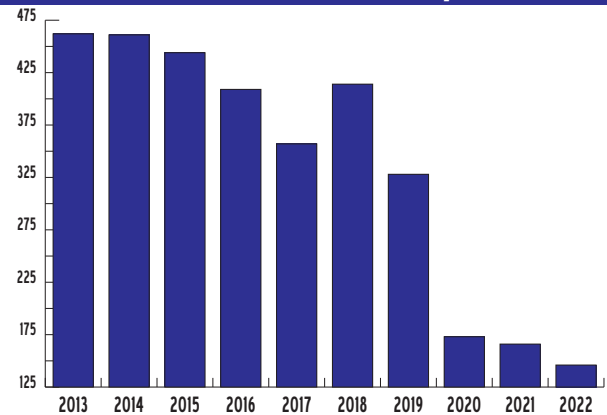
# Exam Candidates

You will notice RID Candidate counts dropping over time, which is a natural consequence of the 2017 change in the RID registration law and will have an unknown effect on how many ultimately become registered after exam passage.

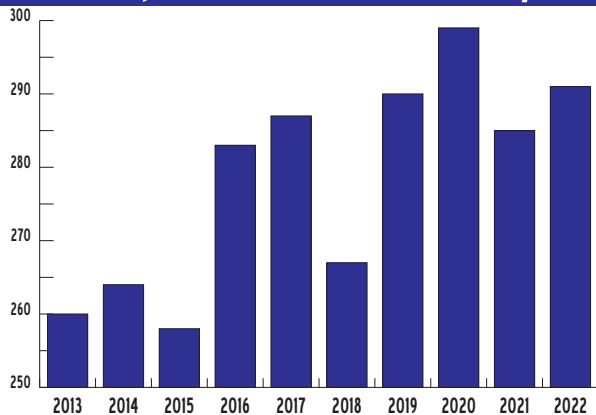
Architect exam candidates by FY



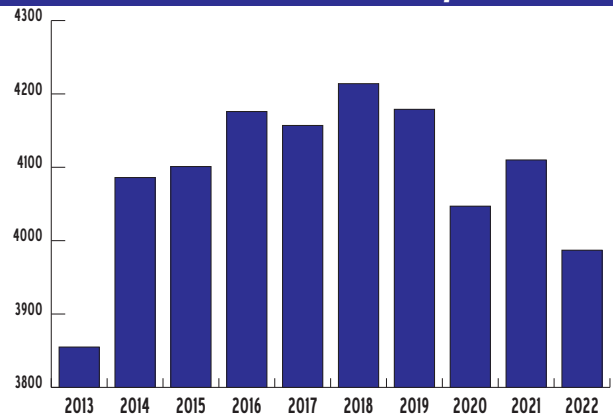
RID exam candidates by FY



Landscape Architect exam cand. by FY



All exam candidates by FY

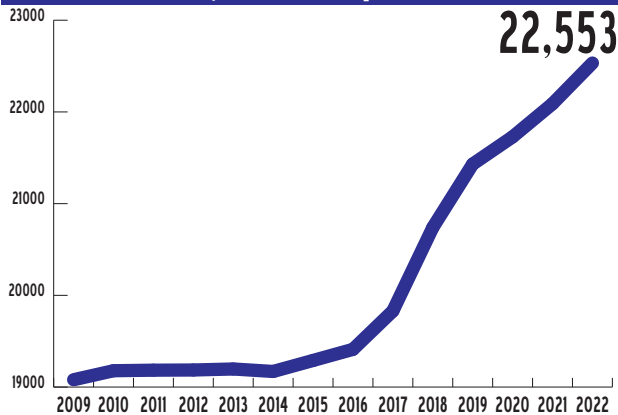


Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

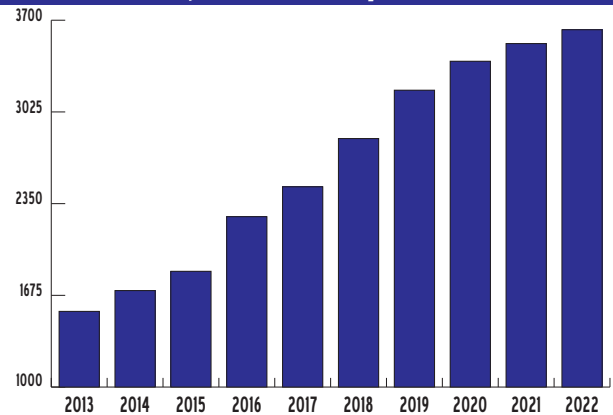
# Licensing odds & ends

Generally, the data indicate health in the professions we regulate.

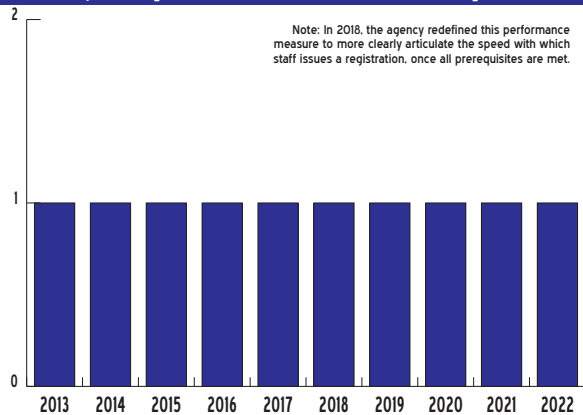
### Total Registrants by Fiscal Year



### Firm registrations by Fiscal Year



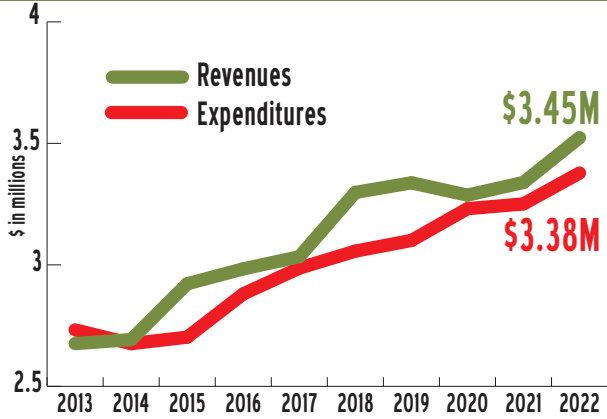
### Avg. days to issue a license by FY



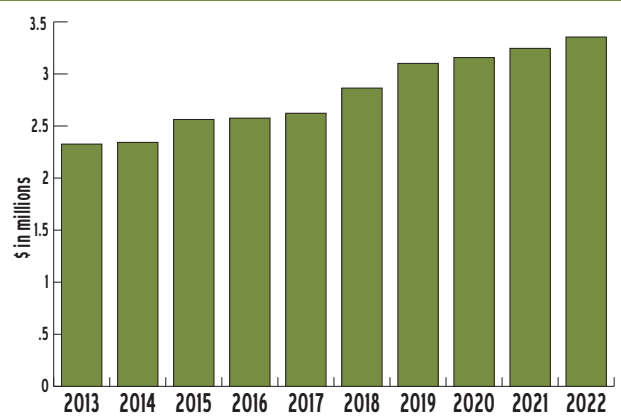
Data for the graphs on this page come from various agency sources. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

