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 25-26, 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 October 25-26, 2011, at the Atwood Building, 550 W. 7th Avenue, Suite 1860, Anchorage, Alaska.

Call to Order/Roll Call

The meeting was called to order at 9:24 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
April Moore, Public Member
Clint Lentfer, General Real Estate Appraiser
Donna Rulien, Residential Real Estate Appraiser

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
Don Habeger, Director

Tuesday – October 25, 2011

Agenda Item 1 – Review Agenda

The Board reviewed the agenda. There are 12 course approval applications added under Item 10.

Agenda Item 2 – Ethics Report

There were no ethic violations to disclose.

Agenda Item 3 – Investigative Report

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

During this reporting period, April 29, 2011 to September 28, 2011, the Investigation Unit opened four (4) cases and closed three (3) cases. Currently there are six (6) open cases.

FY 2011 Statistics to date:	FY2012 Statistics to date:
Cases Opened: 6	Cases Opened: 4
Cases Closed: 9	Cases Closed: 0

Open Cases:

3300-09-001	Fraud/Misrepresentation	AG Review
3300-09-003	Negligence	AG Review
2011-000755	License Application Problem	Active
2011-000761	Fraud/Misrepresentation	Active
2011-000863	Violating Professional Ethics	Active

Ms. Mandel stated there are a Consent Agreement and a License to Surrender to present to the Board.

Agenda Item 4 – Mark Webb Case No. 2011-000780

The Board reviewed the Consent Agreement on Mark Webb, general real estate appraiser license 414.

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

> **RESOLVED to adopt the Consent Agreement and Proposed Decision in the matter of Mark Webb, license number 414, Case No. 2011-000755.**

Agenda Item 5 – Surrender License/Certificate

The Board reviewed the Surrender of License/Certificate on Kelly Thurow, residential real estate appraiser license 496.

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

> **RESOLVED to adopt the Surrender License/Certificate in the matter of Kelly Thurow, license number 496, Case No. 2011-000780.**

Agenda Item 6 – Review Minutes

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

RESOLVED to adopt the following meeting minutes:

- **May 26-27, 2011**
- **July 29, 2011 teleconference**
- **August 15, 2011 teleconference**

Agenda Item 7 – Goals & Objectives FY12

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 2012 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.

The Board discussed meeting with Senator Coghill to discuss the budget. Ms. Moore was delegated to set up a teleconference sometime in November.

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

> **RESOLVED to add #10 to the Goals & Objectives FY12 to read "Work with legislature and department to restructure funding & budget process".**

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

> **RESOLVED to adopt the amended Goals & Objectives FY12.**

Agenda Item 8 – Public Comment

There were no individuals in attendance for public comment.

Agenda Item 9 – Application Review

The Board reviewed two general by endorsement and one residential by examination applications.

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

> **RESOLVED to approve Mitchell Jacobus's application as a license certified residential real estate appraiser.**

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

> **RESOLVED to approve Whitney Haucke and Jerome Witte's application as a license certified general real estate appraiser.**

Agenda Item 10 – Course Approval Application

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

> **RESOLVED to approve the following course from Greater Oregon Chapter o f Appraisal Institute.**

- Market Value & Fair Value: What Professionals Must Know

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

> **RESOLVED to approve the following courses from ASFMRA.**

- Best Practices for Rural Property Appraisals
- 7 Hour National USPAP course (A-114)

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

RESOLVED to approve the following course from Alaska Association of Assessing Officers (AAAO).

- Course 312 – Commercial/Industrial Modeling Concepts

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

RESOLVED to approve the following course from McKissock, LP.

- 7 Hour National USPAP Update Course

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

RESOLVED to approve the following courses from Career Webschool.

- Appraisal Methods
- Appraisal Math & Statistics

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

RESOLVED to approve the following courses from Appraisal Institute.

- 2011 Appraisal Institute Annual Meeting, Day 1
- 2011 Appraisal Institute Annual Meeting, Day 2
- 2011 Appraisal Institute Annual Meeting, Day 3
- Fundamentals of Separating Real & Personal Property from Intangible Business Assets
- Real Estate Finance, Statistics and Valuation Modeling

Agenda Item 11 – ASC Preliminary Compliance Review

The Board reviewed the Appraisal Subcommittee Preliminary report on the May 24-27, 2011 Field Review Audit.

Recess for lunch at 11:46 a.m.; back on record 1:12 p.m.

