



## ARIZONA BOARD OF APPRAISAL

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MINUTES  
BOARD MEETING  
Friday, December 14, 2012 1:00 PM

### **Call to Order and Roll Call.**

Meeting called to order by Kevin Yeanoplos, Chairperson at 1:00 PM.

### **Board members present at roll call:**

Kevin Yeanoplos (Telephonic)  
James Heaslet  
Jeffrey Nolan (Telephonic)  
Joe Stroud (Telephonic)  
Mike Trueba (Telephonic)

### **Staff Attendance:**

Jeanne Galvin – Assistant Attorney General  
Debra Rudd - Executive Director  
Amanda Benally – Staff  
Rebecca Loar - Staff

### **Discussion, consideration and possible action following the audit of appraisals and Flo C. Lehnus' request to terminate probation regarding complaints # 2912/3136:**

Flo Lehnus was present telephonically. James Heaslet made a motion to terminate Ms. Lehnus' probation and mentorship. Joe Stroud seconded the motion. The Board voted unanimously in favor of the motion.

### **Discussion, consideration and possible action following the recommendations from the Application Review Committee:**

James Heaslet recommended the following to the Board:

### **Discussion, consideration and possible action concerning amendments to the Board's Reciprocity Agreement necessitated by upcoming changes to the AQB effective July 1, 2013:**

To recommend that Ms. Rudd continue to proceed with attempting to get legislation started immediately so that the Board could be compliant with the upcoming AQB changes.

### **Discussion, consideration and possible action concerning the administrative processing of applications requiring a criminal background review:**

To direct staff to continue to bring the application files to the Committee for approval, pending DPS, and authorize staff to issue the license or certificate if the DPS results come back clean. If the DPS results show a hit, staff is to place the application file back on the agenda for the Committee to review.

### **To approve the following application:**

Licensed Residential by exam unless otherwise noted

AR11601 Sara L. Bashore\* (by reciprocity)  
AR11597 Harvey M. Melamed (by reciprocity)

**To deny the following applications due to sufficient errors on the reviewed appraisal reports:**

AR11325 Melanie A. Roy

**To approve applications for license/certificate already issued:**

10246 Theodore S. Goldenberg  
22258 Juliet M. Perrucci  
22260 Natalie H. Thompson  
31926 Bradley A. Wood  
31927 David K. Baldwin  
TP41399 Darryl L. Moeller\*  
TP41402 Patrick A. Hallman\*

**To remove the following application from the agenda:**

TP41403 Eugene F. Nelson\*

**To approve the following AMC application upon receipt of certificate of good standing:**

207 Appraisal Nation, LLC

Mike Trueba made a motion to accept the recommendations of the Application Review Committee. Jeffrey Nolan seconded the motion. The Board voted unanimously in favor of the motion.

**Discussion, consideration and possible action following the recommendations from the Education Committee:**

Joe Stroud recommended the following to the Board:

**To approve the following Continuing Education – not previously approved by the Board:**

1. **Submitted by Appraisal Institute**
  - a. **Business Practices & Ethics**, 4 hours, Stephanie Coleman
  - b. **Complex Litigation Appraisal Case Studies**, 7 hours, Shawn Wilson
  - c. **Online The Discounted Cash Flow Model: Concepts, Issues, & Applications, Distance Education**, 5 hours, Ken Lushet
  - d. **Residential Commercial Valuation of Solar**, 15 hours, Sandy Adomatis
2. **Submitted McKissock, LP**

**Analysis in Action**, 7 hours, Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, John

Willey, Susanne Barkalow, Paul Lorenzen, Dan Tosh, Rob Abelson, Greg Harding, Alex Gilbert, Rob McClelland, Diana Jacob

