

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT DIVISION OF
CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS

APPROVED CONDENSED MINUTES OF THE MEETING HELD

on 08/12/2025

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 ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS WAS HELD ON 08/12/2025 ANCHORAGE, ALASKA VIA ZOOM.

These minutes were prepared by Lorina Rogers, Division of Corporations, Business and Professional Licensing.

Date:	August 12, 2025
Time:	10:10 a.m.
Location:	State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, 550 West 7 th Avenue, Anchorage, Alaska via Zoom
Attending:	Mae Hayes, Chair, Certified Residential Real Estate Appraiser Seat; Joseph Kudryn, Certified Residential Real Estate Appraiser Seat; Leon McKean, Mortgage Banking Executive Seat; Jennifer Buswell, Public Member Seat; Lorina Rogers, Alaska Board of Real Estate Appraisers Liaison/Licensing Examiner 3 State of Alaska; Nancy Harris, Executive Administrator, Real Estate Commission State of Alaska; Stefanie Davis, Regulations Specialist 2 State of Alaska; Chace Evans, Investigator 3, State of Alaska; Public Guest, Francesca Tracy, Compliance Analyst, The CESHop; and Public Guest, Peggy Hudnut, The CESHop .
Absent:	

1. Call to Order/Roll Call		
Adoption of Agenda:	Chair Hayes called the meeting to order at 10:14 a.m. Ms. Rogers read rollcall, all Board members were present.	
	Chair Hayes asked if there were any changes or additions to the agenda. None were heard.	
Motion:	Motion was made by Mr. McKean to adopt the agenda as presented.	
	Seconded by Mr. Kudryn. All in favor. Motion passed.	
Recorded Votes:	Mae Hayes -	Yes
	Jennifer Buswell -	Yes
	William (Leon) McKean -	Yes
	Joseph (Joe) Kudryn -	Yes
Approval of Minutes:	The minutes from the previous Board meeting on May 20, 2025, need to be approved by the Board. Chair Hayes requested Ms. Rogers put the May 20 Board minutes in OnBoard for the Board to review and approve. Going forward Ms. Rogers will put all Board meeting minutes in OnBoard to be approved by the Board.	

2. Welcome New Board Member:		
Brief Discussion:	Chair Hayes welcomed new Board member Joseph Kudryn to the Board. Mr. Kudryn shared with the Board he was born and raised in Alaska, as well as Hawaii. He has been a Certified Residential Real Estate Appraiser since 2019.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:		
3. Ethics Report Disclosures:		
Brief Discussion:	Chair Hayes called for any ethics report disclosures from the Board. No reports heard from the Board.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:		
4. Continuing Education Statement:		
Brief Discussion:	Ms. Rogers suggested going forward that the Board propose a motion at the start of the Board meeting to approve continuing education for those that are interested and able to receive CE hours. Chair Hayes asked the question who present would like to claim CE hours for the August 12, 2025, Board meeting. Mae Hayes and Joe Kudryn stated they would like to claim continuing education hours for the August 12, 2025, Board meeting.	
Motion:	Motion was made by Mr. McKean for Mae Hayes and Joe Kudryn to receive continuing education hours for the August 12, 2025, Board Meeting.	
	Second by Ms. Buswell. Mae Hayes – abstain. Joseph (Joe) Kudryn – abstain. Motion passed.	
Recorded Votes:	Mae Hayes -	Abstain
	Joseph (Joe) Kudryn -	Abstain
	William (Leon) McKean -	Yes
	Jennifer Buswell -	Yes

Action Items:	Ms. Rogers will place May 20, 2025, minutes in OnBoard for Board to review and approve. Going forward Ms. Rogers will place all Board meeting minutes in OnBoard. Ms. Rogers will email the Board approved continuing education statement forms to Mae Hayes and Joe Kudryn.	
5. Public Comment		
Brief Discussion:	Chair Hayes called for public comment. None was heard. Chair Hayes called for a five-minute break at 10:25 a.m. Meeting was called to order at 10:30 a.m. Ms. Rogers read roll call; all Board members were present.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:		
6. Division Update		
Brief Discussion:	There was not a Division update for the August Board meeting.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:		
7. Investigations		
Brief Discussion:	Chair Hayes asked if outside experts can be hired to review complex cases that Board members have already spent 10 or more hours reviewing Mr. Evans stated he did not know if that was a possibility. This option would have to be run through the Investigations Department to figure out specifics. Mr. McKean asked if there is training or an instructional course that the Board can take on the investigation process. Mr. Evans will check on the availability of training for the Board.	
Motion:		
Recorded Votes:	Mae Hayes -	