Roll Call:

Gene Shafer	Present
Donna Rulien	Present
Butch Olmstead	Present
April Moore	Present
Clint Lentfer	Excused

The Board proposed the following regulation changes to comply with the Appraisal Qualification Board Criteria (AQB):

1. 12 AAC 70.115(a)(1)(A)(ii) – for a course taken on or after January 1, 2003, be the 15-hour national USPAP course taught by an Appraiser Qualification Board certified instructor [who is also state certified appraiser.]
2. 12 AAC 70.140(e) – REPEALED
3. 12 ACC 70.140(g) – REPEALED

4. 12 AAC 70.215(c) (4) – REPEALED
5. 12 AAC 70.215(d) – [courses approved by the International Distance education Certification Center (IDECC)]
6. 12 AAC 70.200 (I) – [continuing education courses be at least 2 hours in length and be real property related to appraisal topics.]
7. 12 AAC 70.215(b) (1) – REPEALED
8. 12 AAC 70.210(1) – REPEALED
9. 12 AAC 70.220(1) – **24 months** [740 days] or more shall document satisfactory completion of at least 28 hours of continuing education.
   (2) – at least **12 months** [185 days], but less than **24 months** [740 days], shall document satisfactory completion of at least 14 hours of continuing education;
   (3) – less than **12 months** [185 days] is not required to meet continuing education requirements for that renewal.
10. 12 AAC 70.140(C) [for continuing education minimum of 15 classroom hours for initial certification].
11. 12 AAC 70.115(a) (2) (C) (vii) – **introduction to computer, including word processing and preparation of spreadsheet** [computer science]
12. 12 AAC 70.115(c) (2) (c) (vi) – **introduction to computer, including word processing and preparation of spreadsheets** [computer science]
13. 12 AAC 70.910(1) except as provided in 12 AAC 70.145(d) (2) (A) and 12 AAC 70.220(c), one classroom hour equals a minimum of **50** [60] minutes of instruction;

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

RESOLVED to adopt the recommended proposed regulation changes per AQB.

The Board requested Sara Chambers, Program Coordinator provide ASC an explanation on the increase of the courtesy license fee.

The Board addressed that the following findings from the Field Review Audit have already been resolved:

- Work Log
- Implement checking the National Registry for screening applications

Agenda Item 12 – Budget Report

The Board reviewed the expenditure report. The Board requested a report with the following items.

- Actual Year ends
- Breakdown of revenues
- Breakdown of expenses

Recess at 2:57 p.m.

Wednesday, October 26, 2011

Call to Order/Roll Call

The meeting was called to order at 9:13 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
April Moore, Public Member
Donna Rulien, Residential Real Estate Appraiser

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

Jan Mays, Licensing Examiner
Don Habeger, Director

Excused:

Clint Lentfer, General Real Estate Appraiser

Agenda Item 13- Continuing Education Audit

The Board reviewed the CE Audits that were presented to them.

Upon motion by Olmstead, seconded by Moore and approved unanimously, it was:

RESOLVED to approve the following CEU Audits.

- Susan Crosson – 3
- Robert Young – 17
- Stanley Dunagan – 37
- Kenneth Gain – 39
- Steven MacSwain – 42
- Ian McLeod – 71

- Colette Wilks – 89
- Michael Mohn – 221
- Andrew Audap – 317
- Jacqueline Dooley – 381
- Connie Horton – 383
- Mark Webb – 414
- Charity Massie – 562

The Board adopted to grant up to one-half of continuing education hours for distance courses. The proposed regulation for this change has not been finalized. The Board requested that Mrs. Mays check the status with Jun Maiquis, Regulations Specialist.

Don Habeger, Director was present to have a brief discussion with the Board in regards to license cost. Mr. Habeger stated there will be a Hearing set for October 31, 2011. The license fee will be addressed to the House Finance Committee.

Agenda Item 14 – Regulation Changes

The Board discussed proposed regulation changes and adopted the language on October 25, 2011 under agenda item no. 11.

Agenda Item 15 – National Registry Fee Increase

The Federal Registry fee will be increased from $25 per year to $40 per year. This fee increase will become effective January 1, 2012.

Agenda Item 16 – Board Business

Task List

Jan Mays

- Request a copy of the draft proposed regulations. Email to Board.
- Request a budget report with the following info: actual year ends, breakdown of revenues & expenses.
- Email Org Chart to Board members.

Sign Wall Certificates

No wall certificates to sign.

Sign Meeting Minutes

The following meeting minutes were signed by Gene Shafer, Chair.

- May 26-27, 2011
- July 29, 2011

- August 15, 2011

Schedule Next Meeting

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

The following are meeting dates for 2012:

January 11, 2012 - 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 10:26 a.m.

Respectfully Submitted:

Cori Hondolero
Records & Licensing Supervisor

Approved:

Butch Olmstead, Chair

2/14/12
Date