

Call to Order

STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF  
CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
*Tentative Meeting Agenda*

Board of Real Estate Appraisers  
February 20, 2024

Zoom Meeting Registration Link: <https://us02web.zoom.us/join/mtgtrkzpkHdzDQV5f7fmDqe13nJlp10Bh>

- |     |       |   |             |
|-----|-------|---|-------------|
| 1.  | 10:00 | Call to Order/Roll Call<br>-Review/Approve Agenda<br>-Ethics Report<br>-Continuing Education Statement  | Chair Hayes |
| 2.  | 10:15 | Public Comment  |             |
| 3.  | 10:30 | Division Update<br>-Q1  | Ms. Dumas   |
| 4.  | 10:45 | Investigations<br>-Investigative Report   | Ms. Gabriel |
| 5.  | 11:00 | Statute Project(s)<br>-Update from Ms. Hayes & Mr. McKean<br>-Review One-Pager for Proposed EA Statute Change   | Chair Hayes |
| 6.  |       | Regulation Project(s)<br>-Update from Regulation Project Committee meetings regarding consideration of AQB verbiage, PAREA, Practicum and the ASC Off Site Assessment<br>-Review draft of proposed regulation edits | Chair Hayes |
| 7.  | 12:00 | Lunch   |             |
| 8.  | 12:30 | Annual Report<br>-Schedule Upcoming Meetings<br>-Review Annual Report Template  | Ms. Sather  |
| 9.  |       | Continued Board Discussion(s)<br>-Work Product Checklist<br>-Mass Appraiser Work  | Chair Hayes |
| 10. |       | New Business  | Ms. Sather  |
| 11. |       | Pending Board Ballots   | Chair Hayes |
| 12. |       | Board Business  | Chair Hayes |
|     |       | Adjourn   |             |

# Ethics Report



# Continuing Education Statement



THE STATE  
of **ALASKA**

Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing

**APR**

FOR DIVISION USE ONLY

**Real Estate Appraisers Program**

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: *RealEstateAppraisers@Alaska.Gov*

Website: *ProfessionalLicense.Alaska.Gov/RealEstateAppraisers*

**Continuing Education Credit for Participation**

This form certifies attendance at a meeting of the Alaska Board of Certified Real Estate Appraisers for continuing education credit. 12 AAC 70.210(g)(1-5)

<b>Full Legal Name:</b>	First	Middle	Last
<b>Alaska Certification #:</b>			

<b>Board Meeting Date:</b>	mm/dd/yyyy	<input type="checkbox"/> In Person	<input type="checkbox"/> Teleconference
<b>Attendance Hours:</b>		<b>Hours Claimed:</b> (7 Hours Max)	

*I certify the information reported above is true and correct and that I maintained attendance for the duration of the hours claimed.*

<b>Signature:</b>		<b>Date:</b>	mm/dd/yyyy
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**BELOW IS FOR DEPARTMENTAL AND BOARD USE ONLY**

**Verified Hours of Attendance**

(From Board Meeting Minutes)

\_\_\_\_\_

Via Electronic or Mail Ballot:  Approved  Denied

OR

Via in Person Board Meeting:  Approved  Denied

<b>Board Member Signature:</b>		<b>Date:</b>	mm/dd/yyyy
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If denied, reason for denial:

