

**VIRGINIA BOARD FOR
ASBESTOS, LEAD, AND HOME INSPECTORS
HOME INSPECTOR REGULATORY REVIEW COMMITTEE MEETING MINUTES**

The Home Inspector Regulatory Review Committee of the Virginia Board for Asbestos, Lead, and Home Inspectors (Board) met on November 10, 2020, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Training Room 2, Richmond, Virginia 23233.

The following members of the Committee were present:

Alex Aderton
Sandra Baynes
John Cranor
James Oliver
David Rushton, Chair
Patrick Studley

Erin Barton, Virginia Realtors Representative, was not in attendance at the Committee meeting.

The following staff members were present for part or all of the meeting:

Trisha L. Henshaw, Executive Director
Joseph C. Haughwout, Jr., Board Administrator
Tanya M. Pettus, Administrative Assistant

Mr. Rushton called the meeting to order at 10:03 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Henshaw advised the Committee of safety measures currently in place due to COVID-19.

**COVID-19 Safety
Reminders**

Ms. Henshaw introduced staff member Brenda Hundley, who was present to assist in implementing safety protocols.

Ms. Baynes moved to approve the agenda as presented. Mr. Cranor seconded the motion which was unanimously approved by: Aderton, Baynes, Cranor, Oliver, Rushton, and Studley.

Approval of Agenda

There were no member of the public present at the meeting.

**Public Comment
Period**

Ms. Henshaw provided an overview of the responsibilities before the Committee. The Board formed the Committee to review and recommend amendments to Home Inspector Licensing Regulations, which became effective on July 1, 2017. Ms. Henshaw provided the Committee with a regulatory review timeline for informational purposes. Ms. Henshaw advised that Committee recommendations will need to be adopted by the Board, and that Board approved regulations will be subject to public comment and executive branch review prior to becoming effective.

Overview

Ms. Henshaw led the introduction of Committee members and staff. Ms. Henshaw advised that Committee member Erin Barton would not be present at the meeting.

Ms. Henshaw presented the Committee with an informational overview of the regulatory process, which included processes for regulatory review and amendments, as well as the Committee's responsibility to the public and licensees.

The Committee reviewed current home inspector licensing statutes and regulations, as well as guidance documents that have been adopted by the Board since the home inspector regulations went into effect in 2017. Ms. Henshaw asked the Committee to consider incorporating the guidance documents into their regulatory amendment recommendations.

Resources and Information

The Committee also reviewed home inspector entry requirements from other states.

Discussion was held on current entry requirements for home inspector licensing in Virginia. Ms. Henshaw advised the Committee that per statute, entry requirements must contain provisions for education, experience, and examination.

Consider Necessary Regulatory Changes

Discussion was held on the following topics:

- Reciprocity for out-of-state license holders;
- Out-of-state experience and education requirements;
- Levels of experience required for applicants with college degrees;
- What constitutes practical or hands-on experience;
- Minimum experience needed to competently perform home inspections, and;
- The definition of "describe."

The Committee recessed from 12:22 p.m. to 12:43 p.m.

Recess

Mr. Aderton departed at 12:30 p.m.

**Departure of
Committee Member**

Discussion was held on the definition of "heating systems," vented versus unvented systems, and the definition of "solid fuel burning appliance."

**Consider Necessary
Regulatory Changes,
Continued**

The Committee continued discussion on the definition of "describe."

Discussion was held on direct supervision.

Discussion on minimum requirement for home inspection reports was held.

Ms. Henshaw advised the Committee that staff will draft amendments to entry requirements in the Home Inspector Licensing Regulations based on the discussion.

**Discuss Topics for
Next Meeting**

The Committee agreed by consensus to review the draft amendments; and discuss renewal and reinstatement requirements, definitions, and inspection reports and contracts at its next meeting.

The Committee agreed by consensus that its next meetings will be scheduled for February 3, 2021, and March 24, 2021 at 10:00 a.m.

**Set Next Meeting
Dates**

There being no further business, the meeting was adjourned at 1:39 p.m.

Adjourn

Gene E. Magruder, Chair

Mary Broz-Vaughan, Secretary