# Staffing, Finance, Administration

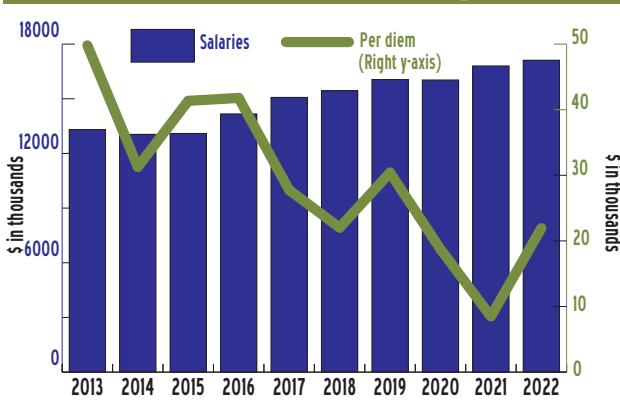
Revenues and expenditures by FY



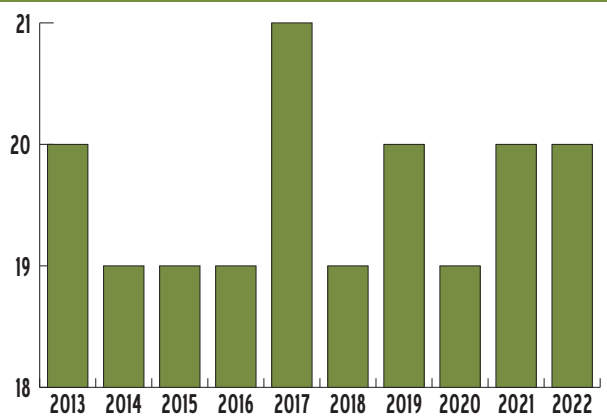
Fund balance by Fiscal Year



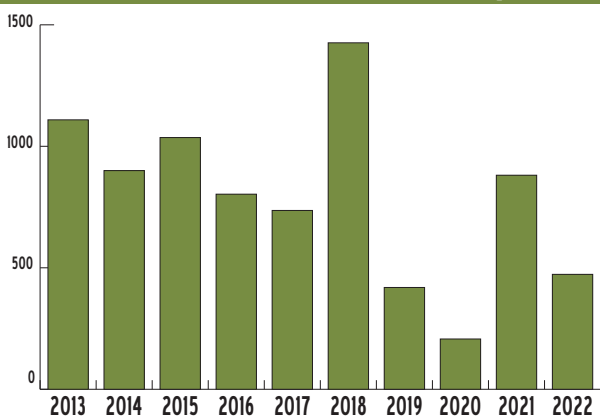
Salaries and per diem by FY



Full-time employees by FY



Communications impressions by FY

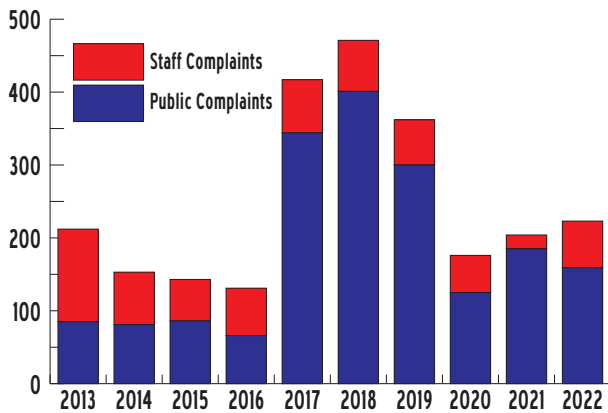


Data for the graphs on this page come from multiple agency sources. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

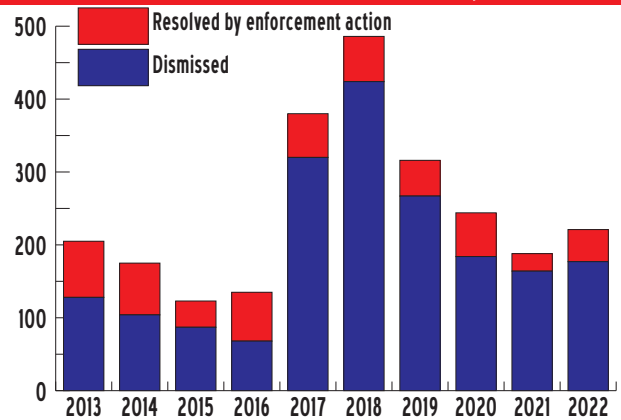
# Investigations and Enforcement

Note that Continuing Education audits and SOAH hearings were paused during the worst of the pandemic. Both have rebounded during the fiscal year.