# Public Comment

# Division Update



Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

Board of Certified Real Estate Appraisers	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24 1st QTR
	<b>Revenue</b>									
Revenue from License Fees	\$ 76,010	\$ 190,565	\$ 266,575	\$ 80,550	\$ 207,770	\$ 288,320	\$ 62,165	\$ 224,750	\$ 286,915	\$ 14,685
General Fund Received					\$ -	-	\$ 9,845	\$ 1,594	11,439	\$ -
Allowable Third Party Reimbursements	1,534	4,314	5,848	\$ 2,559	\$ -	2,559	\$ 3,600	\$ -	3,600	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 77,544</b>	<b>\$ 194,879</b>	<b>\$ 272,423</b>	<b>\$ 83,109</b>	<b>\$ 207,770</b>	<b>\$ 290,879</b>	<b>\$ 75,610</b>	<b>\$ 226,344</b>	<b>\$ 301,954</b>	<b>\$ 14,685</b>
<b>Expenditures</b>										
Non Investigation Expenditures										
1000 - Personal Services	45,123	91,165	136,288	98,414	54,866	153,280	97,525	68,101	165,626	12,257
2000 - Travel	16,384	11,267	27,651	1,933	-	1,933	4,067	11,445	15,512	-
3000 - Services	7,445	10,666	18,111	30,418	13,957	44,375	2,247	5,763	8,010	87
4000 - Commodities	716	161	877	602	-	602	-	10	10	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	69,668	113,259	182,927	131,367	68,823	200,190	103,839	85,319	189,158	12,343
Investigation Expenditures										
1000-Personal Services	25,013	18,383	43,396	38,249	18,727	56,976	23,942	28,242	52,184	5,406
2000 - Travel		1,050	1,050	2,547	-	2,547	452	2,325	2,777	-
3023 - Expert Witness	3,485	1,050	4,535	4,050	2,850	6,900	-	-	-	-
3088 - Inter-Agency Legal	33	33	66	2,453	14,131	16,584	2,998	1,552	4,550	-
3094 - Inter-Agency Hearing/Mediation	217	-	217	-	65	65	-	-	-	-
3000 - Services other		633	633	111	22	133	880	725	1,605	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	28,748	21,149	49,897	47,410	35,795	83,205	28,272	32,844	61,116	5,406
<b>Total Direct Expenditures</b>	<b>98,416</b>	<b>134,408</b>	<b>232,824</b>	<b>178,777</b>	<b>104,618</b>	<b>283,395</b>	<b>132,111</b>	<b>118,163</b>	<b>250,274</b>	<b>17,749</b>
Indirect Expenditures										
Internal Administrative Costs	15,708	20,705	36,413	21,754	15,657	37,411	18,655	20,712	39,367	5,178
Departmental Costs	13,293	21,286	34,579	17,090	10,445	27,535	16,760	12,571	29,331	3,143
Statewide Costs	7,826	11,964	19,790	18,005	10,101	28,106	15,268	10,477	25,745	2,619
<b>Total Indirect Expenditures</b>	<b>36,827</b>	<b>53,955</b>	<b>90,782</b>	<b>56,849</b>	<b>36,203</b>	<b>93,052</b>	<b>50,683</b>	<b>43,760</b>	<b>94,443</b>	<b>10,940</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 135,243</b>	<b>\$ 188,363</b>	<b>\$ 323,606</b>	<b>\$ 235,626</b>	<b>\$ 140,821</b>	<b>\$ 376,447</b>	<b>\$ 182,794</b>	<b>\$ 161,923</b>	<b>\$ 344,717</b>	<b>\$ 28,689</b>
<b>Cumulative Surplus (Deficit)</b>										
Beginning Cumulative Surplus (Deficit)	\$ 374,791	\$ 317,092		\$ 323,608	\$ 171,091		\$ 238,040	\$ 130,856		\$ 195,277
Annual Increase/(Decrease)	(57,699)	6,516		(152,517)	66,949		(107,184)	64,421		(14,004)
Ending Cumulative Surplus (Deficit)	\$ 317,092	\$ 323,608		\$ 171,091	\$ 238,040		\$ 130,856	\$ 195,277		\$ 181,273
<b>Statistical Information</b>										
Number of Licenses for Indirect calculation	342	298		345	370		390	468		

