

**REAL ESTATE APPRAISER BOARD  
TENTATIVE AGENDA**

**Wednesday, June 28, 2023 - 10:00 AM  
2<sup>nd</sup> 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 7, 2023, Board Meeting
  - b. February 27, 2023, Board Meeting

**III. PUBLIC COMMENT PERIOD\*\***

**IV. CASES**

1. File Number 2023-01292 – Consolidated Analytics  
IFF by Chapin – Licensing
2. File Number 2022-02085 – Adam Hendricks Roberts  
IFF by Gannon & Chapin - Disciplinary
3. File Number 2023-00519 – Thomas P. Hundley  
IFF by Bratton & Chapin – Disciplinary

**V. ADMINISTRATIVE ISSUES**

- Regulatory report
- HB 284 Regulatory Amendments
- Regulatory review committee membership & Meeting schedule
- Election policy
- Board financial statement

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

- Experience hours
- PAREA Training program & Regulatory change

**NEXT MEETING SCHEDULED FOR TUESDAY, October 17, 2023**

**\*\* 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 7, 2023

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:

Rickey Stuchell, Chair  
Kelvin Bratton, Vice-Chair  
Mark Chapin  
Heather Placer Mull  
Boyd Allison, Jr.  
Jason Inge

Board members H. Glenn James, Jean Gannon and Todd Canterbury were not present for the meeting.

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

Kishore Thota, Chief Deputy Director  
Stephen Kirschner, Deputy Director  
Emily Trent, Administrative Coordinator

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

Mr. Stuchell called the meeting to order at 10:09 A.M.

### **Call to Order**

A motion was made by Mr. Bratton and seconded by Mr. Allison to approve the agenda. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Chapin, Inge, Mull and Stuchell.

### **Approval of Agenda**

A motion was made by Mr. Bratton and seconded by Mr. Allison to approve the September 7, 2022, Real Estate Appraiser Board Committee minutes. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Chapin, Inge, Mull and Stuchell. A motion was made by Mr. Bratton and seconded by Mr. Allison to approve the October 18, 2022, Real Estate Appraiser Board Committee minutes. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Chapin, Inge, Mull and Stuchell. A motion was made by Mr. Bratton and seconded by Mr.

### **Approval of Minutes**

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Allison to approve the October 18, 2022, Real Estate Appraiser Board meeting minutes. The motion passed unanimously. Members voting “Yes” were Allison, Bratton, Chapin, Inge, Mull and Stuchell.

There was no public comment.

In the matter of **File Number 2023-01286, Jonathan K. Crim**, the Board reviewed the application file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. A motion was made by Mr. Bratton and seconded by Ms. Mull to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to approve Crim’s application for a Licensed Real Estate Appraiser license contingent upon two years of quarterly reporting of each appraisal completed by Crim to the Real Estate Appraiser Board.

The Board recessed from 10:31 a.m. to 10:40 a.m.

In the matter of **File Number 2023-01286, Jonathan K. Crim**, Mr. Crim, applicant, appeared and addressed the Board. A substitute motion was made by Mr. Bratton and seconded by Ms. Mull to amend the recommendation contained in the Summary of the Informal Fact-Finding Conference and approve Crim’s application for a Licensed Real Estate Appraiser license subject to an agreement for licensure for period of two years wherein Mr. Crim will provide quarterly reports to the Real Estate Appraiser Board including each appraisal completed by Crim. A board member will review five (5) randomly selected reports to ensure USPAP compliance each quarter for a period of two (2) years. The motion passed by majority vote. Members voting “Yes” were Bratton, Chapin, Inge, Mull and Stuchell. Member voting “No” was Allison.

In the matter of **File Number 2023-01292, Consolidated Analytics, LLC**, the Board reviewed the application file, the transcript, 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

**Public Comment**

**File Number 2023-01286, Jonathan K. Crim**

**Break**

**File Number 2023-01286, Jonathan K. Crim**

**File Number 2023-01292, Consolidated Analytics, LLC**

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made by Mr. Inge and seconded by Mr. Allison to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to approve Consolidated Analytics, LLC's application for a Real Estate Appraisal Management Company License. A substitute motion was made by Mr. Inge and seconded by Mr. Allison to send the case to an Informal Fact-Finding Conference to obtain further information regarding whether Consolidated Analytics, LLC properly reported the 2019 Pennsylvania discipline under their previous license. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Inge, Mull and Stuchell.

As the presiding Board member, Mr. Chapin did not vote or participate in the discussion in this matter.

Mr. Stuchell turned the position of Chair to Mr. Bratton.

#### **Transfer of Chair**

In the matter of **File Number 2022-01386, James M. Hong**, the Board reviewed the record which consisted of the investigative file, transcript and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. James M. Hong, respondent, was present and addressed the Board. A motion was made by Ms. Mull and seconded by Mr. Inge to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to find no violation of 18 VAC 130-20-180.H.1 (Count 1) of the Board's 2020 Regulations, and close that aspect of the file. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Chapin, Inge and Mull.

