West Virginia Real Estate Appraiser Licensing and Certification Board

MINUTES

February 11, 2015

The West Virginia Real Estate Appraiser Licensing and Certification Board held a meeting on February 11, 2015 in the Board's Conference Room located at 2011 Kanawha Boulevard, East.

The following Board Members were in attendance: Glenn Summers, Chair; Dale Dawson-Clowser; The Honorable Anthony Julian and David Shields. Mary Beth Aliveto attended by teleconference. Linda York was absent from the meeting.

The following staff members were in attendance: Sandy Kerns, Executive Director; Darlene Washington, Legal Counsel; Karen Hudson and Brenda Ashworth.

The meeting was called to order at 10:20 am.

Lori Noble, a West Virginia licensee, attended the meeting as a member of the public.

Reading of the Minutes

Minutes from the December 11, 2014 and February 6, 2015 were presented to the Board. Mr. Summers noted the minutes incorrectly stated he voted on several issues that he did vote on. These items were corrected prior to today's meeting and did not need corrected at today's meeting. A motion was made by the Honorable Judge Julian to approve the December 11, 2014 and February 6, 2015 Board Minutes as amended. Ms. Dawson-Clowser seconded the motion. Motion carried.

Committee Reports

Standard Committee:

The Committee did not meet since the last Board Meeting. Board members were provided a list of open complaints for review.

Upgrade Committee

The Upgrade Committee met January 29, 2015 and reviewed five (5) Applications for License Upgrade to Certified Residential. Review 14-008, an Application for Supervisor Certificate, continues to be held over pending the applicant appearing before the Committee.

A motion was made by David Shields to approve, with comments, Upgrades Number 14-021, 14-022, 14-023, 14-024, and 14-027 for Certified Residential. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

Executive Director's Report

Ms. Kerns and Ms. Washington attended a 15-Hour USPAP Course in Columbus, Ohio in early February. Both passed the accompanying examination.

Ms. Kerns presented a roster of fully registered appraisal management companies (AMCs). There are currently 76 fully registered and 14 partially registered AMCs. The 14 "partially" registered AMCs

Melody Rhinehart – Ongoing, pending appeal in Virginia.

Old Business

Ms. Kerns discussed the Board's upcoming move from its current location to 405 Capitol Street, Suite 906, Charleston, WV 25301. The lease was signed today. She presented Board members with the three (3) required bids for moving services. The winning bid was $4,800 from Dunbar Transfer. The move is scheduled for Saturday, February 28th and Monday, March 2nd. The internet and phones may be out of service for several days during the moving period.

Ms. Kerns stated an advertisement will run four (4) times in the Charleston Newspapers for the two new staff members the Board is seeking.

New Business

Ms. Kerns presented Board members with a copy of the Appraisal Subcommittee's Preliminary Compliance Review. Ms. Kerns and Ms. Washington are to develop and submit the Board response to the Appraisal Subcommittee.

There was not adequate time to review Legislative Rules as planned. Revisions must be submitted to the WV Secretary of State by June or July. Board members are to submit changes to Ms. Kerns and Ms. Washington by early April to have them ready for the April 22nd Board meeting.

The following board committees were established:

- Education – David Shields and Linda York
- Finance-
- Personnel – Mary Beth Aliveto and Dale Dawson-Clowser
- Policy, Rules & Law – Dale Dawson Clowser and Anthony Julian

A discussion took place regarding how often supervisors should be required to take AQB-Required Apprentice-Supervisor Course. A recommendation was made that because a Supervisor Certificate is good for five (5) years that a supervisor should be required to take the course every five (5) years. A motion was made by Ms. Dawson-Clowser to accept this recommendation and seconded by the Honorable Judge Julian. Motion carried. This will become *Board Policy* effective July 1, 2015.

Being no further business, the meeting adjourned at 2:15.

Glenn Summers, Chair