

# 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

August 6, 2014 at 9:00 a.m.

## Minutes

**Members Present:** Heidi Hayward Urish, Robert Wernecke, Kurt Kaffenberger, Amy McClellan by phone and George Sargeant **Members Absent:** Linda Retchin **Staff Present:** Judith Griffen, Colin Benjamin  
**Also present** was Vicki Ledbetter-Metcalf and Claire Brooks from the ASC.

**1. Called meeting to order at 9:00 a.m.**

**2. Approved June 4, 2013 minutes**

**3. Case Manager Report – Carla Preston**

There are 12 open cases at this time. Two have been recommended for closing, they are on the agenda today. Two are ready for an I-Team meeting. Three are under investigation. Four are pending hearings and two are scheduled for today. One has been recommended for charges.

**4. Closing Reports**

- a. 2014-254 – approved
- b. 2013-182 – approved

**5. Hearing/Stipulation**

- a. 2013-158 – Stipulation and Consent Order – Sandi Murphy  
Gabriel Gilman presented the state's case to the Board. Board Counsel called for a vote on the motion to approve the Stipulation and Consent order. The motion passed 5-0.
- b. 2013-391 – Sanction Hearing – Brett Schermerhorn  
Gabriel Gilman and Brett Schermerhorn were present. After hearing the case the Board went into deliberative session and will issue a written decision within the next 30 days.

**6. Applications:**

- a. Robert Ruggles – Reinstatement – approved
- b. William Reagan – Reinstatement – approved

**7. Discussion Items:**

- a. Update on Background checks/fingerprinting – National Mortgage Brokers licensing System was discussed the board is in favor of using the NMLS for background checks and have asked Judith to complete the Survey.
- b. Dodd Frank AMC's legislation was discussed the board will keep an eye on the legislation and make any changes needed to comply once it has been finalized.
- c. George will continue to update the orientation program to align with ASC guidelines.
- d. Kurt will keep updating the ce forms and bring those back for final approval when completed.
- e. Audit update – Judith gave a quick update on the audit as of today there were 21 audited and she is still waiting for more information on 4 licensees. The other 17 have been approved and are acceptable.

- f. The Board is reviewed every two years by the ASC. Vicki Ledbetter-Metcalf and Claire Brooks gave a quick summary of what they have found and advised of the areas where there could be some improvement. They will put all the information in writing in the summary to the subcommittee. This will be a public document on the ASC website for review once it has been finalized.

## 8. Education courses for review

### Allterra Group LLC

Appraisal of Single Family Residential New Construction for 7/CE – approved - **expires 8-6-16**

A Practical Guide to Appraisal Review for 7/CE – AQB approved – **expires 4-23-17**

### McKissock LP

Reviewer's Checklist – AQB approved – **expires 5-22-17**

Appraisal of Fast Food Facilities for 7/CE – AQB approved – **expires 6-11-17**

### Appraisal Institute

Quantitative Analysis – Synchronous for 32/CE & 35/QE – AQB approved – **expires 4-22-17**

### American Society of Farm Managers and Rural Appraisers

Eminent Domain for 20/CE and 22/QE – AQB approved – **expires 4-21-17**

ASFMRA 85<sup>th</sup> Annual Convention Day 1 for 7/CE – approved - **expires 8-6-16**

ASFMRA 85<sup>th</sup> Annual Convention Day 2 for 3.5/CE – approved - **expires 8-6-16**

Rapid Fire Case Studies 2014 for 6/CE – approved - **expires 8-6-16**

Integrated Approaches to Value for 27/CE & 30/QE – AQB approved – **expires 9-20-17**

**NOT** approved for online because it is **not** IDECC approved

### Massachusetts Board of Real Estate Appraisers

\*Appraising Green Homes – Construction Methods and Trends for 7/CE – Kurt – needs additional information

\*Appraising Green Homes – Valuation Techniques for 7/CE Kurt - needs additional information

Challenging Assignments for Residential Appraisers for 7/CE – AQB approved – **expires 8-15-17**

Foreclosure Basics for Appraisers for 7/CE – AQB approved – **expires 8/14/17**

Residential Report Writing & Case Studies for 14/CE & 15/QE – AQB approved – **expires 8-14-17**

Mixed Used Properties for 7/CE – Approved – **expires 8-7-16**

### OnCourse Learning Corporation dba Career Webschool

2014-2015 15 Hour USPAP Equivalent for 14/CE & 15/QE – AQB approved – **expires 12-31-15**

Appraisal Math and Statistics for 7/CE – AQB approved – **expires 5-6-17**

URAR Form Review for 7/CE – AQB approved – **expires 9-19-17**

Basic Appraisal Procedures for 28/CE & 30/QE – AQB approved – **expires 8-12-17**

Basic Appraisal Principles for 28/CE & 30/QE – AQB approved – **expires 9-19-17**

Residential Report Writing & Case Studies for 14/CE & 15/QE – AQB approved – **expires 9-14-17**

### American Continuing Education Institute dba Calypso Continuing Education

Victorian Era Architecture for Real Estate Professions for 3/CE – approved - **expires 8-6-16**

Mold a Growing Concern for 3/CE – approved - **expires 8-6-16**

**\* Additional information that is needed is the instructor qualifications, hours requested and complete set of course materials. There was not enough information for the board to make a decision.**

## 9. FYI:

## 10. Adjourn

**Next Meeting: October 1, 2014 at 9:00 a.m.**