

**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 MEETING  
October 8, 2010**

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 October 8, 2010, at the Atwood Building, 550 W. 7<sup>th</sup> Avenue, Suite 1270, Anchorage, Alaska.

**Call to Order/Roll Call**

The meeting was called to order at 8:37 a.m. by Gene Shafer, Chairman.

Those present, constituting a quorum of the Board:

Gene Shafer, Chairman, Residential Real Estate Appraiser  
Butch Olmstead, Vice Chair, Mortgage Banking Executive  
Donna Rulien, Residential Real Estate Appraiser  
Clint Lentfer, General Real Estate Appraiser

Excused:

April Moore, Public Member

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

Jan Mays, Licensing Examiner  
Margo Mandel, Investigator  
Quinten Warren, Chief Investigator

Guests:

Dan Branch, Attorney V, Department of Law (via teleconference)  
April Anthony

**Agenda Item 1 - Review Agenda**

The Board reviewed the agenda. The following applications were added:

Item 11 - Valery Kudryn

Item 12 - Twenty four course approval applications from Appraisal Institute

### **Agenda Item 2 - Investigative Report**

Margo Mandel, Investigator was available to present the investigative report.

During this reporting period, May 18, 2010 to September 14, 2010, the Investigation Unit opened five (5) cases and closed two (2) cases. Currently there are eight (8) open cases.

FY 2010 Statistics to date:

FY2011 Statistics to date:

Cases Opened: 13

Cases Opened: 3

Cases Closed: 11

Cases Closed: 1

#### **Open Cases:**

3300-09-001	Fraud/Misrepresentation	AG Review
3300-09-003	Negligence	AG Review
2010-000852	Work Log Audit Issue	Active
3300-10-001	Continuing Education	Active
2010-000448	Fraud/Misrepresentation	Active
2010-000853	Contested License Denial	Active
2010-000646	Continuing Education	Active
2010-000728	Continuing Education	Active

#### **Closed Cases:**

3301-10-001	License Application Problem	License Denied
3350-10-001	Falsified Application	Courtesy License granted

Quinten Warren was present to introduce himself to the Board.

Break at 9:16 a.m.; back on record at 9:20 a.m.

### **Agenda Item 3 - Ethics Report**

There were no ethics conflicts to disclose.

### **Agenda Item 4 - Ethics Video**

The Board watched the ethics video.

**Agenda Item 5 – Review Minutes**

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to adopt the June 4, 2010 meeting minutes.**

**Agenda Item 6 – Case No. 3300-10-001**

The Board reviewed the Voluntary Surrender of Certified Real Estate Appraiser James S. Shaw, License Number 348.

**Upon a motion by Rulien, seconded by Olmstead, and approved unanimously, it was:**

**RESOLVED to adopt the Voluntary Surrender of Appraiser License Order on James S. Shaw, License Number 348, Case Number 3300-10-001.**

**Agenda Item 7 – Case No. 2010-000728**

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to enter into executive session to discuss the general confidential matters on Case No. 2010-000728.**

Executive session at 9:54 a.m.; back on record at 10:04 a.m.

**Upon a motion by Lentfer, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED that the Board of Certified Real Estate Appraisers, for the State of Alaska, having examined the Consent Agreement and proposed Decision and Order on Joshua Watts, Case No. 2010-000728, by the parties, hereby adopts the Consent Agreement and proposed Decision and Order in this matter.**

**Agenda Item 8 – Outstanding CE Audit – Ralph Johansen**

The Board reviewed Ralph Johansen's outstanding continuing education audit.

**Upon a motion by Rulien, seconded by Lentfer, and approved unanimously, it was:**

**RESOLVED to approve Ralph Johansen's CE audit for the licensing period of July 1, 2007 – June 30, 2009.**

**Agenda Item 9 – Public Comment**

There were no individuals in attendance for public comment.

The Board elected to work through lunch.

**Agenda Item 10 – April Anthony Audit**

The Board had scheduled to contact April Anthony via teleconference to discuss the revised work log. The Board evaluated the revised work log from Ms. Anthony, license number 564.

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to approve April Anthony’s revised work log. Ms. Anthony is now in compliance with Appraisal Qualification Board (AQB) Criteria.**

Break at 10:18 a.m.; back on record at 10:31 a.m.

**Agenda Item 11 – Application Review**

The Board reviewed two applications for licensure.

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to approve Sean O’Reilly’s general appraiser license by endorsement and Valery Kudryn’s residential appraiser license by examination.**

**Agenda Item 12 – Course Approval**

The Board reviewed courses for initial certification/continuing education for approval.