**Additional information:**

- General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees.
- Most recent fee change: Fee change FY19
- Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	APR1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	9,332.60		9,332.60
1021 - Allowances to Employees	3.84		3.84
1023 - Leave Taken	1,266.90		1,266.90
1028 - Alaska Supplemental Benefit	650.78		650.78
1029 - Public Employee's Retirement System Defined Benefits	230.40		230.40
1030 - Public Employee's Retirement System Defined Contribution	513.34		513.34
1034 - Public Employee's Retirement System Defined Cont Health Reim	403.90		403.90
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	97.75		97.75
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	1,401.68		1,401.68
1040 - Group Health Insurance	3,102.38		3,102.38
1042 - Worker's Compensation Insurance	72.10		72.10
1047 - Leave Cash In Employer Charge	245.03		245.03
1048 - Terminal Leave Employer Charge	169.65		169.65
1053 - Medicare Tax	150.17		150.17
1077 - ASEA Legal Trust	14.53		14.53
1079 - ASEA Injury Leave Usage	7.31		7.31
1080 - SU Legal Trst	0.18		0.18
3046 - Advertising		86.67	86.67
<b>Grand Total</b>	<b>17,662.54</b>	<b>86.67</b>	<b>17,749.21</b>

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

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Revenue from License Fees	\$ 76,010	\$ 190,565	\$ 266,575	\$ 80,550	\$ 207,770	\$ 288,320	\$ 62,165	\$ 224,750	\$ 286,915	\$ 37,265
General Fund Received					\$ -	-	\$ 9,845	\$ 1,594	11,439	\$ -
Allowable Third Party Reimbursements	1,534	4,314	5,848	\$ 2,559	\$ -	2,559	\$ 3,600	\$ -	3,600	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 77,544</b>	<b>\$ 194,879</b>	<b>\$ 272,423</b>	<b>\$ 83,109</b>	<b>\$ 207,770</b>	<b>\$ 290,879</b>	<b>\$ 75,610</b>	<b>\$ 226,344</b>	<b>\$ 301,954</b>	<b>\$ 37,265</b>
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2000 - Travel	16,384	11,267	27,651	1,933	-	1,933	4,067	11,445	15,512	-
3000 - Services	7,445	10,666	18,111	30,418	13,957	44,375	2,247	5,763	8,010	1,243
4000 - Commodities	716	161	877	602	-	602	-	10	10	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	69,668	113,259	182,927	131,367	68,823	200,190	103,839	85,319	189,158	29,838
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2000 - Travel		1,050	1,050	2,547	-	2,547	452	2,325	2,777	14
3023 - Expert Witness	3,485	1,050	4,535	4,050	2,850	6,900	-	-	-	-
3088 - Inter-Agency Legal	33	33	66	2,453	14,131	16,584	2,998	1,552	4,550	-
3094 - Inter-Agency Hearing/Mediation	217	-	217	-	65	65	-	-	-	-
3000 - Services other		633	633	111	22	133	880	725	1,605	-
4000 - Commodities		-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	28,748	21,149	49,897	47,410	35,795	83,205	28,272	32,844	61,116	12,519
<b>Total Direct Expenditures</b>	<b>98,416</b>	<b>134,408</b>	<b>232,824</b>	<b>178,777</b>	<b>104,618</b>	<b>283,395</b>	<b>132,111</b>	<b>118,163</b>	<b>250,274</b>	<b>42,357</b>
Indirect Expenditures										
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Departmental Costs	13,293	21,286	34,579	17,090	10,445	27,535	16,760	12,571	29,331	6,286
Statewide Costs	7,826	11,964	19,790	18,005	10,101	28,106	15,268	10,477	25,745	5,239
<b>Total Indirect Expenditures</b>	<b>36,827</b>	<b>53,955</b>	<b>90,782</b>	<b>56,849</b>	<b>36,203</b>	<b>93,052</b>	<b>50,683</b>	<b>43,760</b>	<b>94,443</b>	<b>21,881</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 135,243</b>	<b>\$ 188,363</b>	<b>\$ 323,606</b>	<b>\$ 235,626</b>	<b>\$ 140,821</b>	<b>\$ 376,447</b>	<b>\$ 182,794</b>	<b>\$ 161,923</b>	<b>\$ 344,717</b>	<b>\$ 64,238</b>
<b>Cumulative Surplus (Deficit)</b>										
Beginning Cumulative Surplus (Deficit)	\$ 374,791	\$ 317,092		\$ 323,608	\$ 171,091		\$ 238,040	\$ 130,856		\$ 195,277
Annual Increase/(Decrease)	(57,699)	6,516		(152,517)	66,949		(107,184)	64,421		(26,973)
Ending Cumulative Surplus (Deficit)	\$ 317,092	323,608		\$ 171,091	\$ 238,040		\$ 130,856	\$ 195,277		\$ 168,304
<b>Statistical Information</b>										
Number of Licenses for Indirect calculation	342	298		345	370		390	468		
<b>Additional information:</b>										
<ul style="list-style-type: none"> <li>• General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees.</li> <li>• Most recent fee change: Fee change FY19</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.</li> </ul>										

