

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

November 18, 2003

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. The following Board members were present:

David N. Castle, Chairman  
Christopher Call  
John C. Harry, III  
Harry O. Lewis, Jr  
Michael G. Miller  
Douglas Mullins, Jr.  
Donald G. Quinby  
Fay B. Silverman  
Robert A. Whaley

DPOR Staff present for all or part of the meeting included:

Christine Martine, Executive Director  
Camille C. Palmer, Administrative Assistant  
Earlyne Perkins, Legal Assistant

A representative for the Office of the Attorney General was not present.

Chairman Castle called the meeting to order at 10:00 a.m.

**Call to Order**

No one addressed the Board during the **Public Comment Period**.

**Public Comment**

A motion was made by Mr. Whaley and seconded by Mr. Call to approve the **agenda**. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

**Agenda**

A motion was made by Mr. Miller and seconded by Mr. Lewis to approve the **minutes of the August 26, 2003** Board meeting. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

**Minutes**

A motion was made by Mr. Quinby and seconded by Mr. Harry to approve the **minutes of the September 10, 2003 IFF Conference**. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

**In the matter of File Number 2004-00414, Eric Kristan Proffitt**, the Board reviewed the record, which consisted of the application file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Proffitt was present. A motion was made by Mr. Miller and seconded by Mr. Harry to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to approve Mr. Proffitt's application for a residential real estate appraiser license. The motion passed unanimously. Members voting "Yes" were Castle, Call, Lewis, Miller, Mullins, Quinby, Silverman, and Whaley. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

**File Number 2004-00414**  
**Eric Kristan Proffitt**

In the matter of **File Number 2003-03204, William Robertson Allen**, the Board reviewed the record, which consisted of the application file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Allen was not present. A motion was made by Mr. Whaley to accept the recommendation contained in the Summary of Informal Fact-Finding Conference. The motion failed because there was no second to the motion. A motion was made by Mr. Whaley and seconded by Mr. Miller to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to deny Mr. Allen's application for a certified general appraiser license because Mr. Allen hasn't demonstrated or presented evidence of his ability to develop and apply the income approach value. Mr. Allen can submit three (3) sample appraisals with income approach to value he performed himself within six (6) months with a new application. These reports shall be Complete appraisals in a Summary or Self Contained format. The application fee is waived if Mr. Allen reapplies within six (6) months of the date of the Order. The motion passed unanimously. Members voting "Yes" were Castle, Call, Lewis, Miller, Mullins, Silverman, Whaley and Quinby. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

**File Number 2003-03204**  
**William Robertson Allen**

The Board reviewed the guidelines for **experience hours** the Board would accept from an appraiser applicant for the different types of appraisals stated by the applicant on the "Experience Log." By consensus, the Board updated the guidelines which staff will implement.

#### Experience Hours Update

Ms. Martine gave an overview of the **Haskell Appeal Settlement Proposal**. A motion was made by Mr. Harry and seconded by Mr. Whaley to reject the Settlement Proposal. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

#### Haskell Appeal Settlement Proposal

Ms. Martine discussed having, a **staff member, to serve as presiding officer, during the Informal Fact Finding Conferences** which involve licensing applications disclosing criminal convictions. A motion was made by Mr. Whaley and seconded by Mr. Miller to approve the recommendation that a staff member be authorized to serve as presiding officer, during the Informal Fact Finding Conferences, which involve licensing applications disclosing criminal convictions. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

#### Staff Member to preside at Informal Fact-Finding Conferences

During **Old Business**, the Board requested an update from the Attorney General's Office regarding recent cases heard by the Board and requested an update regarding receiving complaints in writing. Also, the Board chairman agreed to contact North Carolina regarding Reciprocity Agreement going through the DPOR staff.

#### Old Business

Ms. Martine gave an overview regarding **travel, per diem**, and direct deposit for Board members. No action was necessary.

#### Travel/Per Diem Update

The Board reviewed information regarding **electronic signatures** and the appropriate place for a trainee and supervisory appraiser to sign appraisals. The Board stated in the block on the left side where a licensed appraiser should sign, on the line where the appraiser's license number should be, the person completing the form should write "Unlicensed Trainee" or if the person holds a trainee license from the Board, the person should put his Trainee license number followed by trainee in parentheses.

#### Electronic Signatures

Ms. Silverman presented, "The Federal Line" to discuss, a VA Appraisal issue in the Tidewater area.

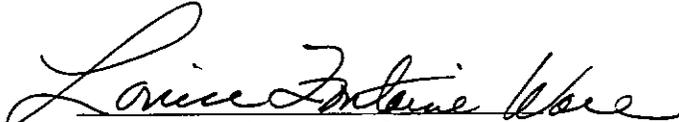
The Real Estate Appraiser Board Tentative **2004 Meeting Dates** were distributed and discussed. A motion was made by Mr. Harry and seconded by Mr. Lewis to adopt February 17, 2004, May 4, 2004, August 17, 2004, and November 9, 2004 as 2004 **meeting dates for the Board**. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Lewis, Miller, Mullins, Quinby, Silverman and Whaley. There were no negative votes.

**2004 Board Meeting  
Dates**

A motion was made by Mr. Whaley and seconded by Mr. Lewis to **adjourn** the meeting. The meeting adjourned at 12:00 p.m.

**Adjourn**

  
\_\_\_\_\_  
David N. Castle, Chairman

  
\_\_\_\_\_  
Louise Fontaine Ware, Secretary

Copy Teste:

\_\_\_\_\_  
Custodian of the Record

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Douglas Mullins, Jr.
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: \_\_\_\_\_



**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Fay B. Silverman
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: N/A
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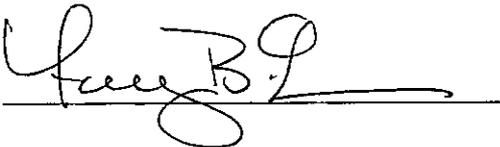
6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: VA Mortgage Lenders Association

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(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

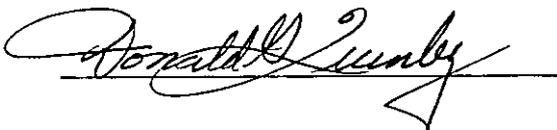
1. Name: Donald G. Quinby
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Christopher Call
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

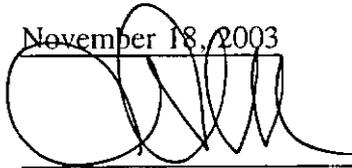
(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated:

November 18, 2003

Signature:

  
\_\_\_\_\_

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT**

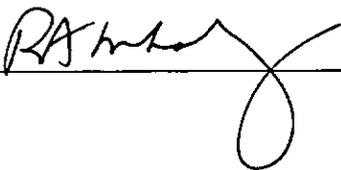
1. Name: Robert A. Whaley
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Harry O. Lewis, Jr.
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: John C. Harry, III
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Michael G. Miller
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

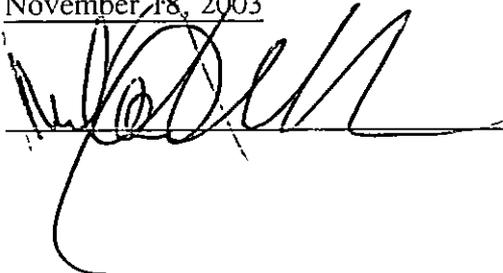
6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: \_\_\_\_\_



**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: David N. Castle
2. Title: Chairman - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: November 18, 2003

Signature: \_\_\_\_\_

