

MINUTES
ALABAMA REAL ESTATE APPRAISERS BOARD
RSA UNION STREET
SUITE 370
MONTGOMERY, ALABAMA
March 18, 2005

MEMBERS PRESENT:

Mr. Mandell Tillman
Mr. Clifford Odom
Mr. James Davis
Mr. Leston Stallworth
Mrs. Myra Pruit
Mr. Thomas E. Garrett

MEMBERS ABSENT:

Mr. Jon B. Blissitte
Mr. Steve Martin
Mr. Otis Stewart, Jr.

OTHERS PRESENT:

Mrs. Lisa Brooks
Ms. Neva Conway
Mr. Randy Robertson
Mr. D.J. Dixon
Mrs. Carolyn Greene

- 1.0 With quorum present Mr. Tillman, Chairman called the meeting to order at 8:02 a.m. The meeting was held at the RSA Union Building, 100 N. Union Street, 3rd Floor Conference Room, Montgomery, Alabama.
- 1.1 The meeting was opened with prayer by Mr. Davis and then the Pledge of Allegiance.
- 2.0 Members present were Mr. Mandell Tillman, Mr. James Davis, Mr. Clifford Odom, Mr. Leston Stallworth, Mr. Thomas Garrett, and Mrs. Myra Pruit. Members absent were Mr. Otis Stewart, Jr., Mr. Jon B. Blissitte, and Mr. Steve Martin.
- 3.0 On motion by Mr. Garrett and second by Mrs. Pruit the regular minutes for February 4, 2005 were approved as written. Motion carried by unanimous vote.

3.2 The Board reviewed e-mail from Ms. Judith Haney asking if complaints filed via e-mail in its entirety could suffice to lodge a formal complaint without sending it through regular mail. The Board feels since the State controls our e-mail system and sometimes is not very dependable at this time we can only accept complaints sent by regular mail.

Ms. Conway informed the Board that Ms. Judith Haney had requested from our office accountings of all monies spent by our Board members and staff members on its "fun trips" to AARO. Ms. Conway informed the Board our office copied all accountings of AARO trips, etc. going back three years and delivered them along with a bill for copies to Ms. Ellen Leonard, Assistant Attorney General. She informed the Board that to her knowledge the documents have not been picked up. Also on that subject Ms. Conway included a request from her for an Opinion from the Attorney General on the legality of expenditures of public funds for AARO trips. Ms. Conway also included in the Board books the response received from the Attorney Generals office which stated that "state employees and board members are entitled to per diem travel allowance when traveling in the service of the State as approved by the department or agency and that a department or agency may pay membership dues to professional organizations, when necessary, related or beneficial to the employee or board member's activities".

4.0 Ms. Conway informed the Board that our proposed bill has been submitted to the Legislature but has not been given a bill number at this time.

Ms. Conway also included in the Board books a copy of Bill S-101 titled Ala. Open Meetings Act. Ms. Conway stated this bill has passed and would become law October 1, 2005. She encouraged the Board to review this new bill.

Ms. Conway discussed with the Board a Bill that was in the Legislature regarding social security numbers on public documents. This would require all agencies not to use social security numbers for public documents. Ms. Conway suggested our agency change our forms through Legislative Reference Service in order to comply with this Bill. On motion by Mr. Garrett and second by Mr. Stallworth the Board voted in favor of changing our forms. Motion carried by unanimous vote.

5.0 On motion by Mr. Stallworth and second by Mr. Odom the following applications were voted on as listed. Motion carried by unanimous vote.

5.1 **Trainee Real Property Appraiser applications approved:** Joshua N. Davies, Jeffrey T. Garrard, Brent D. Gray, Robert D. Honey, Julia A. Malone, Anna C. McConathy, Ami S. McKinney, Ian T. Sanford, William C. Yancey.

5.2 **State Registered Real Property Appraiser applications approved:** Lori Daniel.

5.3 **Licensed Real Property Appraiser applications approved:** Robin S. Bedwell, Gina H. Stokes, Barry S. Willingham. **Application deferred:** Richard R. Wood.

