



Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
TENTATIVE AGENDA

Tuesday, October 29, 2024 -10:00 a.m.
2nd Floor – Board Room # 2
9960 Mayland Drive
Richmond, Virginia 23233
804-367-8526

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- A. Emergency Egress
 - B. Determination of Quorum
-

II. APPROVAL OF DRAFT AGENDA

III. APPROVAL OF MINUTES

- A. Real Estate Appraiser Board Meeting, June 25, 2024
-

IV. WELCOME AND INTRODUCTIONS

V. PUBLIC COMMENT PERIOD: *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

VI. REVIEW FILES AND DISCIPLINARY MATTERS

- A. Disciplinary Case File
 - 1. Salvatore Paul Mastrangelo Jr File Number 2024-01546
Gannon
-

VII. NEW BUSINESS

- A. Executive Director's Update
 - B. Real Estate Appraiser Application Review Process
-

VIII. OTHER BOARD BUSINESS

- A. EPICx Update
 - B. Exam Statistics
 - C. Board Financial Statement
 - D. 2025 Board Meeting Dates
 - E. Statement of Economic Interest
-



Department of Professional and Occupational Regulation

IX. COMPLETION OF PAPERWORK

- A. Travel Voucher
- B. Conflict of Interest Form

X. ADJOURNMENT

NEXT MEETING SCHEDULED FOR TUESDAY, FEBRUARY 4, 2025

** 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 interpretive 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.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

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.

WELCOME AND INTRODUCTIONS

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APPROVAL OF DRAFT AGENDA

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APPROVAL OF MINUTES

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Real Estate Appraiser Board

Minutes of Meeting

The Real Estate Appraiser Board met on Tuesday, June 25, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia.

The following Board members were present:

Kelvin "K.C." Bratton, Chair
Todd Canterbury
Mark Chapin, Vice-Chair
Jean Gannon
H. Glenn James
Taneen Wyche

The Following board member were not present:

Joyce Bonilla
Heather Placer-Mull
Jacob Schmeer

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

Kishore S. Thota, Director
Stephen Kirschner, LRPD Deputy Director
Anika Coleman, Executive Director
Joseph Haughwout, Regulation Affairs Manager
Breanne Lindsey, Regulatory Operations Administrator
Vanessa DeGraw, Licensing Operations Administrator
Rachel Harris, Administrative Coordinator
Chris Kunkel, Licensing Specialist

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

Mr. Bratton called the meeting to order at 10:02 a.m.

Call to Order

Ms. Coleman read the emergency evacuation procedures.

**Emergency
Egress**

Mr. Chapin moved to approve the agenda as presented. Ms. Gannon seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

**Approval of
Agenda**

Ms. Gannon moved to approve the minutes of the February 6, 2024, Board meeting. Mr. Chapin seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

**Approval of
Minutes**

Ms. Gannon moved to approve the minutes of the February 6, 2024, Regulatory Review Committee meeting. Mr. Chapin seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

Mr. Chapin moved to approve the minutes of the March 22, 2024, Regulatory Review Committee meeting. Mr. Canterbury seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

Mr. Bratton introduced himself as the Board Chair and welcomed everyone to the meeting.

No members of the public were present to address the Board.

In the matter of **File Number 2024-01966, Brian Christopher Donegan**, 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. Brian Christopher Donegan did not attend the Board meeting in person, by counsel nor by any other qualified representative. Mr. Canterbury motioned to accept the recommendation to approve the license. Ms. Gannon seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

Mr. Chapin recused himself from the meeting for discussion and deliberation of File Number 2024-00989 and 2024-00317.

In the matter of **File Number 2024-00989, Michael T. Pagans**, 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. Michael T. Pagans did not attend the Board meeting in person, by counsel nor by any other qualified representative.

A motion was made by Mr. Canterbury and seconded by Mr. James to accept the recommendation of the presiding Board member and find no violation for Count 1, which was unanimously approved by: Bratton, Canterbury, Gannon, James, and Wyche.

A motion was made by Mr. James and seconded by Ms. Gannon to find a violation for Count 2, which was approved by: Bratton, Gannon, James, and Wyche. Board member Canterbury voted in opposition to the motion.

A motion was made by Mr. Canterbury and seconded by Ms. Wyche to accept the recommendation of the presiding Board member and find no violation for Count 3, which was approved by: Bratton, Canterbury, and Wyche. Board members Gannon and James voted in opposition to the motion.

A motion was made by Mr. James and seconded by Mr. Canterbury to impose a monetary penalty of \$1,500.00 for Count 2, which was unanimously approved by: Bratton, Canterbury, Gannon, James, and Wyche.

In the matter of **File Number 2024-00317, Michael Joseph Millson**, the Board reviewed the record which consisted of the investigative file, transcript and

Welcome and Introductions

Public Comment Period

File Number 2024-01966, Brian Christopher Donegan

Recusal of Board Member

File Number 2024-00989, Michael T. Pagans

File Number 2024-00317,

exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Michael Joseph Millson did not attend the Board meeting in person, by counsel nor by any other qualified representative.

