

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 THE TELEPHONIC MEETING**

**Friday, July 31<sup>st</sup>, 2015**

By 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 at the Robert Atwood Building, 550 W. 7<sup>th</sup> Avenue, Friday, July 31<sup>st</sup>, 2015, beginning at 9:00 a.m. The meeting was held in Room 104, Anchorage, Alaska.

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

The meeting was called to order by Chair, David Derry at 9:00 a.m.

**Board Members Present, constituting a quorum:**

Alfred Ferrara, Certified General Real Estate Appraiser  
David Derry, Certified General Real Estate Appraiser (Chair)  
Renee Piszcek, Mortgage Banking Executive

**Attending from the Division of Corporations, Business and Professional Licensing were:**

Laura Carrillo, Licensing Examiner  
Dawn Hannasch, Records and Licensing Supervisor

**Attending from the Appraisal Subcommittee were:**

Jim Park, Executive Director  
Kristi Klamet, Policy Manager  
Neal Fenochetti, Policy manager

**Agenda Item 2     Review Agenda**

**Time: 9:01 a.m.**

Licensing Examiner, Laura Carrillo informed the Board that a few changes had been made to the agenda since Board packets were mailed two weeks prior. Ms. Carrillo stated that the agenda had been correctly enumerated, and that subtopics for several agenda items had been

added, with which changes were indicated by an asterisk symbol; Agenda Item #9 was amended to add a subtopic of reviewing courtesy license applicants seeking another courtesy license without submitting their appraisal report for their first license, specific continuing education batches were included, and a subtopic of reviewing a renewal audit letter draft was also added. Under Agenda Item #11, statute 08.87.020(3) and regulation 12 AAC 70.120 were added for discussion. Ms. Carrillo informed the Board that the previous Agenda Item #13 topic was changed from Budget Report to Division Updates, as no new budget information had been published since the April teleconference. Ms. Carrillo also reminded the Board to address the annual report. The Board reviewed the amended agenda.

**On a motion duly made by Fred Ferrara, seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to accept the agenda as amended.**

**Agenda Item 3     Review/Approve Minutes**

**Time: 9:03 a.m.**

The Board reviewed the agenda for the March and April, 2015 teleconferences. Chair, Dave Derry noted that the second Task List on page 5 of the April minutes were in need of correction.

**TASK:**

Ms. Carrillo will correct page 5 of the April 14<sup>th</sup>, 2015 meeting minutes regarding Dave Derry being assigned to review of courtesy reports 7-11.

**On a motion duly made by David Derry seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to accept the March teleconference minutes as written.**

**On a motion duly made by David Derry seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to accept the April teleconference minutes as amended.**

**Agenda Item 4     Ethics Disclosure/Review Ethics**

**Time: 9:07 a.m.**

There were no ethics disclosures to report.

**Agenda Item 5     Investigative Report**

**Time: 9:08 a.m.**

Investigator, Jay Paff presented his investigative report, which had included activity from April 6<sup>th</sup>, 2015 through July 13<sup>th</sup>, 2015. Mr. Paff referred to the investigative hand out and informed the Board that six cases were opened, four matters were closed, and three remained open during this investigative review period. Since the investigative report was included in the Board packet, one of three remaining open cases had been closed.

Mr. Paff informed the Board that two matters involving one respondent had resulted in a consent agreement. Chair Derry requested for this matter to be included on the Board's agenda as the Board will need to adopt the consent agreement.

**Task:**

Ms. Carrillo will contact Mr. Paff to ensure the consent agreement is on the Board's agenda for their next meeting.

**Agenda Item 6     Public Comment**

**Time: 9:08 a.m.**

The Board was ahead of schedule, so Mr. Derry proposed to hold the meeting in abeyance should a member from the public arrive at the scheduled public comment time at 9:30 a.m. Mr. Ferrara noted that the public comment time was generally scheduled earlier, and suggested that subsequent scheduling of this agenda item be later in the afternoon.