5.4 **Certified Residential Real Property Appraiser applications approved:** Paul E. Blackford, IV, Charles M. England, Lee A. Lawson (Recip.)(GA), Joseph A. Snell. **Application deferred:** Joseph N. Freeman. **Application denied:** John S. Gellerstedt.

5.5 **Certified General Real Property Appraiser applications approved:** Alvin O. Benton (Recip.)(GA), Benjamin B. Johnston, Kay C. Kauchick, Troy D. McPhail, Jr., Max D. Poore (Recip.)(GA), Michael R. Rogers (Recip.)(GA), Scott A. Watts (Recip.)(TN), James F. Little.

On motion by Mr. Stallworth and second by Mr. Odom the Board voted that applicants with one-time DUI convictions could be approved by Board staff. Motion carried by unanimous vote.

6.0 Mrs. Brooks discussed the financial report with the Board. Mrs. Brooks stated we were 41% into FY 05 and 34% into budget expenditures. Mrs. Brooks also stated the 606 Fund is still very close to same place last year but predictably is continually going down a little at a time. Mrs. Brooks stated there were no negative trends that could not be reconciled at this time. On motion by Mr. Garrett and second by Mr. Stallworth the Board voted to approve the Financial Report. Motion carried by unanimous vote.

On motion by Mr. Stallworth and second by Mr. Garrett the Board voted to increase license fees \$50. Motion carried by unanimous vote.

The Board asked Mrs. Brooks to check with the State telecommunications department to see if an automated voice mail system is available.

- 6.1 On motion by Mr. Davis and second by Mr. Stallworth the following education courses and instructor recommendations were approved, deferred, or denied as indicated:

CHARLES GABA REAL ESTATE INSTITUTE

Renewal:

- (LIC) USPAP – 15 Hours
(Instructor: Charles Gaba)
Both Course and Instructor Approved

- (LIC) Fundamentals of R.E. Appraisal – 45 Hours
(Instructor: Charles Gaba)
Both Course and Instructor Approved

- (LIC) How to Use the URAR Form – 15 Hours
(Instructor: Charles Gaba)
Both Course and Instructor Approved

- (CE) Introduction to Cost Approach – 3 Hours
(Instructor: Charles Gaba)
Both Course and Instructor Approved

- (CE) Introduction to Income Approach – 3 Hours
(Instructor: Charles Gaba)
Both Course and Instructor Approved

APPRAISAL INSTITUTE - CHICAGO

Renewal:

- (LIC) Online Apartment Appraisal: Concepts & Applications – 16 Hours
(Instructor: Kenneth Folz)
Both Course and Instructor Approved

- (CE) Online 7-Hour National USPAP Update Equivalent – 7 Hours
(Instructor: Craig Harrington)
Both Course and Instructor Approved

Initial Application:

- (CE) Appraisal Review: General – 7 Hours – Traditional Classroom

(Instructor: Kenneth Folz)
Both Course and Instructor Approved

(CE) Appraisal Review: Single-Family Residential – 7 Hours –
Traditional Classroom
(Instructor: Dawn Molitor-Gennrich)
Both Course and Instructor Approved

(CE) Case Studies in Residential Highest & Best Use – 7 Hours –
Traditional Classroom
(Instructor: Dan Swango)
Both Course and Instructor Approved

(CE) Appraising Convenience Stores – 7 Hours – Traditional
Classroom
(Instructor: Robert Bainbridge)
Both Course and Instructor Approved

(CE) The Professionals Guide to the Uniform Appraisal Report – 7
Hours – Traditional Classroom
(Instructor: Kathy Coon)
Both Course and Instructor Approved

(CE) Opportunities for Appraiser-Consultants Under the
Brownfield's Act of 2002 – 7 Hours
(Instructor: Richard Maloy)
Both Course and Instructor Approved

(CE) Market Analysis and the Site to Do Business: A Powerful
Combination – 7 Hours
(Instructor: Gary Taylor)
Both Course and Instructor Approved

(CE) What Clients would like their Appraisers to Know: How to
meet Expectation – 7 Hours
(Instructor: Larry White & Jim Amarin)
Both Course and Instructor Approved

IRWA, INTERNATIONAL RIGHT OF WAY ASSOCIATION

Renewal:

