

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
MEETING MINUTES**

**Via Zoom
September 22, 2021
10:00 am**

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 10:09 am by Dean Dawson, Chair.

II. Roll Call Dean Dawson, Chair

A silent Roll Call was taken. It was determined a quorum existed.

The following were in attendance via Zoom: Chair Dean Dawson (Appraiser – 2nd Congressional District), Rachel Phillips (Appraiser – 1st Congressional District), Nathan Nibert (Appraiser- 3rd Congressional District), Joseph A. Chico, III, (Appraisal Management Company), Honorable Anthony J. Julian (General Public), Darlene Dunn (Financial Institution), Frank DeChiazza (Financial Institution), WVREALCB Executive Director Patricia Rouse Pope, ex officio, and Karen Fisher, Administrative Assistant.

III. Remarks from the Public

Appraiser Adam Treadway was in attendance. He addressed the Board regarding the late fee imposed on his 2021-2022 renewal application.

IV. Approval of Agenda Board

Motion made to approve the agenda by Joe Chico.
Nathan Nibert seconded.
Motion carried.

V. Approval of August 25, 2021 Meeting Minutes

Motion made to approve the August 25, 2021 Meeting Minutes by Frank DeChiazza.
Nathan Nibert seconded.
Motion carried.

VI. Financial Report Patricia Rouse Pope

Patricia presented the Financial Report for the month of August 2021.
Motion made to approve the Financial Report as presented by Joe Chico.

Anthony Julian seconded.
Motion approved.

VII. Executive Director's Report

Patricia Rouse Pope

Patricia called the Board's attention the following:

1. Late Fee Issue

Incorrect information about when the late fee kicks in was posted and sent to renewal applicants. It is not known who renewed based on the incorrect information (that the late fee is assessed on applications dated/received after September 30) or who renewed based on the correct information (that per 190CSR3, renewals are due 30 days prior to September 30 and the late fee will be assessed to renewal applications dated or received after August 31).

Because of the clerical error, the Board approved a resolution proposed by Darlene Dunn and seconded by Rachel Phillips to refund late fees. (NOTE: CSR3 was subsequently suspended and the expiration date of pending renewals not yet processed was extended to 10.31.2021. Late fee will be assessed only to renewal applications dated after 10.31.2021.)

2. Renewal Update

Karen and I have been dealing with WVOT on website issues almost daily. Some of the issues are the result of "user error" and need OT to assist in being resolved. Others are WVOT-created due to its lack of availability and expertise.

Renewals are completed up through last week and what is waiting to be picked up at the Treasury today. There are 56 applications pending with issues due to problems with the application on the part of the applicant.

3. New Administrative Assistant

A very suitable candidate was offered and accepted the position and starts on Monday, September 27th.

VIII. Legal Counsel Report

None.

IX. Committee Reports & Recommendations

A. Standards

Dean Dawson

Report of Recommendations of 9.15.2021 Meeting:

New Complaint(s)
None

New Allegation(s)

- A21-009 - Dismissed
- A21-010 – Elevated to a Complaint

Pending Allegation(s)

- a. None

Pending complaint(s)

- a. S20-001-C
- b. S20-002-C
- c. S20-006-C – 10.28.21 Hearing Date To Be Rescheduled
- d. S20-010-C
- e. S20-012-C
- f. S20-013-C
- g. S20-014-C – Contact to confirm receipt of Consent Decree
- h. S21-001-C – Consent Decree terms determined
- i. S21-002-C – Being sent to outside reviewer
- j. S21-003-C
- k. S21-004-C
- l. S21-005 – Being sent to outside reviewer
- m. Hybrid-related Appraisal

Motion made to accept the Standards Committee recommendations as presented by Dean Dawson.
Joe Chico seconded.
Motion carried

B. Upgrades

Nathan Nibert, Chair

Report of recommendations of 9.15.2021 Meeting:

- a. U21-031-G - Continued
- b. U21-030-L - Continued
- c. U21-029-S - Approved
- d. U21-027-S - Denied
- e. U21-024-S – Continued
- f. U21-020-L - Continued
- g. U21-032-L - Denied
- h. U21-019-L – Approved
- i. U21-026-L - Continued
- j. U21-021-S - Continued
- k. U21-025-S – 8.25.21 Board vote stands

Motion made to accept the Upgrades Committee recommendation by Nathan Nibert.
Rachel Phillips seconded.
Motion carried.

C. Education**Board**

Consideration of Approval of Education Courses for QE or CE.

- a. Appraiser (K.K.) – Application for 14 hrs. CE approval for Stats, Graphs, and Data Science.
- b. ASFMRA – Application for 8 hrs. CE for Appraising Rural Residential Properties.

Motion made to approve each course and number of hours applied for by Dean Dawson.

Anthony Julian seconded.

Motion carried.

X. Open Business

- A. Consideration of WVOT Website Issues & Researching Other Vendors – Continued.
- B. Consideration of AMC/Appraisal – Continued.
- C. Consideration of Zoom Protocol – Continued.
- D. Consideration of In Person Meetings – Continued due to on-going COVID-19 concerns.
- E. Consideration of McCune Matter – Continued.

XI. New Business

- A. Consideration of Draft Report and Transmittal Letter from Performance Evaluation and Research Division (PERD) – Dean Dawson and Patricia Pope brought members up to date on the issue.
- B. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Dean Dawson and Patricia Pope gave members an overview of the program. – Continued for future discussion and consideration.

XII. Remarks from the Board

None

XIII. Adjournment

Motion to made to adjourn by Anthony Julian.

Dean Dawson seconded.

Motion carried.

The Board meeting was adjourned at 11:47 a.m.

Upcoming Meetings/Events:

- WVREALCB meeting – October 20, 2021
- Standards & Upgrades Committee meeting – October 13, 2021

Respectfully submitted by

Patricia Rouse Pope, Executive Director



Dean Dawson, Chair

10.20.2021

Date

VACANT Secretary

Date