**Agenda Item 8     ASC Updates**

**Time: 9:14 a.m.**

Kristi Klamet, James "Jim" Park and Neal Fenochietti were in observance of the Board's meeting for the Board's mandatory annual audit. Mr. Park introduced himself as the Executive Director of the Appraisal Foundation's Appraisal Subcommittee (ASC), and as a Certified General Real Estate Appraiser. Mr. Park proceeded to present to the Board the ASC's line of authority, its regulatory oversight processes, its promulgation of standards set by the foundation's Appraiser Qualifications Board (AQB) to ensure appraisers are applying USPAP to their appraisal assignments, and that jurisdictions are following the subcommittee's policy statements. Mr. Park commented to the Board that the mission of the ASC is to protect federal financial public policy interest and real estate appraisals utilized in federally related transactions. It was also added that the ASC staff is relatively small, employing 13 staff from 7 mortgage-lending government agencies: the Federal Reserve, OCC, FDIC, National Credit Union Administration, HUD, CFPB, and FHFA.

Mr. Park continued to discuss the history and oversight capabilities of the ASC, including its authority over 55 jurisdictions, the compliance review process, and its extended oversight authorized by the Dodd-Frank Act, and enabling statute, Title XI. Mr. Park informed the Board of the ASC's intended shift towards issuing unique identification numbers in lieu of

social security numbers for the National Registry. Mr. Derry inquired to Mr. Park if information on the National Registry is available to the public, to which Mr. Park confirmed, but clarified that state jurisdictions have more intimate access (*private side*) than do the general public (*public side*), due to having state-regulatory sign-in capabilities. The private side allows state agencies to view more extensive disciplinary action details. Mr. Ferrara inquired about the processing time of entering disciplinary action into the National Registry, to which Ms. Klamet asserted that viewing the information once entered is immediate.

Moving to discussion on Appraisal Management Companies (AMC's), Mr. Park informed the Board that the Dodd-Frank act had recommended that states adopt statutes and regulations for the registration and supervision of AMC's by August 10<sup>th</sup>, 2018 *if* such services exist for federally-related transactions. Mr. Park explained that AMC's are a service used to secure an appraiser for the purpose of conducting an appraisal, but clarified that adopting AMC regulations are *not* mandatory. It was also commented that 38 states have since implemented such regulations as of July 31<sup>st</sup>, 2015. The ASC and the Board discussed National Registry and state registration fees for AMC's, which are currently ranging from \$150.00-\$8,000 among states that have implemented regulations. Mr. Park commented The ASC had previously sent a bulletin summary of AMC's to all state jurisdictions, which was included in the Board packet. Mr. Park provided AMC definitions as follows:

- Appraisal Management Company operating in *one* state = >15 appraisers on panel
- Appraisal Management Company operating in *several* states = ≥25 appraisers on panel
- Amendments to Title XI by Dodd-Frank Act allows ASC to set National Registry fee between \$25.00-\$50.00 if an AMC panel is based on the number of appraisers used for an appraisal within the past 12 months, or;
- Panel can be based on number of appraisers on panel, whether they've been used for an appraisal or not, or;
- For the purpose of discouraging under reporting, the Dodd-Frank Act allows the ASC to set other fee standards outside this range—flat fees—based on the number of states AMC's are conducting business in

Mr. Ferrara inquired to the ASC whether, once drafted, they could review the Board's proposed AMC statutes and regulations before adopting and implementing them, to which Mr. Park verified that ASC policy managers perform this task. Mr. Ferrara handed the ASC draft regulations that was compiled by Paige Hodson of an Appraisal Management Company.

*Operations Manager, Sara Chambers joined the room telephonically at 10:00 a.m.  
Operations Manager, Sara Chambers left the room telephonically at 12:00 p.m.*

Kristi Klamet addressed the Board to discuss findings from the Board's compliance review audit. During a compliance review in August 2014, the ASC determined that the Alaska Board of Certified Real Estate Appraisers was not satisfactory. Ms. Klamet reviewed the Appraisal Subcommittee's 7 policy statements, and noted the following findings for their July 2015 compliance review:

**1.) Statutes, Regulations, Policies and Procedures Governing State Programs**

Has come into compliance; the Board's updated regulations came into effect July 1<sup>st</sup>.

**2.) Temporary Practice**

Has come into compliance; ASC reminds administrative staff to issue courtesy licenses within 5 days, or otherwise send a status letter informing applicant of missing documentation. ASC noted that this was an area of non-compliance, mainly due to the high licensing examiner turn-over and insufficient staff back-up. During the July review, only one file was not issued within 5 days due to employee absence.