(LIC) Course 100: Principles of Land Acquisition – 32 Hours –
Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved

- (LIC) Course 400: Principles of Real Estate Appraisal – 16 Hours
– Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (LIC) Course 401: The Appraisal of Partial Acquisition – 40 Hours
Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (LIC) Course 900 – Principles of Real Estate Engineering – 16
Hours – Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved
- (CE) Course 200 – Principles of Real Estate Negotiation – 16
Hours – Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (CE) Course 214 – Skills of Expert Testimony – 8 Hours –
Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved
- (CE) Course 403 – Easement Valuation – 8 Hours – Traditional
Classroom
(Instructor: Edmond Eslava)
Both Course and Instructor Approved
- (CE) Course 902 – Property Descriptions – 8 Hours – Traditional
Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved
- (CE) Course H005-Reviewing Appraisals in Eminent Domain – 8
Hours – Traditional Classroom
(Instructor: Bill Milton)
Both Course and Instructor Approved
- Initial Application:**
- (CE) *Course 103 – Ethics & the Right of Way Profession – 8
Hours – Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved

- (CE) Course 104 – Standards of Practice of the Right of Way Professional – 8 Hours – Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved
- (CE) Course 205 – Bargaining Negotiations – 16 Hours – Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (CE) *Course 303 – Consultant Management – 16 Hours – Traditional Classroom
(Instructor: Howard Armstrong)
Both Course and Instructor Approved
- (CE) Course 406B – National USPAP – 7 Hours – Traditional Classroom
(Instructor: Lonnie Tidwell)
Both Course and Instructor Approved
- (CE) Course 503 – Mobile Home Relocation – 8 Hours – Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (CE) Course 504 – Computing Replacement Housing – 16 Hours – Traditional Classroom
(Instructor: Clyde Johnson)
Both Course and Instructor Approved
- (CE) Course 802 – Legal Aspects of Easements – 8 Hours – Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved
- (CE) Course 901 – Property Descriptions – 8 Hours – Traditional Classroom
(Instructor: Ted Williams)
Both Course and Instructor Approved

*IRWA is requesting **retroactive** approval for CE *course(s) 103 & 303 in order to allow credit to appraisers that attended these courses during the **previous** education cycle **2002-2004**.
APPROVED

Seeking approval for:

University of Alabama Annual Right of Way Conference – March 2005/2006, Tuscaloosa, AL – 32 Hours – **APPROVED**

IRWA 51st Annual Conference – June 2005/2006, Toronto, CA – 8 Hours - **APPROVED**

McKISSOCK APPRAISAL SCHOOL

Initial Application:

(LIC) The National USPAP Equivalent – 15 Hours – Virtual Classroom
(Instructor: Richard McKissock)
DEFERRED

(CE) Appraising the Oddball – 7 Hours – Virtual Classroom
(Instructor: Stan Brobeck)
Both Course and Instructor Approved

(CE) Environmental Pollution: Mold & Air Quality – 4 Hours – Traditional Classroom
(Instructor: Lyle VanNorman)
Both Course and Instructor Approved

(CE) Limited Appraisals & The Scope of Work Decision – 3 Hours – Traditional Classroom
(Instructor: K. Tracy Martin)
Both Course and Instructor Approved

(CE) NADA Appraisal Guidelines – 4 Hours – Traditional Classroom – Traditional Classroom
(Instructor: Kevin Branson)
Both Course and Instructor Approved

(CE) Two to Four Family Finesse: Appraising Multi-Family Properties – 7 Hours – Traditional Classroom
(Instructor: Kevin Branson)
Both Course and Instructor Approved

Kevin Branson – seeking Instructor approval to teach previously approved 10/15/04:

Appraising High Value Residential Properties
Appraising the Oddball: Nonconforming & Difficult Properties
National USPAP Update Equivalent
APPROVED

NATIONAL SCHOOL OF REAL ESTATE

Initial Application:

(LIC) CompuTaught National USPAP Course – 15 Hours – Virtual Classroom

(Instructor: Everett Brooks)

Both Course and Instructor Deferred

(CE) The National USPAP Update Course – 7 Hours – Virtual Classroom

(Instructor: Everett Brooks)

