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2 STATE OF ALASKA
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
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6 **BOARD OF CERTIFIED REAL ESTATE APPRAISERS**
7 **MEETING MINUTES**
8

9 **October 5, 2021**
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12 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled
13 meeting of the Board of Certified Real Estate Appraisers was held October 5, 2021, at the State
14 of Alaska Atwood Building, 550 W. 7th Avenue, Suite 1550, via Zoom, Anchorage, Alaska.
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18 **Tuesday, October 5, 2021**

19 **Agenda Item 1 - Call to Order/Roll Call**

20 Chairperson Ashlee Stetson called the meeting to order at 10:02 a.m., at which time a quorum
21 was established.
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23 Sharon Walsh, Deputy Director for the Division, introduced staff, and explained that she would
24 assist the Board in running their meeting with the help of Nancy Harris, Project Assistant for the
25 Real Estate Commission.
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27 **Members Present via Zoom**

28 Ashlee Stetson, Public Member, Chairperson
29 Val Kudryn, Certified Residential Real Estate Appraiser
30 Mae Hayes, Certified Residential Real Estate Appraiser
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32 **Members Absent:**

33 Leon McKean, Mortgage Banking Executive
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35 **Staff Present:**

36 Sharon Walsh, CBPL Deputy Director
37 Nancy Harris, CBPL REC Project Assistant
38 Greg Francois, Chief Investigator
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40 **Public in Attendance-via Zoom:**

41 Scott DeBiasco with the Appraisal Institute, Washington D.C.
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44 **Review/Approve Agenda**

45 Board Members reviewed the meeting agenda.
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47 **On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was**

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49 **RESOLVED to approve the meeting agenda for October 5, 2021.**
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51 **The motion passed unanimously.**

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Ethics Report

There were no ethics reports to be made.

Continuing Education Statement

Chair Stetson asked if there was anyone present who would like the meeting to count toward Continuing Education hours. Mr. Kudryn and Ms. Hayes both indicated they would like the meeting to count towards their continuing education credits.

Agenda Item 2 – Review/Approve Past Meeting Minutes

June 9, 2021 Meeting Minutes

On a motion duly made by Mr. Kudryn, seconded by Ms. Hayes, it was

RESOLVED to approve the meeting minutes for June 9, 2021.

The motion passed unanimously.

Agenda Item 3 – Public Comment

There was no public comment.

Agenda Item 4– Investigations

Investigative Report

Chief Investigator Greg Francois introduced himself and provided a review of the investigations report. He stated there were 4 open matters from May 27, 2021 – September 20, 2021 and 10 matters were closed.

Chair Stetson asked Chief Investigator Francois about the increase in closed matters.

Chief Francois indicated that a large percentage of the increase is due to application cases being referred over for yes answers to professional fitness questions and then closed once matters are resolved.

Board members had no further questions.

Agenda Item 5 – Regulations Project

SB21-Military Licensing

Deputy Director Walsh discussed SB21 and the need for all programs within the division to implement regulations allowing for a temporary license issuance within 30-days of request from an active military member or a spouse who is married to an active duty military member and holds an unencumbered license in another jurisdiction. The board will need to consider a regulation project very soon as the effective date of SB21 is January 1, 2022.

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Chair Stetson read through each section of the legislation.

Mr. Kudryn stated that the use of the Appraisal Courtesy license is only valid for one appraisal and that the cost of the temporary is \$250. He suggested that the new regulation that will address a military courtesy license be drafted with no cap on the number of appraisals allowed.

Staff will research what other states offer for a military courtesy license for real estate education requirements.

Chair Stetson suggested that a regulation be created for a new section on military licensure. She said she will work on drafting regulations.

On a motion duly made by Mr. Kudryn, seconded by Ms. Hayes, it was

RESOLVED to assign task to draft regulations for requirements to comply with AS 08.01.063, .065 and .100.

The motion passed unanimously.

Continuing Education(CE) Credits Online/Classroom

Chair Stetson stated this was brought up before and has been considered. Ms. Hayes asked if staff received this information from the last meeting.

Ms. Harris stated that she contacted the prior REC Executive Administrator, Ms. Consalo and she indicated that she had not received an email from Ms. Hayes.

Ms. Hayes read the email into the record and she said she would send to staff again. She recommended that varying hours of required in-person education for qualifying education and continuing education be allowed in classroom or online, instead of just in classroom.