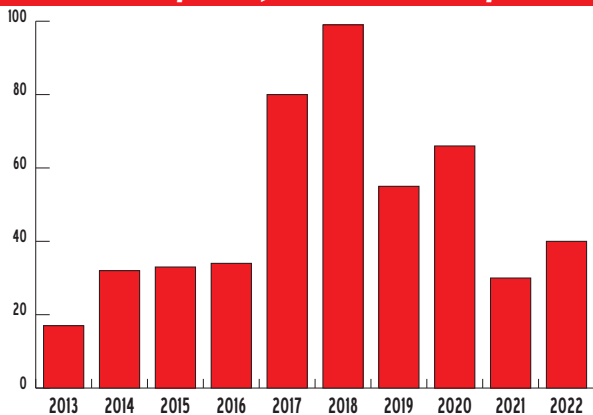
Complaints from the public/staff



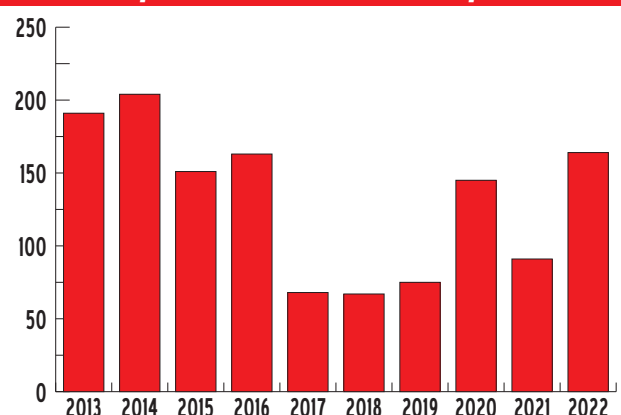
Cases Dismissed/Acted Upon



Voluntary compliance cases by FY



Days to case resolution by FY

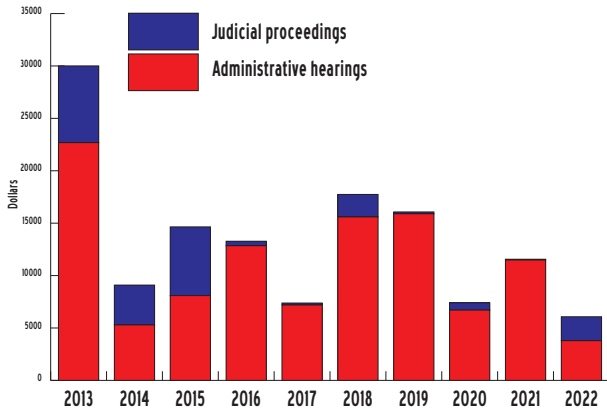


Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

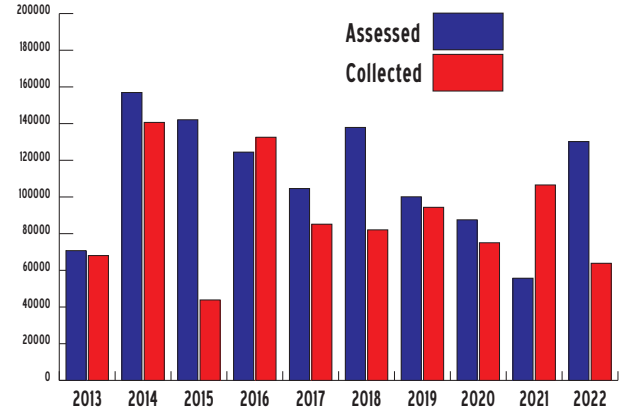
# Investigations and Enforcement

Since FY 2014, all administrative penalties go to the State's general revenue fund. Administrative penalties are not necessarily collected during the fiscal year in which they are assessed.

Litigation costs by Fiscal Year



Administrative penalties by FY in \$



Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.



**TEXAS** Board of  
**Architectural Examiners**  
Architects • Landscape Architects • Registered Interior Designers

505 E. Huntland Drive, Suite 350, Austin, Texas 78752  
Tel: 512-305-9000  
Fax: 512-305-8900  
customerservice@tbae.texas.gov

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 148-20N**  
**Respondent: Matthew Cesare**  
**Location of Respondent: Dallas, TX**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Matthew Cesare (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- Respondent’s firm, identified as “Matt and Paul, LLC” is not registered to engage in the practice of architecture in Texas.
- On or about December 4, 2019, Respondent issued a Builder’s Services and Architectural Design Deposit Agreement concerning the construction of a house located in Dallas, Texas. The Agreement was signed by Respondent as the “Builder” and indicated that Respondent would provide services on the project, including an “Architectural sketch,” “Architectural 1/8” Plan Preparation,” “Architect Final 1/8” Plan Design,” and “Design of custom plan drawn by Architectural Designer.”
- On or about January 16, 2020, Respondent sent an email to the client with a proposed design of construction plans and stated that he was “...getting the plans ready for permitting.” Additionally, Respondent identified himself as “MP – Architectural Design + Construction” within the email.
- On or about March 13, 2020, Respondent represented to the public that he was engaged in the practice of architecture or was offering architectural services, in that the Respondent utilized a webpage on behalf of his firm that indicated that the firm “provides clients a one-stop shop for architectural design and construction in Dallas, Texas.”
- On or about September 11, 2020, Respondent utilized a LinkedIn profile that indicated he provided professional services including, “Architectural Design + Constructor.”

**Applicable Statutory Provisions and Rules:**

- By issuing a Builder’s Services and Architectural Design Deposit Agreement to a potential client and offering “architectural” services on the project, Respondent violated Tex. Occ. Code § 1051.701(a).
- By preparing and issuing architectural drawings pursuant to an offer to provide architectural services, Respondent engaged in the unregistered practice of architecture in violation of Tex. Occ. Code § 1051.701(a).
- By utilizing the term “Architectural Design + Construction” on his company’s website and by using the term “Architectural Design + Constructor” on his LinkedIn profile, Respondent violated Tex. Occ. Code § 1051.701(a) and 22 Tex. Admin. Code § 1.123.



**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$2,000** and which Orders the Respondent to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated September 30, 2020.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.**

**Case Number: 118-22N  
Respondent: Michael Todd Colvin  
Location of Respondent: Tyler, Texas  
Instrument: Agreed Order**

**Findings of Fact and Conclusions of Law**

- See attached proposed Agreed Order

**Action Recommended by Executive Director:**

- Enter the attached Agreed Order, including the findings of fact and conclusions of law, which imposes an administrative penalty of **\$3,000** and orders the Respondent to cease and desist any and all violations of the Texas Occupations Code Chapter 1051 and Board rules.

BEFORE THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

\*\*\*\*\*

In the Matter of	§	AGREED
MICHAEL TODD COLVIN,	§	
Candidate for Registration by	§	ORDER, CASE# 118-22N
Examination		

On this day the Texas Board of Architectural Examiners (hereafter “the Board”) considered the above-styled matter at a regularly scheduled meeting.

Information received by the Board produced evidence that Michael Todd Colvin (Respondent) is subject to disciplinary action for violations of Occupations Code Chapter 1051, including Sections 1051.701 and 1051.752, Texas Occupations Code. Respondent waived notice and hearing and agreed to the entry of this Order approved by Julie Hildebrand, Executive Director, on August 18, 2022, subject to ratification by the Board. Upon the recommendation of its Executive Director, the Board makes the following Findings of Fact and Conclusions of Law and enters this Order:

FINDINGS OF FACT

1. Prior to the institution of agency proceedings, notice of the matters specified below in the Findings of Fact was served on Respondent and Respondent was given an opportunity to show compliance with all requirements of the law.
2. Respondent waived notice and hearing and agreed to the entry of this Order.
3. On or about March 29, 2006, Respondent submitted an Application for Architectural Registration in Texas. Pursuant to this application, Respondent is an approved candidate for registration by examination, although Respondent has not completed the examination.

RECEIVED TONE  
22 SEP 20 08:01

4. Respondent is not, and has never been, registered to engage in the practice of architecture in Texas.
5. Respondent is the principal of the firm, *Inspire Design-Build, LLC*.
6. *Inspire Design Build, LLC* is not registered with the Board as a firm which may lawfully be held out to the public as practicing or offering to engage in the practice of architecture. The firm does not now have an employment relationship or agreement of association with an architect to provide services on behalf of the firm.
7. On or about October 2, 2017, while acting on behalf of *Inspire Design-Build, LLC*, Respondent offered to provide architectural services in the state of Texas, in that Respondent issued a proposal for services to a potential client in which Respondent would provide “Schematic Design, Construction Documents and Construction Administration,” including “architectural drawings and specifications” and an “architectural site plan” for the project *Songahm Martial Arts Academy* to be located in Tyler, Texas.
8. On or about February 14, 2018, Respondent sent an email to the client, with the subject line “Architectural design contract,” in which he said “I received the signed signature page for the MEP and Civil contracts but I needed to get the Architectural (mine) signed as well. I have attached the proposal.”
9. Respondent verbally identified himself as an architect to the clients and others while offering or providing services on the project.
10. On or about July 12, 2019, while acting pursuant to the offer described above, Respondent issued architectural plans for the project *Songahm Martial Arts Academy*.