Both Course and Instructor Approved

(CE) CompuTaught Appraisal Methods – 14 Hours – Virtual Classroom

(Instructor: Everett Brooks)

Both Course and Instructor Approved

(CE) CompuTaught Overview of the Appraisal Process – 14 Hours – Virtual Classroom

(Instructor: Everett Brooks)

Both Course and Instructor Approved

THE CE GROUP

Renewal:

(CE) National USPAP – 7 Hours – Traditional Classroom

(Instructor: Richard Maloy)

Both Course and Instructor Approved

USDA – RURAL DEVELOPMENT

Seeking approval for 3 hours CE credit for contract appraisers attending the **Appraiser Information and Training Seminar** to be conducted by Dennis Greene. **APPROVED**

CLIFF ODOM APPRAISAL SVCS, INC.

Initial Application:

(CE) Frequently Asked Questions (FAQ's) and Alabama Law – 7 Hours

(Instructor: Cliff Odom)

Both Course and Instructor Approved

Motion carried by unanimous vote.

Board reviewed letter from Mr. Oren P. Tarpley requesting approval for continuing education credit for the course Principals of Valuation taught by American Society of Equine Appraisers/American Society of Agricultural Appraisers. The Board denied approval since the Alabama Real Estate Appraisers Board has no authority over the American Society of Equine Appraisers.

The Board discussed with Ms. Conway the new 7 Hour USPAP requirement through AQB. On motion by Mr. Garrett and second by Mr. Odom the Board voted to change our Administrative Rules to comply with this AQB requirement and to no longer require the six-year 15 Hour USPAP requirement. Motion carried by unanimous vote.

The Board asked Ms. Conway to compile for the next Board meeting the pass/fail ratio through the new testing center for their information.

- 6.2 The Board reviewed the following disciplinary reports, which were included in their books. **AB-01-17, AB-01-49, AB-04-45:** On February 4, 2005, the Board issued a private reprimand to a Certified Residential for a residential appraisal Licensee was also required to pay a \$1,900 administrative fine. Violations included: **AB 01-17:** In the Sales Comparison approach, Licensee used sales outside the subject market area and approximately 40 miles and two counties away that exhibited significant dissimilarities to the subject with respect to Location, Quality of Construction, and Condition. There were sales in closer proximity to the subject that could be more comparable. Five properties that were vacant, or on which travel trailers and mobile homes were located in the subject subdivision were not disclosed and Licensee failed to address whether this did or did not make adjustment for external obsolescence appropriate. Licensee failed to include the required state certification statement in the body of the appraisal report. Licensee communicated an appraisal report that is misleading. 1-1(b); 2-1(a); 2-1(b), 1-4(a)(i), USPAP, 2000 Ed § 34-27A-3(b)(2) §34-27A-20(a)(7), Code of Alabama, 1975.

AB-01-49: In the Sales Comparison Approach, Licensee utilized sales outside the subject condominium project that exhibited significant dissimilarities to the subject with respect to Quality of Construction, Condition, and Amenities. There were sales from the subject condominium project that could have been used as comparables and were more comparable in terms of Quality of Construction, Condition, and Amenities. This resulted in a misleading report. Licensee failed to include the required state

certification statement in the body of the appraisal report. Licensee inaccurately reported the subject property square footage. Adjustments made in the sales comparison report were inconsistent comparables and not supported. Violation: 1-1(a); 1-1(b); 1-2(e)(i), 1-1(b); 1-4(a); 2-1(a), 1-1(a); 1-1(b); 1-1(c); 1-2(e)(iii); 1-4(a); 2-1(a) USPAP, 1999 Ed., §34-27A-3(b)(2)§34-27A-20(a)(7), Code of Alabama, 1975.