Chair Stetson commented that during the pandemic CE hours were allowed online. She suggested this be put in a regulation project along with the Military license project. She asked that Ms. Hayes identify the regulation citations for education that will need to be changed/modified.

Mr. Kudryn stated to the board that FAQ's #21 on the board's web page states that you can take required or CE online if certain criteria is met. Ms. Hayes will work on this project with staff.

On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was

146 **RESOLVED to request regulation changes to allow for qualifying education**
147 **and continuing education(CE) requirements to not be in-person only.**

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149 **The motion passed unanimously.**

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152 Definition of Employee for AMC's
153 Chair Stetson indicated that this matter has been addressed in 12 AAC 70.165.
154 She stated before it was in various sections and used the term "or employee" and didn't want to
155 muddy the AMC waters with that when it is clear it is an appraisal panel and not an employee
156 performing appraisals on behalf of AMC's. She said this item can be stricken from the agenda.

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158 Recessed for lunch break at 12:30 pm
159 Reconvened at 1:02 p.m.

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161 On Record at 1:02 p.m. Roll call was taken to reestablish a quorum. All members from this
162 morning were present.

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165 **Agenda Item 6 – Application Review**

166 Ms. Harris stated that the applications for review can be found in OnBoard under Action and
167 Resource folders. She said she wasn't sure what file the members normally looked for them to
168 review so they were in both places for this meeting.

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170 Board members stated that applications were always presented in the past to them in the Action
171 folder.

172
173 Members reviewed applications and voted on them. Members stated they vote on applications
174 using the application number.

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176 Staff asked if the board would like to change anything to the checklist. Staff verified that the
177 checklist and applications were reviewed and approved for licensure.

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179 Mr. Kudryn suggested, to speed up the process and not use the board meeting time, that the
180 courses be put in the Actions folder and commit to clearing them by October 8th.

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182 All Board members agreed to this strategy.

183
184 Deputy Director Walsh stated there is a significant backlog of education courses that needs to
185 be cleared and there would be a series of batches until the courses are finalized with the review
186 process. It was estimated that there are approximately 40 courses needing review.

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188 Board proceeded to review license and AMC applications.

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190 AMC Application #150949- Home Base Appraisal Management, LLC.

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193 **On a motion duly made by, Mr. Kudryn, seconded by Ms. Hayes, it was**

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RESOLVED to approve AMC application #150949.

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The motion passed unanimously.

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Certified General RE Appraiser Application #179072 – Shawn Kantola.

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On a motion duly made by, Mr. Kudryn, seconded by Ms. Hayes, it was

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RESOLVED to approve application #179072 residential to general license type.

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The motion passed unanimously.

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Registration Trainee Application #183564 – Elizabeth Thickstun.

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On a motion duly made by, Ms. Hayes, seconded by Mr. Kudryn, it was

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RESOLVED to approve application #183564.

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The motion passed unanimously.

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Board reviewed Certified Residential Real Estate Appraiser, APRR12, license renewal, mandatory audit. Chair Stetson asked staff if fines have been paid. Ms. Harris indicated that the fine was paid.

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On a motion duly made by, Mr. Kudryn, seconded by Ms. Hayes, it was

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RESOLVED to approve application APRR121.

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The motion passed unanimously.

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Agenda Item 7 – Board Business

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Board Topics/Questions

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Chair Stetson stated she will send military draft language to Deputy Director Walsh and Ms. Harris.

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Ms. Hayes stated she will send her draft information on education to division staff for assistance on providing regulation citations for modifying by the board.

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240 Next board meetings for fiscal year 2022:

- 241 • January 11, 2022
- 242 • April 12, 2022
- 243 • June 7, 2022

244 The start time for each of these quarterly meetings is set at 10:00 a.m.

245
246 Mr. Kudryn asked about the FAQ #4 on the board's web page. It appears that it's misstating
247 how many work hours are needed to be a certified residential real estate appraiser. The
248 regulation 12 AAC 70.108 has it as 1,500 hours but the webpage lists it as 2,500. Staff will get
249 this information corrected on the web page and thanked Mr. Kudryn for pointing out that error.

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251

252 **Adjourn**

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254 **On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was**

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256 **RESOLVED to adjourn.**

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258 **The motion passed unanimously.**

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260 Meeting adjourned at 2:13 p.m.

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Ashlee Stetson, Chair



Date