

**REAL ESTATE APPRAISER BOARD
TENTATIVE AGENDA**

**Tuesday, June 30, 2020 - 10:00 AM
2nd Floor – Board Room 2**

**Department of Professional and Occupational Regulation
Perimeter Center, Suite 200
9960 Mayland Drive
Richmond, Virginia 23233**

I. CALL TO ORDER

II. ADMINISTRATIVE MATTERS

1. Approval of Agenda
2. Approval of Minutes:
 - A. February 11, 2020, Board Meeting

III. PUBLIC COMMENT PERIOD**

IV. CASES

1. File Number 2020-01155 – Brian Dean Brown
Pre-IFF Consent Order by Chapin – Disciplinary
2. File Number 2020-01269 – Sean Martin Camp
Pre-IFF Consent Order by Stuchell – Disciplinary
3. File Number 2020-00614 – Robert Preston Shannon, Jr.
IFF by Stuchell – Disciplinary
4. File Number 2020-00536 – Robert Warren Dawson, Jr.
IFF by Stuchell & Rochester – Disciplinary
5. File Number 2020-00903 – Angela Stokes
IFF by Rochester & Bratton – Disciplinary
6. File Number 2020-01171 – Brian Charles Runge
IFF by Rochester – Disciplinary
7. File Number 2020-00808 – Ronald William Keyes, Jr.
IFF by Rochester & McCarty – Disciplinary

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8. File Number 2020-01173 – Jonathan Hobbs Montgomery
IFF by Rochester & McCarty – Disciplinary
 9. File Number 2020-01050 – Martin Clark Van Kirk
Pre-IFF Consent Order by McCarty– Disciplinary
 10. File Number 2020-01958 – Yevgeny Gekht
IFF by McCarty - Licensing

V. ADMINISTRATIVE ISSUES

- Board Financial Statements

VI. OLD BUSINESS

VII. NEW BUSINESS

- Election of Officers

NEXT MEETING SCHEDULED FOR TUESDAY, OCTOBER 13, 2020

**** 5-minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files. No other public comment will be accepted by the Board during the meeting.** Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8552 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

February 11, 2020

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following Board members were present:

Robert Rochester, Chair
Rickey Stuchell, Vice-Chair
Rex McCarty
Janel Hofler
Edythe Kelleher
H. Glenn James
Mark Chapin
Kelvin Bratton

Board members absent from the meeting: Chris King
Fay B. Silverman

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

Mary Broz-Vaughan, Director
Christine Martine, Executive Director
Jim Chapman, Board Administrator
Emily Trent, Administrative Assistant

Elizabeth Peay from the Office of the Attorney General was present.

Mr. Rochester called the meeting to order at 10:08 A.M.

Call to Order

A motion was made by Mr. Chapin and seconded by Mr. McCarty to approve the agenda. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty, Rochester and Stuchell.

Approval of Agenda

A motion was made by Mr. McCarty and seconded by Mr. Chapin to approve the October 8, 2019, Real Estate Appraiser Board minutes; and January 7, 2020, Regulatory Review Committee minutes. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James,

Approval of Minutes

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Kelleher, McCarty, Rochester and Stuchell.

Jayne Allen addressed the Board concerning an AMC paying the average price for the area instead of following the Guidance Document. No action was taken by the Board.

Public Comment

Pat Turner addressed the Board regarding AAPP standards, hybrid appraisals and third party inspections. No action was taken by the Board.

In the matter of **File Number 2020-00472, Azhar Iqbal Badr**, the Board reviewed the Consent Order as seen and agreed to by Mr. Badr. A motion was made by Mr. McCarty and seconded by Mr. James to accept the proposed Consent Order offer wherein Mr. Badr admits to a violation of 18 VAC 130-20-180.E (Count 1) of the Board's 2015 Regulations, and a violation of 18 VAC 130-20-180.K (Count 2) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$250.00 for the violation contained in Count 1, and \$250.00 for the violation contained in Count 2, and \$150.00 in Board costs, for a total of \$650.00. In addition, for violation of Count 1, Badr agrees to complete a 15-hour USPAP course approved by The Appraisal Foundation or the Board within six (6) months of the effective date of the Order. Upon successful completion, Badr shall provide the Board with proof of passing the exam. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade. Further, Badr agrees that his current trainees must find another supervisor and Badr must be in good standing with the Board for a period of three years, from the effective date of the Order, before Badr will be permitted to supervise new trainees. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty and Rochester.

