

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF MEETING
June 6, 2008**

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 June 6, 2008, at the Atwood Building, 550 W. 7th Avenue Suite 1860, Anchorage, AK.

Call to Order/Roll Call

The meeting was called to order at 8:43 a.m. by Steve MacSwain, Chairman.

Those present, constituting a quorum of the Board:

Steve MacSwain, Chairman, General Real Estate Appraiser
Gene Shafer, Vice Chair, Residential Real Estate Appraiser
William Larick, General Real Estate Appraiser
April Moore, Public Member

Excused: Butch Olmstead, Mortgage Banking Executive

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

Jan Mays, Licensing Examiner
Rick Younkings, Chief Investigator
Susan Winton, Investigator

Guests Present were:

Steve Van Sant, State Assessor
Ron Brown, Assistant State Assessor
Peggy Gullam, Executive Appraisal Service
Cathy Kelly
Wendy Lawrence
Julia Bockmon, Attorney, Department of Law

Agenda Item 1 – Investigative Report

Rick Younkings, Chief Investigator presented the investigative report to the Board. Margo Mandel was not present, since Friday's are her day off.

During this reporting period, December 27, 2007 to May 14, 2008, the Investigation Unit opened three (3) cases and closed two (2) cases. Currently there are five (5) open cases.

Open Cases:

3300-06-009	Continuing Education	Active
3300-07-006	Violating Professional Ethics	Active
3350-08-001	License Application Problem	Active
3350-08-002	License Application Problem	Active
3301-08-001	License Application Problem	Active

Closed Cases:

3300-98-006	Violating Professional Ethics	License Action
3300-02-004	Violating Professional Ethics	License Action

Susan Winton, Investigator was also present. Ms. Winton stated that she is presently working on an Omnibus bill, which will allow all Board's to request background checks and fingerprinting in their regulations. Ms. Winton also stated that she is working on the maximum fine in the centralized statutes.

Agenda Item 2 – Review Agenda

The following items have been added to the Agenda.

Item 6

- Shawn Harriman
- Adam Fitt

Item 7

- Appraisal Institute
 - Appraising Historic Preservation Easements
 - Online Forecasting Revenue
 - Online Reviewing Residential Appraisal & Using Fannie Mae 2000
 - Residential Design: The Making of a Good House
 - Online Appraising from Blueprints & Specifications
 - Online FHA & the Appraisal Process
 - Residential Report Writing & Case Studies
 - Online Residential Property Construction & Inspection
- McKissock, LP
 - The Art of Addenda
 - Introduction to Green Building for Real Estate Appraisers

Agenda Item 3 – Review Minutes

The Board reviewed the following meeting minutes:

- January 10-11, 2008
- February 15, 2008 Teleconference
- March 27, 2008 Teleconference

Upon a motion by Larick, seconded by Shafer and approved unanimously, it was:

RESOLVED to approve the January 10-11, 2008, February 15, 2008 teleconference, and March 27, 2008 teleconference minutes.

Agenda Item 4 – Goals & Objectives

The Board reviewed and discussed the Goals & Objectives for FY08.

1. Review recommended changes and modify current statutes and regulations to include changes 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 notice 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 and certification by endorsement the Board is to review the appraiser's qualification along with one appraisal report completed by the applicant, in accordance with 12 AAC 70.110(e).
8. To have at least two face-to-face meetings per year.

Agenda Item 5 – Budget Report

The Board reviewed the Expenditure and Revenue Report.

Agenda Item 6 – Application Review

The Board contacted Gayle Horetski, Assistant Attorney General, Department of Law via teleconference. Ms. Horetski stated that she will be available if the Board has any questions when going over the three applications that were denied at the January 10-11, 2008 meeting.

Upon a motion by Shafer, seconded by Larick, and approved unanimously, it was:

RESOLVED to deny Shawn Harriman's residential appraiser application in accordance with AS 08.87.110(c) (1) and 12 AAC 70.120(a) (3). The Board based their decision on the "appraiser licensure requirement" that was provided by the State of Idaho. Education and work experience requirements were not substantially equivalent to Alaska requirements.

Upon a motion by Shafer, seconded by Larick, and approved unanimously, it was:

RESOLVED to approve Adam Fitt's application for residential real estate appraiser.