## CONCLUSIONS OF LAW

1. The Texas Board of Architectural Examiners has authority and jurisdiction over this case and the Respondent. The Board may, after notice and hearing, impose an administrative penalty upon a person who is not registered to engage in the practice of architecture if the person has violated Texas Occupations Code Chapter 1051. *See* Tex. Occ. Code §§1051.401, 1051.451, 1051.501, 1051.503, 1051.504, 1051.701, 1051.751, 1051.752.
2. As an applicant for registration, Respondent may be subject to Board sanctions for any violation of the practice or title restrictions of the Architect Practice Act. Such sanctions may include the imposition of an administrative penalty or denial of registration. 22 Tex. Admin. Code §1.151(c).
3. A person who is not registered by the Board as an architect may not offer, engage in, or attempt to engage in, the practice of architecture, as defined in Tex. Occ. Code §1051.001(7)(A), (B), or (C). Tex. Occ. Code §§1051.701(a).
4. A firm may engage in the practice of architecture, represent to the public that the entity is engaged in the practice of architecture or is offering architectural services, or use the word "architect" or "architecture" in any manner in its name only if any practice of architecture or architectural service performed on behalf of the entity is performed by or through a person registered as an architect under Chapter 1051 of the Texas Occupations Code. Tex. Occ. Code §1051.701(b).
5. A person, whether acting independently or on behalf of the person's firm, commits an offense if, in violation of Texas Occupations Code Chapter 1051, the person advertises or puts out a sign, card, or drawing designating the person as an architect or architectural

designer or uses another business or professional title that uses a form of the word "architect." Tex. Occ. Code §1051.801.

6. Only architects registered by the Board and firms which properly employ or associate with a registered architect may use any form of the words "architect" or "architecture" to describe themselves or to describe the services they offer or perform in Texas. 22 Tex. Admin. Code §1.123(c).
7. By issuing a proposal for services to a potential client that included an offer to provide architectural drawings on the project, Respondent offered to practice architecture in violation of Tex. Occ. Code §1051.701(a) and 22 Tex. Admin. Code §1.123(a).
8. By identifying himself as an architect to the clients and others in connection with providing services on the project, Respondent violated 22 Tex. Admin. Code §1.123.
9. By issuing architectural plans pursuant to the offer to provide architectural services and while utilizing the title "architect," Respondent engaged in the unauthorized practice of architecture in violation of Texas Occ. Code §1051.701.

#### ORDER

IT IS THEREFORE AGREED and ORDERED, subject to the approval of the Texas Board of Architectural Examiners, that Respondent shall pay an administrative penalty in the amount of Three Thousand Dollars (\$3,000). The administrative penalty shall be paid within sixty (60) days following the date on which this Order becomes final. Failure to timely pay the administrative penalty shall be considered a violation of this ORDER, subject to a penalty of up to and including denial, suspension or revocation of Respondent's architectural registration, as applicable.

Respondent shall pay the administrative penalty regardless of whether Respondent continues to seek registration as an architect in Texas.

It is further ORDERED that RESPONDENT SHALL cease and desist any and all violations of the Texas Occupations Code Chapter 1051 and Board rules. RESPONDENT SHALL NOT engage in the practice of architecture, as defined by Texas Occupations Code Section 1051.001(7), unless and until Respondent becomes registered by the Board as an architect. This provision does not prohibit or otherwise restrict Respondent from practicing architecture under an exception listed in Texas Occupations Code Section 1051.606, provided that Respondent complies with all limitations of any such exception.

It is further AGREED and ORDERED, that Respondent shall retain his status as an approved candidate for the Architect Registration Examination. Provided that the Respondent does not engage in violations of the Board's laws or rules occurring after the date of entry of this Order, neither the violations of law addressed in this Agreed Order, nor any other violation of law relating to the unauthorized practice of architecture occurring prior to the entry of this order, shall be used by the Board as a ground for denial of Respondent's registration as an architect. However, if Respondent is found to have violated the laws or rules governing the practice of architecture based on conduct occurring after the date of this Order, the violations addressed by this Order and any other prior act may be considered in any action to deny architectural registration to the Respondent. Under all circumstances, Respondent shall be required to comply with the payment schedule of this Order and satisfy all generally applicable licensure eligibility requirements prior to becoming registered as an architect.

Upon approval by the Board, the Chair of the Texas Board of Architectural Examiners is authorized to sign this Agreed Final Order on behalf of the Board.

BALANCE OF PAGE INTENTIONALLY LEFT BLANK.



I understand that I have the right to legal counsel prior to signing this Agreed Order. I have reviewed this Order. By my signature on this Order, I agree to the entry of this Order, and all conditions of said Order, to avoid further disciplinary action in this matter. I waive notice and hearing and judicial review of this Order. I understand that when this Order becomes final, and the terms of this Order become effective, a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of this Order, I will be subject to investigation and disciplinary sanction, including possible revocation of my registration to practice architecture in the State of Texas, as a consequence of my noncompliance.

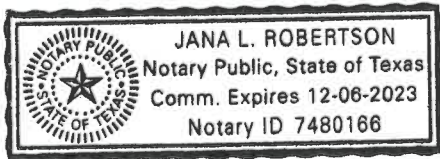
DATED: SEPTEMBER 12<sup>TH</sup>, 2022.

Michael Todd Colvin  
MICHAEL TODD COLVIN

STATE OF TEXAS           §  
  §  
COUNTY OF SMITH       §

Before me, the undersigned notary public, on this day personally appeared Michael Todd Colvin, a person whose identity is known to me. After I administered an oath to his, upon his oath he said that he read this Agreed Order, he acknowledged to me that he freely and knowingly executed the same for the purposes and consideration therein expressed.

Sworn to and subscribed before me by MICHAEL TODD COLVIN on this the 12<sup>th</sup> day of September, 2022.



Jana L. Robertson  
NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS

WHEREFORE, PREMISES CONSIDERED, the Texas Board of Architectural Examiners hereby ratifies and adopts the Agreed Order that was signed on the 17<sup>th</sup> day of November, 2022, by Michael Todd Colvin, Respondent, and said Order is final.

Effective this the 17<sup>th</sup> day of November, 2022.

---

DEBRA DOCKERY, FAIA  
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 063-20A**  
**Respondent: Gary Michael Dunn**  
**Location of Respondent: Katy, TX**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Gary Michael Dunn (hereafter “Respondent”) is registered as an architect in Texas with registration number 21740.
- On or about November 4, 2019, an architectural firm, Sun Collective Design Group, issued plans and specifications for a project identified as Allum Oaks Apartments to be located 4646 Allum Road, Houston, Texas. The plans were drawn by an individual identified as Lucas Fry, who was not registered as an architect in the State of Texas but is an exam candidate. At the time the plans were issued, Respondent had not participated in the preparation of the plans and had not supervised the preparation of the plans.
- On or about November 5, 2019, Mr. Fry sent construction plans to Kathy Rodriguez, a Registered Accessibility Specialist, for accessibility review on the Allum Oaks Apartments. The construction plans were not sealed but noted that Texas registered architect B.S. was the architect of record on the project. The Board sent an inquiry to B.S. to determine whether he was in fact, the architect of record on the project and he replied that he was not.
- On or about November 14, 2019, Sun Collective Design Group and Respondent entered into an Agreement of Association for the purpose of the architectural design of *Allum Oaks Apartment*.
- On or about December 11, 2019, Respondent issued a set of construction documents *Allum Oaks Apartment*. The architectural plans were largely identical, with minor changes, to the plans that had previously been issued by L. Fry on behalf of Sun Collective Design Group, outside the supervision and control of Respondent.
- Following the receipt of the plans for *Allum Oaks Apartment*, Respondent engaged in a review of the existing architectural drawings and made small modifications to it. Respondent states that he was “engaged by the design firm Sun Collective Design Group” at a point when, “they had completed design phases and were entering Construction Documents phase of production. I became involved at that point to serve as their Architect of Record and oversee drawing completion from that point on.” Respondent emphasized mitigating evidence in this matter, stating that, “my supervision of the completion of the project documents would demonstrate an improvement in regards to meeting code requirements that would benefit public HSW.”

