



ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602) 542-1558 Fax (602) 542-1598
Email: info@azboa.gov
Website: www.azboa.gov

DRAFT MINUTES APPLICATION REVIEW COMMITTEE MEETING Thursday, September 13, 2012 10:00 AM

Call to Order and Roll Call

Meeting called to order by James Heaslet, Application Review Committee Chair at 10:15 AM

Committee members present at roll call:

James Heaslet
Mike Petrus

Staff Attendance:

Jeanne Galvin – Assistant Attorney General
Margaret Burns – Interim Executive Director
Amanda Benally – Staff
Jessica Sapio - Staff

Mr. Charles Hughes appeared on behalf of his trainee, and daughter, Kimberly Johnston. Mr. Hughes stated that he had submitted both of his trainees' paperwork in 2008 and he would like to make sure that Ms. Johnston receives credit for the time she was training with him. Jessica Sapio informed the Committee that Mr. Hughes did turn in the paperwork in 2008, but the paperwork was returned to Mr. Hughes because it did not contain original signatures. Mr. Hughes came to the Board in 2010 when he noticed that his trainee Tyrone Bowers was not on the approved supervisor/trainee list, and requested the Board to give credit to Mr. Bowers, which the Board approved. No mention was made regarding Ms. Johnston at that time. Mike Petrus made a motion to accept Ms. Johnston as Mr. Hughes trainee effective April 1, 2008. James Heaslet seconded the motion. The Committee voted unanimously in favor of the motion.

The Committee discussed if they would allow an applicant from a non-reciprocal state to use a passing grade for the national exam. Ms. Galvin informed the Committee that this is a hypothetical situation and advised that the Committee wait to make a determination until the application has been received by the Board office. James Heaslet agreed with Ms. Galvin. No action was taken on this matter.

The Committee discussed mandating that applicants applying for certification must obtain a minimum of 500 hours of training under a certified supervising appraiser. James Heaslet felt that only doing 4 reports under a supervisor does not make an applicant qualified to appraise complex properties. Mr. Heaslet felt that while this requirement is not in the written text, it was the spirit and intent of what the Board was trying to accomplish. Mike Petrus recommended that this matter be referred to the full Board tomorrow and get the Board's input on the matter. Mr. Petrus instructed Jessica Sapio to contact the AQB to gather further information. The Committee went off the record to review the files.

The Committee reconvened and James Heaslet made a motion to recommend approval of Kimberly Johnston's effective date of April 1, 2008 as a trainee of Charles E. Hughes; to take

no action on agenda item 3B, to refer item 3C to the full Board for discussion, to approve items 4, 5 and 6, to close without prejudice application files listed under agenda item 7, to approve all applications under item 8 as substantively complete except for application number 200, PCA Appraisal Management, and to approve application number 185, Mortgage Management Consulting, Inc. once the certificate of good standing from the Arizona Corporation Commission is received by Board staff. Mike Petrus seconded the motion. The Committee voted unanimously in favor of the motion. Mike Petrus made a motion to adjourn. James Heaslet seconded the motion. The meeting was adjourned. The Committee came back on the record to amend the motion to also recommend agenda item 4B as substantively incomplete for pending results from DPS. Mike Petrus amended his second to the motion. The Committee voted unanimously in favor of the amended motion.

Adjournment

The meeting was adjourned.

James Heaslet, Application Review Committee Chairperson

DRAFT