

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND
ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF MEETING
February 24, 2006**

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled teleconference of the Board of Certified Real Estate Appraisers was held February 24, 2006. Sites for the teleconference were: Juneau, Anchorage, Fairbanks and Ketchikan.

Call to Order/Roll Call

Mr. MacSwain, Chairman called the meeting to order at 8:33 a.m.

Those present, constituting a quorum of the Board:

Steven MacSwain, Chairman, General Real Estate Appraiser – Anchorage
Nelida Irvine, Public Member – Anchorage
Butch Olmstead, Mortgage Banking Executive – Ketchikan
William Larick, General Real Estate Appraiser – Anchorage

Excused from the meeting was:

Gene Shafer, Vice Chair, Residential Real Estate Appraiser - Fairbanks

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, was:

Jan Mays, Licensing Examiner – Juneau

Agenda Item 2 – Review Meeting Minutes

Mrs. Mays explained to the Board that the reason for the teleconference is to reconfirm all the actions taken at the February 10, 2006 meeting in Anchorage. Mrs. Mays stated that the February 10, 2006 meeting was not official since it didn't get public noticed.

Agenda Item 2- Review Meeting Minutes

Upon a motion by Olmstead, seconded by Irvine and approved unanimously, it was:

RESOLVED to adopt the meeting minutes.

- October 21, 2005 Meeting
- December 21, 2005 teleconference

Mr. MacSwain is requesting Mrs. Mays draft a letter of appreciation for the past two Board members, Stephen Turner and Judy Kempen for their service.

Upon a motion by Olmstead, seconded by MacSwain and approved unanimously, it was:

RESOLVED to pass resolution, thanking the past two Board members, Stephen Turner and Judy Kempen for their service. Draft letter for Chairman to sign.

Agenda Item 3 – Investigative Report

Mr. MacSwain suggested that the paragraph for case 3300-04-003 needs to be changed from “Ms. Mandel explained to the Board that this case has a number of errors in the investigative report” to “Ms. Mandel explained to the Board that the appraiser in the case 3300-04-003 has a number of errors in the investigative report”.

Upon a motion by Larick, seconded by Irvine and approved unanimously, it was:

RESOLVED to accept the investigative report.

Agenda Item 4 – Goals and Objectives FY06

Mr. MacSwain asked the Board if they had any comments on the Goals & Objectives FY06. Mr. MacSwain noted that during the 4 years of being a member of the Board that the Board hasn't implemented and enforced the Goals & Objectives. Such as Item 4, “Provide Public Notice of all meetings in the newspaper and e-mail notices”.

Mr. MacSwain asked Mrs. Mays if she found who the public notices go to. Mrs. Mays explained to the Board that public notices are sent to the Anchorage Daily News (ADN).

Mr. Olmstead stated that an e-mail was sent to Mrs. Mays regarding information on public notices. Mrs. Mays stated that she did receive it but hasn't had the chance to look it over.

Upon a motion by Olmstead, seconded by Larick and approved unanimously, it was:

RESOLVED to adopt the amended Goals and Objectives for FY 2006.

Agenda Item 5 – Budget Report

The Board reviewed the Memorandum of Expenditure and Revenue Report. The Board requested that at the next face to face meeting to have Cathy Mason, Administrative Manager, be present through teleconference.

Agenda Item 8 – Application Review

Residential Real Estate Appraiser

Upon a motion by MacSwain, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following applications for Residential Real Estate Appraiser:

- Douglas DeLaGrange
- James P. Snyder

Real Estate Appraiser Trainee

Upon a motion by MacSwain, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following applications for Real Estate Appraiser Trainee:

- Vitaly P. Kudryn
- Jason B. Graves
- Jacob J. Gurney

General Real Estate Appraiser

Upon motion by MacSwain, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following applications for General Real Estate Appraisers:

- Thomas C. Anderson
- Roger A. Ramsey

Appraisal Institute

Upon a motion by Irvine, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses for continuing education:

- **Scope of Work: Expanding Your Range of Services – 7 CE Hours**
- **7- Hour National USPAP Update Course**
- **Residential. Demonstration Appraisal Report Writing Seminars – 7 CE Hours**
- **Online Valuation of Detrimental Conditions In Real Estate – 7 CE Hours**
- **Online Appraisal of Nursing Facilities – 7 CE Hours**
- **Online Small Hotel/Motel Valuation – 7 CE Hours**
- **Online Analyzing Operating Expenses – 7 CE Hours**