**Applicable Statutory Provisions and Rules:**

- By affixing his architectural seal to drawings for this project, Respondent violated Tex. Occ. Code §1051.752(1) and 22 Tex. Admin. Code §1.104(a).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,500** as set forth in the Report and Notice of Violation dated August 24, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.**

**Case Number: 364-19N**  
**Respondent: Nathan Estrada**  
**Location of Respondent: New Braunfels, TX**  
**Instrument: Notice of Violation**

**Findings:**

- Nathan Estrada (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- On or about October 11, 2018, Respondent issued a Proposal for Design Services for a remodel on Camp Cummins Activity Center located at *241 S. Business 35* in New Braunfels, TX. According to the terms of the proposal, Respondent would provide services to the client including “architectural” services.
- On or about January 6, 2020, Respondent utilized a LinkedIn profile that identified him as an “Architectural Drafter.”

**Applicable Statutory Provisions and Rules:**

- By issuing a Proposal to a potential client offering “architectural” services on the project, Respondent offered to engage in the practice architecture, in violation of Tex. Occ. Code §1051.701(a).
- By utilizing the term “Architectural Drafter” to describe himself on his LinkedIn profile, Respondent violated 22 Tex. Admin. Code § 1.123(c).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$2,000** and which Orders the Respondent to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated September 30, 2020.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.**

**Case Number: 224-19N**  
**Respondent: Dave A. Forbes**  
**Location of Respondent: Houston, TX**  
**Instrument: Notice of Violation**

**Findings:**

- Dave A. Forbes (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- Respondent is the CEO of DAF Group, LLC. Neither Respondent nor DAF Group, LLC is registered to engage in the practice of architecture in Texas.
- On or about September 15, 2017, signing as “Architecture Designer Dave Forbes,” Respondent entered into a professional services agreement on behalf of DAF Group, LLC to provide “architectural services” for a barber shop and beauty salon identified as Fi’ya Cuts to be located in Humble, Texas. Subsequently, pursuant to the professional services agreement described above, Respondent prepared and issued architectural plans and specifications for the “Fi’ya Cuts” project.
- On or about April 24, 2018 and May 14, 2019, Respondent utilized a Facebook profile that identified DAF Group LLC as an “architectural design firm” that is “committed to providing the highest quality architectural design services.”
- On October 6, 2017 and April 24, 2018 Respondent utilized a website for the firm DAF Group LLC that identified the firm as an “architectural design firm” and stated Respondent “has been involved in architectural design and urban planning with several major firms in Houston.”

**Applicable Statutory Provisions and Rules:**

- By entering into a professional services agreement on behalf of the DAF Group, LLC with a potential client to provide architectural services, Respondent offered to practice architecture in violation of Tex. Occ. Code §1051.701.
- By issuing architectural plans and specifications for the project “Fi’ya Cuts” while working under a professional services agreement to provide “architectural services” Respondent engaged in the unregistered practice of architecture in violation of Tex. Occ. Code §1051.701.
- By utilizing the term “architectural design” on a website and Facebook page to describe his firm and the services he provides, Respondent violated 22 Tex. Admin. Code §1.123.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$11,000**, and which Orders the Respondent

to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated October 4, 2019.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 027-22A**  
**Respondent: Thomas Hubert Oppelt**  
**Location of Respondent: Hondo, TX**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Thomas Hubert Oppelt (hereafter “Respondent”) is registered as an architect in Texas with registration number 17442.
- In September 2018, architectural drawings for a project, *River Guide Village – Bldg. G*, were submitted to the City of Kerrville for a building permit. These architectural drawings were designed and issued by a non-registrant. Respondent did not participate in the design or drawing process for this project at any time prior to the date the drawings were submitted to the City of Kerrville.
- Subsequently, Respondent was hired by the building owner to assist the owner in working through regulatory issues with the project. Pursuant to that work, the client provided the Respondent with a copy of the plans that had previously been submitted to the City of Kerrville.
- On or about May 5, 2021, Respondent affixed his architectural seal, signature and sealing date to architectural drawings for the *River Guide Village – Bldg. G* project. Subsequently, these architectural drawings were submitted to the City of Kerrville for permitting and approval. The drawings that were sealed by Respondent were largely identical to those that had been previously submitted for permitting in September 2018, prior to Respondent’s involvement in the project.

**Applicable Statutory Provisions and Rules:**

- By affixing his architectural seal to drawings for this project, Respondent violated Tex. Occ. Code § 1051.752(1) and 22 Tex. Admin. Code § 1.104(a).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$4,000** as set forth in the Report and Notice of Violation dated August 23, 2022.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 119-20N**  
**Respondent: Jorge Ostap Senkowski**  
**Location of Respondent: The Woodlands, TX**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Jorge Ostap Senkowski (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- On or about March 15, 2019, Respondent issued a Professional Service Agreement to a potential client for services which were described as “architectural plans,” “architectural services,” and “architectural design” and which included “plans and documentation for a single-family home project design: 1. Floorplans 2. Elevations 3. Sections 4. 3D conceptual model of the building 5. Finishing materials proposals 6. Utilities criteria.” The plans made numerous references to the work being provided by an “architect.” Based on the Professional Services Agreement and other representations, the client believed the Respondent to be an architect.
- On or about May 10, 2019, pursuant to the proposal described above, Respondent issued architectural plans for the project.

**Applicable Statutory Provisions and Rules:**

- By issuing a Professional Service Agreement to a potential client using the regulated title “architect” and offering “architectural design” on the project, Respondent violated Tex. Occ. Code § 1051.701(a) and 22 Tex. Admin. Code § 1.123(a).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** and which Orders the Respondent to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated August 12, 2020.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>098-19I</b>
<b>SOAH Docket No.:</b>	<b>459-22-09379</b>
<b>Respondent:</b>	<b>Warren Woods</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Instrument:</b>	<b>Order of the Board</b>

**Findings of Fact and Conclusions of Law**

- See attached Order of the Board.

**Action Recommended by Executive Director:**

- The Executive Director recommends that the Board moves to accept the attached Order of the Board, which incorporates the Staff's Notice of Hearing, Formal Charges and Order No. 2 of Default Dismissal issued by ALJ Steve Rivas on September 27, 2022, imposes an administrative penalty in the sum of \$13,000, and as well as the entry of an order which requires the Respondent to pay restitution to the complainant in the amount of \$23,734.82 and revokes the Respondent's registration.