AB-04-45: In the Sales Comparison approach, Licensee used sales of superior properties from superior subdivisions as comparables. The sales exhibited significant dissimilarities to the subject property with respect to Location, Quality, Design, Condition, Site and Amenities and are adjusted in the sales grid only for difference in bathroom count. Licensee valued the property at \$189,000 in this 1999 appraisal. It had been purchased 5 years prior for \$112,000 and no changes had been made in the interim. There were seven sales that were more comparable in terms of Location, Quality, Design, Condition, Site and Amenities. The alternate sales were located in the same subdivision of the subject property. 1-1(a), 1-1(b); 1-4(a); 2-1(a), 2-1(b); 2-2(b)(ix), Ethics Rule-Conduct, USPAP, 2000 Ed., §34-27A-20(a)(8), Code of Alabama, 1975.

AB-03-16, AB-03-23: On February 4, 2005 the Board issued a private reprimand to a Licensed Real Property Appraiser. Licensee is also required to pay a \$275 administrative fine and complete a 15-hour USPAP course and pass the examination and take a 40-hour course on sales comparison and cost approach and pass an exam. Violations are as follows:

AB-03-16: In the Sales Comparison and Cost Approach, Licensee failed to employ recognized appraisal method in the analysis of Location and Site adjustments in comparable sales grid and in site improvements in the Cost Approach. This rendered the appraisal report misleading and unreliable. Violation: 1-1(a); 1-4(a); 2-1(a); 2-1(b); 2-2(b)(ix), USPAP, 2001 Ed.

AB-03-23: Licensee failed to employ recognized appraisal method in the analysis of the comparable sales used in the report. The failure to use recognized appraisal method to analyze the comparable sales caused the Sales Comparison Analysis to be misleading and appraisal report to be unreliable. Violation: 1-1(a); 1-4(a); 1-4(e); 2-1(a); 2-1(b); 2-2(b)(ix), USPAP, 2003 Ed.

AB-03-72: On February 4, 2005 the Board issued a private reprimand to a Certified General Real Property Appraiser.

Licensee is also required to pay a \$650 administrative fine and complete a 14-hour course on intermediate to advanced residential appraising. Violations are: Licensee rated the quality of construction of two comparable sales as good even though he had previously appraised the same two properties months earlier and rated quality of construction very good. A + \$15,000 condition adjustment was made to these comps. Licensee used a custom built/ by contract with the builder transaction as a comparable sale without disclosing this information. This transaction did not conform to the definition of market value set out in the appraisal. This information was included on the MLS in Licensee's work file. Licensee made a \$55,000 adjustment for an in-ground pool and detached garage/workshop. There was no explanation of this adjustment in the report or supporting documentation in the work file for this adjustment. Licensee did not analyze the subject's "unique" qualities as compared to other homes in the neighborhood and did not consider whether the subject was overbuilt for the neighborhood. Violation: Competency Rule, 1-1(a), 1-1(c), 1-4(a), Competency Rule, USPAP, 2003 Ed., §34-27A-20(a)(6), §34-27A-20(a)(7), Code of Alabama, 1975.

AB-04-58: On February 4, 2005, the Board suspended the license of Henry Haseeb, Certified General Real Estate Appraiser. Licensee is also required to pay a \$2,000 administrative fine and complete a 21-hour manufactured housing appraisal course. One month of the suspension must be served and the balance is stayed provided Licensee complies with certain conditions. Licensee will be on probation for 18 months. The violations Licensee failed to analyze and report the pending sales contract and the sales history for the subject. Client's engagement letter reported the sales price and the purchaser's name. Licensee reported the sales price on page one of the URAR as N/A and incorrectly reported that the subject had not sold in the last 36 months in the sales grid on page two of the URAR. The subject property sold in foreclosure August 8, 2003 for \$56,971.14. Fannie Mae Guidelines also require that pending sales agreements and sales history be analyzed and reported. Licensee failed to recognize that the land sale comparables used to develop the site value were from subdivisions that restricted manufactured homes by protective covenant (the restrictions were noted on the MLS documents submitted by Licensee in the workfile). Licensee used Land/Home package sales as comparables thereby failing to use appropriate appraisal method or technique. The selection and use of these sales is a substantial error that might not significantly affect the results of the appraisal but affects the credibility of the results. 1-1(a), 1-1(b), 1-1(c). 1-2(f), 1-4(b)(i), 1-5(b); 2-2(b)(ix); Ethics Rule-Conduct; Supplemental

Standards Rule, USPAP, 2004 Ed., 34-27A-20(a)(6); 34-27A-20(a)(8); Code of Alabama, 1975.

