

**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

February 4, 2015 at 9:00 a.m.

**Minutes**

**Members Present:** George Sargeant, Robert Wernecke, Kurt Kaffenberger, Rosa Benoir (ad hoc member)

**Members Absent:** Dawn Loring and John Waldo. **Staff Present:** Judith Griffen, Larry Novins and Peter Comart

1. **Called meeting to order at 9:07 a.m.**
2. **Approved December 3, 2014 minutes**
3. **Case Manager Report – Carla Preston**  
There are nine (9) pending cases as this time.
4. **Motion/Hearing/Stipulation/Appeal:**
  - a. David Towers – Appeal of Preliminary Denial of Licensure. David Towers was present and answered the Board's questions regarding his application. The Board went into deliberative session. Once out of deliberative session the Board informed Mr. Towers that his license was approved.
  - b. 2013-758 – Motion for Relief from Judgment was discussed in deliberative session. The Board will send a decision on the Motion for Relief to the respondent's attorney when completed.
5. **Applications reviewed through email:**
  - a. Theresa Gile – Certified Residential - Approved
  - b. Kassandra Major – Certified Residential - Approved
  - c. Lucas Martin – Certified General - Approved
  - d. Maretta Hostetler – Certified Residential - Approved
6. **Application for reivew:**
  - a. James Abbott – Certified Residential – Approved
7. **Discussion Items:**
  - a. Orientation program will no longer be given by the Board now that there are three providers that have been approved to give the course for Vermont. Judith will notify all providers regarding the 4 areas of concern listed below.
    1. Vermont's registration numbers must be listed in the report for all VT appraisals.
    2. All appraiser fees must be on the appraisal report.
    3. If Vermont rules are inaccurate please refer to Statute because statute trumps rules.
    4. Vermont trainees must use the mandatory Appraiser Experience Log.
  - b. CE approval work sheet was accepted and approved.
  - c. January 15th AQB release regarding background checks was briefly discussed but nothing has changed and this Board appears to be in good shape.
  - d. The Board will now have two individuals under contract for appraisal reviews and Peter Comart is working with the two of them to make sure the contracts are completed.

**8. Education courses for review**

**Individual Request**

2014-2015 7 Hour National USPAP Update for 7/CE – AQB approved – expires 12-31-15  
How to Review & Prepare Appraisal Reports for Litigation for 8/CE– approved – expires 2-4-17

**American Society of Farm Managers and Rural Appraisers**

Introduction to Appraisal Review for 14/CE & 16/QE – AQB approved – expires 8-17-15  
Appraisal Review Under USPAP for 22/CE – AQB approved – expires 4-10-15  
Basic Appraisal Procedures for 28/CE & 30/QE – AQB approved – expires 12-12-14  
Cost Approach for General Appraiser’s 27/CE & 30/QE – AQB approved – expires 1-20-18

**Allterra Group, LLC**

Basic Charts & Graphs for 5/CE with exam – AQB approved – expires 7-8-17

**McKissock, LP**

Residential Report Writing & Case Studies for 14/CE & 15/QE – AQB approved – expires 2-16-18  
Understanding Residential Construction for 7/CE – AQB approved – expires 4-26-17  
Residential Appraiser Site Valuation & Cost Approach for 14/CE & 15/QE – AQB approved – expires 3-12-18  
Supervisor-Trainee Course for Vermont for 4 hours– AQB approved – expires 2-24-17  
Appraisals of Owner-Occupied Commercial Properties for 7/CE – AQB approved – expires 10-28-17  
Appraisal of Industrial Incubators for 7/CE – AQB approved – expires 9-22-17

**Appraisal Institute**

Two Day Advanced Income Capitalization/A for 14/CE & 15/QE – approved – expires 2-4-17  
Two Day Advanced Income Capitalization/B for 14/CE & 15/QE – approved – expires 2-4-17  
Quantitative Analysis for 32/CE & 35/QE – AQB approved – expires 1-25-18  
Complex Litigation Appraisal Case Studies for 7/CE – approved – expires 2-4-17  
Residential & Commercial Valuation of Solar for 14/CE & 15/QE – approved – expires 2-4-17  
Contract or Effective Rent: Finding the Real Estate for 4/CE – approved – expires 2-4-17  
Basic Appraisal Procedures for 28/CE & 30 QE – AQB approved – expires 3-25-18

**Massachusetts Board of Real Estate Appraisers**

Breakfast with the Experts for 3/CE – approved – expires 2-4-17

**OnCourse Learning Corporation dba Career Webschool**

Residential Market Analysis & Highest & Best Use for 14/CE & 15/QE – AQB approved – expires 2-1-18  
Residential Appraiser Site Valuation & Cost Approach for 14/CE & 15/QE – AQB approved – expires 3-15-18

**9. FYI:**

a. Information from the ASC meeting held on January 15, 2015.

**10. Adjourn**

**Next Meeting: April 1, 2015 at 9:00 a.m.**