SOAH DOCKET NO. 459-22-09379  
TBAE CASE NO. 098-19I

IN THE MATTER OF	§	BEFORE THE TEXAS BOARD OF
	§	
WARREN WOODS	§	
aka BLAKE WOODS	§	ARCHITECTURAL EXAMINERS

**ORDER OF THE BOARD**

TO: WARREN WOODS,  
RESPONDENT  
BLAKE WOODS DESIGN  
1023 WEST 43<sup>RD</sup> STREET  
HOUSTON, TX 77018

HONORABLE STEVE RIVAS  
ADMINISTRATIVE LAW JUDGE  
300 WEST 15<sup>TH</sup> STREET  
AUSTIN, TX 78701

At the regularly scheduled public meeting on November 17, 2022, the Texas Board of Architectural Examiners (Board) heard the above-styled case, based on the Respondent's failure to appear at a previously scheduled hearing at the State Office of Administrative Hearings (SOAH).

The Board finds that notice of the facts or conduct alleged to warrant disciplinary action in this matter was provided to the Respondent in the form of a Notice of Hearing and Formal Charges, attached and incorporated herein. The Board finds that the matter was originally scheduled for a videoconference hearing on September 27, 2022. The Board finds that after proper and timely notice was given, a videoconference hearing was held in this matter before ALJ Steve Rivas on September 27, 2022. The Respondent failed to appear at the hearing, and on October 5, 2022, the ALJ entered an Order of Default Dismissal (Order), which is attached and incorporated by

reference as a part of this Order. The Board adopts the Order and all findings therein. The Order was properly served on all parties and Respondent was given an opportunity to file a motion to set aside the default not later than 15 days from the date of the Order signed on October 5, 2022. No motion to set aside the default was filed by Respondent. The Board finds that it is authorized to enter a default order pursuant to Texas Government Code §2001.056.

The Board, after review and due consideration of the Order and Respondent's presentation during the open meeting, if any, adopts the proposed findings of fact and conclusions of law as stated in Staff's Notice of Hearing and Formal Charges, which are attached hereto and incorporated by reference for all purposes. Additionally, the Board adopts the recommended penalty identified in the Notice of Hearing and Formal Charges.

NOW, THEREFORE IT IS ORDERED that Interior Design Registration #9653 issued to Warren Woods is hereby revoked.

RESPONDENT SHALL pay, to the complainant, Walter Wolff, owner of the project at 2809 Robinhood in Houston, Texas, restitution in the amount of \$23,734.82 within 180 days after the date on which this Order becomes final. Furthermore, RESPONDENT SHALL provide proof of payment of restitution to the Board's office within 10 days of payment.

RESPONDENT SHALL pay to the Board an administrative penalty in the amount of Thirteen Thousand Dollars (\$13,000). The administrative penalty must be postmarked or delivered to the Board's office within thirty (180) days after the date on which this Order becomes final.

Entered this the 17<sup>th</sup> day of November, 2022.

---

DEBRA J. DOCKERY, FAIA  
CHAIR  
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

ATTACHMENTS: ORDER NO. 2 – ORDER OF DEFAULT DISMISSAL; STAFF’S NOTICE OF HEARING  
AND FORMAL CHARGES

**BEFORE THE STATE OFFICE OF  
ADMINISTRATIVE HEARINGS**

---

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS,  
PETITIONER**

**v.**

**WARREN WOODS A/K/A BLAKE WOODS DESIGN,  
RESPONDENT**

---

**DEFAULT DISMISSAL ORDER**

On September 27, 2022, the undersigned Administrative Law Judge (ALJ) convened a hearing on the merits in this matter. Attorney Lance Brenton appeared for the staff of the Texas Board of Architectural Examiners (TBAE). Warren Woods a/k/a Blake Woods Design (Respondent) did not appear and was not represented at the hearing. Staff Exhibits Nos. 1-4 were admitted showing proof of adequate notice to Respondent.<sup>1</sup>

---

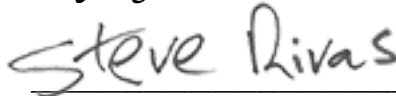
<sup>1</sup> 1 Tex. Admin. Code § 155.501(b).

Upon establishing adequate notice, Staff moved for a default dismissal. Staff's motion is **granted**, and the factual allegations detailed in the Notice of Hearing and the documents incorporated within that notice are deemed admitted.<sup>2</sup>

Respondent may file a motion to set aside the default within 15 days of this order.<sup>3</sup> The motion must show good cause for resetting a hearing or show that the interests of justice require setting aside the default. If Respondent does not file a timely motion to set aside, or if the ALJ finds that a filed motion should be denied, the contested case will be remanded to the DMV for informal disposition on a default basis in accordance with the Administrative Procedure Act.<sup>4</sup>

**SIGNED: OCTOBER 5, 2022.**

ALJ Signature:



---

Steve Rivas,  
Presiding Administrative Law Judge

---

<sup>2</sup> 1 Tex. Admin. Code § 155.501(d)(1).

<sup>3</sup> 1 Tex. Admin. Code § 155.501(e).

<sup>4</sup> Tex. Gov't Code § 2001.056, and 43 Tex. Admin. Code § 215.308(d).



505 E. Huntland Dr., Suite 350 • Austin, TX 78752  
P.O. Box 12337 • Austin, TX 78711-2337  
PH 512.305.9000 FAX 512.305.8900 www.tbae.texas.gov

September 7, 2022

Filed Electronically  
Administrative Law Judge  
State Office of Administrative Hearings  
P.O. Box 13025  
Austin, TX 78711-3025

FILED  
459-22-09379  
9/7/2022 2:25 PM  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Carol Hale, CLERK

ACCEPTED  
459-22-09379  
9/8/2022 8:31:11 am  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Carol Hale, CLERK

Re: TBAE Case No. 098-19I  
Texas Board of Architectural Examiners vs. Warren Woods, Respondent  
SOAH Docket No. 459-22-09379

Dear ALJ Rivas:

Enclosed please find *Staff's Notice of Hearing* and *Formal Charges* in the above-referenced matter.

By copy of this letter, I am forwarding a copy of this document to Respondent.

Please feel free to contact me at 512-305-8519 if you have questions.

Sincerely,

A handwritten signature in blue ink that reads "Lance Brenton".