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to approve the following courses by Allterra Group, LLC.**

Allterra Group, LLC

2010 Keynote/Valuation Visionaries  
2010 Appraiser Town Hall Meeting/Re-engineering the Appraisal Process

**Upon a motion by Olmstead, seconded by Lentfer, and approved unanimously, it was:**

**RESOLVED to approve the following courses by the Appraisal Institute.**

Appraisal Institute

Online GIS – The Novice Study  
Valuation of Conservative Easements  
Advanced Applications  
Advanced Income Capitalization  
Apartment Appraisal: Concepts & Applications

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Sales Comparison Valuation of Small, Mixed Use Properties

The Appraiser as an Expert Witness: Preparation & Testimony

Advanced Sales Comparison & cost Approaches

Online Residential Market Analysis & Highest Best Use

Online Apartment Appraisal: Concepts & Applications

Online What Commercial Clients Would Like Appraisers to Know

Online Scope of Work: Expanding Your Range of Services

Online Retail Estate Finance, Statistics & Valuation Modeling

Online Professional's Guide to the Uniform Residential Appraisal Report

Online Feasibility, Market Value, Investment Timing: Option Value

Online Condominiums, Co-Ops & PUDs

Online Basic Appraisal Procedures

Online Basic Appraisal Principles

Income Valuation of Small, Mixed – Use Properties

Alternatives Uses & Cost Valuation of Small, Mixed – Use Properties

Litigation Appraising: Specialized Topics & Applications

Online Small Hotel/Motel: Limited-Service Lodging

Online Appraising Manufactured Housing

Online Appraising Convenience Stores

### **Agenda Item 13 – Goals & Objectives**

The primary goals for this coming year are to investigate revisions to statutes and regulations to enhance consistency with the policy of the Appraisal Subcommittee. The Board's goals and objectives for FY 2011 are as follows:

1. Review recommendations/changes and modify current statutes and regulations to include change as needed and encourage their implementation.
2. Seek comments/input from other organizations that are involved in our use of appraisal services in Alaska.
3. Circulate the Board meeting dates to appraisal organizations, interested individuals, and users of appraisal services.
4. Provide public notices of all meetings in the newspaper.
5. Continue to make listings of approved, denied, and expired initial certification and continuing education courses/seminars available to certified individuals.
6. Look into the set up and notice-giving possibilities of disseminating Appraiser Board activities through email database addresses of licensed appraisers.
7. At the time of initial certification, the Board is to review the appraiser's application along with two appraisal report completed by the applicant, in accordance with 12 AAC 70.110(e).

8. To have a least two face-to-face meetings per year.

9. To encourage and develop dialog promotional education in the State of Alaska for the state certified appraisers.

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to approve the Goals & Objectives for FY 2011**

**Agenda Item 14 - Proposed Regulations**

The Board called Dan Branch, Attorney from Department of Law. The Board reviewed the May 25, 2010 draft proposed regulations. The Board also proposed the following regulation changes:

- 12 AAC 70.920(a) The Board or its designee in the department will issue a courtesy license to a nonresident who is a certified real estate appraiser in another state and who meets the requirements of this section, or  
(b) [*or other subsection*] *but just after (a)*] In compliance with 12 U.S.C 331-3351 (Title XI, Financial Institutions Reform, Recovery and Enforcement Act of 1989), the Board or its designee in the department will issue a courtesy license to a nonresident of this section for the purposes of providing appraisal services for federally related transactions only.
- 12 AAC 70.220(d) up to one-half of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

**Upon a motion by Olmstead, seconded by Rulien, and approved unanimously, it was:**

**RESOLVED to adopt the May 25, 2010 draft of the proposed regulations for 12 AAC 70.210(b) (1), .220(a) (2), .220(a) (3), and .940.**

**Agenda Item 15 - Budget Report**

The Board reviewed the budget report. The Board had no questions.

**Agenda Item 16 - Board Business**

Task List

Jan Mays

- Mail a copy of the Appraisal Subcommittee Annual Report to Clint and Donna.
- Email the courtesy report matrix to Gene and Clint.
- Add on future agendas status report on courtesy license holders.

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- Check with Cori on backup plan for contracting out service to review appraisal reports from courtesy license holders. Both Clint and Gene will alternate reviewing appraisal reports.

#### Sign Wall Certificates

No wall certificates to sign.

#### Sign Meeting Minutes

The Board chair signed June 4, 2010 meeting minutes.

#### Schedule Next Meeting

The Board modified all meetings to begin at 9:00 a.m. as oppose of to 8:30 a.m. This was changed due to scheduling conflicts.

The following are meeting dates for 2011:

January 19, 2011 – Anchorage

May 11, 2011 – Anchorage

#### Sign TA's and Collect Receipts

Travel Authorization forms were given to each Board member to sign.

There being no further business. The meeting adjourned at 1:14 p.m.

Respectfully Submitted:

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Jan Mays  
Licensing Examiner

Approved:

\_\_\_\_\_  
Gene Shafer, Chair

Date: \_\_\_\_\_