**3.) National Registry**

Has come into compliance; the Board has paid National Registry Fees on time; this was previously an issue due to staff turnover.

**4.) Application Process**

Has come into compliance; ASC compliments the Board on their quick response in reviewing the five work products for USPAP compliance. ASC notes that all applicants will be applying by reciprocity until a state shows non-compliance—at which time the applicant should apply by endorsement. It was noted that the Board provided a distinction between endorsement and reciprocity. ASC also notes to the Board that effective January 1<sup>st</sup>, 2015 all trainees working towards certification as a general or residential real estate appraiser must have a Bachelor's degree before becoming certified. ASC also commends the Board and staff for their updated checklists, which will help ensure applications are complete and applicants meet the qualifying criteria.

**5.) Reciprocity**

Has come into compliance; the updated regulations effective July 2015 sets clarification for Reciprocity, and distinguishes this application type from endorsement.

**6.) Education**

Has come into compliance; ASC notes that previously, some AQB/IDECC-approved courses did not have their respective certifications included in their files, and that some continuing education files were missing. ASC notes that the Board has since remediated this issue.

**7.) State Agency Enforcement**

Is compliant; ASC notes that this was not previously an issue.

**Task:**

Fred Ferrara will write a letter to the AQB in regards to the stipulation that trainees working towards a certification must hold a Bachelor's degree before becoming certified, as it is believed a provision should be in place to allow "grandfathering".

Mr. Derry inquired to Records and Licensing Supervisor, Dawn Hannasch and Operations Manager, Sara Chambers whether regulation changes must first go through the formal

process, to which Ms. Hannasch confirmed. Ms. Hannasch advised the Board to consolidate their regulation projects in order to minimize the Board's direct expenses.

**Agenda Item 7    Break**

**Time: 10:45 a.m.**

*David Derry called for break at 10:45 a.m.*

*Off record at 10:45 a.m.*

*On record at 10:55 a.m.*

**Agenda Item 9    Board Business**

**Time: 10:55 a.m.**

*Board Member Update –*

Although no new Board member was appointed, Ms. Hannasch informed the Board that there have been several applicants with Boards and Commissions. Mr. Derry discussed the extent to which public members—in their relation to appraising—should be disconnected from this field in order to be more truly representative of the general public, to which it was clarified that the public member's profession cannot be within the realm of appraising. Mr. Derry expressed his preference to have a member from southeast Alaska be appointed as a public member to reflect a more encompassing geographical region of Alaska. Mr. Ferrara commented that a land trust member, architect or builder would be ideal.

**Task:**

Fred Ferrara will contact architect, Clay Porter about filling the public member position.

**Task:**

Renee Piszczek will inquire with employees at Doyon Ltd. about filling the public member position.

**Task:**

David Derry will contact MAI, Charles Horan about filling the public member position.

*Review Draft of Work Log -*

Hearing nothing further on Board member updates, Mr. Derry addressed revising the existing work log. Mr. Derry pointed to the report types: restricted use (R), summary (S), and Self Contained (SC); he advised that consequent to the obsolescence of SC, the amended work log should include "Restricted Report" and "Appraisal Report" only. Mr. Derry further commented that "Inspected Property" and "Neighborhood Description and Market Analysis" should be amended for I and III, respectively. Mr. Derry then discussed value opinion, and whether the work log is confidential. The Board determined that the value opinion should be removed.

The Board also discussed supervisory appraiser/trainee appraiser work logs, of which the amended work log will suffice. Ms. Carrillo informed the Board that the Division's Publications Specialist can make the form interactive.

**Task:**

David Derry will make the above noted amendments to the existing work log, and will send the revision to Ms. Carrillo via e-mail.

**Task:**

Ms. Carrillo will send the amended work log to the Division's Publications Specialist.