Lance Brenton  
General Counsel  
lance.brenton@tbae.texas.gov

LB/jr

Cc: Mr. Warren Woods  
BLAKE WOODS DESIGN  
1023 West 43<sup>rd</sup> St.  
Houston, TX 77018  
Via CM/RRR# 9214890194038388836934  
and via email to: blake@blakewoodsdesign.com



TEXAS BOARD OF ARCHITECTURAL EXAMINERS

\*\*\*\*\*

**STAFF'S NOTICE OF HEARING**

In the Matter of

WARREN WOODS

SOAH Docket No. 459-22-09379

Respondent: WARREN WOODS, aka BLAKE WOODS  
BLAKE WOODS DESIGN  
1023 West 43<sup>rd</sup> St.  
Houston, TX 77018

In accordance with Section 2001.051 et seq., Texas Government Code, you are hereby notified that a **videoconference hearing** will be held on September 27, 2022 at 9:00 a.m. central time before an Administrative Law Judge (ALJ) with the State Office of Administrative Hearings regarding the Formal Charges filed by the Texas Board of Architectural Examiners and attached and incorporated by reference as a part of this notice. **The Administrative Law Judge will provide instructions on how to join the telephonic hearing.**

The hearing will be held remotely via Zoom videoconference. 1 Tex. Admin. Code §155.405(c). The audio portion of the hearing will be recorded, and it will be the official record of the proceeding. Attend the hearing in one of these ways:

- Join by computer or smart device:  
Go to <https://soah-texas.zoomgov.com> and enter the following:  
Meeting ID: 160 145 5566  
Video Passcode: TBAE93

or

- Join by telephone (audio only):  
Call +1 669 254 5252, and then enter the following:  
Meeting ID: 160 145 5566  
Telephone Passcode: 066541

The hearing is to be held under the legal authority and jurisdiction of the Administrative Procedures Act, Texas Government Code §2001 et seq; Title I Part VII Texas Administrative Code Chapter 155; Texas Occupations Code §1051.401 and §1051.451 through §1051.455; and Board Rules 5.241 and 5.242 at 22 Texas Administrative Code.

The particular sections of statutes and rules involved in determining the charges are stated in the attached Formal Charges in connection to the facts or conduct alleged.

You are requested to enter an appearance in this proceeding by filing a written answer or other responsive pleading with the State Office of Administrative Hearings, P.O. Box 13025, Austin, Texas, 78711-3025, with a copy to the Staff (General Counsel), Texas Board of Architectural Examiners, 505 E. Huntland Dr., Suite 350, Austin, Texas 78752. Continuances are set by the Administrative Law Judge.

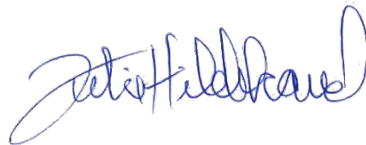
You have the right to appear at this hearing and to have legal representation at the hearing at your own expense. **FAILURE TO APPEAR AT THE HEARING IN PERSON OR BY LEGAL REPRESENTATIVE, REGARDLESS OF WHETHER AN APPEARANCE HAS BEEN ENTERED, WILL RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE PROPOSED RECOMMENDATION OF STAFF SHALL BE GRANTED BY DEFAULT.**

**PARTIES THAT ARE NOT REPRESENTED BY AN ATTORNEY MAY OBTAIN INFORMATION REGARDING CONTESTED CASE HEARINGS ON THE PUBLIC WEBSITE OF THE STATE OFFICE OF ADMINISTRATIVE HEARINGS AT [www.soah.texas.gov](http://www.soah.texas.gov), OR IN PRINTED FORMAT UPON REQUEST TO SOAH.**

If it is determined that the Formal Charges are substantiated, then any prior disciplinary action that has been taken against your license will be considered when determining the appropriate sanction for these violation(s).

Issued, dated, and mailed this, the 7<sup>th</sup> day of September 2022.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS



By: \_\_\_\_\_

Julie Hildebrand  
Executive Director

CERTIFICATE OF SERVICE

I hereby certify that true and correct copy of the above and foregoing Notice of Hearing was sent to Respondent at the following addresses by certified mail, return receipt requested on this the 7<sup>th</sup> day of September 2022:

Mr. Warren Woods  
BLAKE WOODS DESIGN  
1023 West 43<sup>rd</sup> St.  
Houston, TX 77018  
CM/RRR# 9214890194038388836934  
and via email to: [blake@blakewoodsdesign.com](mailto:blake@blakewoodsdesign.com)

FILED  
459-22-09379  
8/25/2022 4:28 PM  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Carol Hale, CLERK

SOAH DOCKET No. 459-22-09379

ACCEPTED  
459-22-09379  
8/26/2022 12:53:49 pm  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Carol Hale, CLERK

In the Matter of	§	BEFORE THE TEXAS
Texas Architectural	§	
Registration Number	§	BOARD OF ARCHITECTURAL
Issued to WARREN WOODS,	§	
aka BLAKE WOODS, Respondent	§	EXAMINERS

### FORMAL CHARGES

This is a disciplinary proceeding under Section 1053.252, Texas Occupations Code. Respondent, WARREN WOODS, has been granted Registered Interior Designer registration number 9653, which is in cancelled/non-renewable status at the time of this pleading.

Written notice of the facts and conduct alleged to warrant adverse licensure action was sent to Respondent at Respondent's address of record and Respondent was given an opportunity to show compliance with all requirements of the law for retention of the license prior to commencement of this proceeding.

#### CHARGE I.

On or about September 28, 2017, Respondent entered into a contract to provide interior design services and the selection and procurement of furniture items for a residential project identified as *2809 Robinhood* in Houston, Texas.

Subsequently, Respondent engaged in the dishonest practice of interior design, in that Respondent issued invoices and accepted payment for design and procurement services to be provided under the contract but failed to deliver such services in the amount of \$23,734.82.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code §1053.252(1)&(11) and is a violation of 22 TEX. ADMIN. CODE §5.154.

#### CHARGE II.

On or about November 30, 2018, the Texas Board of Architectural Examiners ("TBAE") sent a letter to the Respondent, at his address of record, notifying Respondent of the receipt of a complaint in this matter and requesting that Respondent file a response to the allegations, along with relevant documents. Respondent failed to file a response to the allegations within 30 days of receipt of the request, as required under Board rule.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code §1053.252(1) and is a violation of 22 TEX. ADMIN. CODE §5.181.

#### CHARGE III.

On or about February 25, 2019, TBAE sent a follow-up letter to the Respondent, at his address of record, requesting that Respondent respond with additional information and documents relevant

to a TBAE investigation. Respondent failed to file a response to the allegations within 30 days of receipt of the request, as required under Board rule.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code §1053.252(1) and is a violation of 22 TEX. ADMIN. CODE §5.181.

NOTICE IS GIVEN that staff will present evidence in support of the recommended administrative penalty of \$13,000, as well as the entry of an order which requires the Respondent to pay restitution to the complainant in the amount of \$23,734.82 and revokes the Respondent's registration.

NOTICE IS GIVEN that all statutes and rules cited in these Charges are incorporated as part of this pleading and can be found at the Board's website: <http://www.tbae.texas.gov/LawsAndEnforcement/StatutesAndRules>.

NOTICE IS GIVEN that, based on the Formal Charges, the Board will rely on its rules relating to disciplinary sanctions, including 22 Tex. Admin. Code §§ 1.141, 1.177, and 1.232 which can be found at [www.tbae.texas.gov](http://www.tbae.texas.gov).

