

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

**Via Zoom  
October 19,2022  
9:00 am**

**I. Call to Order** Dean Dawson, Chair

The meeting was called to order at 9:08 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 – 2<sup>nd</sup> Congressional District), Rachel Phillips (Appraiser – 1<sup>st</sup> Congressional District), Frank DeChiazza (Financial Institution); Darlene Dunn (Financial Institutions), Daniel Burns, Esq. (Public), Scott Barnette, Esq. (Public), Russell Rice, (Appraiser – 1<sup>st</sup> Congressional District), WVREALCB Administrative Assistant Thomas M. McCall.

**III. Remarks from the Public**

None.

**IV. Approval of Agenda** Board

Motion made to approve the agenda by Frank DeChiazza.  
Scott Barnett seconded.  
Motion carried.

**V. Approval of September 21, 2022 Meeting Minutes**

Minutes were not available for review due to staffing issues and it was agreed that Dean Dawson would complete the minutes and have available for review at the next meeting.

**VI. Financial Report** Board

No report was given due to current staffing issues. Documents on financials were provided to Frank DeChiazza who agreed to monitor them until a new Executive Officer was hired

**VII. Executive Director's Report** Board

No report was given due to retirement of Executive Director Patricia Rouse Pope. Dean Dawson asked Thomas M. McCall to provide the Board with an update on appraiser license renewals. It was reported that 530 licenses had been renewed to date and more were expected due to the extension of renewal period through the end of October that was granted due to a system outage that prevented some licensees from renewing on time.

Dean Dawson reported that Joe Chico had submitted a resignation letter to the Governor's office and that the resignation was effective immediately upon receipt at the Governor's office.

### **VIII. Legal Counsel Report**

**Adriana Marshall, Asst. WV Attorney General**

No Legal Counsel Report for this meeting.

### Committee Reports & Recommendations

#### **A. Standards**

Dean Dawson

##### Consideration of New Allegation(s)

A22-016 – Sent to Investigator

A22-015 – Dismissed

##### Consideration of Pending Allegation(s)

A22-006 – Continued

A22-011 - Continued

##### Consideration of Pending complaint(s)

a. S22-014, S22-011, S22-004 – waiting on hearing to be scheduled.

b. S20-013, S21-005, S21-007 (Rachel)- waiting on new hearing date to be scheduled.

Motion made to accept Standards Committee recommendations by Russ Rice.

Rachel Phillips seconded.

Motion carried.

#### **B. Upgrades**

Dean Dawson

Consideration of new Upgrades applications - None

Pending Upgrades:

a. U22-14

b. U22-15

- c. U22-16
- d. U22-17
- e. U22-18
- f. U22-19
- g. U22-20

Dean Dawson made a motion to approve all upgrades with the exception of U22-16 which would be approved upon receipt of the applicant's revised/corrected cost approach.

Rachel Phillips seconded.  
Motion Carried

### C. Education

Board

Consideration of Approval of Education Course(s) for QE or CE.

- a. WV Law Course
- b. Mortgage Lending Appraisal requirements: Fannie Mae and Freddie Mac
- c. Fundamentals of Expert Witness Testimony
- d. Appraising Condominium Units (2 Offerings)
- e. Supporting Adjustments: The Journey from Analysis to Adjusting (2 Offerings)
- f. 2022-2023 7-Hour National USPAP Update Course (6 offerings)
- g. Valuation of Residential Solar (2 Offerings)
- h. Land and Site Valuation
- i. Learning from the Mistakes of Others: Appraisal Disciplinary Case Studies (3 Offerings)
- j. Market Disturbances-Market Analysis in Atypical Markets and Cycles
- k. Residential Property Inspections: An Appraiser's Perspective
- l. New Construction Essentials: Luxury Homes
- m. Measuring 1-4 Unit Residential Properties with ANSI Z765 Standard (3 Offerings)
- n. Responding to a Reconsideration of Value (ROV) (2 Offerings)
- o. REO Appraisal: Guidelines and Best Practices
- p. Bifurcated and Hybrid Appraisals: A Practical Approach (3 Offerings)
- q. Using Appraisal Report Templates Responsibly
- r. The Fundamentals of Appraising Luxury Homes
- s. Diversify Your Appraisal Practice with Estate Appraisals
- t. The Appraiser's Guide to HUD Handbook 4000.1
- u. Diversify Your Practice with Assessment Appeals
- v. Focus on FHA Minimum Property Requirements
- w. Appraising Complex and Stigmatized Residential Properties
- x. Appraising Small Apartment Properties

Motion made to approve all Education Courses as presented with the exception of the WV Law courses which would be approved pending correction of the

minor corrections needed that were found in the Outside Legal Counsel review by Russ Rice.

Rachel Phillips seconded.

Motion carried.

## **IX. Open Business**

- A. Consideration of In-Person Board Meetings – Continued until completion of Board office renovation.
- B. Consideration of another provider re WV Law Course – Continued
- C. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Continued.
- D. Consideration of Hybrid and Bifurcated Appraisals – Continued.
- E. Consideration of Appraiser Independence – Continued
- F. Clarification re latest USPAP cycle requirement for renewal in regard to 190CSR#-4.1c – The Board clarified that new licensees were not required to take the update course in the first license cycle if the 15-Hour course on the same version of USPAP was taken for QE.

## **X. New Business**

- A. Executive Director Replacement Search – The Board had received 10 applications and discussed a hiring committee and plan to conduct phone interviews to narrow the number of applicants for consideration.
- B. Current Staffing – The Board discussed current staffing issue and identified Thomas M. McCall for possible promotion to Licensing Coordinator and agreed to allow hiring committee to discuss the promotion in a separate committee meeting.

## **XI. Remarks from the Board**

Dean Dawson reminded the Board that there would likely be an upcoming ASC audit to prepare for, but information on timing was unknown at this time.

## **XII. Adjournment**

Meeting was adjourned at 9:55am

Upcoming Meetings/Events:

- WVREALCB meeting – November 30, 2022
- Standards & Upgrades Committee meeting – November 16, 2022

Respectfully submitted by

Patricia Rouse Pope, Executive Director



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Dean Dawson, Chair

10/20/22

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Date

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VACANT Secretary

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Date