



## **ARIZONA BOARD OF APPRAISAL**

15 S. 15<sup>th</sup> Avenue., Suite 103A  
Phoenix, Arizona 85007  
(602) 542-1558 Fax (602) 542-1598  
Email: info@azboa.gov  
Website: www.azboa.gov

### **FINAL AGENDA REGULAR BOARD MEETING**

**February 20, 2015 at 8:30 A.M.  
15 S. 15<sup>th</sup> Avenue, Basement Conference Rooms A & B  
Phoenix, AZ 85007**

The Board may go into Executive Session for the purposes of obtaining legal advice from the Board's attorney on any matters listed below pursuant to A.R.S. § 38-431.03(A)(3), or discussion or consideration of records exempt by law from public inspection pursuant to A.R.S. § 38-431.03(A)(2). In addition, the Board may go into Executive Session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Board's attorneys regarding pending litigation and to consider its position and instruct its attorneys regarding same.

#### **1. CALL TO ORDER AND APPROVAL OF MINUTES:**

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Approval of the Minutes for the meetings held on December 19<sup>th</sup>, 2014 and January 16, 2015.
- D. Board recognition of James Heaslet for his years of service.

#### **2. PUBLIC ANNOUNCEMENTS AND CALL TO THE PUBLIC:**

The Board may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the Board on any issue within its jurisdiction. The Board may respond to criticism, may ask staff to review a matter, and/or may ask that a matter be put on future agenda. The Board may not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. See A.R.S. §38-431.01(G). **Anyone wishing to address the Board during the open call to the public is required to complete the form provided with the agenda at the time of the meeting. Members of the public may be, at the Board's discretion, allowed to address agenda items. The Board may limit persons speaking during this time to a reasonable number on any public comment matter. In addition, each person wishing to address the Board will be given five (5) minutes to do so.**

**3. COMPLAINT REVIEW:**

**A. INITIAL FILE REVIEW:** First review and possible action following receipt of reply from Respondent, expiration of Respondent's reply date, or extension of Respondent's reply date:

3752 Ronald (Joe) Scarpa, II  
3754 Lana Domino  
3757 Raymond E. Sanchez, Jr.  
3760 Stephen Hobbs  
3769 Stacey L. Killeen  
3770 Stacey L. Killeen  
3775 Pascale Levin

**B. COMPLIANCE FILE REVIEW:**

3703 Robin Silberman	Discussion, consideration and possible action following Respondent's request for approval of selected Mentor required by the signed Consent Agreement and Order of Probation.
3707 Scott Swanbery	Discussion, consideration and possible action following Respondent's proposed counteroffer.
3737 Robert Miller	Discussion, consideration and possible action following respondent's failure to sign proposed Non-Disciplinary Letter of Concern.

**C. INFORMAL HEARINGS:**

(10:30 a.m.)  
3741 Vicky J. Love Certified Residential Appraiser #20667

(1:15 p.m.)  
3734 Lyle F. Gallagher Certified General Appraiser #31306

**D. 12-MONTH FILE REVIEW:** None for this meeting.

**4. REPORTS OF CHAIRPERSON, EXECUTIVE DIRECTOR AND COMMITTEES:**

**A. EXECUTIVE DIRECTOR REPORT:**

(1) Assistant Attorney General's assignments

- (2) Complaints with answer dates extended by staff
- (3) Complaint statistics
- (4) Update on the Executive Director's last month's activities

**B. COMMITTEE REPORTS:**

**(1) BUDGET COMMITTEE:**

Discussion, consideration and possible action relating to the February 19th Budget Committee meeting recommendations.

**(2) APPLICATION REVIEW:**

Discussion, consideration, and possible action on recommendations from the Committee regarding approval of applicants and possible revisions to application materials and procedures (see Committee meeting agenda).

**5. NEW BUSINESS:**

- A. Discussion, consideration and possible action regarding committee assignments.
- B. Discussion, consideration and possible action relating to attendance at the Appraisal Practices Board meeting and the AARO Spring Conference to be held May 1st – 3rd, in Nashville, TN.
- C. Discussion, consideration, and possible action regarding approval of Appraisal courses, course providers and education requirements (see proposed courses attached at the end of this agenda).
- D. Discussion, consideration and possible action relating to the Governor's recommendation of consolidation with the Department of Financial Institutions.
- E. Discussion, consideration and possible action regarding granting authority to the Executive Director to permanently approve mentors, if they have been previously approved by the Board.
- F. Discussion, consideration and possible action related to the Board's statutes as well as discussion, consideration and possible action relating to other legislative matters, including but not limited to HB2647.

**6. OLD BUSINESS:**

- A. Discussion, consideration and possible action relating to Case 3694, Joanna Conde, and a corresponding update, if any, from the Appraisal Qualifications Instructor Review Committee.