**To approve the following Continuing Education – renewals with changes to instructors:**

**1. Submitted by Arizona School of Real Estate & Business**

- a. **C5908 2012-2013 National USPAP Update, #ABA 0103-262, 7 hours**  
Ronald Schilling, Howard Johnson, Roy Morris, Thomas Morrison
- b. **C6139 Survival Guide to Home Inspection, #ABA 0903-299, 3 hours**  
Eric Bohlander, Neil Dauler-Phinney, Randy Helfman, Daniel Kloberdanz, William Kozub, Mark Kramholtz, Thomas Noble, Marlene Olsen, Paul Parouse, David Rider, Barry Seip, Debbie Shields, Richard Turkian, Craig Yelverton, Earl Cass, Thomas Denny, James Duke, William Fisher, William Gray, David Maza, Don Miner, Roy Morris, Paul Rhodes, Ronald Schilling, David Ziegler
- c. **Loan Fraud and Other Factors Impacting Residential Real Estate, #ABA 0407-627, 3 hours, William Iannelli, Mark Kramholtz, William Gray, Don Miner, Roy E. Morris, Thomas Noble, Sherry Olsen, Dave Rider, Ron Schilling, Dave Wood, Jon Willis**
- d. **1968 Appraisal Valuation & Current Economic Trends, #ABA 0302-164, 4 hours, John Dingeman, Gretchen Koralewski, Thomas Morrison, Ann Susko, Tracey Captain, Earl Cass, Jacques Fournier, William Gray, Kathleen Holmes, Howard Johnson, Don Miner, Roy Morris, Ronald Schilling, Aaron Warren, Richard Turkian, David Ziegler**
- e. **3247 Commercial Contract Writing, #ABA 0306-515, 3 hours**  
Randy Helfman, Nicholas Miner, Stan Strom, Craig Yelverton, Earl Cass, Joseph Chandler, Shelly Cramer, Bill Gray, Andrew Jaffee, Dan Kloberdanz, William Kozub, Mark Kramholtz, Greg McGill, Christopher McNichol, Don Miner, Roy Morris, Jeff Pitcher, David Rider, David Wood, Jonathan Willis
- f. **3906 Home Inspection and the Real Estate Industry, #ABA 0203-272, 3 hours, Eric Bohlander, William Iannelli, Paul Parouse, Marlene Olsen, Thomas Denny, James Duke, William Fisher, Bill Gray, David Maza, Don Miner, Roy Morris, Paul Rhodes, Ron Schilling, Larry Schoenberger, David Ziegler**

**To approve the following Qualifying Education – renewals with changes to instructors:**

**1. Submitted by Arizona School of Real Estate & Business**

- a. **AP-03 2012-2013 National USPAP, #ABA 0502-214-03, 15 hours**  
Ronald Schilling, Howard Johnson, Roy Morris, Thomas Morrison
- b. **AP-10A The Comprehensive Roadmap to Supervising Entry-Level Appraisers, #ABA 0208-733-10, 20 hours, James Duke, Gretchen Koralewski, Thomas Morrison, Marlene Olsen, Tracy Captain, Earl Cass, Neil Dauler-Phinney, Thomas Denny, William Fisher, Jacques Fournier, William Gray, Randy Helfman, William Iannelli, William Dozub, Mark Kramholtz, Dave Maza, Don Miner, Roy E. Morris, Sherry Olsen, Dave Rider, Kevin Rude, Ron Schilling, Adam Staley, Rick Turkian, Aaron Warren, Fletcher Wilcox, Dave Ziegler**

- c. **AP-10B Mastering Unique & Complex Property Appraisal**, #ABA 0208-734-10, 20 hours, Kathleen Holmes, Aaron Warren, Ann Susko, Tracey Captain, Earl Cass, Jacques Fournier, William Gray, Howard Johnson, Gretchen Koralewski, Don Miner, Roy Morris, Ronald Schilling, David Ziegler