AB-04-87: On February 4, 2005 the Board issued a public reprimand to Christy Bailey, a Certified Residential Real Property Appraiser. Licensee must also pay a \$500 administrative fine. The violations are: Licensee falsely certified to the interior and exterior inspection of the subject and the exterior inspection of the comparable sales and failed to state in the certification that significant real property assistance was provided by a Trainee Real Property Appraiser whose license was not in good standing with the Board. §34-27A-20(a)(9), Code of Alabama, 1975, Ethics Rule-Conduct, USPAP, 2004 Ed.

AB-04-88: On February 4, 2005 the Board issued a public reprimand to Dawn Workman, a Trainee Real Property Appraiser. Licensee must also pay a \$500 administrative fine. The violations are: Licensee developed and reported a real estate appraisal for a fee while her license to appraise real estate in Alabama was in a non-renewed status in violation of the Alabama Real Estate Appraisers Act and the Alabama Real Estate Appraisers Administrative Code. §34-27A-3(a)(1) and §34-27A-3(a)(2) Code of Alabama, 1975, Alabama Real Estate Appraisers Board Administrative Code, §780-X-14-.10.

Ms. Conway discussed with the Board the investigative status charts and the possible need to reformat them since we are not meeting monthly now.

The Board took this time to again complement Mr. Robertson for his hard work during the absence of all other investigators.

6.2.1 The Board reviewed Probable Cause Report **AB-04-33 Companion Case AB-04-34:** On motion by Mr. Stallworth and second by Mrs. Pruit the Board voted that probable cause does exist and to follow investigators recommendation to proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-04-34 Companion Case AB-04-33:** On motion by Mr. Stallworth and second by Mrs. Pruit the Board voted that probable cause does exist and to follow investigators recommendation to proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-81:** On motion by Mr. Davis and second by Mr. Stallworth the Board voted

that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-03-74 & AB-03-75**: On motion by Mr. Stallworth and second by Mr. Garrett the Board voted that probable cause does exist. Motion carried by unanimous vote. On motion by Mr. Davis and second by Mr. Garrett the Board voted to issue Letter of Warning. Motion carried by unanimous vote.

The Board reviewed Board Initiated Complaint Request and Probable Cause Summary **AB-04-14**: On motion by Mr. Davis and second by Mrs. Pruit the Board voted probable cause does exist and to follow investigators recommendation to proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-46**: On motion by Mr. Davis and second by Mr. Stallworth the Board voted that probable cause does exist. Motion carried by unanimous vote. On motion by Mr. Davis and second by Mr. Stallworth the Board voted to issue Letter of Warning. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-38**: On motion by Mr. Odom and second by Mr. Davis the Board voted that probable cause does exist and to set for hearing. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-52**: On motion by Mr. Stallworth and second by Mrs. Pruit the Board voted that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-83**: On motion by Mr. Garrett and second by Mr. Stallworth the Board voted that probable cause does exist. Motion carried by unanimous vote. On motion by Mr. Garrett and second by Mr. Stallworth the Board voted to issue Letter of Warning. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-84**: On motion by Mr. Stallworth and second by Mr. Odom the Board voted that probable cause does exist and to follow investigators

recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-46**: On motion by Mr. Stallworth and second by Mr. Davis the Board voted that probable cause does exist and to follow investigators recommendation to proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-52**: On motion by Mr. Davis and second by Mrs. Pruit the Board voted that probable cause does exist and to follow investigators recommendation to proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-83**: On motion by Mr. Garrett and second by Mr. Stallworth the Board voted that probable cause does exist. Motion carried by unanimous vote. On motion by Mr. Garrett and second by Mr. Davis the Board voted to issue a Letter of Warning. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-84**: On motion by Mr. Stallworth and second by Mr. Odom the Board voted that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-04-86**: On motion by Mrs. Pruit and second by Mr. Odom the Board voted that probable cause does exist and to issue a Letter of Warning. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-05-04**: On motion by Mrs. Pruit and second by Mr. Odom the Board voted that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-05-05**: On motion by Mrs. Pruit and second by Mr. Davis the Board voted that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

The Board reviewed Probable Cause Summary **AB-05-09**: On motion by Mr. Garrett and second by Mr. Odom the Board voted

that probable cause does exist and to follow investigators recommendation and proceed with formal investigation. Motion carried by unanimous vote.