Michael Joseph Millson

A motion was made by Mr. James and seconded by Ms. Gannon to find a violation for Count 1, which was approved by: Bratton, Canterbury, Gannon, James, and Wyche.

A motion was made by Ms. Gannon and seconded by Mr. Canterbury to accept the recommendation of the presiding Board member and find no violation for Count 2, which was approved by: Bratton, Canterbury, Gannon, James, and Wyche.

A motion was made by Ms. Gannon and seconded by Mr. Canterbury to accept the recommendation of the presiding Board member and find no violation for Count 3, which was approved by: Bratton, Canterbury, Gannon, James, and Wyche.

A motion was made by Ms. Gannon to accept the presiding Board member's recommendation to impose a monetary penalty of \$500.00, place Mr. Millson on probation for the remainder of the license term, completion of a Qualifying Education ("QE") course in ethics for Count 1. Ms. Gannon further moved that the course must be approved by the Appraisal Foundation or the Board, within 90 days of the Board's final order, Mr. Millson must complete a minimum of four total hours and each course shall include an examination. Upon successful course completion, Mr. Millson shall provide proof satisfactory to the Board that Mr. Millson has passed the examination(s) and the QE will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license. Ms. Wyche seconded the motion, which was unanimously approved by: Bratton, Canterbury, Gannon, James, and Wyche.

Mr. Chapin returned to the meeting.

Return of Board Member

There was no old business discussed.

Old Business

Ms. Coleman provided the Board with an update of Appraisal Log Reviews and the Out-of-State Data report. The Board discussed the data collected and the next steps regarding how Appraisal Log Reviews are conducted. The Board further discussed ensuring there is fairness involved in the review process by holding supervisors accountable, while also guiding trainees in the right direction for USPAP and Board compliance. The Board requested Board staff to draft a letter to send to applicants if deficiencies are found after an Appraisal Log Review to ensure the applicant is aware they have two opportunities to submit Appraisal Logs for review.

Appraisal Log Reviews, Out of State Data Report

Ms. Coleman reminded the Board of the 2024 Board Member Training Conference.

2024 Board Member Training Conference

Real Estate Appraiser Board

Minutes of Meeting

June 25, 2024

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Ms. Coleman provided the Board with a Regulatory Review update. Ms. Coleman reminded the Board of the Governor's Executive Directive 1, which directs state agencies to reduce regulatory requirements by 25%. She continued by informing the Board that the Regulatory Review Committee has proposed a reduction of 24% to the Real Estate Appraiser Board Rules and Regulations and the Committee has proposed a reduction of 54% to the Appraisal Management Company Regulations.

The Board was provided with the proposed amendments to the Real Estate Appraiser Board Rules and Regulations as amended by the Committee. After discussion, Ms. Gannon moved to adopt the draft proposed regulations as amended, authorizing Board staff to file the proposed stage of the regulatory action. Mr. Canterbury seconded the motion, which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

The Board was provided with the proposed amendments to the Appraisal Management Company Regulations as amended by the Committee. After discussion, Ms. Gannon moved to adopt the draft proposed regulations as amended, authorizing Board staff to file the proposed stage of the regulatory action. Mr. Canterbury seconded the motion, which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

Ms. Coleman informed the Board of Section 2.2-4023.1 of the Code of Virginia, which enables a party to submit a petition seeking reconsideration of a final decision made by an agency pursuant to section 2.2-4020. Upon receipt of such petition, the agency is mandated to issue a written decision within 30 days. In instances where reconsideration pertains to a decision made by a policy-making board within an agency, the board possesses various avenues to address the petition. These include the option to delegate authority for considering the petition to the board chair, a designated subcommittee, or the agency's director responsible for administrative support to the board, typically the Executive Director.

To adhere to the statutory timeframe for addressing reconsiderations, it's respectfully requested that the Board delegate responsibility of addressing reconsiderations to the Board's Executive Director, in accordance with the provisions outlined in the statute.

After discussion, Mr. James moved to authorize the Executive Director to make determinations as to whether to reconsider Board decisions in such cases that a petition is received. Ms. Gannon seconded the motion which was unanimously approved by: Bratton, Canterbury, Chapin, Gannon, James, and Wyche.

The Board reviewed the most recent financial statement for informational purposes.

The Board requested Board staff to provide a regulant count chart for the next meeting with five years of data trends. The Board would like to know the number

Regulatory Review

Consider Proposed Draft Amendments to Real Estate Appraiser Board Rules and Regulations

Consider Proposed Draft Amendments to Appraisal Management Company Regulations

Reconsideration of Case Decisions

Board Financial Statement

Other Business

of additional regulants received per year and compared to the number of those who apply for licensure.

Mr. Bratton reminded the Board members to complete and return their conflict-of interest forms and travel vouchers.

**Complete
Conflict of
Interest Form
and Travel
Vouchers**

There being no further business, the meeting was adjourned at 11:49 a.m.

Adjourn

Kevin "K.C." Bratton, Chair

Brian P. Wolford, Secretary

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Public Comment Period

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