



ARIZONA BOARD OF APPRAISAL

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MINUTES APPRAISAL TESTING AND EDUCATION COMMITTEE June 13, 2013 2:00 P.M.

CALL TO ORDER AND ROLL CALL

Meeting was called to order by Mike Petrus at 2:00 PM

Committee members present at roll call:

Joe Stroud
Mike Petrus, Chairman
Frank Ugenti appeared Telephonically

Staff Attendance:

Cheryl Vollemaere – Admin. Asst. III
Debra Rudd – Executive Director

After roll call, Mike Petrus requested a motion to approve the May 16th, 2013 minutes. Joe Stroud made a motion to approve the minutes, and Frank Ugenti seconded the motion. All voted in favor of the motion.

Discussion regarding the agenda items under Other Business (see II. A, B & C on the attached agenda), was determined by the committee members to be administrative clean up items, thus requested staff to obtain the information and revise the course submissions as necessary.

Joe Stroud explained that the discussion consideration and action under the heading Item III. A was on the agenda for the committee to decide who would make the selection of which courses and who should audit them. He recommended that Debra Rudd send out a list to the qualified volunteer auditors for classes that are in their area and that the classes should be selected based on the criteria that was developed by the committee and approved by the board. The committee members agreed to the recommendation.

Mike Petrus led the discussion on the necessity to differentiate between a new and existing instructor on course submission materials. (Item III.B on the agenda). The committee agreed that this was not necessary to separate the two.

Discussion, consideration and possible action regarding revisions to the application for course approval was determined by the committee to be a staff decision, and was not necessary to bring before the committee or the board.

Discussion, consideration and possible action to request an electronic copy of course application and materials was discussed and determined that education providers could submit the items either electronically OR paper copies.

The committee went off the record to review the courses and instructors submitted for approval. The courses are shown on the attached agenda.

Joe Stroud made the motion to recommend approval of all of the classes and instructors as submitted. Frank Ugenti seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 3:00 p.m.

AGENDA
APPRAISAL TESTING AND EDUCATION COMMITTEE
June 13, 2013
2:00 P.M.

The committee may go into executive Session, which will not be open to the public, for the purposes of obtaining legal advice from the Board's attorney on any matters listed below or to consider confidential material pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431-03(A)(2), respectively.

I. CALL TO ORDER AND ROLL CALL

II. OTHER BUSINESS

- A. Approval of the May 16, 2013 minutes
- B. Amend two courses to include distance education in their description:
 - 1. Submitted by **Hogan School of Real Estate**
 - a. Methodology and Application of Sales Comparison ABA #xxxx issued on approval, 7 hours
James Hogan
 - 2. Submitted by **McKissock, LP**
 - a. Modern Green Building Concepts, ABA #xxxx issued on approval, 6 hours, Agenda.
Dan Bradley
- C. Amend a double entry of a course. Remove this course from the New Course category. It is listed correctly under New Course(s) with Instructor change only.
 - 1. Submitted by **Appraisal Institute**
 - a. Marketability Studies: The Six-Step Process and Basic Applications, ABA #0512-1080, 7 hours
Richard Parli

III. DISCUSSION AND POSSIBLE ACTION

- A. Discussion, consideration and possible action regarding procedures and selection of courses for Volunteer Auditor(s) to perform an audit.
- B. Discussion, consideration and possible action regarding the necessity to differentiate between new and existing Instructors.
- C. Discussion, consideration and possible action regarding revisions to the application for course and instructor approval.
- D. Discussion, consideration and possible action to request an electronic copy of course applications and materials.

IV. CONTINUING EDUCATION – NEW COURSE(S) - not previously approved by the Board

- A. Submitted by **Arizona School of Real Estate and Business**,
 - 1. **Hewlett Packard 12-C Keystrokes and Concepts**, ABA #Dxxxx issued on approval, 6 hours
Gretchen Koralewski, Neil Dauler-Phinney

B. Submitted by ***dba Calypso Continuing Education***

1. **A Brief Historic Stroll through America's Architecture for Appraisers**, Distance Education, ABA #Dxxxx issued on approval, 7 hours
Francis X. Finigan

C. Submitted by ***McKissock LP***

1. **The Green Guide to Appraising**, ABA #xxxx,- 7 hours
Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, Susanne Barkalow, Paul Lorenzen, Robert McClelland, Rob Abelson, Alex Gilbert, Amelia Brown, Dan Tosh, James Greg Harding, Diana Jacob