File Number 2020-00472, Azhar Iqbal Badr

As the Board member who reviewed the file, Mr. Stuchell did not vote or participate in the discussion in this matter.

In the matter of **File Number 2019-02655, William Chesley Bryant, III**, the Board reviewed the Consent Order as seen

File Number 2019-02655, William

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and agreed to by Mr. Bryant. A motion was made by Mr. McCarty and seconded by Mr. Chapin to accept the proposed Consent Order offer wherein Mr. Bryant admits to a violation of 18 VAC 130-20-180.E (Count 1) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 3) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 4) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 5) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 6) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.D (Count 7) of the Board's 2015 Regulations, and a violation of 18 VAC 130-20-180.D (Count 8) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$100.00 for the violation contained in Count 1, \$100.00 for the violation contained in Count 2, \$100.00 for the violation contained in Count 3, \$100.00 for the violation contained in Count 4, \$100.00 for the violation contained in Count 5, \$100.00 for the violation contained in Count 6, \$100.00 for the violation contained in Count 7, \$100.00 for the violation contained in Count 8, and \$150.00 in Board costs, for a total of \$950.00. In addition, for violation of Counts 1-8, Bryant agrees to complete a Residential Appraisal Course pertaining to report writing, such as "Residential Report Writing and Case Studies," approved by The Appraisal Foundation or the Board within six (6) months of the effective date of the Order. Such course shall be a minimum of 10 hours and shall include an examination. Upon successful course completion, Bryant shall provide the Board with proof of passing the exam. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty and Rochester.

As the Board member who reviewed the file, Mr. Stuchell did not vote or participate in the discussion in this matter.

In the matter of **File Number 2019-01159, Cecil Simmons,**

Chesley Bryant, III

File Number 2019-

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01159, Cecil Simmons

the Board reviewed the record which consisted of the investigative file, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Mr. Chapin and seconded by Mr. Bratton to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.D (Count 3) of the Board's 2015 Regulations, three violations of 18 VAC 130-20-180.D (Count 4) of the Board's 2015 Regulations, and three violations of 18 VAC 130-20-180.E (Count 5) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty and Rochester.

A motion was made by Mr. McCarty and seconded by Ms. Kelleher to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and impose a monetary penalty of \$300.00 for the violation contained in Count 1, \$300.00 for the violation contained in Count 2, \$250.00 for the violation contained in Count 3, \$300.00 for each violation contained in Count 4, and \$100.00 for each violation contained in Count 5, for a total of \$2,050.00. In addition, for the violations of Counts 1, 2, 3, 4, and 5, Simmons' shall be placed on probation and required to take Qualifying Education ("QE") Commercial Appraisal Course(s) approved by the Appraisal Foundation or the Board within six (6) months of the effective date of the Order. The course(s) shall include instruction on Highest and Best Use analysis and/or Income Capitalization approach. Simmons must complete a minimum of 40 total hours, and each course shall include an examination. Upon successful course completion, Simmons shall provide the Board with proof of passing the examination. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty and Rochester

As the Board member who reviewed the file, Mr. Stuchell did not vote or participate in the discussion in this matter.

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In the matter of **File Number 2019-02815, James M. Snyder**, the Board reviewed the record which consisted of the investigative file, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. James M. Snyder, respondent, was present and addressed the Board. A motion was made by Mr. Chapin and seconded by Mr. Bratton to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find no violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell.

File Number 2019-02815, James M. Snyder

A motion was made by Mr. Stuchell and seconded by Mr. McCarty to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 130-20-180.D (Count 2) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell.

A motion was made by Mr. Chapin and seconded by Mr. McCarty to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find no violation of 18 VAC 130-20-180.E (Count 3) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell. A motion was made by Mr. Stuchell and seconded by Mr. McCarty to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference and instead find no violation of 18 VAC 130-20-180.E (Count 4) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell.

A motion was made by Mr. Chapin and seconded by Mr. Bratton to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find no violation of 18 VAC 130-20-180.H.1 (Count 5) of the

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Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell.

A motion was made by Mr. Stuchell and seconded by Mr. McCarty to amend the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose a monetary penalty of \$250.00 for the violation contained in Count 2, for a total of \$250.00. In addition, for the violation of Count 2, Snyder shall be placed on probation and required to take Qualifying Education ("QE") Commercial Appraisal Course(s) approved by the Appraisal Foundation or the Board within six (6) months of the effective date of the Order. The course(s) shall include upper level instruction in residential report writing. Snyder must complete a minimum of 30 total hours, and each course shall include an examination(s). Upon successful course completion, Snyder shall provide the Board with proof of passing the examination. Satisfactory completion of the above-referenced course(s) will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade. The Board imposed additional sanctions due to Snyder's prior disciplinary history. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, Kelleher, McCarty, Rochester and Stuchell.