**To approve the following new instructors to currently approved courses:**

1. **Submitted by McKissock, LP**
  - a. **2012-2013 National USPAP Update Equivalent**, #ABA 0210-913, Diana Jacob
  - b. **Disciplinary Cases-What Not to Do**, #ABA 0812-1135, Diana Jacob
  - c. **Deriving and Supporting Adjustments**, #ABA 0411-1015, Diana Jacob
  - d. **FHA for Today's Appraiser**, #ABA 1012-1133, James Greg Harding, Diana Jacob
  - e. **Introduction to Regression for Appraisers**, #ABA 0711/1029, Diana Jacob
  - f. **Introduction to Complex Appraisal Assignments**, #ABA 0712-1121, Diana Jacob
  - g. **Introduction to Expert Witness Testimony**, #ABA 1207-723, Diana Jacob, Larry McMillen
2. **Submitted by Arizona School of Real Estate & Business**
  - a. **AP-09 Advanced Residential Applications and Case Studies**, #ABA 0906-569-01, Howard Johnson
  - b. **AP-01 Basic Appraisal Principles**, #ABA 0906-569-01, Howard Johnson

**To approve the following Continuing Education renewals with no changes by Consent Agenda:**

1. **Submitted by Career WebSchool:**
  - a. **Residential Appraiser Site Valuation and Cost Approach**, #ABA D1106-591 Distance Education, A.M. Black
  - b. **Residential Market Analysis and Highest and Best Use**, #ABA D1106-592 Distance Education, A.M. Black
2. **Submitted by Hogan School of Real Estate**
  - a. **Appraisal of 2-4 Family & Multifamily Properties**, #ABA 1211-1048, 7 hours, James Hogan
  - b. **Foreclosure Basics for Appraisers**, #ABA D1211-1049 Distance Education, 7 hours, James Hogan
  - c. **2012-2013 USPAP Update**, #ABA 1211-1054, 7 hours, Roy E. Morris III

**To approve the following Qualifying Education renewals with no changes by Consent Agenda:**

1. **Submitted by Career WebSchool:**
  - a. **Residential Appraiser Site Valuation and Cost Approach,**  
#ABA D1106-589-05 Distant Education, A.M. Black
  - b. **Residential Market Analysis and Highest and Best Use,**  
#ABA D1106-590-04 Distance Education, A.M. Black

**To review and present to the Board at its February meeting, the updated audit material as presented by Joe Stroud.**

**To issue a letter of concern to the Arizona School of Real Estate & Business for failure to obtain approval of an instructor prior to allowing the instructor to teach a course and to request that the school review their procedures and make necessary corrections to avoid this mistake in the future.**

Jeanne Galvin, Assistant Attorney General, advised the Board that they do not have the authority to issue a letter of concern to the school. The Board authorized Ms. Galvin to draft an appropriate letter to the school voicing the Board's concerns.

Joe Stroud directed staff to include on the January Education Committee Meeting agenda, discussion regarding the process for instructor approval and the possibility of having instructors renew annually for approval.

Mike Trueba made a motion to approve the Education Committee Meeting recommendations and to include the approval for Ms. Galvin to draft the appropriate letter to the Arizona School of Real Estate and Business. Jeffrey Nolan seconded the motion. The Board voted unanimously in favor of the motion.

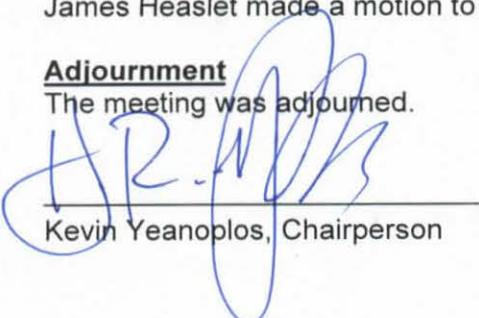
**Discussion, consideration and possible action following the recommendations from the Budget Committee:**

Kevin Yeanoplos updated the Board regarding the FY2013 budget and that the Board appears to be on track to break even with the allocated funds. Mr. Yeanoplos stated that the Committee reviewed the FY2014 budget and has directed staff to provide a balanced budget and asked Ms. Rudd to oversee any inefficiencies she is aware of that could affect the budget. Mr. Yeanoplos informed the Board that at the January meeting, the Board would be discussing and deciding on relocating the Board office. Jeanne Galvin advised the Board that no motion was needed regarding the Budget Committee meeting.

James Heaslet made a motion to adjourn. Mike Trueba seconded the motion.

**Adjournment**

The meeting was adjourned.



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Kevin Yeanoplos, Chairperson