Upon motion by Irvine, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses for both initial certification and continuing education:

- **Report Writing and Valuation Analysis – 40 Hours**
- **Business Practices and Ethics – 8 Hours**

WordWide ERC

Upon motion by Irvine, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following course for continuing education:

- **The Relocation Appraisal Training Program – 6 CE hours.**

Roger DeSpain School of Real Estate & Appraisal

Upon motion by Olmstead, seconded by Larick and approved unanimously, it was:

RESOLVED to deny the following courses for both initial certification and continuing education. Courses do not meet the requirements in accordance with 12 AAC 70.140 and 12 AAC 70.200.

- **Appraisal Practices – 30 Hours**
- **Appraisal Standards – 15 Hours**

Upon motion by Irvine, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses:

- **Brownfields Redevelopment in Alaska**
- **8 CE Hours, for continuing education.**

American Society of Farm Managers and Rural Appraisers (ASFMRA)

Upon motion by Irvine seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses for both initial certification and continuing education:

- **Appraisal Review Under USPAP (A-37) – 14 Hours**
- **Introduction to Appraisal Review (A-36) – 16 Hours**

Upon motion by Irvine, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following course for continuing education and to deny for initial certification in accordance with 12 AAC 70.145 and 12 AAC 70.200:

- **Principles of Rural Appraisal Internet (A-20 I)**

Agenda Item 14 – CE Audits

William Larick, Board member abstained from voting the approval of CE Audits since Mr. Larick was one of the candidates.

Upon motion by Irvine, seconded by Olmstead and approved unanimously, it was:

RESOLVED to approve the following CE Audits:

- Leonard Paul Mayo Jr.
- William Larick
- Lila J. Koplin
- Per E. Bjorn-Roli
- Eris Mae Wheelles
- Chilton E. Hines
- Randolph S. Seamen
- Russell L. Johnson
- Robert G. Ameen
- Walter A. Sheridan
- Ken Malcolm Hinchey

- Paige Renee Hodson
- Jacqueline Lynn Dooley
- James C. Williams

Upon motion by Olmstead, seconded by Larick and approved unanimously, it was:

RESOLVED to deny the CE Audit of Heather Fair, License No. 382. Appears she has 28 CE Hours, 21 of those hours appear to be online courses. In accordance with 12 AAC 70.220 only 7 hours are allowed online:

The Board discussed the two candidates that did not respond to the CE Audit letters. The Board decided that a motion was needed to be on record to send the two CE Audit candidates to Steve Winker, Paralegal, Division of Corporations, Business, and Professional Licensing.

Upon motion by Larick, seconded by Irvine and approved unanimously, it was:

RESOLVED to send the following two candidates for CE Audits to Steve Winker, Paralegal, Division of Corporations, Business, and Professional Licensing. Candidates failed to submit CE documentation in accordance with 12 AAC 02.960 (e):

- **Charles P. Carlson, #136, Residential Real Estate Appraiser**
- **Stephen L. Demars, #197, Residential Real Estate Appraiser**

The Board discussed and agreed to schedule the next face-to-face meeting in May. Mr. MacSwain explained to the Board that he isn't absolutely sure on when in May and will get back with Board with a scheduled date.

Mr. Olmstead mentioned that in the February 10th, 2006 meeting that there was a brief discussion on Privacy Acts. Mr. Olmstead request Mrs. Mays to get some kind of legal opinion on privacy acts regarding what the Board can or cannot do.

Task List for Board Members

Jan Mays

- Request a listserv for all certified real estate appraisers.
- Send e-mail notifications of upcoming meetings to all certified real estate appraisers
- E-mail Cathy Mason, Administrative Manager to attend the next meeting via teleconference.
- E-mail list of licensees to all Board members.
- Schedule next meeting, in conjunction with guest speaker from the Appraisal Foundation.
- Information on Privacy Acts

There being no further business, the meeting adjourned at 12:47 p.m.

Respectfully Submitted:

Jan Mays, Licensing Examiner

Approved:

Steve MacSwain, Chairman
Board of Certified Real Estate Appraisers

Date: _____