

**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 TELECONFERENCE MEETING
JULY 17, 2013**

The Staff of the Division of Corporations, Business and Professional Licensing prepared these draft minutes. They have not been reviewed or approved by the Board.

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Certified Real Estate Appraisers was held July 17, 2013, at 333 Willoughby Ave., State Office Building, 9th Floor-Conference Room C, Juneau, AK.

Call to Order/ Roll Call

The meeting was called to order at 3:05 pm by Donna Rulien, Board Chair.

Those present, constituting a quorum of the Board:

Donna Rulien, Chairperson, Residential Real Estate Appraiser
Clint Lentfer, General Appraiser
Lance Cook, Residential Appraiser
James Picard, Mortgage Banking Executive
Sarah Heath, Public Member

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

Alysha Hernandez, Licensing Examiner
Jennifer Wirawan, Investigator III (joined at 4:08 pm)

Visitors were:

Steven Brown, Applicant

Agenda Item 1 – Review Agenda

The Board reviewed the agenda and noted that they will also discuss a letter that was received by Mr. Lentfer in regards to a licensee's renewal. As the Board had nothing further to add to the agenda the Board moved to the next agenda item.

Agenda Item 2 – Application Review

Ms. Rulien noted that this was the first application that the Board has received for an Institutional Real Estate Appraiser license. Mr. Brown gave a brief history of his license application and how the requirements had changed while his

application was under review. Mr. Lentfer touched on the topic of amending regulations to show that only classroom hours will be accepted for initial certification, not distance or online.

Upon a motion duly made by Ms. Rulien, seconded by Lentfer and approved unanimously, it was

RESOLVED to approve Steven Brown's application for Institutional Real Estate Appraiser.

Roll Call:	Clint Lentfer	YES
	James Picard	YES
	Sarah Heath	YES
	Lance Cook	YES
	Donna Rulien	YES

Task List: The Board will review regulations to determine what can be amended to clear up any confusion regarding classroom hours vs. distance hours.

The Board reviewed an email that was sent to Mr. Lentfer on July 8, 2013 from Taft Tracy in regards to Mr. Chris Raymond, Residential Appraiser. Mr. Tracy addressed the fact that Mr. Raymond suffered from a stroke this past fall. He has attempted to complete the requirements pertaining to his continuing education for renewal but has been unable to do so due to underlying medical conditions. The Board will accept 100% of Mr. Raymond's renewal hours to be completed via online or distance education.

Ms. Hernandez will form a letter to Mr. Raymond (and CC the Board) which will state that the board has granted him an extension of December 31, 2013 to submit a completed renewal with 100% of education hours online.

Task List: Form a letter stating renewal deadline has been extended until 12/31/2013 and send to Mr. Raymond and the Board.

Agenda Item 3 – State Legislative Audit

Upon a motion duly made by Ms. Rulien, seconded by Mr. Picard, it was:

RESOLVED that the Alaska State Board of Certified Real Estate Appraisers enter into executive session in accordance with AS 44.62.310 (c) (2) & (3) and the Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing the preliminary audit report from the Alaska State Division of Legislative Audit.

Enter into Executive Session at 3:37 pm; back on the record at 4:08 pm.

Those present, constituting a quorum of the Board:

Donna Rulien, Chairperson, Residential Real Estate Appraiser

Lance Cook, Residential Appraiser

James Picard, Mortgage Banking Executive

Sarah Heath, Public Member

Clint Lentfer was not back on the record at this time, but joined several minutes later.

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

Alysha Hernandez, Licensing Examiner

Jennifer Wirawan, Investigator III

Agenda Item 4 – Investigative Travel Requests

Ms. Wirawan stated that the travel that she would like to take is State Investigator Training, Level 2 that is offered by the Appraisal Foundation in Chicago, IL with a grant from the Appraisal Subcommittee. This training will focus heavily on investigating appraiser cases specifically.

The Board voted to approve travel for Jennifer Wirawan to Chicago, IL August 15-17, 2013 for State Investigator Training, Level 2.

Roll Call:	Clint Lentfer	YES
	James Picard	YES
	Sarah Heath	YES
	Lance Cook	YES
	Donna Rulien	YES

Task List: Ms. Rulien will notify Mr. Habeger of the Board's approval of Investigator travel.

Agenda Item 5 – Schedule Next Meeting

Ms. Hernandez reminded the Board that in the ASC's Preliminary Findings, one of the areas of compliance that was a concern was that past CE audits were not completed 60 business days from the date the renewal license was issued. The Board thanked Ms. Hernandez for bringing this to the Board's attention and taking the initiative to have the Board come in to compliance in another area. The Board scheduled a teleconference for Friday August 2, 2013 at 3:00 pm for the purpose of reviewing CE Audits and other board business.

There being no further board business the meeting was adjourned at 4:23 pm.