*Outstanding Renewal Audits -*

The Board discussed an outstanding renewal audit from a certificate holder who had signed a consent agreement requiring submission of continuing education activity for two renewal periods subsequent to the agreement. The certificate holder showed deficient continuing education credit for the renewal period of July 1<sup>st</sup>, 2013 through July 30<sup>th</sup>, 2015 (July 1<sup>st</sup>, 2015-June 30<sup>th</sup>, 2017 renewal form). Ms. Piszcek inquired whether acceptable continuing education courses and the process of applying for approval were clearly outlined in the statutes and regulations, to which Mr. Ferrara and Mr. Derry confirmed. Mr. Derry and Ms. Carrillo clarified that the course, "Appraisers Embracing Technology & Management" for four (4) continuing education credits had not been approved, but that the certificate holder was petitioning for approval.

The Board discussed that the certificate holder had not complied with the continuing education requirements for the previous renewal, which resulted in a consent agreement, and who again did not comply with the continuing education requirements for the current renewal. Mr. Derry stated that although a similar approved course in which the certificate holder cites in her petition may not be much different from the course request at hand, the concern was that the individual again did not pay attention to continuing education requirements following the consent agreement. The Board continued to discuss the course and standard application processes, to which Ms. Carrillo noted that a specific regulation allows an applicant to petition for approval under 12 AAC 70.200(b).

Mr. Derry advised the Board that they must come to a consensus on whether or not to approve the course, and as such, Mr. Ferrara began to express the sentiment that the course be approved. Mr. Ferrara further advised the Board that a strongly-worded letter should be issued to the certificate holder with verbiage to comply with two subsequent renewal audits. Ms. Carrillo informed the Board that this was already part of the consent agreement, and that courtesy reminder letters had already been issued despite a notice from the Division's

paralegal that the individual would not receive further reminders. In addition, Ms. Carrillo noted to the Board that on the Professional Fitness section of the biennial renewal form, the certificate holder did not check the appropriate, "Yes" response to a question related to having a license disciplined. In addition, Ms. Carrillo noted that the individual did not submit her continuing education certificates as she had agreed to do in her signed consent agreement. Ms. Carrillo commented that the individual had to be asked to amend the renewal form and provide the certificates as proof of continuing competency.

Following additional information provided by Ms. Carrillo, the Board reviewed their sentiment of approving the course. Ms. Piszczek inquired about the course approval's impact on the individual's certificate status, to which Ms. Carrillo noted that renewing the certificate is contingent on approval of the course. Ms. Hannasch reminded the Board to take caution in setting precedence for similar circumstances where an individual does not comply with continuing education requirements.

**On a motion duly made by Fred Ferrara, seconded by Renee Piszczek, and agreed unanimously, it was:**

**RESOLVED to deny the "Appraisers Embracing Technology & Management" course for four credits.**

The Board discussed the certificate holder's ability to reapply for a new certificate, which the Board and Ms. Hannasch commented that an interview may be required.

*Review Work Products –*

Hearing nothing further on review of outstanding renewal audits, Mr. Derry moved to discussion on reviewing work products for July.

**Task:**

Fred Ferrara will review July work products 1-8.

**Task:**

David Derry will review July work products 9-16.

Discussion then moved to restrictions on issuing second courtesy licenses. Ms. Carrillo prompted the Board to clarify whether the standard protocol should be to not issue second courtesy licenses to applicants without first receiving the report for the property authorized under their previous courtesy license. Ms. Klamet clarified with the Board that this is within acceptable practices. Ms. Carrillo commented that a letter is enclosed with a courtesy license that advises the licensee to submit a report within 30 days of completing the appraisal, or

otherwise notify the office in writing if an appraisal has been canceled. Ms. Piszczek inquired whether Alaska is unique in requiring submitting appraisal reports, to which Ms. Klamet confirmed. Ms. Piszczek further suggested that as long as an individual has held at least one courtesy license, reviewing their *first* appraisal report should suffice as to not review their *second*, with which Mr. Derry agreed and would consider this in the future. Ultimately, the Board advised Ms. Carrillo to make sure previous appraisal reports are *received* before being issued a second courtesy license. It was noted that the appraisal report does not have to be *reviewed*.

**Task:**

Fred Ferrara will contact previous board members to clarify the logic behind why appraisal reports are being requested, as removing this requirement may be included in the Board's next regulation project.

*Review Continuing Education Applications –*

Batch 060515 (Non-AQB/IDECC approval): A quorum had not yet been established for this batch of continuing education applications, which was posted on the secure site for review of June 2015 applications. Ms. Carrillo informed the Board that Mr. Ferrara and Ms. Piszczek had submitted their votes, but that one more decision was needed. Mr. Derry provided the last votes needed to approve courses under this batch.