6.2.2 The Board reviewed anonymous complaint **AB-05-41**. On motion by Mr. Stallworth and second by Mr. Garrett the Board voted that no action be taken.

6.2.3 The Board reviewed Letters of Warnings on **AB-04-55, AB-04-56, AB-04-66, AB-04-67, and AB-04-96** for their information.

The Board reviewed Consent Settlement Order on **AB-01-28, AB-02-05, and AB-03-14**. On motion by Mr. Stallworth and second by Mr. Garrett the Board voted to accept these Consent Settlement Orders as presented. Motion carried by unanimous vote.

Ms. Conway presented the Board with a Due Process report for their information.

6.3 No reciprocal agreements to report since last meeting.

6.4 The following reciprocal licenses were issued since last meeting: Alvin O. Benton (G)(GA), Lee A. Lawson (R)(GA), Max D. Poore (G)(GA), Scott A. Watts (G)(TN).

7.0 The temporary permit report was provided to the Board for their information.

8.0 On motion by Mr. Garrett and second by Mr. Odom the Board voted to appoint Mrs. Lisa Brooks as Acting Executive Director. Motion carried by unanimous vote. On motion by Mr. Garret and second by Mrs. Pruit the Board voted to ratify all actions Mrs. Brooks has taken prior to this meeting.

Mrs. Brooks informed the Board that Mrs. Betty Elrod, Account Clerk would be retiring as of July 1, 2005.

RECONSIDERATION HEARINGS

10:00 a.m. – Kimberly C. Carson (applying for Trainee)

On motion by Mr. Garrett and second by Mrs. Pruit the Board voted to approve Ms. Carson to sit for the Trainee exam. Motion carried by unanimous vote.

10:20 a.m. – David Farmer (applying for Trainee)

On motion by Mr. Garrett and second by Mr. Stallworth the Board voted to approve Mr. Farmer to sit for the Trainee exam. Motion carried by unanimous vote.

TRAINEE/GENERAL INTERVIEW

11:00 a.m. – Benjamin B. Johnston

On motion by Mr. Davis and second by Mr. Stallworth the Board voted to approve Mr. Johnston to sit for the Certified General exam. Motion carried by unanimous vote.

Confirmations on Mr. Otis Stewart and Mr. Thomas E. Garrett were included in the Board books for review.

An invitation to a training orientation presented by the Examiners of Public Accounts was included in the Board books.

The Board reviewed a letter from Mr. Matt Malone requesting an extension to take the Trainee test. Mr. Malone underwent a hip replacement in August 2004 then underwent rehabilitation. On motion by Mr. Stallworth and second by Mr. Garrett the Board voted to grant the extension. Motion carried by unanimous vote.

Mrs. Brooks informed the Board she would try to schedule the Trainee Orientation for the 3rd and 4th Districts the first week in May.

Mrs. Brooks informed the Board that Ms. Conway and Mr. Dixon were planning on attending the AARO Conference April 9-11, 2005.

Mr. Tillman discussed with the Board the amount of information, which must be included in the work file to comply with USPAP.

The Board discussed the proposed Trainee/Supervisor Policy. After making minor changes to the policy the Board recommended that Ms. Conway and Mr. Stallworth discuss this policy and make necessary changes. The Board asked that once the changes are made to post this proposed policy on our website and begin the process to amend our Administrative Rule.

The Board discussed notifying lenders when an appraiser has been disciplined based upon an appraisal accepted by the lender. It was decided that the best policy would be to work on developing a relationship with State Banking where the Real Estate Appraisers Board would notify banking and let them notify the lenders.

9.0 Meeting adjourned at 11:45 a.m.

Sincerely,

Lisa Brooks
Acting Executive Director

Lb

APPROVED: _____
Mandell Tillman, Chairman