

**Vermont Board of Real Estate Appraisers**

Corner of State Main in the City Center

89 Main Street

3<sup>rd</sup> Floor

Montpelier, VT 05602

December 7, 2016 at 9:00 a.m.

**Minutes**

Present: George Sargeant by phone, John Waldo, Kurt Kaffenberger, Robert Wernecke Absent Dawn Loring

Staff Present: Judith Griffen and Gabriel Gilman,

- 1. Called meeting to order at 9:00 a.m.**
- 2. Approved of October 5, 2016 minutes with corrections.**
- 3. Case Manager Report was given by Kurt Kaffenberger**  
There are 9 open cases at this time.
- 4. Discussion Items:**
  - a. Welcomed Daniel Coane, Boards new public member to the Board.
  - b. Written application, processing and workflows were discussed. Judith will prepare some instructions for licensees to go up on the web.
  - c. Continued discussion on AMC's was brief because the decision was made at the last meeting to request the office to complete a Sunrise/Sunset study. Once that is completed the board will take up the discussion again.
  - d. Composition of the Board was discussed briefly but the Board feels it is not necessary to make any changes at this time.
- 5. Education courses for review**  
There was a motion and a second to accept all education committee recommendations. The motion was approved unanimously.

**Appraisal Institute**

Valuation of Conservation Easements for 28/CE & 30/QE – approved – expires 12-7-2018

Advanced Excel for Appraisers for 7/CE – approved – expires 12-7-2018

Supervisory Appraiser/Trainee Appraiser Course for 4/CE – AQB approved – expires 7-5-18

Online Basic Appraisal Principles for 28/CE & 30/QE - AQB approved – expires 6-1-19

Online Basic Appraisal Procedures for 28/CE & 30/QE - AQB approved – expires 6-1-19

Online General Appraiser Sales Comparison Approach for 27/CE & 30/QE - AQB approved – expires 6-1-19

Online General Appraiser Market Analysis & Highest & Best Use for 28/CE & 30/QE – AQB approved – expires 11-15-19

Online Residential Sales Comparison & Income Approach for 27/CE & 30/QE - AQB approved – expires 6-1-19

Online Residential Report Writing & Case Studies for 14/CE & 15/QE – AQB approved – expires 10-11-19

2016-2017 Online 15 Hour National USPAP Equivalent Course for 14/CE & 15/QE – AQB approved – Expires 12-31-17

**McKissock LP**

Advanced Residential Applications & Case Studies for 14/CE & 15/QE – AQB approved – expires 1-2-20

Even Odder-More Oddball Appraisals for 7/CE – AQB approved – expires 1-2-20

Residential Report Writing: More Than Forms for 7/CE – AQB approved – expires 1-19-20

Supporting Your Adjustments – Methods for Residential Appraisers for 3/CE – AQB approved – expires 7-6-19

Appraisal Practices of Manufactured Housing for 4/CE AQB approved – expires 10-11-19

Analyze This! Applications of Appraisal Analysis – Live Webinar for 4/CE – AQB approved – 1-22-20

Danger Ahead: Appraisal Disciplinary Cases for 3/CE – AQB approved – expires 2-19-19

Documenting the Appraisers Workfile for 3/CE – AQB approved – expires 2-19-19

Support Your Adjustments – Techniques for Residential Appraisers for 4/CE – AQB approved – expires 5-4-19

**ACEI dba Calypso Continuing Education**

2016-2017 7 Hour Equivalent USPAP Update Course for 7/CE – AQB approved – expires 12-31-17

**United States Environmental Protection Agency**

Aquatic Resources Awareness Course for Real Estate Appraisers for 2/CE – AQB approved – expires 9-24-18

**Allterra Group**

2016 Keynote/Industry Update/Big Data for 7/CE – approved – expires 12-7-2018

2016 Fannie Mae Update/Appraisal Best Practices for 7/CE – approved – expires 12-7-2018

**6. FYI:**

**7. Adjourned at 10:06 a.m.**

**Next Meeting: February 1, 2017 at 9:00 a.m.**