Batch 070215 (Has AQB/IDECC approval): Ms. Carrillo informed Mr. Derry that the current batch of continuing education applications with AQB or IDECC approval had not been reviewed and approved. Ms. Carrillo also reiterated the ASC's earlier findings to be diligent in checking to make sure that timed outlines are included in non-AQB/IDECC approved courses. Mr. Derry provided his approval for all courses under this batch.

Ms. Carrillo clarified with the Board that continuing education providers may request a different number of hours for approval—usually the total hours provided—than what a certificate holder will document or claim on their renewal form. This occurs because certificate holders may not be required to attend the full course or seminar, however, the actual hours of participation in will be verified by their certificate of attendance.

*Review/Discuss renewal compliance statement -*

The Board reviewed the renewal compliance statement and found it sufficient. Ms. Carrillo, Ms. Hannasch and the Board discussed the renewal process.

*Review Audit Letter Draft -*

The Board reviewed Ms. Carrillo's draft of the audit letter.

On a motion duly made by Renee Piszczek, seconded by Fred Ferrara, and approved unanimously, it was:

**RESOLVED** to approve the audit letter draft prepared by Ms. Carrillo.

**Task:**

Ms. Carrillo will send letters to audited certificate holders on August 3<sup>rd</sup>, 2015.

**Agenda Item 10    Lunch**

**Time: 12:00 p.m.**

*David Derry called for lunch at 12:00 p.m.*

*Off record at 12:00 p.m.*

*On record at 1:11 p.m.*

**Agenda Item 11    Regulation Updates**

**Time: 1:11 p.m.**

*Review Finalized Regulations –*

12 AAC70.120(a)(5): Ms. Carrillo explained to the Board that this specific regulation pertained to the requirement of endorsement applicants to submit 42 hours of continuing education to meet initial qualifying criteria—Ms. Carrillo informed the Board that this regulation was repealed and is no longer in the revised regulations effective July 1<sup>st</sup>. After speaking with previous Records & Licensing Supervisor, Karen Hudson, Ms. Carrillo sought clarification from the Board if they were aware of voting to repeal this regulation.

08.87.020(3): AMC's were revisited, wherein it was discussed whether this statute gives the Board the authority to adopt regulations without going through the legislative process, as long as the regulations are enacted in an effort to comply with the Dodd-Frank Act, Title XI, and FIRREA. Mr. Park advised the Board that regulations should be adopted such that the Board has the authority to discipline AMC's, investigate any complaint, ensure such companies comply with USPAP, are paying national registry fees, and are registering lawfully within our state. As such, it was suggested that the Board check with appropriate departments before enacting regulations without legislative approval.

Ms. Hannasch noted in 08.87.020(3) that adoptions of regulations can be made only if such changes are necessary to comply with the requirements of [Title XI], and reiterated that adopting AMC's are in fact not required. Ms. Hannasch further suggested obtaining a legal opinion on this matter. Mr. Park explained to the board that if state laws are not in place, unregulated AMC's would not be able to provide management services for federally-related transactions in Alaska.

**On a motion duly made by Fred Ferrara, seconded by Renee Piszcek, and approved unanimously, it was:**

**RESOLVED to assign Ms. Carrillo to obtain a legal opinion on whether or not the Board can adopt AMC regulations without going through the legislative process.**

**Task:**

Ms. Carrillo will request a legal opinion in regards to the Board adopting AMC's under 08.87.020(3).

Paige Hodson arrived for discussion on AMC's. Ms. Hodson introduced herself of having been involved in a work group that has been attempting to introduce AMC's to legislation. Mr. Ferrara previously distributed a hand-out of proposed regulations prepared by Ms. Hodson and her work group under Agenda Item #8. Ms. Hodson informed the Board that the proposed regulations were pulled from an amalgam of state regulations, including Oregon, Texas, and Vermont, and of which were checked against the final rulings for AMC's.

**Task:**

Renee Piszcek will work with Paige Hodson to further develop regulations for AMC's, and will provide an update at the Board's next meeting.