As the Board member who reviewed the file, Mr. James did not vote or participate in the discussion in this matter.

In the matter of **File Number 2019-03066, James W. Thompson**, the Board reviewed the Consent Order as seen and agreed to by Mr. Thompson. A motion was made by Mr. McCarty and seconded by Mr. Chapin to accept the proposed Consent Order offer wherein Mr. Thompson admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, and a violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$300.00 for the violation contained in Count 1, and \$300.00 for the violation contained in Count 2, and \$150.00 in Board costs, for a total of \$750.00. In addition, for violation of Counts 1-2, Thompson agrees to

File Number 2019-03066, James W. Thompson

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complete a pre-licensure Advanced Level Residential Appraisal Course approved by The Appraisal Foundation or the Board within six (6) months of the effective date of the Order. Such course shall be a minimum of 15 hours and shall include an exam. Upon successful course completion, Thompson shall provide the Board with proof of passing the exam. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade. The motion passed unanimously. Members voting "Yes" were Chapin, Hofler, James, Kelleher, McCarty, Rochester and Stuchell.

As the Board member who reviewed the file, Mr. Bratton did not vote or participate in the discussion in this matter.

Mr. Rochester turned the position of Chair over to Mr. Stuchell and recused himself from the meeting.

In the matter of **File Number 2020-00039, William D. Coalson**, the Board reviewed the record which consisted of the investigative file, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. A motion was made by Mr. Chapin and seconded by Mr. McCarty to close the file and find no violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, and no violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2015 Regulations. The motion passed unanimously. Members voting "Yes" were Chapin, Hofler, James, Kelleher, McCarty and Stuchell.

As the Board member who reviewed the file and presiding Board member, Mr. Bratton and Mr. Rochester did not vote or participate in the discussion of this matter.

The Board recessed from 11:35 A.M. to 11:44 A.M.

In the matter of **File Number 2019-02831, Michael W. Trull**, the Board reviewed the Consent Order as seen and agreed to by Mr. Trull. A motion was made by Mr. McCarty and seconded by Mr. Bratton to amend the proposed Consent

Transfer of Chair

File Number 2020-00039, William D. Coalson

Break

File Number 2019-02831, Michael W. Trull

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Order offer wherein Mr. Trull admits to two violations of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$500.00 for each violation contained in Count 1, and \$150.00 in Board costs, for a total of \$1,150.00. In addition, for violation of Count 1, Trull agrees to complete a Residential Appraisal Course pertaining to the Sales Comparison Approach approved by The Appraisal Foundation or the Board within six (6) months of the effective date of the Order. Such course shall be a minimum of 15 hours and shall include an examination. Upon successful completion, Trull shall provide the Board with proof of passing the exam. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade. If Mr. Trull does not accept the amended terms within 15 days, the file will be forwarded to an Informal Fact-Finding Conference. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty and Stuchell.

As the Board member who reviewed the file, Mr. Rochester did not vote or participate in the discussion in this matter.

In the matter of **File Number 2019-02874, Barry L. Pugh**, the Board reviewed the Consent Order as seen and agreed to by Mr. Pugh. A motion was made by Mr. McCarty and seconded by Mr. Bratton to accept the proposed Consent Order offer wherein Mr. Pugh admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.D (Count 2) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.D (Count 3) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.E (Count 4) of the Board's 2015 Regulations, and a violation of 18 VAC 130-20-180.E (Count 5) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$1,000.00 for the violation contained in Count 1, \$1,000.00 for the violation contained in Count 2, \$1,000.00 for the violation contained in Count 3, \$1,000.00 for the violation contained in Count 4, \$1,000.00 for the violation contained in Count 5, and \$150.00 in Board costs,

File Number 2019-02874, Barry L. Pugh

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for a total of \$5,150.00. Further, for violation of Counts 1, 2, 3, 4 and 5, Pugh agrees to complete a one (1) year probation of his license as of the effective date of the Order. During the one (1) year probation, Pugh shall provide to the Board on a quarterly basis, due April 1, 2020, July 1, 2020, October 1, 2020 and January 1, 2021, three (3) appraisal reports completed during each quarter, for a period of one year from the effective date of the Order. If Pugh prepares less than three (3) reports during a quarter, Pugh shall submit copies of those reports prepared to the Board. If Pugh prepares no reports during a quarter, Pugh shall submit a statement to the Board that no reports were prepared during the quarter. Failure to provide USPAP and Board regulation complaint appraisal reports shall result in automatic revocation of Pugh's license. The motion passed by majority vote. Members voting "Yes" were Bratton, Chapin, James, Kelleher and McCarty. Members voting "No" were Hofler and Stuchell.

