

**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
October 14, 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 October 14, 2008, at the Atwood Building, 550 W. 7th Avenue Suite 1270, Anchorage, AK.

Call to Order/Roll Call

The meeting was called to order at 8:36 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
Butch Olmstead, Mortgage Banking Executive

Excused: April Moore, Public Member

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

Jan Mays, Licensing Examiner
Margo Mandel, Investigator
Jun Maiquis, Regulation Specialist

Guests Present were:

William Westover
Wendy Lawrence

Agenda Item 1 – Investigative Report

Margo Mandel, Investigator presented the investigative report to the Board. Margo Mandel stated there is one new case and that the report does not reflect the new case.

During this reporting period, May 14, 2008 to September 19, 2008, the Investigation Unit opened one (1) case and closed three (3) cases. Currently there are three (3) open cases.

Open Cases:

3300-06-009 Continuing Education Active

3300-07-006 Violating Professional Ethics Active

3350-08-004 Continuing Education Active

Closed Cases:

3350-08-001 License Application Problem License Issued

3350-08-002 License Application Problem License Issued

3301-008-001 License Application Problem License Issued

Agenda Item 2 – Review Agenda

The following items have been added to the Agenda.

Item 8

- Appraisal Institute
 - Online Rages & Ratios: Making Sense of GIMs, DARs & DCF
 - Condemnation Appraising: Principles & Applications
 - Valuation of Green Residential Properties
 - Online Supervising Appraisal Trainee

Agenda Item 3 – Ethics Report

No ethics issues to disclose.

Agenda Item 4 – Review Minutes

The Board reviewed the following meeting minutes:

- June 6, 2008
- June 20, 2008 Teleconference

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

RESOLVED to approve the June 6, 2008 and June 20, 2008 Teleconference minutes.

Break at 9:33 a.m.; back on record at 9:53 a.m.

Agenda Item 5 – Goals & Objectives

The Board reviewed, discussed, and made changes to the Goals & Objectives for FY09.

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 goal and objectives for FY2009 are as follows:

1. Review recommendations 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, the Board is to review the appraiser's application along with a minimum of 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.
9. To encourage and develop dialog promotional education in the State of Alaska for state certified appraisers.

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

RESOLVED to approve the Goals & Objectives for FY09 as amended.

Agenda Item 6 – Budget Report

The Board reviewed the Expenditure and Revenue Report.

Break at 10:36 a.m.; back on record at 10:50 a.m.

Agenda Item 7 – Application Review

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

RESOLVED to table William Westover's General Real Estate Appraiser Application, pending review of education certificate of completion and submit a work product that's USPAP compliant to Standard 1. The Board request that Mr. Westover submit a report on Gallo's, Old Seward Highway by the next scheduled meeting, January 9, 2009.

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

RESOLVED to approve Jeffrey Barrus Registered Trainee Application.

Lunch at 12:02 p.m.; back on record at 12:41 p.m.

Break at 12:59 p.m.; back on record at 1:09 p.m.

Agenda Item 8 – Course Approval

Upon a motion by Olmstead, 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

- Commercial Appraisal Engagement & Review Seminar for Bankers & Appraisers
- General Appraiser Market Analysis & Highest and Best Use
- General Market Analysis & Highest and Best Use
- Online Rates & Ratios: Making Sense of GIMS, DARs & DCF
- Condemnation Appraising: Principles & Applications
- Valuation of Green Residential Properties
- Online Supervising Appraisal Trainee

McKissock, LP

- Land and Site Valuation

International Association of Assessing Officers (IAAO)

- Course 112, Income Approach to Valuation II

ASFMRA

- ASFMRA 79th Annual Meeting

Agenda Item 9 – Correspondence

New York, Division of Licensing Services

The Board reviewed and filled out the survey provided by the State of New York, Division of Licensing Services.

Appraisal Subcommittee

The Board reviewed the ASC Policy Statement 10G. The Board request that Mrs. Mays email Vicki Ledbetter, thanking her for the information.

Break at 1:17 p.m.; back on record at 1:18 p.m.

Agenda Item 10 – Public Comment

William Westover

Mr. Westover understands the Board's concern when it comes to mass appraisal experience. Mr. Westover stated that it's real difficult to compile all that is considered into a report. However, Mr. Westover has worked for a couple of appraisal firms many years ago, but does not have access to any reports. Mr. Westover stated that he can generate a report that verifies it meets USPAP Standard 1.

Agenda Item 11– Regulation 12 AAC 70.108

The Board called Jun Maiquis, Regulation Specialist via teleconference. The Board stated that the August 27, 2008 proposed regulation was the correct draft. The draft written by Gayle Horetski, Assistant Attorney General dated August 28, 2008 was not what the Board proposed.

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

RESOLVED to approve the draft Proposed Regulation for 12 AAC 70.108(e), 70.990(1), and 70.990(12)

Agenda Item 12 – Regulation Change/Amend

The Board request that Mr. Maiquis remove any requirements in regulation that states “if applying before January 1, 2008”, since this is no longer effective. Mrs. Mays stated there’s a new Qualification Criteria reference book that needs to be implemented in regulation.

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

RESOLVED to have Mr. Maiquis remove any language that addresses “if applying before January 1, 2008” and to implement the new language found in the new Qualification Criteria reference book to regulation.

Agenda Item 13 – Work Verification Log Update

The Board reviewed the new Appraisal Qualification Board Note 6 (GN-6) which relates to the verification experience credit as specified in the Real Property Appraiser Qualification Criteria that became effective January 1, 2008. The following verification of experience credit claimed by an applicant shall be on forms prescribed by the state certification agency, which shall include:

1. Type of property.
2. Date of report.
3. Address of appraisal property.
4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser.
5. Number of actual work hours by the trainee/applicant on the assignment; and
6. The signature and state certification number of the supervising appraiser if applicable.
Separate appraisal logs shall be maintained for each supervising appraiser if applicable.

It is the intent of the AQB that the verification of experience clearly identifies three things under item #4:

1. A description of the work performed by the trainee or applicant;
2. The scope of the review performed by the supervising appraiser; and
3. The level of supervision performed by the supervising appraiser.

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

RESOLVED to adopt the AQB Work Verification Log Update and apply it in applications.

Agenda Item 14 – Board Business

Sign Wall Certificates

No Wall Certificates to sign.

Schedule Next Meeting

The following are meeting dates for 2009.

January 9, 2009 in Anchorage

May 15 or 29, 2009 in Anchorage (coincide with the ASC Field Review Audit)

Sign Meeting Minutes

The Board chair signed the following meeting minutes:

- June 6, 2008
- June 20, 2008 Teleconference

Sign TA's and Collect Receipts

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

Task List

Jan Mays

- Update applications with the current work verification log.

There being no further business, the meeting adjourned at 2:19 p.m.

Respectfully Submitted:

Jan Mays
Licensing Examiner

Approved:

Steve MacSwain, Chair

Date: _____