*Background Checks –*

Hearing nothing further on AMC's, Mr. Derry moved to discussion on background checks, prompting Mr. Ferrara to provide an update on a previously assigned task. Mr. Ferrara informed the Board that he and Mr. Cook consulted the Appraisal Institute's study of state requirements for background checks, which erroneously stated that Alaska requires fingerprinting.

**Task:**

Ms. Carrillo will contact the Appraisal Institute to inform them of the background check error.

**On a motion duly made by Fred Ferrara, seconded by Renee Piszcek, and approved unanimously, it was:**

**RESOLVED to accept regulations pertaining to criminal background checks as written.**

Mr. Ferrara and Mr. Derry discussed sending out advisory letters informing certificate holders and licensees of any program updates, asking Ms. Hannasch if other boards send such letters, to which Ms. Hannasch confirmed.

**Agenda Item 12 New Business**

**Time: 1:56 p.m.**

*Appraisal Management Companies and 08.87.020(3) -*

AMC's were extensively discussed under Agenda Item's #8 and #11.

*Review Finalized Forms -*

Mr. Derry addressed the applications included in the Board packet, upon which Ms. Carrillo informed the Board that each application had been revised since the packets were mailed, as the applications included were completed before finalized regulations went into effect on July 1<sup>st</sup>. Ms. Carrillo also informed the Board that per regulation 12 AAC 70.126, she and the publication specialist recently completed the supervisory approval application, which was distributed to the Board for review. Ms. Carrillo mentioned compiling a list of approved supervisors, to which Mr. Derry expressed concern over having a list of supervisors available to the public. It was agreed upon that a list of supervisors would be kept for internal tracking purposes only.

Ms. Carrillo distributed the most up-to-date application, which was the Certified General Real Estate Appraiser application; the form includes a distinction between four application types: endorsement, reciprocity, examination and trainee transition, which are all included on the one application. The updated general application is most reflective of what the residential application will also look like. Ms. Carrillo reiterated Ms. Klamet's suggestion that the Board provide an option—like the trainee transition—for an applicant to transition from a certified residential to a certified general appraiser, which is considered an upgrade and requires additional qualifying education. Ms. Klamet added that this application option would make screening more efficient for such an upgrade.

**Task:**

Ms. Carrillo will work with the Division's publications specialist to update forms and applications, including providing an upgrade option from residential to general.

*Review Check Sheets -*

Ms. Carrillo informed the Board that she had revised and created check sheets for the following applications:

- General by Examination

- Residential by Examination
- General/Residential by Endorsement
- General/Residential by Reciprocity
- Supervisory Appraiser
- Trainee
- Trainee Transition

The Board commented they would review the check sheets along with the revised applications via e-mail.

**Task:**

Ms. Carrillo will send all revised applications and checklists to the Board via e-mail.

*Review Examination Approval Process -*

Ms. Carrillo informed the Board that a new examination approval process should be reviewed, as it has now been established by the AQB—and promulgated in the APR statutes and regulations—that qualifying education and experience must be verified *before* being approved to sit for the uniform examination. Ms. Carrillo addressed the approval process insert, which clarifies the requirements needed before an applicant is informed of the Board's decision to allow the applicant to take the AQB-endorsed Uniform State Certification Examination. The proposed process also included a draft notification letter, and a scaled scoring guide asserting the acceptable exam score (75%) needed to become certified. Ms. Carrillo clarified that when an application by examination is sent to the Board for approval, it will not be sent for additional review after exam scores are received, rather the applicant will automatically be issued a certificate upon receipt of a passing exam score. In addition, Ms. Carrillo reiterated Ms. Klamet's suggestion that work products should be received by both residential and general certification examination applicants as part of their application before being reviewed for exam approval.

**On a motion duly made by Dave Derry, seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to approve Ms. Carrillo's proposed examination approval process as written.**

**Task:**

Ms. Carrillo will update examination checklists and applications to ensure work products are received at the time of initial application.

*Review Application -*

Ms. Carrillo informed the Board that there was a Certified General Real Estate Appraiser by Examination application ready for review. Ms. Carrillo noted to the Board that with the current application under review, the candidate was not asked to submit a work product sample. The Board decided to allow this applicant to submit the work product later, whereas subsequent applicants will be requested to submit the work product at the time of initial application.