As the Board member who reviewed the file, Mr. Rochester did not vote or participate in the discussion in this matter.

In the matter of **File Number 2019-02854, Susan Darlene Pugh**, the Board reviewed the Consent Order as seen and agreed to by Ms. Pugh. A motion was made by Mr. Bratton and seconded by Mr. James to accept the proposed Consent Order offer wherein Ms. Pugh admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2015 Regulations, a violation of 18 VAC 130-20-180.D (Count 2) of the Board's 2015 Regulations, and a violation of 18 VAC 130-20-180.D (Count 3) of the Board's 2015 Regulations, and agrees to a monetary penalty of \$1,000.00 for the violation contained in Count 1, \$1,000.00 for the violation contained in Count 2, \$1,000.00 for the violation contained in Count 3, and \$150.00 in Board costs, for a total of \$3,150.00. Further, for violation of Counts 1, 2, and 3, Pugh agrees to complete a one (1) year probation of her license as of the effective date of the Order. During the one (1) year probation, Pugh shall provide to the Board on a quarterly basis, due April 1, 2020, July 1, 2020, October 1, 2020 and January 1, 2021, three (3) appraisal reports completed during each quarter, for a period of one year from the effective date

File Number 2019-02854, Susan Darlene Pugh

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of the Order. If Pugh prepares less than three (3) reports during a quarter, Pugh shall submit copies of those reports prepared to the Board. If Pugh prepares no reports during a quarter, Pugh shall submit a statement to the Board that no reports were prepared during the quarter. Failure to provide USPAP and Board regulation complaint appraisal reports shall result in automatic revocation of Pugh's license. The motion passed by majority vote. Members voting "Yes" were Bratton, Chapin, James, Kelleher, Hofler and McCarty. Member voting "No" was Stuchell.

As the Board member who reviewed the file, Mr. Rochester did not vote or participate in the discussion in this matter.

Mr. Rochester returned and assumed the position of Chair.

Transfer of Chair

The Board reviewed the Board financial statement as presented. No action was taken by the Board.

Administrative Issues

A motion was made by Mr. Stuchell and seconded by Mr. James to file one exempt regulatory action to amend 18 VAC 130-20-20, and 18 VAC 130-20-180, Real Estate Appraiser Board regulations, as proposed to conform to statutory changes and another exempt regulatory action to amend 18 VAC 130-20-10 to change the definition of USPAP to reflect the current version of USPAP. The motion passed unanimously. Members voting "Yes" were Bratton, Chapin, Hofler, James, Kelleher, McCarty, Rochester and Stuchell.

Mr. Stuchell updated the Board with information provided at the 2019 AARO Conference. No action was taken by the Board.

Old Business

There being no further business, the meeting adjourned at 12:54 P.M.

Adjourn

Robert Rochester, Chair

Mary Broz-Vaughan, Secretary

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**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Real Estate Appraiser Board
954610**

2018-2020 Biennium

May 2020

	May 2020 Activity	Biennium-to-Date Comparison	
		July 2016 - May 2018	July 2018 - May 2020
Cash/Revenue Balance Brought Forward			406,472
Revenues	24,410	629,739	498,340
Cumulative Revenues			904,812
Cost Categories:			
Board Expenditures	1,533	186,489	202,854
Board Administration	5,363	114,872	124,523
Administration of Exams	101	3,890	3,635
Enforcement	756	17,075	17,522
Legal Services	0	1,276	1,400
Information Systems	1,900	76,696	93,224
Facilities and Support Services	1,480	33,098	36,951
Agency Administration	2,343	69,097	56,799
Other / Transfers	0	5,442	(3)
Total Expenses	13,476	507,934	536,904
Transfer To/(From) Cash Reserves	0	0	345,382
Ending Cash/Revenue Balance			22,526

Cash Reserve Beginning Balance	345,382	0	0
Change in Cash Reserve	0	0	345,382
Ending Cash Reserve Balance	345,382	0	345,382

Number of Regulants

Current Month	4,291
Previous Biennium-to-Date	4,162

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound.

When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.