



# Board of Legal Document Preparers

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

November 18, 2019  
Time: 10:00 a.m.  
Hearing Room 109

## Draft Regular Session Minutes

### MEMBER ATTENDANCE:

#### Present:

#### Telephonically Present:

#### Absent:

|               |                     |                     |
|---------------|---------------------|---------------------|
| Paul Friedman | Mary Carlton, Chair | Hon. Michael Herrod |
| Becky Nilsen  | Mary Jo Randall     | Cheri Clark         |
|               | Jerry Thomas        |                     |
|               | Pamela Milburn      |                     |
|               | Deborah Colon-Mateo |                     |
|               |                     |                     |
|               |                     |                     |

### OTHER ATTENDEES:

#### AOC Staff:

#### Guests:

|                   |                    |
|-------------------|--------------------|
| Michelle Martinez | Kara Stewart       |
| Hal White         | Martha Rodriguez   |
| Wil Castro        | Michael Aldridge   |
| Kate Novak        | Gregory Kelly      |
| Brianna Farmer    | Cindy Solomon      |
| Windy Mohamed     | Jeremy Kahn        |
| Lorena Landeros   | Arlene Rheinfelder |
|                   | Linda Grau         |

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**CALL TO ORDER**

***Called to Order By:***

**Mary Carlton, Chair**

***Time:*** 10:03 a.m.

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

***Individuals Addressing the Board:***

**Mary Carlton, Chair**

***I-A:*** Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of September 23, 2019.

***Discussion:*** None.

***Motion:*** Consideration of and motion to accept the regular session minutes of the September 23, 2019 meeting.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***I-B:*** Review, discussion, and possible action regarding approval of the executive session minutes for item 2C of the meeting of September 23, 2019.

***Discussion:*** None.

***Motion:*** Consideration of and motion to accept the executive session minutes for item 2C of the September 23, 2019 meeting.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***I-C:*** Review, discussion, and possible action regarding approval of the executive session minutes for item 3A(19) of the meeting of September 23, 2019.

***Discussion:*** None.

***Motion:*** Consideration of and motion to accept the executive session minutes for item 3A(19) of the September 23, 2019 meeting.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

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**2) PENDING COMPLAINTS.....Michelle Martinez**

**2-A:** Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

**Discussion:** None.

**Motion:** Defer matter until Maite Perez Martinez can attend, in person or telephonically.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

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**3) INITIAL CERTIFICATION AND ELIGIBILITY.....Mark Wilson**

**3-A:** Review, discussion and possible action regarding the following applications for initial, individual, business entity legal document preparer certification:

1. Irma Aranda
2. Maria Barraza
3. Melissa Medina
4. David Rolf
5. Amerimex Taxes & Immigration Services, LLC
6. Naturalization & Immigration Fotos, Inc.
7. Ochoa & Martinez Enterprise, LLC
8. Jackson Aaron Group, LLC

**Discussion:** It is recommended that the Board grant initial certification to applicants 1-8.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

9. Stormi Coyle

**Discussion:** It is recommended that the Board grant initial certification to Stormi Coyle.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

- 10. Precise Legal & Notary Services, LLC
- 11. Fedora Legal Services, LLC

**Discussion:** It is recommended that the Board grant initial certification to Precise Legal & Notary Services, LLC and Fedora Legal Services, LLC with business entity exemption.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Becky Nilsen  
Second Pamela Milburn

**Motion Results:** Pass

- 12. Eduvina Acosta

**Discussion:** It is recommended that the Board grant initial certification to Eduvina Acosta with the standard non-disclosure language.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

- 13. Kathleen Neva

**Discussion:** It is recommended that the Board grant initial certification to Kathleen Neva with the standard non-disclosure language.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

- 14. Kara Stewart

**Discussion:** It is recommended that the Board grant initial certification to Kara Stewart with the standard non-disclosure language.

Kara Stewart addressed the Board.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

15. Under the Sun, LLC with Ashley James renewal application

**Discussion:** It is recommended that the Board grant initial certification to Under the Sun, LLC to include approval of the business entity exemption and approve the renewal of Ashley James with no CE Remedial actions.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Mary Carlton  
Second Pamela Milburn

**Motion Results:** Pass

16. Absolute Best Document Preparers, LLC with Cindy Solomon renewal application

**Discussion:** It is recommended that the Board grant initial legal document preparer business certification for Absolute Best Document Preparers, LLC with the standard non-disclosure language and recommends approval of the business entity exemption. The Division further recommends approval of certification renewal for Cindy Solomon with non-disclosure language.