**On a motion duly made by Dave Derry, seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to approve Brandy Eber's request to sit for the AQB-endorsed Uniform State General Certificate Examination, and approve certificate pending receipt of a work product sample.**

**Task:**

Ms. Carrillo will request the work product for the appraisal of 401-599 Parks Highway in Wasilla from Brandy Eber.

*Operations Manager, Sara Chambers joined the room telephonically at 2:22 p.m.*

*Operations Manager, Sara Chambers left the room telephonically at 2:42 p.m.*

**Agenda Item 13    Division Update**

**Time: 2:22 p.m.**

Sara Chambers clarified with the Board that she was no longer the Division Director, although she has reprised her role as the Division's Operations Manager. Ms. Chambers reiterated that no new budget information had been published since the April teleconference, but did inform them that the fiscal year-end and FY16 1<sup>st</sup> quarter reports with interpretations would be available between October and November. Mr. Derry inquired to Ms. Chambers revenue the Board generated during the June 30<sup>th</sup>, 2017 renewal period. Ms. Chambers provided the value of \$248,595.00, which was extracted from the program's FY15 4<sup>th</sup> quarter report through July 30<sup>th</sup>, 2015. Ms. Chambers then informed the Board of the state's budget crisis and encouraged the Board to be mindful of travel and other Board expenses that may greatly impact the Board's reserve.

**Agenda Item 14    Administrative Business**

**Time: 2:42 p.m.**

Ms. Carrillo addressed the AARO conference in D.C., and inquired to the Board which Board members would be attending in October. Mr. Derry prompted clarification from Ms. Hannasch on whether she planned to attend, to which she confirmed. Ms. Hannasch asked

asserted that with the current budget climate, travel approvals should be submitted as much in advance as possible, and also inquired as to whether a second staff member would be considered for Board travel. The Board continued to discuss travel to D.C. for the AARO Conference/AQB Public Session. Mr. Park encouraged attendance as useful topics are to be discussed, including regulation of AMC's.

**On a motion duly made by Fred Ferrara, seconded by Renee Piszczek, and approved unanimously, it was:**

**RESOLVED to approve two staff members and one board member to attend the AARO Conference/AQB Public Session in Washington, D.C. from October 16<sup>th</sup> through the 20<sup>th</sup>, 2015.**

*Set Meeting Dates -*

The Board reviewed the calendar to set their next meeting date. It was decided to set the next meeting date after the AARO Conference/AQB Public Session, on October 28<sup>th</sup>, 2015 at 1:00 p.m. via teleconference.

*Task List -*

Mr. Derry addressed tasks lists, including the annual report. Ms. Carrillo informed the Board that members could send receipts to our office, and explained that the Division's front desk works concurrently as a travel service to arrange air and hotel for staff and board members. Ms. Carrillo added that Board members can request travel services by filling out a brief travel form. Mr. Derry reiterated tasks lists assigned during this meeting.

Ms. Carrillo informed the Board of position statements, explaining that other boards write position statements to reflect the collective opinion on a specific issue, and post the statements on their program website. The Board could, for example, write a position statement in regards to reviewing appraisals, as it is a common question received on the administrative end. Some states have laws governing appraisal reviews; Mr. Park commented that in some states, even if an appraisal review is conducted without expressing an opinion value, an individual must state certified or licensed, or are otherwise in violation of state statutes.

**Task:**

Ms. Carrillo will send a sample position statement to Mr. Derry and Mr. Ferrara.

*Annual Report -*

**Task:**

Mr. Derry will work on the annual report and submit it to Ms. Carrillo.

**Agenda Item 15 Adjourn**

**Time: 3:07 p.m.**

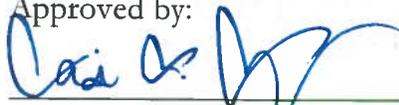
Before adjourning the meeting, Ms. Carrillo clarified continuing education participation for Board members; Board members are able to receive a minimum of two hours and a maximum of 7 hours for attending a Board meeting—but only once per renewal cycle.

Respectfully Submitted by:

 04/14/16

Laura Carrillo  
Licensing Examiners

Approved by:

 \_\_\_\_\_

David Derry, Chair  
Alaska State Board of Certified Real Estate Appraisers