

**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
May 14, 2007**

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 May 14, 2007. Sites for the teleconference were: Juneau, Anchorage, Fairbanks, Ketchikan and Trapper Creek.

Call to Order/Roll Call

Mr. MacSwain, Chairman called the meeting to order at 10:33 a.m.

Those present, constituting a quorum of the Board:

Steven MacSwain, Chairman, General Real Estate Appraiser – Anchorage
Butch Olmstead, Mortgage Banking Executive – Ketchikan
William Larick, General Real Estate Appraiser – Anchorage
Gene Shafer, Vice Chair, Residential Real Estate Appraiser – Fairbanks
April Moore, Public Member – Trapper Creek

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

Jan Mays, Licensing Examiner – Juneau
Margo Mandel, Investigator – Anchorage

Agenda Item 1 – Litigation Reports

Margo Mandel, Investigator, Division of Corporations, Business and Professional Licensing, called this teleconference to have the Board of Certified Real Estate Appraisers take action on two licensee issues.

Jimmie A. Johnson

Margo Mandel stated that Mr. Johnson is under an Memorandum of Agreement (MOA) which was adopted by the Board on February 16, 2007. Ms. Mandel was informed that a former Board member took the MOA to every lender which resulted in Mr. Johnson's business to decrease. Mr. Johnson sent a correspondence to Ms. Mandel requesting that the Board remove him from probation and supplement the MOA with CE hours.

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

RESOLVED not to amend the Memorandum of Agreement on Jimmie a. Johnson, Case #3300-05-004, #3300-05-05 and 3300-05-006. Mr. Johnson will continue to be under the terms of the MOA, which includes a \$2,500 fine, a formal reprimand, and a one-year period of license probation.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Charles P. Carlson

Ms. Mandel explained to the Board that Mr. Carlson voluntarily surrendered his license. Mr. Carlson was under an MOA for failure to comply with continuing education requirements and was out of compliance with that agreement at the time of the license surrender.

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

RESOLVED to accept the license surrender of Charles P. Carlson, Case #3300-05-007, 3300-07-008, and 3300-07-003.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Agenda Item 2 – Application Review

The Board decided that they would only go over applications that were previously tabled or denied. The Board was unable to review new application prior to this teleconference. The following new applicants will be reviewed thru a mail ballot.

- Lydia Larson – General
- Robert Frahme – General
- Brandon Simpson – General
- David Whitmore – Residential
- John Sealock – Registered Trainee
- IA00 – Course 300 Fundamentals of Mass Appraisal
- Key Realty School

- Appraisal Fundamentals Course
- National Uniform Standards of Professional Appraisal Practice
- Appraisal Institute – Online Analyzing Distressed Real Estate
- ASFMRA – Advanced Rural Class Studies (A-400_

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

RESOLVED to table all new applications, Board will review applications thru a mail vote.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Daniel Rogers

Mr. Rogers application was tabled at the February 16, 2007 meeting. The Board requested evidence of an appraisal report that Mr. Rogers participated and verification that the university course “Real Estate Essentials” was directly related to real estate appraisal theory or practices in accordance with 12 AAC 70.140. Mr. Rogers submitted via email a copy of work product and also certificate of completion on “Business Practices and Ethics” by Appraisal Institute.

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

RESOLVED to approve Daniel Rogers for certification as Residential Real Estate Appraiser.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Sean Poulk

Mr. Poulk’s application had one tabled and one denied vote via mail ballott, due to not enough hours shown on work log. Mr. Poulk sent in a revised work log to reflect the total of 2500 hours for residential real estate appraiser.

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

RESOLVED to approve Sean Poulk for certification as Residential Real Estate Appraiser.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Brad Higginbotham

Mr. Higginbotham's application had one tabled and one denied vote via mail ballott, due to an unsigned work product and questions on tax work.

Chad Burris

Mr. Burris's application had two tabled and one denied vote via mail ballott. Mr. Burris submitted another copy of work product for the Board to review.

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

RESOLVED to table Brad Higginbotham and Chad Burris till the next scheduled face-to-face meeting to review and discuss tax assessment work.

The Board than realized after making the motion that Chad Burris should have been excluded.

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

RESOLVED to amend the previous motion to exclude Chad Burris.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

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

RESOLVED to approve Chad Burris for certification for residential real estate appraiser.

Vote

Roll Call:	Steve MacSwain	YES
	Butch Olmstead	YES
	Bill Larick	YES
	April Moore	YES
	Gene Shafer	YES

Agenda Item 3 – Correspondence

Craig Channer

Mr. Channer submitted an email correspondence requesting clarification on the work experience hours. Mr. Channer completed 904 hours the first year and he currently has 1,443 hours documented, and the year is not over yet. Mr. Channer wanted to know if there was a cap on how many hours can be counted within one month?

The Board had a brief discussion and stated that under 12 AAC 70.108(c), an applicant can obtain no more than 1,250 hours of experience in real property appraisal in a 12-month period.

Agenda Item 4 – Schedule Meeting

The Board discussed the date for the next face-to-face meeting. The Board decided to schedule October 5, 2007 in Anchorage as their next meeting.

April Moore brought up that one of the applicants, Daniel Rogers, who the Board had already approved has some criminal records shown on the court records database. The Board had a discussion on whether or not this should be referred to the investigator, Margo Mandel. Ms. Mays advised the Board to make another motion on Daniel Rogers since they already have approved his application for licensure.

Upon a motion by Shafer, seconded by Moore, and approved unanimously, it was:

RESOLVED to table Daniel Rogers application for residential real estate appraiser until the next face-to-face meeting and to refer this to Margo Mandel, Investigator and to cite Professional Fitness Question #1 on the application.

		<u>Vote</u>
Roll Call:	Steve MacSwain	YES
	Butch Olmstead	YES
	Bill Larick	YES
	April Moore	YES
	Gene Shafer	YES

Mr. Olmstead suggested to the Board to reconsider the Board’s previous motion on Daniel Rogers.

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

RESOLVED to reconsider the original motion on Daniel Rogers, applicant for residential real estate appraiser.

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Butch Olmstead	YES
Bill Larick	YES
April Moore	YES
Gene Shafer	YES

Task

Jan Mays

- Email the instruction for the May 23rd teleconference to all Board members
- Email April the address to the Atwood Building
- Email Margo the court database link

There being no further business, the meeting adjourned at 1:42 p.m.

Respectfully Submitted:

Jan Mays, Licensing Examiner

Approved:

Steve MacSwain, Chairman
Board of Certified Real Estate Appraisers

Date: _____