

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

October 29, 2024

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are ten (10) members on this Board, in which six (6) constitutes a quorum pursuant to § 54.1-2012.

The following Board members were present:

Kelvin "K.C." Bratton, Chair  
Joyce Bonilla  
Joe Dunn  
Jean Gannon  
H. Glenn James  
Pat Turner  
Jacob Schmeer  
Heather Placer Mull  
Taneen Wyche (arrived at 10:02 a.m.)

The following Board members were absent:

Mark Chapin, Vice-Chair

Jim Flaherty from the Office of the Attorney General was present.

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

Brian Wolford, Director  
Anika Coleman, Executive Director  
Joe Haughwout, Regulation Affairs Manager  
Breanne Lindsey, Regulatory Operations Administrator  
Vanessa Degraw, Licensing Operations Administrator  
Chris Kunkel, Licensing Specialist  
Gezelle Glasgow, Administrative Coordinator  
Donna Divers, Licensing Specialist  
Greg Emerson, Director of Examinations  
Aimee-Leigh Bean, IT Analyst

Mr. Bratton called the meeting to order at 10:00 AM.

**CALL TO ORDER**

Mr. Bratton read the DPOR mission statement.

**DPOR MISSION**

Ms. Coleman read the emergency evacuation procedures.

**EMERGENCY**

**EGRESS**

Mr. Bratton determined that a quorum was present.

**DETERMINATION  
OF QUORUM**

**A motion was made by Mr. Turner and seconded by Ms. Gannon** to approve the agenda. The motion passed unanimously. Members voting “Yes” were: Bratton, Bonilla, Dunn, Gannon, James, Placer-Mull, Schmeer, Turner, and Wyche.

**APPROVAL  
OF AGENDA**

**A motion was made by Mr. Turner and seconded by Ms. Gannon** to approve the June 25, 2024, Real Estate Appraiser Board meeting minutes. The motion passed unanimously. Members voting “Yes” were: Bratton, Bonilla, Dunn, Gannon, James, Placer-Mull, Schmeer, Turner, and Wyche.

**APPROVAL OF  
MINUTES**

New Board Members, Joe Dunn and Pat Turner, introduced themselves. Board staff introduced themselves as well.

**WELCOME AND  
INTRODUCTIONS**

**Department of Professional and  
Occupational Regulation**

**Real Estate Appraiser Board**

Resolution To

Boyd Allison

**RESOLUTION**

**WHEREAS**, Boyd Allison, has faithfully and diligently served as a member of the Real Estate Appraiser Board since 2022; and

**WHEREAS**, Boyd Allison, has devoted generously of his time, talent and leadership to the Board; and

**WHEREAS**, Boyd Allison, has endeavored at all times to render decisions with fairness, good judgment, and in the best interest of the Board; and

**WHEREAS**, the Real Estate Appraiser Board wishes to acknowledge its gratitude and deepest appreciation for devoted

service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth.

**NOW THEREFORE BE IT RESOLVED**, by the Real Estate Appraiser Board this twenty-ninth day of October, 2024, that Boyd Allison be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens and the Real Estate Appraiser Board; and

**BE IT FURTHER RESOLVED**, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held.

The Board in consensus adopted the resolution as written.

Mack Strickland addressed the board regarding third-party data collectors not being regulated as it pertains to the definition of Home Inspectors as outlined in statute §54.1-500.

**PUBLIC COMMENT**

**CASES**

Ms. Gannon recused herself for the following case, **File Number 2024-01546, Salvatore Paul Mastrangelo, Jr.**

**Recusal of Board Member**

In the matter of **File Number 2024-01546, Salvatore Paul Mastrangelo, Jr.**, the Board met and reviewed the record, which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Mastrangelo did not appear at the Board meeting in person, by counsel, or by any other qualified representative. The Board adopted the Revised Report of Findings, which contains the facts regarding the regulatory and/or statutory issues in this matter, and adopted the Summary, in part. The Board increased the monetary penalty for Count 1 to more accurately reflect the seriousness of the violation.

**File Number 2024-01546, Salvatore Paul Mastrangelo, Jr.**

**Ms. Bonilla** moved to find substantial evidence that Mastrangelo violated the following:

**Count 1: 18 VAC 130-20-180.E.**

**Mr. James** seconded the motion. The motion passed unanimously. Members voting “Yes” were Bratton, Bonilla, Dunn, James, Placer-Mull, Schmeer, Turner, and Wyche.

**Ms. Placer-Mull** moved to find substantial evidence that Mastrangelo violated the following:

**Count 2: 18 VAC 130-20-180.E**

**Mr. Turner** seconded the motion. The motion passed unanimously. Members voting “Yes” were Bratton, Bonilla, Dunn, James, Placer-Mull, Schmeer, Turner, and Wyche.