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

RESOLVED to enter into executive session to discuss the specifics of the individual applications.

Executive session at 11:08 a.m.; back on record at 12:28 p.m.

Lunch at 12:28 p.m.; back on record at 1:10 p.m.

Agenda Item 7 – Course Approval

Upon a motion by Shafer, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses by the following sponsors Appraisal for continuing education/initial certification:

Appraisal Institute

- Business Practices & Ethics
- Online Residential Report Writing & Case Studies
- Online Residential Site Valuation & Cost Approach
- Online Marshall & Swift Residential Cost Training
- Appraising Historic Preservation Easements
- Online Forecasting Revenue
- Online Reviewing Residential Appraisal & Using Fannie Mae Form 2000
- Residential Design: The Making of a Good House
- Online Appraising from Blueprints & Specifications
- Online FHA & the Appraisal Process
- Residential Report Writing & Case Studies
- Online Residential Property Construction & Inspection

McKissock, LP

- REO & Foreclosures
- The Art of Addenda
- Introduction to Green Building for Real Estate Appraisers

ASFMRA

- Requirements of UASFLA – “The Yellow Book”
- General Market Analysis & Highest Best Use (A-290)

Agenda Item 8 – Correspondence

No correspondence to review.

Agenda Item 9 – Ethics Report

No ethics issues to disclose.

Agenda Item 10 – Public Comment

Peggy Gullam

Ms. Gullam is the owner of Executive Appraisal Service. Ms. Gullam spoke on behalf of Cathy Kelly. Ms. Gullam stated that Ms. Kelly has worked side by side with her for a year as a fee appraiser. Ms. Gullam supports Ms. Kelly getting her license as a residential real estate appraiser.

Cathy Kelly

Ms. Kelly stated that she's presently a Senior Appraiser with the Anchorage Municipality. Ms. Kelly has worked with the municipality for four years, which is the requirement for becoming a senior appraiser.

Wendy Lawrence

Ms. Lawrence stated that she has been an Analyst with the Anchorage Municipality for the past two years. Ms. Lawrence has been with the municipality for four years and started off as a senior appraiser.

Agenda Item 11– Executive Ethics Branch Training

Judy Bockman, Ethics Attorney, Department of Law was present to provide the new ethics training.

Break at 2:23 p.m.; back on record at 2:37 p.m.

The Board called Gayle Horetski, AAG, Department of Law via teleconference. Ms. Horetski provided legal advice on the standards of licensure in Alaska based on the statutes and regulations

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

RESOLVED to table Deborah Sather, Cathy Kelly, and Wendy Lawrence residential real estate appraiser applications for discussion via teleconference on June 20, 2008.

Agenda Item 12 – OAH NO. 06-0678-REA

The Board reviewed the Revised Proposed Decision in the Matter of Stephen Demars; OAH No. 06-0678-REA.

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

RESOLVED to adopt the Revised Proposed Decision on Stephen Demars, OAH No. 06-0678-REA in accordance with AS 44.64.060, as the final administrative determination in this matter.

Agenda Item 13 – Assessment Personnel

Steve Van Sant, State Assessor, and Ron Brown, Assistant State Assessor, both with the Division of Community & Regional Affairs were present to discuss mass appraisal. Mr. Van Sant suggested working with the Board to come up with a licensing and application process for assessors.

Agenda Item 14 – Board Business

Sign Wall Certificates

The Board signed two wall certificates for Timothy Riley, General Real Estate Appraiser License No. 685 and Charles McGee, Residential Real Estate Appraiser License No. 700.

Schedule Next Meeting

The Board tentatively scheduled the next meeting for October 2, 2008 in Anchorage.

Sign Meeting Minutes

The Board chair signed the following meeting minutes:

- January 10-11, 2008
- February 15, 2008 Teleconference
- March 27, 2008 Teleconference

Sign TA's and Collect Receipts

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

Task List

Jan Mays

- Schedule teleconference for June 20, 2008 for the Board to discuss the three denied applicants and additional information.
- Follow-up with Jun Maiquis on the status of the proposed regulation for 12 AAC 70.990(1) and .108.

There being no further business, the meeting adjourned at 4:17 p.m.

Respectfully Submitted:

Jan Mays
Licensing Examiner

Approved:

Steve MacSwain, Chair

Date: _____