V. **QUALIFYING EDUCATION – NEW COURSE(S) - not previously approved by the Board**

A. Submitted by ***Hogan School of Real Estate***

1. **Basic Residential Appraisal Principles**, Distance Education, ABA #Dxxxx-xxx-01, 30 hours
James Hogan
2. **Basic Residential Appraisal Procedures**, Distance Education, ABA #Dxxxx-xxx-02, 30 hours
James Hogan

VI. **CONTINUING EDUCATION – RENEWALS (* - Instructor(s) added and/or changes)**

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

1. **Appraising Manufactured Housing**; ABA #0806-561, 4 hours
John Dingeman, Chuck "Howard" Johnson, Gretchen Koralewski, Don Miner, Roy Morris, Ron Schilling, Ann Susko, Aaron Warren
*Jeremy Johnson
2. **Business Valuation Approaches & Methods**, ABA #0806-556, 3 hours
Earl Cass, Don Miner, Janice Staropoli,
*Howard "Chuck" Johnson
3. **FHA Appraisal Requirements (C4672)**, #ABA 0701-249, 3 hours
Earl Cass, John Dingeman, Howard "Chuck" Johnson, Gretchen Koralewski, Don Miner, Roy E. Morris, Ron Schilling, Ann Susko, Aaron Warren
*Jeremy Johnson

B. Submitted by ***McKissock LP***

1. **Introduction to Complex Appraisal Assignments**, ABA #0712-1121; 7 hours
Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, John Willey, Susanne Barkalow, Paul Lorenzen, Robert McClelland, Rob Abelson, Alex Gilbert, Dan Tosh, James Greg Harding, Diana Jacob
*Amelia Brown
2. **Introduction to Expert Witness Testimony**, ABA #1207-723; 7 hours
Wally Czekalski, Ken Guilfoyle, Tracy Martin, Larry McMillen, Robert McClelland, Rob Abelson, Dan Tosh, James Greg Harding, Diana Jacob
*Amelia L. Brown, Alex Gilbert

3. **Introduction to Regression Analysis for Appraisers**, ABA #0711-1029; 4 hours
Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, Susanne Barkalow, Paul Lorenzen, Robert McClelland, Dan Tosh, Diana Jacob, John Willey
*Amelia L. Brown, Alex Gilbert, Rob Abelson, James Greg Harding

VII. CONTINUING EDUCATION – ONLY Instructor(s) Added

A. Submitted by *McKissock LP*

1. **Deriving and Supporting Adjustments**, ABA #0411-1015; 7 hours
Amelia Lovorn Brown
2. **FHA FOR Today's Appraisers**, ABA #1012-1133; 7 hours
Amelia Lovorn Brown, Alex Gilbert
3. **Introduction to Residential Green Building for Appraisers**, ABA #1110-974; 4 hours
James G. Harding, Amelia Lovorn Brown, Alex Gilbert, Robert Abelson
4. **Relocation Appraising: New ERC Summary Appraisal Report**, ABA #0211-997; 7 hours
*James G. Harding, Amelia Lovorn Brown, Alex Gilbert, Robert Abelson, Robert McClelland
5. **Residential Appraisal Review**, ABA #1110-975; 7 hours
*Robert Abelson, Robert McClelland, James G. Harding, Amelia L. Brown, Alex Gilbert

VIII. QUALIFYING EDUCATION – RENEWAL(S) –Instructor Changes

A. Submitted by *Arizona School of Real Estate and Business*

1. **Basic Appraisal Principles (AP-01)**, ABA # 0906-569-01, 30 hours
Earl Cass, John Dingeman, Gretchen Koralewski, Roy Morris, Ron V. Schilling, Aaron Warren
*Howard "Chuck" Johnson, Jeremy Johnson, Don Miner
2. **Appraisal Basic Procedures (AP-02)**, ABA #0906-570-02, 30 hours
Earl Cass, John Dingeman, Gretchen Koralewski, Roy Morris, Ron V. Schilling, Aaron Warren
*Howard "Chuck" Johnson, Jeremy Johnson, Don Miner
3. **Residential Report Writing AP-07**, ABA #0906-571-07, 15 hours
John Dingeman, Gretchen Koralewski, Roy Morris, Ron V. Schilling, Aaron Warren
*Howard "Chuck" Johnson, Jeremy Johnson, Don Miner