Filed this the 26<sup>th</sup> day of August, 2022.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS



---

LANCE BRENTON, General Counsel  
State Bar No. 24066924  
Email: [lance.brenton@tbae.texas.gov](mailto:lance.brenton@tbae.texas.gov)  
505 E. Huntland Dr., Ste. 350  
Austin, TX 78752  
(512) 305-8519 (telephone)  
(512) 305-8900 (fax)

# State Office of Administrative Hearings

Kristofer S. Monson  
Chief Administrative Law Judge

October 31, 2022

Lance Brenton  
General Counsel  
Texas Board of Architectural Examiners

**VIA EFILE TEXAS**

Warren Woods  
Blake Woods Design

**VIA EFILE TEXAS**

**RE: Docket Number 459-22-09379.TBAE; Texas Board of  
Architectural Examiners No. TBAE v. Warren Woods;  
Texas Board of Architectural Examiners v. Warren Woods**

Dear Parties:

Please be advised that the time period to file a motion to set aside the Default Dismissal issued in the above-referenced matter has expired and a motion to set aside was not filed. *See* 1 Tex. Admin. Code § 155.501(e). The State Office of Administrative Hearings has concluded its involvement in this matter and this case will be remanded to the referring agency. *See* 1 Tex. Admin. Code § 155.501(e)(3) and (4).

CC: Service List

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 019-23A**  
**Respondent: Terrell Anthony Crochet**  
**Location of Respondent: New Iberia, LA**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Terrell Anthony Crochet (hereafter “Respondent”) is registered as an architect in Texas with registration number 14560.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2020 through December 31, 2020.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty applicable during the 2020 audit period for this violation was \$500.
- By falsely certifying compliance with compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 1.69. The Board’s standard administrative penalty applicable during the 2020 audit period for falsely certifying is \$500.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated October 19, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 205-22L**  
**Respondent: Clark W. Curry**  
**Location of Respondent: Houston, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Clark W. Curry (hereafter “Respondent”) is registered as a landscape architect Texas with registration number 996.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 3.69. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 3.69. The Board’s standard assessment for false certification is \$500.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,700** as set forth in the Report and Notice of Violation dated August 9, 2022.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>208-22A</b>
<b>Respondent:</b>	<b>Robert Glisson</b>
<b>Location of Respondent:</b>	<b>Tampa, FL</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Robert Glisson (hereafter “Respondent”) is registered as an architect in Texas with registration number 27567.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 3 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$900** as set forth in the Report and Notice of Violation dated August 9, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 219-221**  
**Respondent: Amy Ann Hanson**  
**Location of Respondent: Fort Worth, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Amy Ann Hanson (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 4138.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when she had not completed sufficient continuing education to make this certification.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of her registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 5.79(j)(1). The Board’s standard assessment for falsely certifying is \$500.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,300** as set forth in the Report and Notice of Violation dated August 29, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>217-22A</b>
<b>Respondent:</b>	<b>Stanley Ray King</b>
<b>Location of Respondent:</b>	<b>Austin, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Stanley Ray King (hereafter “Respondent”) is registered as an architect in Texas with registration number 7021.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$800** as set forth in the Report and Notice of Violation dated August 18, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>007-23A</b>
<b>Respondent:</b>	<b>Douglas Ray Koehne</b>
<b>Location of Respondent:</b>	<b>Plano, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Douglas Ray Koehne (hereafter “Respondent”) is registered as an architect in Texas with registration number 14945.
- On October 18, 2021, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2020 through December 31, 2020.
- Subsequently, Respondent replied that he could not produce a full detailed record of Respondent’s continuing education activities for the audit period. Respondent was able to provide acceptable documentation for the completion of only 9 hours of continuing education.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2020 through December 31, 2020, Respondent violated 22 Tex. Admin. Code § 1.69(g). The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$300** as set forth in the Report and Notice of Violation dated October 12, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>198-22A</b>
<b>Respondent:</b>	<b>G. Yim Lei Lim</b>
<b>Location of Respondent:</b>	<b>San Francisco, CA</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- G. Yim Lei Lim (hereafter “Respondent”) is registered as an architect in Texas with registration number 7563.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 6 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated July 20, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 003-23A**  
**Respondent: Christopher Robins Lund**  
**Location of Respondent: Salt Lake City, UT**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Christopher Robins Lund (hereafter “Respondent”) is registered as an architect in Texas with registration number 24375.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 7 hours of qualifying continuing education credit during the audit period of January 1, 2020 through December 31, 2020.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 1.69. The Board’s standard assessment for falsely certifying is \$500.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated September 29, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 015-23A**  
**Respondent: Tien Thu Nguyen, Sr.**  
**Location of Respondent: Houston, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Tien Thu Nguyen, Sr. (hereafter “Respondent”) is registered as an architect in Texas with registration number 11644.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 1.69(j)(1). The Board’s standard assessment for falsely certifying is \$500.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,300** as set forth in the Report and Notice of Violation dated October 12, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>215-22A</b>
<b>Respondent:</b>	<b>Jack M. Porterfield Jr.</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Jack M. Porterfield Jr. (hereafter “Respondent”) is registered as an architect in Texas with registration number 11662.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated August 18, 2022.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>197-22A</b>
<b>Respondent:</b>	<b>Steven Michael Redmond</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Steven Michael Redmond (hereafter “Respondent”) is registered as an architect in Texas with registration number 17896.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 6 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated July 20, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 199-22I  
**Respondent:** Erin Lindsay Sander  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Erin Lindsay Sander (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 10788.
- Previously, on October 20, 2014, in TBAE Case Number 150-14I, the Board entered an administrative penalty in the amount of \$1,200 against Respondent based on findings of fact that she failed to complete her continuing education requirements for the 2013 audit period and falsely reported certified completion of her CE responsibilities.
- In the current matter, based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

**Action Recommended by Executive Director:**

- The standard penalty for a first-time violation of this rule is \$100 per hour of deficiency. However, since Respondent has previously been subject to discipline for failure to comply with the continuing education requirements, she is subject to increased penalties under 22 Tex. Admin. Code §§ 5.187(5) and 5.242(k). Therefore, the Executive Director recommends that the Board enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$2,000** as set forth in the Report and Notice of Violation dated July 20, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>006-231</b>
<b>Respondent:</b>	<b>Morgan Allison Seidler</b>
<b>Location of Respondent:</b>	<b>Dallas, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Morgan Allison Seidler (hereafter “Respondent”) is a registered interior designer in Texas with registration number 11067.
- On June 15, 2021, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2020 through December 31, 2020.
- Subsequently, Respondent replied that she could not produce a full detailed record of Respondent’s continuing education activities for the audit period. Respondent was able to provide acceptable documentation for the completion of only 7 hours of continuing education.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2020 through December 31, 2020, Respondent violated 22 Tex. Admin. Code § 5.79. The standard administrative penalty applicable during the 2020 audit period for failing to maintain a detailed record of continuing education activities was \$700.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated September 29, 2022.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>005-23L</b>
<b>Respondent:</b>	<b>Austin Patrick Taphorn</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Austin Patrick Taphorn (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 3350.
- On July 15, 2021, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2020 through December 31, 2020.
- On August 3, 2021, Respondent replied that he could not locate his continuing education certificates.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2020 through December 31, 2020, Respondent violated 22 Tex. Admin. Code § 3.69(g). The standard administrative penalty applicable during the 2020 audit period for failing to maintain a detailed record of continuing education activities was \$700.

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated September 29, 2022.