**7. CONFIRMATION OF MEETING DATES, TIME, LOCATIONS AND PURPOSES:**

Dates and times

**8. ADJOURNMENT:**

One or more members of the Arizona Board of Appraisal may participate by telephone conference call. Members of the Board will attend either in person or by telephone conference call. All items assigned a specific time will be addressed at that time or as soon thereafter as the item may be heard. All items not assigned a specific time may be addressed at any time during the meeting.

Copies of this agenda and additional information regarding any of the items listed above may be obtained 24 hours prior to the scheduled meeting from the Arizona Board of Appraisal, 15 S. 15<sup>th</sup> Ave., Suite 103A, Phoenix, Arizona, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. Telephone: (602) 542-1558, or on the Board's website under Meetings.

In accordance with Title II of the Americans with Disabilities Act (ADA), the Board does not discriminate on the basis of disability in admission to its public meetings/hearings. If a person with disabilities needs any type of accommodation, please notify the Board's ADA Compliance Coordinator, Juanita Coghill, as soon as possible prior to the meeting at (602) 364-0098.

EDUCATION  
February 20, 2015

I. Submitted Education

A. Continuing Education – New – Not AQB Approved

Appraisal Institute

- a. Contract or Effective Rent: Finding the Real Rent, 4 hours  
Tom Hamilton
- b. Litigation Assignments for Residential Appraisers, 4 hours  
Sandy Adomatis

Arizona School of Real Estate & Business

- a. Agency & The Use of Electronic Media, 3 hours
- b. Agency Disclosure-ADRE Guidelines, 3 hours
- c. Agency Disclosure Forms, 3 hours
- d. Agency Law-Case Studies & Problem Solving, 3 hours
- e. Agency Property Management & Leasing, 3 hours
- f. Commissioner's Rules III, 3 hours
- g. Fair Housing & Internet Advertising, 3 hours
- h. Federal Fair Housing Act, 3 hours
- i. Fair Housing Awareness, 3 hours
- j. How to Write a Residential Lease, 3 hours
- k. Keeping Current with Commissioner's Standards, 3 hours
- l. Real Estate Contracts Legal & Ethical Considerations, 3 hours
- m. Residential Contract Writing & Problem Solving, 3 hours
- n. Rules-Ethical Conduct, 3 hours
- o. Rules-New Issues in Public Duties, 3 hours

B. New Instructor

American Society of Farm Managers & Rural Appraisers/AZ Chapter

- a. 2015 Spring AG Outlook Forum, 0211-993, 7 hours  
David Modeer

II. By Consent Agenda

A. Continuing Education – New – AQB Approved

Appraisal Institute

- a. 2014-2015 7-Hour National USPAP Update, 7 hours  
Tom Kirby

McKissock, LP

- a. Appraisals of Industrial Incubators, Distance Education, 7 hours  
Tracy Martin
- b. Appraisal of Owner-Occupied Commercial Properties, Distance Education, 7 hours  
Tracy Martin

B. Continuing Education – Renewal - Not AQB Approved

Calypso Continuing Education

- a. FHA Site Inspection for Appraisers, Distance Education, D0113-1158, 7 hours  
Francis Finnigan

Appraisal Institute

- a. Advanced Spreadsheet Modeling & Valuation Applications, 0214-1259, 15 hours.  
Jim Amarin
- b. The Appraiser as an Expert Witness, 0214-1267, 16 hours.  
Sandy Adomatis
- c. Fundamentals of Separating Real Property, Personal Property, & Intangible Business Assets, 0112-1060, 15 hours  
Jim Vernor
- c. Complex Litigation Appraisal Case Studies, ABA #0214-1261, 8 hours  
Sandy Adomatis
- d. Residential and Commercial Valuation of Solar, ABA #0214-1263, 15 hours  
Sandy Adomatis
- e. Litigation Appraising: Specialized Topics & Applications, ABA #0214-1262, 16 hours  
Sandy Adomatis

Arizona School of Real Estate & Business

- a. Real Estate Market Update, 0314-1290, 3 hours  
Earl Cass, Bill Gray, Randy Helfman, William Iannelli, Kevin McClure, Don Miner, Paulie Parouse, Dave Rider, Richard Turkian, Fletcher Wilcox, Marlene Olsen, Barry Seip, James Sexton, Debbie Shield
- b. Regulatory Update for Appraisers, 0309-844, 3 hours  
Earl Cass, Dale Cooper, Jacques Fournier, Bill Gray, Kathleen Holmes, Howard Johnson, Jeremy Johnson, Gretchen Koralewski, Kevin McClure, Don Miner, Roy Morris, Dave Rider, Richard Turkian, Aaron Warren, Fletcher Wilcox

C. Continuing Education – Renewals –AQB Approved

Appraisal Institute

- a. Review Theory - General, 0214-1264, 33 hours  
Stephanie Coleman
- b. Review Theory - Residential, 0214-1265, issued on approval, 17 hours  
Sandy Adomatis
- c. Business Practices and Ethics, 0214-1280, 4 hours  
Mark Rattermann
- d. Online The Discounted Cash Flow Model: Concepts, Issues, & Applications, D0214-1281, Dist. Ed., 5 hrs  
Ken Lusht