Cindy Solomon addressed the Board.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

17. Daryl Crandall

**Discussion:** It is recommended that the Board grant initial certification to Daryl Crandall.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

18. Gregory Kelly

**Discussion:** It is recommended that the Board deny initial legal document preparer certification for Gregory Kelly pursuant to ACJA § 7-201(E)(2)(c)(1), for failure to meet the qualifications and eligibility requirements as outlined in ACJA § 7-208(E).

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen  
**Motion Results:** Pass

\* See Call To the Public for further consideration

19. Vision community Management LLC

**Discussion:** It is recommended that the Board grant initial legal document preparer business certification for Vision Community Management, LLC to include approval of the business entity exemption.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen  
**Motion Results:** Pass

20. Michael Aldridge

**Discussion:** It is recommended that the Board grant initial legal document preparer certification for Michael Aldridge with the standard non-disclosure language.

Michael Aldridge addressed the Board.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen  
**Motion Results:** Pass

21. Martha Rodriguez

**Discussion:** It is recommended that the Board deny initial legal document preparer certification for Martha Rodriguez pursuant to ACJA § 7-201(E)(2)(c)(1), for failure to meet the qualifications and eligibility requirements as outlined in ACJA § 7-208(E) and ACJA § 7-201(E)(2)(c)(2)(b)(xv) for failure to disclose information on the certification application subsequently revealed through the background check.

Martha Rodriguez addressed the Board.

**Motion:** Defer for further research on the previous work experience with AHCCCS.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen  
**Motion Results:** Pass

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#### 4) RENEWAL CERTIFICATION APPLICATIONS

*Individuals Addressing the Board:*

*Brianna Farmer*

**4-A:** Review, discussion and possible action regarding the following applications for renewal of individual and/or business entity legal document preparer certification:

1. Kahn, Jeremy
2. Four Peaks Planning Inc.

**Discussion:** It is recommended that the Board grant renewal of standard certification for Jeremy Kahn and Four Peaks Planning, Inc. with non-disclosure language.

**Motion:** Consideration of and motion to accept staff's recommendation.

Jeremy Kahn addressed the Board.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

3. Moreno, Sylvia
4. Sylvia C. Moreno, PC

**Discussion:** It is recommended that the Board grant renewal of standard certification for Sylvia Moreno and Sylvia C. Moreno, PC.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

5. Curtis, Heidi

**Discussion:** It is recommended that the Board deny renewal of standard certification for Heidi Curtis pursuant to ACJA § 7-201(F)(4) for failure to provide the Division her Continuing Education Submission form after multiple requests.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individuals Addressing the Board:**

**Hal White**

6. Utter, Jack

**Discussion:** It is recommended that the Board accept Mr. Utter's 1 hour of out of time frame CE and renewal of standard certification be granted to Jack Utter with CE remedial actions.

**Motion:** Defer matter until Mr. Utter can attend the meeting.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

7. Valenzuela-Meeks, Barbara

**Discussion:** It is recommended the Board grant renewal of standard certification for the 2017-2019 and 2019-2021 renewal periods for Barbara Valenzuela-Meeks with non-disclosure language.

**Motion:** Defer matter until Ms. Valenzuela-Meeks can attend the meeting, in person or telephonically.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individual Addressing the Board:**

**Kate Novak**

8. Anderson, Anna

**Discussion:** It is recommended that the Board grant renewal of standard certification for Anna Anderson.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

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**CALL TO PUBLIC:**

Gregory Kelly addressed the Board regarding his initial application under agenda item 3-A.

**Discussion:** Motion to withdraw previous vote and defer matter for reconsideration with Assistant Attorney General present.



***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen  
***Motion Results:*** Pass

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**ADJOURN**

***Motion:*** Motion to adjourn.

***Motion Proposals:*** First Mary Carlton  
Second Becky Nilsen

***Motion Results:*** Pass

***Time:*** 11:02 a.m.