

**West Virginia Real Estate Appraiser  
Licensing and Certification Board**

**MINUTES**

**September 17, 2014**

A meeting of the West Virginia Real Estate Appraiser Licensing and Certification Board was held on September 17, 2014.

The following were in attendance in the Board's Office: Glenn Summers Acting-Chair, The Honorable Anthony Julian, Dale Dawson-Clowser, David Shields, Darlene Ratliff Washington - Counsel, Sandy Kerns - Executive Director and Karen Hudson - Executive Assistant.

The following Board members were in attendance via conference call: Mary Beth Aliveto.

Mr. Summers called the meeting to order at 10:10 am.

***Reading of the Minutes***

A motion was made by The Honorable Judge Julian to approved the May 29, 2014 Board Minutes as submitted. Ms. Dawson-Clowser seconded the motion. Motion carried.

A motion was made by the Honorable Judge Julian to approve the July 10, 2014 Board Minutes as submitted. Ms. York seconded the motion. Motion carried.

A motion was made by Mr. Shields to approve the August 1, 2014 Board Minutes with amendments. The Honorable Judge Julian seconded the motion. Motion carried.

A motion was made by The Honorable Judge Julian to approve the August 20, 2014 Board Minutes with amendments. Mr. Shields seconded the motion. Motion carried.

***Committee Reports***

Upgrades Committee

On August 26, 2014 the Committee reviewed three applications for Supervisor Review, three applications for Licensed Residential and two applications for Certified Residential.

After discussion, the Board proceeded as follows regarding Upgrade applications pending before the Board:

A motion was made by Mr. Shields to approve with comments, Upgrades Numbers 14-011, 14-015 and 14-016 for Supervisor. The Honorable Judge Julian seconded the motion. Motion carried.

A motion was made by Mr. Shields to approve with comments, Upgrade Number 14-013 for Licensed Residential. The Honorable Judge Julian seconded the motion. Motion carried.

A motion was made by Mr. Shields to continue Upgrades Numbers 14-010 and 14-012 for Licensed Residential. The Honorable Judge Julian seconded the motion. Motion carried.

A motion was made by Mr. Shields to approve with comments Upgrade Numbers 14-009 and 14-014 for Certified Residential. The Honorable Judge Julian seconded the motion. Motion carried.

### ***Executive Director's Report***

Sandy Kerns, Executive Director, presented the following to the Board for review:

1. "Fiscal Year 2015 Expenditure Schedule with Amendments"
2. "Fiscal Year 2016 Appropriation Request"
3. A letter from Nanci Weissgold regarding clarification of the definition of financial institution.

### ***Legal Update***

A legal update was presented regarding Complaint Number 07-016. The matter was presented before the Supreme Court on September 10, 2014.

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Complaint Number 11-020        An Administrative Pre-Charge Diversion Agreement was previously signed between the Board and the appraiser. The appraiser failed to meet the educational requirement. At the March 10, 2014 Board meeting, motion carried that a Formal Complaint and Notice of Hearing will be sent to the appraiser. Since that time, a letter was received from the appraiser indicating he was in the process of fulfilling the educational requirement. The appraiser also requested that the classification of his license be changed from a Certified General to Certified Residential. A motion was made by Ms. York to deny the request to change his current classification from Certified General to Certified Residential and, to grant an extension of December 11, 2014, to complete the educational requirement. Should the educational requirement not be met at that time, disciplinary action shall commence.

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Complaint Number 13-019        An Agreed Order Granting Permanent Injunction was signed between the appraiser and the Board to permanently enjoin him from the unlicensed practice of real estate appraising.

On April 14, 2014 the appraiser submitted an application to renew his appraiser license for the current 2013-2014 renewal period. Ms. Ratliff-Washington will process an Order denying the acceptance of his application to renew his appraiser license.

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The Board was present, for approval and entry, of a Consent Decree and Order signed by Randall Sinclair. Motion was made by Mr. Shields to accept the signed Consent Decree. The Honorable Judge Julian seconded the motion. Motion carried.

### ***Executive Session***

A motion was made by Ms. Dawson-Clowser to move into Executive session for the purpose of discussing staff salaries, Upgrades and budget matters. The Honorable Judge Julian seconded the motion. Motion carried.

### ***Old Business***

An updated list of Pre-Registered Appraisal Management Companies was presented to Board members. Currently one-hundred Appraisal Management Companies have Pre-Registered with the Board.

Ms. Kerns stated Appraisal Management Company Registration Applications were now being received however, the applications were incomplete as all the required documentation was not received. After discussion, the Board stated until such time all the required documentation is received and approved, a registration certificate will not be issued.

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The matter of adding an additional employee to the Board's staff was discussed. The Board requested a job description be drafted and it be presented to the Board at the December 11, 2014 scheduled Board Meeting.

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Ms. Kerns presented the Board with information regarding leasing additional office space. More research is required and therefore, the matter will be addressed at a later date.

A PowerPoint presentation of the West Virginia Appraiser Board On-Line Law Class was presented to the Board. After review, a motion was made by The Honorable Judge Julian to approve the class. Ms. York seconded the motion. Motion carried.

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A PowerPoint presentation of the West Virginia Appraiser Board On-Line Supervisor-Trainee Course was presented to the Board. After review, a motion was made by Ms. York to approve the course. The Supervisor and the Trainee will also be granted continuing education credit

for successful completion of the course. The Honorable Judge Julian seconded the motion. Motion carried.

***Election of Officers***

Election of Officers was not held. The Election of Officers will be held at an upcoming Board Meeting.

Being no further business to be brought before the Board, Mr. Summers declared the meeting adjourned at 1:50 pm.

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Glenn Summers, Vice-Chair