#### **File Number 2022-01386, James H. Hong**

A motion was made by Mr. Inge and seconded by Ms. Mull to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to find a violation of 18 VAC 130-20-180.H.2 (Count 2) of the Board's 2020 Regulations. The motion passed unanimously. Members voting "Yes" were Allison, Bratton, Chapin, Inge and Mull. A motion was made by Mr. Inge and seconded by Ms. Mull to amend the recommendation contained in the Summary of the Informal Fact-Finding Conference for the violation of Count 2, and instead impose no monetary penalty. Further, for the violation contained in Count 2, Hong shall complete

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a Qualifying Education (“QE”) Course(s) approved by the Appraisal Foundation or the Board within six (6) months of the execution of the Order. The course(s) shall include instruction on USPAP. Hong must complete a minimum of 15 total hours. Upon successful completion, Hong must provide proof of satisfactory attendance. The above-referenced continuing education hours will not count towards any continuing education requirements, if applicable for renewal, reinstatement, or activation of license. The motion passed unanimously. Members voting “Yes” were Allison, Bratton, Chapin, Inge and Mull.

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

Mr. Stuchell returned to the meeting and resumed position of Chair.

**Transfer of Chair**

The Board recessed from 11:23 a.m. to 11:30 a.m.

**Break**

A motion was made by Mr. Chapin and seconded by Mr. Inge to approve the language as amended in 18 VAC 130-20-110. Qualifications for renewal, and file an exempt regulatory action. The motion passed unanimously. Members voting “Yes” were Allison, Bratton, Chapin, Inge and Mull.

**Administrative Issues**

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

Mr. Kirschner addressed HB 1418 regarding PAREA. No action was taken by the Board.

**New Business**

There being no further business, the meeting adjourned at 11:38 A.M.

**Adjourn**

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Richard ‘Rickey’ Stuchell, Chair

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Demetrios J. Melis, Secretary

# REAL ESTATE APPRAISER BOARD

## MINUTES OF MEETING

February 27, 2023

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:

Rickey Stuchell, Chair  
Kelvin Bratton, Vice-Chair  
Jean Gannon  
Heather Placer Mull  
Jason Inge

Board members H. Glenn James, Mark Chapin, Boyd Allison, Jr. and Todd Canterbury were not present for the meeting.

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

Demetrios J. Melis, Director  
Stephen Kirschner, Deputy Director  
Emily Trent, Administrative Coordinator

Mr. Stuchell called the meeting to order at 8:32 A.M.

### **Call to Order**

A motion was made by Mr. Inge and seconded by Ms. Gannon to approve the agenda. The motion passed unanimously. Members voting "Yes" were Bratton, Gannon, Inge, Mull and Stuchell.

### **Approval of Agenda**

There was no public comment.

### **Public Comment**

A motion was made by Ms. Mull and seconded by Mr. Inge to reauthorize the temporary fee reduction for another two years. The motion passed unanimously. Members voting "Yes" were Bratton, Gannon, Inge, Mull and Stuchell.

### **Administrative Issues**

There being no further business, the meeting adjourned at 8:42 A.M.

### **Adjourn**

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Richard 'Rickey' Stuchell, Chair

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Demetrios J. Melis, Secretary

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**Department of Professional and Occupational Regulation  
Statement of Financial Activity  
Real Estate Appraiser Board  
954610**

2022-2024 Biennium

April 2023

	April 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - April 2021	July 2022 - April 2023
<b>Cash/Revenue Balance Brought Forward</b>			276,802
<b>Revenues</b>	57,945	338,520	161,190
<b>Cumulative Revenues</b>			437,992
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	1,206	14,207	23,985
<b>Board Administration</b>	3,164	51,577	53,919
<b>Administration of Exams</b>	14	1,032	467
<b>Enforcement</b>	320	7,662	6,603
<b>Legal Services</b>	0	840	944
<b>Information Systems</b>	3,536	35,914	31,343
<b>Facilities and Support Services</b>	1,337	14,441	13,678
<b>Agency Administration</b>	1,888	23,689	36,058
<b>Other / Transfers</b>	0	0	(53)
<b>Total Expenses</b>	11,466	149,363	166,944
<b>Transfer To/(From) Cash Reserves</b>	(296)	0	(85,824)
<b>Ending Cash/Revenue Balance</b>			356,872

<b>Cash Reserve Beginning Balance</b>	241,669	0	327,197
<b>Change in Cash Reserve</b>	-296	0	(85,824)
<b>Ending Cash Reserve Balance</b>	241,373	0	241,373

**Number of Regulants**

Current Month	4,245
Previous Biennium-to-Date	4,088