	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:	Mr. Evans will check to see if an expert can be hired to review complex and time-consuming appraisal investigations.	
	Mr. Evans will check on the availability of training / education course regarding the investigation process for Board members.	
8. Statute Project(s)		
Brief Discussion:	Mr. McKean stated he spoke with Wasilla Legislator, Jubilee Underwood, regarding the possibility of meeting with Appraisal Board members to discuss statutes that have been identified by the Appraisal Board and require a legislator to bring them forward and present them to the legislative body. Legislator Underwood stated she would be happy to meet with members of the State of Alaska Board of Real Estate Appraisers.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:	Chair Hayes stated she will be meeting with Representative Underwood and hopes to report at the next Board meeting.	
9. Regulation Project(s)		
Brief Discussion:	Ms. Davis read through the proposed changes from the Department of Law (DOL) for the Board. Below are the proposed changes.	
	12 AAC 70.111(A)(1)(C): Formatting change. DOL split this regulation into two sub-subparagraphs . Trainee hours were also removed from this section due to already being referenced in section 12 AAC 70.115(d).	
	12 AAC 70.140(c): DOL noted that 2022 is being adopted by reference in this section in regulation project 2024200487. The two projects will be filed at the same time to avoid issues with the use of the cross citation here.	
	12 AAC 70.112(a)(1)(C): DOL again noted; that additional hours be removed since it is referenced back in 12 AAC 70.115(d).	
	12 AAC 70.112(a)(1)(C): DOL stated that the word additional should be removed in the first sentence, because the 2022 version states the requirement, which follows from the baseline requirements on page 23. Both attorneys had the same opinion on removing word.	
	12 AAC 70.113(1)(C): DOL again noted; that additional hours be removed since it is referenced back in 12 AAC 70.115(d).	

	12 AAC 70.160(b): DOL noted that “ put on probation ” cannot be removed from this section unless there is a statute change at some point.	
	12 AAC 70.160(b): DOL suggested removing word AND . Also leaving the word board and removing state of Alaska .	
	DOL requested confirmation that the 7-Hour course is listed as 7-Hour course. The Board stated 7-Hour is correct.	
	DOL noted the 2022 adoption by reference be replaced by the 2026 edition of The Real Property Appraiser Qualification Criteria in first set of Regulations #2024200487.	
Motion:	Motion was made by Mr. McKean to accept the proposed regulation changes provided by the Department of Law for public consideration in reference #2024200154 as presented for Board as well proposed regulation change in reference #20242000487 from January 1, 2022, to 2026.	
	Motion was seconded by Joe Kudryn. All in favor. Motion passed.	
Roll Call:	Ms. Rogers read a roll call. All Board members were present.	
Recorded Votes:	Mae Hayes -	Yes
	Joseph (Joe) Kudryn -	Yes
	William (Leon) McKean -	Yes
	Jennifer Buswell -	Yes
Action Items:	Ms. Rogers will submit a draft of the August Board meeting minutes with all Regulation discussion and motion to Ms. Davis for delivery to DOL. If no further concerns are identified by DOL, a final draft will be prepared to go out for Public Comment.	
	Chair Hayes asked Ms. Rogers to also put the final revisions of the Regulation revisions in OnBoard under “Resources tab.” Ms. Rogers stated the revision submitted in OnBoard will be in a “Word” format so all comments noted can be seen by the Board.	
10. New Business		
AARO Conference:	Chair Hayes asked the Board if anyone would like to attend the AARO conference in Atlanta, Georgia on October 5 through October 8. Mr. McKean stated he is interested in attending.	
Motion:	Motion was made by Mr. Kudryn for Leon McKean to attend the AARO conference in Atlanta Georgia on October 5 through October 8.	
	Motion was seconded by Ms. Buswell. All in favor. Motion passed.	
Recorded Votes:	Mae Hayes -	Yes
	Joseph (Joe) Kudryn -	Yes
	William (Leon) McKean -	Yes
	Jennifer Buswell -	Yes
Action Items:	Ms. Rogers will submit AARO travel requests to Travel Desk.	

AARO Conference:	Chair Hayes asked if a Motion is required for staff member Lorina Rogers to attend the AARO conference in San Diego, California in 2026. Ms. Rogers stated that a motion is required.	
Motion:	Motion was made by Mr. Kudryn for staff member, Lorina Rogers, to attend the AARO conference in San Diego, California on April 25 through April 30, 2026.	
	Motion was seconded by Mr. McKean. All in favor. Motion passed.	
Recorded Votes:	Mae Hayes -	Yes
	Joseph (Joe) Kudryn -	Yes
	William (Leon) McKean -	Yes
	Jennifer Buswell -	Yes
Action Items:	Ms. Rogers will submit AARO travel requests to Travel Desk.	
11. Administrative Business		
Brief Discussion:	Ms. Rogers stated the next steps for the Regulations Project will be for the Department of Law to do final review then Regulations will be submitted for public comment. There will be a 30-day period for public comments. A special Board meeting will be called to review public comment.	
	Ms. Rogers reminded the Board of the upcoming Ethics Training offered online through the Department of Commerce, Community, and Economic Development.	
	Ms. Rogers stated there are several pending ballots in OnBoard. She requested that the Board, please take a moment to review and vote on the ballots.	
Motion:		
Recorded Votes:	Mae Hayes -	
	Joseph (Joe) Kudryn -	
	William (Leon) McKean -	
	Jennifer Buswell -	
Action Items:		
12. Adjournment		
Brief Discussion:	Chair Hayes asked the Board if there were any questions or items to be discussed. Hearing none, Chair Hayes asked for a motion to adjourn the meeting.	
Motion:	Motion was made by Mr. McKean to adjourn the meeting.	
	Motion was seconded by Ms. Buswell. All in favor. Motion passed.	
Recorded Votes:	Mae Hayes -	Yes
	Joseph (Joe) Kudryn -	Yes
	William (Leon) McKean -	Yes
	Jennifer Buswell -	Yes

Action Items:	
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Next Meeting:	11/12/25 at 10 a.m. via Zoom
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Adjournment:	1:41 pm
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