



Occupational and Professional Licensing Administration

District of Columbia Board of Real Estate Appraisers

September 18, 2019

Meeting Minutes

The District of Columbia Board of Real Estate Appraisers held its regularly scheduled meeting on Wednesday, September 18, 2019, at 10:00 am at 1100 4th Street, S.W., Room E546, Washington, D.C. 20024.

The meeting was called to order by Tamora Papas, Chair, at 10:13 am, and attendance was taken.

Attendance

Board Members Present: Tamora Papas, Marguerite Allen, Andrew Sullivan, Margot Wilson, Todd Canterbury

Staff: Stacey Williams, Board Administrator; Kevin Cyrus, Education Coordinator; Kathy Thomas, Education Coordinator; Chanda Kearney, Program Support Specialist; Jocelyn Reyes, Program Support Specialist; James Barber, Program Support Specialist

Staff via Telephone: Leon Lewis, Executive Director

Legal Counsel: Kia Winston, Assistant Attorney General

Agenda Item: Executive Session

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

Upon a motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, 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:

Complaints and technical applications.

The public session of the meeting was resumed at 10:50 am and attendance was taken.

Agenda Item: Comments from the Public

Certified General Appraiser David Wilk and Appraiser Trainee Elizabeth Rabett attended the meeting to observe how a board meeting is conducted and to get some advice on what Ms. Rabett should do while holding a trainee license. Mr. Canterbury provided advice to Ms. Rabett on what to produce from a commercial appraiser standpoint and how to correctly log information on the work log to indicate what specifically she contributed to during an appraisal.

Agenda Item: Draft Minutes, July 17, 2019

Upon motion duly made by Mr. Canterbury and properly seconded by Mr. Sullivan, the Board voted unanimously to approve the draft minutes dated July 17, 2019.

Agenda Item: Application for Licensure Recommendations

Appraiser: (5) Certified General, (1) Certified Residential, (1) Licensed Residential; (2) Trainee

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, the Board voted unanimously to approve the September 18, 2019 list of appraiser applications for licensure, attached hereto and made a part of the September 18, 2019 minutes.

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, the Board voted unanimously to approve Zachary Heissner's reciprocity application for a Certified General Appraiser license.

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, the Board voted unanimously to approve Bruce Nell's reciprocity application for a Certified General Appraiser license.

Agenda Item: Review of Complaints:

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, the Board voted unanimously to close the complaint filed against licensed Certified Residential Appraiser, Brendon Kelley.

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Canterbury, the Board voted unanimously to forward complaint filed against licensed Certified Residential Appraiser, Larry Rushing, to the contract review appraiser for further investigation.

Agenda Item: Education Report

Upon motion duly made by Mr. Sullivan and properly seconded by Mrs. Allen, the Board voted unanimously to approve the Education Committee Report, attached hereto and made a part of the September 18, 2019, minutes.

Agenda Item: Budget

None

Agenda Item: Legal Counsel Report

None

Agenda Item: Review of Calendar

Board confirmed proposed meeting dates for the year 2020 were acceptable.

Agenda Item: Correspondence

Discussed the final Audit rating Department of Consumer and Regulatory Affairs received for the Appraisal Subcommittee Audit. DCRA/Board of Real Estate Appraisers received a rating of "Good" on audit review.

Agenda Item: Old Business

Board was reminded of mandatory FARB training that will be held on October 22, 2019 at DCRA.

Those who are attending the Association of Appraisal Regulatory Officials (AARO) conference in October 2019 were reminded of the dates of the meeting and required to provide signatures needed on Training Request forms.

Agenda Item: New Business

Board was notified that the Annual Newsletter was distributed to District of Columbia licensed Appraisers on August 23rd.

Daniel McCoy went over the new travel procurement process that will be implemented for all board members and staff. Mr. McCoy discussed the proper way to complete the Request for Training and Travel form, the Reconciliation Report form and parking reimbursement; and the time frame allotted to have all proper documents submitted.

Andrew Sullivan discussed some information that was discussed during the Appraisal Institute Conference in July 2019. One of the topics frequently discussed was the fact that the minimum value requirement had increased to \$400,000 for a bank to have an appraisal conducted on a property. Mr. Sullivan has provided a narrative outline of what was discussed during the conference attached hereto and made a part of the September 18, 2019 minutes.

Agenda Item: Next Meeting

Next Scheduled Regular Meeting, October 16, 2019
1100 4th Street, SW, Room 300, Washington, DC 20024

Agenda Item: Adjournment

Upon motion duly made by Mr. Sullivan and properly seconded by Mrs. Allen, the Board unanimously voted to adjourn. Meeting adjourned at 11:56 am.

Respectfully submitted,



Tamora K. Papas, Chair
Date: October 16, 2019

Recorder/transcriber: Stacey Williams