

**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
January 19, 2011**

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 January 19, 2011, at the Atwood Building, 550 W. 7th Avenue, Suite 240, Anchorage, Alaska.

Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Gene Shafer, Chairman.

Those present, constituting a quorum of the Board:

Gene Shafer, Chairman, Residential Real Estate Appraiser
Donna Rulien, Residential Real Estate Appraiser
Clint Lentfer, General Real Estate Appraiser

Excused:

April Moore, Public Member
Butch Olmstead, Vice Chair, Mortgage Banking Executive

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

Agenda Item 1 – Review Agenda

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

Item 10

- Key Realty - Real Estate Appraisal Pre-Licensing
- ASFMRA – Computer Plotting Legal Description for the Layman
- LIA Administrators & Insurance Services – Loss Prevention Program for Real Estate Appraisers

Item 11 – Jared Maggard

Agenda Item 2 – Investigative Report

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

During this reporting period, September 14, 2010 to December 15, 2010, the Investigation Unit opened two (2) cases and closed five (5) cases. Currently there are four (4) open cases.

FY 2011 Statistics to date:

Cases Opened: 5
Cases Closed: 6

Open Cases:

3300-09-001	Fraud/Misrepresentation	AG Review
3300-09-003	Negligence	AG Review
2010-000448	Fraud/Misrepresentation	Active
2010-000853	Contested License Denial	Active

Closed Cases:

3301-10-001	Continuing Education	License Action
2010-000646	Continuing Education	Compliance
2010-000852	Work Log Audit Issue	Compliance
2010-000728	Continuing Education	License Action
2010-001046	Violating Professional Ethics	Compliance

Margo Mandel pointed out that the Association of Appraiser Regulatory Officials (AARO) has their upcoming Spring 2011 conference on April 9-11, 2011 in San Antonio, TX. Ms. Mandel highly recommended that Jan Mays attend the conference. The Board agreed to send Mrs. Mays and the chairman or a designee from the Attorney General's Office (AAG) to the AARO conference.

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

RESOLVED to send Mrs. Mays and Gene Shafer or a designee from the AAG's Office to the AARO Spring 2011 Conference, April 9-11, 2011 in San Antonio, TX.

Agenda Item 3 - Ethics Report

There were no ethics conflicts to disclose.

Agenda Item 4 - Review Minutes

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

RESOLVED to adopt the October 8, 2010 meeting minutes as amended.

Mr. Shafer suggested that a status report being enclosed in all future board packets. The status report would include administrative updates from the Mrs. Mays and also division updates.

Agenda Item 5 – AQB Proposed USPAP Changes

The Board reviewed the memo regarding the proposed Uniform Standards of Professional Appraisal Practice (USPAP) changes. The Board will request a regulation change once the proposed regulation has been adopted.

Agenda Item 6 – 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.

Agenda Item 7 – Public Comment

There were no individuals in attendance for public comment.

Agenda Item 8 – Code Page – Work Verification Log

The Board revised the code page for the work verification log. The code page was not updated to match the new work log.

Break at 10:55 a.m.; back on record at 11:10 a.m.

The Board elected to work through lunch and adjourn early.

Agenda Item 9 – Tabled Applications

The following course approval applications were reviewed by the Board via mail vote. The consensus of the vote was to table the application for further review at the next face-to-face meeting.

Alaska Association of Assessing Officers (AAAO)

- Course 300 Fundamentals of Mass Appraisal
- Course 400 Assessment Administration

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

RESOLVED to approve Course 300 Fundamentals of Mass Appraisal for continuing education.

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

RESOLVED to approve Course 400 Assessment Administration for continuing education.

Agenda Item 10 – Course Approval

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

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

RESOLVED to approve the following course by LIA Administrators & Insurance Service.

LIA Administrators & Insurance Service

- Loss Prevention Program for Real Estate Appraisers

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

RESOLVED to approve the following courses by McKissock, LP.

McKissock, LP

- Income Capitalization
- Environmental Contamination of Income Properties

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

RESOLVED to approve the following course by Key Realty, pending Appraisal Qualification Board (AQB) approval letter.

Key Realty

- Real Estate Appraisal Pre-Licensing

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

RESOLVED to approve the following courses by ASFMRA.

ASFMRA

- Computer Plotting Legal Description for the Layman
- Introduction to Appraisal Review (A-360)
- Appraisal Review Under USPAP (A-370)
- Advanced Approaches to Value for Rural Appraisal (A-300)
- Intermediate Approaches to Value for Rural Appraisal (A-200)

Agenda Item 11 – Application Review

The Board reviewed one application for licensure.

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

RESOLVED to approve Jared Maggard’s residential appraiser license by endorsement.

Agenda Item 12 – Proposed Regulations

The Board reviewed the January 12, 2011 draft proposed regulations.

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

RESOLVED to adopt the January 12, 2011 Draft Proposed regulations as amended:

The Board requested the following changes be made.

- 12 AAC 70.920(a) amend to read:

(a) The Board’s designee in the department will issue a courtesy license to a nonresident who is a **credentialed** real estate appraiser in another state and who meets the requirements of this section.

- 12 AAC 70.920(d)(3) is amended to read:

(3) evidence of **an applicant's credentials** as a real estate appraiser in good standing from another state; and

- ADD to 12 AAC 70.990 new subparagraph

12 AAC 70.990 (2) as used in 12 AAC 70.920 a "credentialed" appraiser is defined as a licensed or certified appraiser in good standing in another state.

Agenda Item 13 – Budget Report

The Board reviewed the expenditure report. The Board requested that a detailed breakdown of the budget be provided at the May 2011 meeting.

Agenda Item 14 – Board Business

Task List

Jan Mays

- Email Donna Cathy Mason's contact information.
- Request a detailed breakdown on the budget report from Ms. Mason.
- Generate report providing administrative and division status.

Sign Wall Certificates

No wall certificates to sign.

Sign Meeting Minutes

No meeting minutes were signed.

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:

May 26-27, 2011 – Anchorage

Decision Order

The Board reviewed the Decision Order on Kara Nelson, Case No. 3301-10-00.

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

RESOLVED to go enter into executive session to discuss the general confidential matters on case number 3301-10-00.

Executive session at 1:10 p.m.; back on record at 1:26 p.m.

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

RESOLVED to adopt the Decision Order on Kara Nelson, Case No. 3301-10-00.

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 1:28 p.m.

Respectfully Submitted:

Jan Mays
Licensing Examiner

Approved:

Gene Shafer, Chair

Date: _____