IX. BY CONSENT AGENDA – CONTINUING EDUCATION

A. Submitted by *American Society of Farm Managers and Rural Appraisers*

1. **All Topo Maps**, #ABA 1105-486, 8 hours
*Mike Johnson
2. **Computer Plotting Legal Descriptions for the Layman**, #ABA 0707-693, 8 hours
*Mike Johnson

B. Submitted by *Appraisal Institute*

1. **Online Case Studies in Appraising Green Residential Buildings**, Distance Education, ABA #Dxxxx issued on approval, 8 hours
Sandy Adomatis
2. **Online Introduction to Green Buildings: Principles & Concepts**, Distance Education, ABA #Dxxxx issued on approval, 8 hours

Taylor Watkins

3. **Online REO Appraisal: Appraisal of Residential Property for Foreclosure & Preforeclosure**, Distance Education, ABA #Dxxxx issued on approval, 7 hours
Mark Rattermann

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

1. **Commercial Leasing Issues**; ABA #0806-561, 4 hours
Joseph Chandler, Shelly Cramer, Lee Farris, , Andrew Jaffe, Dan Kloberdanz, William Kozub, Don Miner, Roy Morris, Jeff Pitcher, Karlene Politi, Tom Stoops, James, Weiss, Jonathan D. Willis
* Kathleen Holmes, Gretchen Koralewski
2. **Real Estate Market Update (C7392)**; ABA #0806-555, 3 hours
Earl Cass, William Gray, Randy Helfman, William Iannelli, Don Miner, Paul Parouse, Dave Rider, Richard Turkian, Fletcher Wilcox

D. Submitted by **Hogan School of Real Estate**

1. **Covering All the Bases in Residential Reporting**; ABA #D0512-1081, Distance Education, 7 hours
James Hogan

E. Submitted by **McKissock LP**

1. **2012-2013 National USPAP Update Equivalent**, ABA #0210-913; 7 hours
Amelia Lovorn Brown
2. **Disciplinary Cases: What Not to Do**, ABA #0812-1135, 7 hours
Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, John Willey, Susanne Barkalow, Paul Lorenzen, Robert McClelland, Rob Abelson, Alex Gilbert, Dan Tosh, James Greg Harding, Diana Jacob
3. **Disciplinary Cases: What Not to Do, Live Webinar**, Distance Education, ABA #D1112-1148, 7 hrs
*Robert McClelland
4. **Land and Site Valuation, Live Webinar**, Distance Education, ABA #D1112-1149, 5 hrs
*Robert McClelland

X. BY CONSENT AGENDA - QUALIFYING EDUCATION

A. Submitted by **American Society of Farm Managers and Rural Appraisers**

1. **Eminent Domain (A250)**, #ABA 0702-246-10, 22 hours
*Lee Smith, Brent Stanger

B. Submitted by **Appraisal Institute**

1. **Online General Appraiser Income Approach, Part 1**, Distance Education, ABA #Dxxx-XXX-14 issued on approval, 30 hours
David Lenhoff

C. Submitted by **Dynasty School**

1. **Residential Report Writing and Case Studies**, Distance Education, ABA #Dxxx-XXX-07 issued on approval, 15 hours
Robert Abelson

D. Submitted by **McKissock LP**

1. **General Appraiser Market Analysis Highest & Best Use**, Distance Education, ABA #D0910-964-11, 30 hours

Dan Bradley

2. **General Appraiser Site Valuation & Cost Approach**, Distance Education, ABA #D0910-965-12, 30 hours
Dan Bradley

E. Submitted by **Mesa Community College**

1. **Basic Appraisal Principles (REA 270)**, Distance Education #ABA D0508-779-01, 30 hours
John Beshk
2. **Basic Appraisal Procedures (REA 271)**, Distance Education #ABA D0508-780-02, 30 hours
John Beshk
3. **Residential Appraisal Site Valuation and Cost Approach**, Distance Education, ABA #D0508-782-05, 15 hours
John Beshk
4. **Residential Market Analyses and Highest & Best Use (REA 273)**, Distance Education, #ABA D0508-781-04,
15 hours
John Beshk
5. **Residential Sales Comparison & Income Approach (REA 275)**, Distance Education, #ABA D0508-783-06,
15 hours
John Beshk
6. **Residential Report Writing and Case Studies, (REA 276 AA)** Distance Education, #ABA D0508-754-07
John Beshk