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	APR1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)			Grand Total
	1000 - Personal Services	2000 - Travel	3000 - Services	
1011 - Regular Compensation	20,994.04			20,994.04
1014 - Overtime	650.00			650.00
1016 - Other Premium Pay	44.59			44.59
1021 - Allowances to Employees	7.93			7.93
1023 - Leave Taken	3,024.99			3,024.99
1028 - Alaska Supplemental Benefit	1,517.33			1,517.33
1029 - Public Employee's Retirement System Defined Benefits	427.25			427.25
1030 - Public Employee's Retirement System Defined Contribution	1,219.89			1,219.89
1034 - Public Employee's Retirement System Defined Cont Health Reim	922.16			922.16
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	232.46			232.46
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	3,388.18			3,388.18
1040 - Group Health Insurance	8,262.94			8,262.94
1041 - Basic Life and Travel	6.33			6.33
1042 - Worker's Compensation Insurance	168.19			168.19
1047 - Leave Cash In Employer Charge	554.86			554.86
1048 - Terminal Leave Employer Charge	384.51			384.51
1053 - Medicare Tax	349.59			349.59
1077 - ASEA Legal Trust	36.48			36.48
1079 - ASEA Injury Leave Usage	7.31			7.31
1080 - SU Legal Trst	0.18			0.18
1970 - Personal Services Transfer	(1,099.86)			(1,099.86)
2001 - In-State Employee Surface Transportation			13.91	13.91
3000 - Training/Conferences			806.65	806.65
3002 - Memberships			350.00	350.00
3046 - Advertising			86.67	86.67
<b>Grand Total</b>	<b>41,099.35</b>		<b>13.91</b>	<b>42,356.58</b>

# Investigations



**MEMORANDUM**

DATE: February 02, 2024  
 TO: Board of Certified Real Estate Appraisers  
 THRU: Erika Prieksat, Chief Investigator *EP*  
 FROM: Anna Gabriel, Investigator *AG*  
 RE: Investigative Report for the February 20, 2024 Meeting

The following information was compiled as an investigative report to the Board for the period of December 13, 2023 thru February 02, 2024; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

**OPEN - 4**

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
<b>REAL ESTATE APPRAISER</b>			
2023-000414	Violation of licensing regulation	Complaint	05/18/2023
2023-000726	Violation of licensing regulation	Complaint	07/12/2023
2023-000889	Violation of licensing regulation	Complaint	09/24/2023

**REAL ESTATE BROKER**

2023-000905	Violation of licensing regulation	Complaint	08/21/2023
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**Closed - 2**

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
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**REAL ESTATE APPRAISER**

2021-000853	Violation of licensing regulation	Closed-Complaint	12/21/2023	No Action - No Violation
2021-001048	Violation of licensing regulation	Closed-Complaint	12/21/2023	No Action - No Violation

***END OF REPORT***

## Statute Project(s)

- Update from Ms. Hayes & Mr. McKean
- Review One-Pager for Proposed EA Statute Change



## Regulation Project(s)

-Update from Regulation Project Committee meetings regarding consideration of AQB verbiage, PAREA, and Practicums

# Annual Report

- Schedule Upcoming Meetings
- Review Annual Report Template

Continued Board Discussion(s)

-Work Product Checklist

-Mass Appraiser Work

## New Business

# Pending Board Ballots

## Board Business