

**VIRGINIA REAL ESTATE APPRAISER BOARD  
INFORMAL FACT-FINDING CONFERENCES  
JULY 1, 2004 (1:00 PM)**

The Virginia Real Estate Appraiser Board convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Christopher S. Call, Board Member, Presided. No other board members were present.

Douglas Schroder appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Disc=Disciplinary Case  
Lic=Licensing Application

C=Complainant/Claimant  
A=Applicant  
R=Respondent/Regulant  
PB=Principal Broker  
SA=Sales Agent  
Invest=Investigator  
W=Witness

**Participants**

1. S. Edward Craun  
File Number 2004-04492 (Lic)  
No decision made

S. Edward Craun – A

2. Randall Scott Proctor  
File Number 2004-04729 (Lic)

Randall Proctor – A

The meeting adjourned at 2:30 p.m.

The meeting adjourned at

Virginia Real Estate Appraiser Board

  
\_\_\_\_\_

David N. Castle, Chairman



Louise Fontaine Ware, Secretary

COPY TESTE:

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Custodian of Records

**IN THE  
COMMONWEALTH OF VIRGINIA  
REAL ESTATE APPRAISER BOARD**

Re: Randall Scott Proctor  
Application

File Number: 2004-04729

**SUMMARY OF THE INFORMAL FACT-FINDING CONFERENCE**

On May 26, 2004, the Notice of Informal Fact-Finding Conference ("Notice") was mailed, via certified mail, to Randall Scott Proctor. The Notice included the Informal Fact-Finding Conference Referral Memorandum, which contained the facts regarding the application. The certified mail was received.

On July 1, 2004, an Informal Fact-Finding Conference ("IFF") was convened at the Department of Professional and Occupational Regulation.

The following individuals participated at the IFF: Randall Scott Proctor, Applicant; Doug Schroder, Staff Member; and Christopher S. Call, Presiding Board Member.

**RECOMMENDATION**


Based upon the evidence and the IFF, the following is recommended regarding the application requirements as outlined in the IFF Conference Referral Memorandum:

Mr. Proctor, having allowed his California license to expire after one term in 1996, cannot produce (though perhaps no fault of his own) sample reports or an experience log that can be verified and reviewed.

The Board's regulation specifically requires an applicant to verify his experience and that all experience must be supported by adequate written reports which shall be made available to the Board. Mr. Proctor can not meet these requirements of the regulation.

Mr. Proctor may meet the requirements for an Appraiser Trainee license if he is inclined to submit an application.

Therefore, I recommend that Randall Scott Proctor application be denied.

By:   
\_\_\_\_\_  
Christopher S. Call  
Presiding Board Member

Real Estate Appraiser Board

Date: 8/17/04



REGULATORY PROGRAMS DIVISION  
APPLICATION REVIEW  
INFORMAL FACT FINDING CONFERENCE REFERRAL MEMORANDUM

To: Adjudication Section, Enforcement Division      Date: 5/25/04

From: Christine Martine      Board: Real Estate Appraiser

Re: Applicant Name: Randall S. Proctor

Applied For:    X   License    Certification    Registration

Type Applied For: Certified Residential Real Estate Appraiser License  
(as marked on application)

Reviewed By:

Board Member

Regina Greene & Christine Martine  
Staff Member

IFF Requested by Whom:

Applicant

When: 5/25/04  
(date)

How: Letter  
(letter, telephone, etc.)

COMMENTS: STAFF REVIEWED MR. PROCTOR'S APPLICATION. BASED UPON OUR REVIEW, IT WAS DETERMINED THAT HIS APPLICATION SHOULD BE CONSIDERED AT AN INFORMAL FACT-FINDING CONFERENCE CHAIRED BY A BOARD MEMBER SINCE WE ARE UNABLE TO ASCERTAIN WHETHER HE MEETS BOTH THE EDUCATION AND EXPERIENCE REQUIREMENTS.

BASIS UPON WHICH APPLICANT MAY NOT MEET BOARD REGULATORY REQUIREMENTS:  
EDUCATION AND EXPERIENCE VERIFICATION

Pursuant to VA Code or Board Regulation §: 18 VAC 130-20-30.7 and 8.b; 18 VAC 130-20-230.B and §54.1-2013

*FACTS:* (Include name of Court, convicted of, Code §, misdemeanor or felony and date of order.)

Randall S. Proctor applied for a certified residential real estate appraiser license on May 25, 2004, and did not meet the experience requirements on his application as follows:

Applicants for a certified residential real estate appraiser license must have successfully completed 120 hours of approved real estate appraisal courses. Staff cannot determine if Mr. Proctor meets this requirement as he cannot supply the Board with copies of course certificates totalling 120 hours.

Applicants for a certified residential real estate appraiser license shall have a minimum of 2500 hours appraisal experience obtained during no fewer than 24 months. Staff is unable to determine if Mr. Proctor meets the experience requirement because he is unable to complete the Experience Log in such a way that the staff can enter the information into the database. Mr. Proctor was not able to supply any sample appraisals either as the previous companies he worked for are out of business.

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


**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: CHRISTOPHER S. CALE
2. Title: Presiding Board member
3. Agency: DPOR REAB
4. Transaction: Informal Fact-Finding Conferences on 7/1/04
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.

  
Signature

7/1/04  
Date