Career Webschool

- a. An FHA Single Family Appraiser, D0114-1251, Distance Education, 14 hours  
A.M. Bud Black
- b. A URAR Form Review, D0406-527, Distance Education, 7 hours  
A.M. Bud Black
- c. Appraisal Math & Statistics, D0113-1161, Distance Education, 7 hours  
A.M. Bud Black
- d. Cost Approach Overview, D0113-1163, Distance Education, 7 hours  
A.M. Bud Black
- e. Income Capitalization Overview, D0113-1164, Distance Education, 7 hours  
A.M. Bud Black
- f. Residential Market Analysis and Highest and Best Use, D1106-592, Distance Education, 14 hours  
A.M. Bud Black
- g. Residential Appraiser Site Valuation & Cost Approach, D1106-591, Distance Education, 14 hours  
A.M. Bud Black
- h. Residential Report Writing and Case Studies, D0214-1282, Distance Education, 14 hours  
A.M. Bud Black
- i. Sales Comparison Approach, D0113-1162, Distance Education, 7 hours  
A.M. Bud Black

ABOA Agenda for  
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The Columbia Institute

- a. 2014-2015 National USPAP Update No. 101 0114-1255, 7 hours  
Jeremy C. Johnson, Martin Molloy, Roy Morris

McKissock, LP

- a. Analyze This! Application of Appraisal Analysis – Live Webinar, D0314-1292, Distance Education, 4 hours  
Tracy Martin, Dan Bradley
- b. UAD-Up Close and Personal, D0314-1293, Distance Education, 3 hours  
Tracy Martin, k Dan Bradley
- c. Land and Site Valuation, D1008-827, Distance Education, 7 hours  
Alan Simmons
- d. The Nuts and Bolts of Green Building for Appraisers, D0710-946, Distance Education, 3 hours  
Daniel Bradley

D. Qualifying Education – Renewals –AQB Approved

Appraisal Institute

- a. Advanced Concepts and Case Studies, 0214-1268-10, 38 hours  
Larry Wright
- b. Advanced Income Capitalization, 0214-1269-10, 33 hours  
Larry Wright
- c. Advanced Income Capitalization- Synchronous, D0214-1270-10, Distance Education, 35 hours  
Tom Kirby
- d. Advanced Market Analysis & Highest & Best Use-Synchronous, D0214-1271-10, Distance Education, 35 hrs  
Larry Wright
- e. Advanced Residential Applications and Case Studies, Part 1, 0214-1272-09, 15 hours  
Mark Rattermann
- f. Advanced Residential Report Writing, Part 2, 0214-1273-10, 30 hours  
Mark Rattermann
- g. Basic Appraisal Principles, 0214-1274-01, 30 hours  
Mark Rattermann
- h. General Appraiser Market Analysis & Highest & Best Use, 0214-1275-11, 30 hours  
Mark Rattermann
- i. General Appraiser Report Writing and Case Studies, 0214-1276-15, 30 hours  
Rich DuBay
- j. General Appraiser Sales Comparison Approach, 0207-606-13, 30 hours  
Rich DuBay
- k. Online General Appraiser Sales Comparison Approach, D0214-1278-13, Distance Education, 30 hours  
Ken Foltz
- l. Online General Appraisers Site Valuation & Cost Approach, D0114-1256-12, Distance Education, 30 hours  
Arlen Mills
- m. Online General Appraiser Market Analysis & Highest & Best Use, D0214-1275-11, Distance Education, 30 hrs  
Robert Dunham
- n. Quantitative Analysis, 0212-1065-10, 35 hours  
Ken Foltz

Dynasty School

- a. Real Estate Appraisal Principles and Procedures, D0512-1084-01-02, Distance Education, 60 hours  
Robert Abelson
- b. Residential Report Writing and Case Studies, D0613-1189-07, Distance Education, 15 hours  
Robert Abelson

Career Webschool

- a. An FHA Single Family Appraiser, D0114-1251-10, Distance Education, 15 hours  
A.M. Bud Black
- b. Basic Appraisal Principles, D0406-525-01, Distance Education, 30 hours  
A.M. Bud Black
- c. Basic Appraisal Procedures, D0406-524-02, Distance Education, 30 hours  
A.M. Bud Black
- d. Residential Market Analysis and Highest and Best Use, D1106-590-04, Distance Education, 15 hours  
A.M. Bud Black
- e. Residential Appraiser Site Valuation & Cost Approach, D1106-589-05, Distance Education, 15 hours  
A.M. Bud Black
- f. Residential Sales Comparison & Income Approach, D0408-767-06, Distance Education, 30 hours  
A.M. Bud Black
- g. Residential Report Writing and Case Studies, D0406-526-07, Distance Education, 15 hours  
A.M. Bud Black