



## December 17, 2025

### DC Board of Real Estate Appraisers Meeting Minutes

**\*\*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov) \*\***

The District of Columbia Board of Real Estate Appraisers held its regularly scheduled meeting on Wednesday, December 17, 2025, at 10:00am via virtual.

The meeting was called to order by Andrew Sullivan, Chair, at 10:03 am, and attendance was taken.

#### Attendance

Board Members Present: Andrew Sullivan, Tamora Papas, Anthony Bolling, Marty Skolnik

Staff: Brittney Cheshier, Board Administrator; Leon Lewis, Program Manager; Kevin Cyrus, Education Coordinator; Jacqueline Noisette, Deputy Associate Administrator, Occupational and Professional Licensing Administration

Legal Counsel: Kiyana Rayfield, Paralegal Specialist; Agustin Villadares, Attorney Advisor, Office of the General Counsel

Public Member(s): Ericka Simmons  
Lauren Sams (The CE Shop)  
Tiffany Lewis  
Scott Dibasio (The Appraisal Institute)

#### Agenda Item: Comments from the Public

None.

#### Agenda Item: Draft Minutes, November 19, 2025

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling, the Board voted unanimously to approve the draft minutes dated November 19, 2025.

#### Agenda Item: Executive Session

At approximately 10:25am, the following motion was made:





Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling, the Board unanimously voted to enter into closed session pursuant to the authority of D.C. Official Code Section 2-575(b)(4)(A) to seek the advice of counsel, D.C. Official Code Section 2-575(b)(9) to discuss disciplinary matters, and D.C. Official Code Section 2-775(b)(13) to deliberate upon a decision in an adjudication action or proceeding and to discuss:

Technical Applications  
Complaints

The public session of the meeting resumed at 10:53am

**Agenda Item: Application for Licensure Recommendations**

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Skolnik the Board voted unanimously to approve December 17, 2025, application list, administratively approved by OPL staff attached hereto, and made a part of the December 17, 2025, minutes.

**Agenda Item: Technical Applications**

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling the Board voted unanimously to approve the new application for DC Appraiser Certified General for Daniel Maher.

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling the Board voted unanimously to defer the renewal application for James Metcalf. Mr. Metcalf will be invited to the January 2026 board meeting at the Board's request.

**Agenda Item: Complaints**

The Board revisited the matter of Parks v. Balogun to review the additional information that was requested from the licensee. No action/vote was taken on this matter at this board meeting. Per the motion duly made by Mrs. Papas and properly seconded by Mr. Skolnik at the November 19, 2025, board meeting, this matter is deferred until the review appraiser report is received.

**Agenda Item: Education Committee Report**

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling, the Board voted unanimously to approve the attached education report for December 17, 2025.

**Agenda Item: Budget Update**

Program Manager, Leon Lewis, informed the Board of recent expenditures for the USPAP training course, the USPAP training course instructor David Lennhoff, and for Review Appraiser, Don Boucher.

**Agenda Item: Correspondence**



None.

**Agenda Item: Old Business**

Education Coordinator, Kevin Cyrus, provided a summary of the USPAP training course that was held at DLCP on December 12, 2025. The course was instructed by David Lenhoff, and about 38 attendees were present.

**Agenda Item: New Business**

Board Administrator, Brittney Cheshier, provided an update on the DC Board of Real Estate Appraisers renewals. The Board was advised that renewals began on December 1, 2025, as scheduled. As of this Board meeting about 35 renewals have been received, and about 30 have been approved. All approved licenses have been updated in the ASC registry.

**Agenda Item: Next Meeting**

The next scheduled regular meeting is January 21, 2025, via ZOOM.

**Agenda Item: Adjournment**

Upon a motion duly made by Mrs. Papas and properly seconded by Mr. Bolling, the Board unanimously voted to adjourn. Meeting adjourned at 11:00am.

Respectfully submitted,

A handwritten signature in blue ink that reads "Andrew Sullivan".

Andrew Sullivan, Chair  
Date: December 17, 2025

Recorder/transcriber: Brittney Cheshier