**Mr. Turner** moved to amend the recommendation and imposes the following sanctions:

**Count 1: \$2,000**

**Mr. James** seconded the motion. The motion passed unanimously. Members voting “Yes” were Bratton, Bonilla, Dunn, James, Placer-Mull, Schmeer, Turner, and Wyche.

**Ms. Wyche** moved to accept the recommendation and impose the following sanctions:

**Count 2: \$1,000**

**Mr. Dunn** seconded the motion. The motion passed unanimously. Members voting “Yes” were Bratton, Bonilla, Dunn, James, Placer-Mull, Schmeer, Turner, and Wyche.

In addition, the Board voted to place Mastrangelo on probation for a period of 90 days. The terms of the probation are: The Board requires Mastrangelo to complete a Continuing Education course in residential report writing, approved by the Appraisal Foundation or the Board, within 90 days of the date of the Board’s Final Order. Mastrangelo must complete a minimum of four (4) total hours, and each course shall include an examination. Additionally, the Board requires Mastrangelo to complete a Continuing Education course in ethics, approved by the Appraisal Foundation or the Board, within 90 days of the date of the Board’s final order. Mastrangelo must complete a minimum of four (4) total hours, and each course shall include an examination. Upon successful course completion, Mastrangelo shall provide proof satisfactory to the Board that he has passed the examination(s). The above-referenced continuing education courses shall not count towards any continuing education

requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Gannon returned to the meeting.

**Return of Board Member**

**NEW BUSINESS**

Ms. Coleman gave the Board an executive director's update.

**Executive Director Update**

Ms. Coleman informed that Board that during a recent federal audit by the Appraisal Subcommittee (ASC), it was noted that our state's administrative rules for collecting and transmitting Annual AMC Registry fees are inconsistent with federal regulations. After a thorough review, Board staff agree with this assessment and plan to file an exempt action based on a "technical error" in our regulations. The Board was provided with the federal and state regulations for comparison along with the necessary language to ensure alignment. Ms. Coleman also informed the Board that the licensing database is collecting the correct registry fee as required so no changes are necessary for this update. Ms. Coleman requested the Board to approve an update to the AMC regulations concerning the National Registry fees.

**Technical Correction for AMC Regulations**

**Ms. Gannon made a motion** to approve for Board staff to update the AMC regulations concerning National Registry fees. **Mr. James seconded** the motion which was unanimously approved by members: Bratton, Bonilla, Dunn, Gannon, James, Placer-Mull, Schmeer, Turner, and Wyche.

Ms. Coleman informed the Board that in order to ensure a fair and efficient review process for real estate appraiser applications, Board staff is seeking feedback on the most effective options. Under consideration are three options, as follows: Option 1. Continue using the current review process where Licensing staff conducts an initial review of all information submitted by an applicant and requests five appraisals based on the logs provided; Option 2. Licensing staff prepares the five appraisals and sends them to two designated Board members for review. If both Board members

**Real Estate Appraiser Application Review Process**

determine that the appraisals are acceptable and meet USPAP standards, then the application proceeds in the licensing process. Should both Board members find that the logs are deficient, the applicant will have the opportunity to request an IFF Conference. In cases where one Board member finds the appraisals acceptable while the other find them deficient, Licensing staff will prepare the appraisals for review by a third Board member who will serve as a tiebreaker. If the third Board member deems the appraisals acceptable, the application will proceed in the licensing process. Conversely, if the third Board member find the appraisals deficient, the applicant will have the opportunity to request an IFF Conference; Option 3. Licensing staff prepares the five appraisals and send them to one designated Board member for review. If the Board member determines that the appraisals are acceptable and meet the standards set by the USPAP, the application proceeds in the licensing process. If a Board member determines that the appraisals are deficient, the Licensing staff will prepare the appraisals for review by two additional Board members who will assess whether the appraisals are acceptable or deficient. If both Board members find the appraisals acceptable, the application will advance in the licensing process. However, if one Board member finds the appraisals acceptable while the other finds them deficient, the applicant will have the opportunity to request an IFF Conference.

The Board in consensus agreed to Option 3.

#### **OTHER BOARD BUSINESS**

Aimee-Leigh Bean, IT Analyst, gave a demonstration of the new EPICx licensing database to the Board.

#### **EPICx Update**

Greg Emerson, Director of Examinations, addressed the Board regarding exam statistics. The Board requested statistics for where Virginia ranks nationally at the next meeting.

#### **Exam Statistics**

Ms. Coleman presented Board statistics pertaining to approved, denied, and open applications by license type for years 2018 through 2023. The Board was also provided the Regulant List for comparison of the corresponding years.

#### **Board Statistics**

The Board reviewed the financial statement, and no action was taken by the Board.

**Board Financial Statement**

The Board reviewed the 2025 Board Meeting dates, as follows:

**February 4, 2025**

**June 25, 2025**

**October 28, 2025**

**2025 Board Meeting Dates**

There being no further business, the Board adjourned at 11:35 AM.

**ADJOURN**

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Kelvin "K.C." Bratton, Chair

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Brian P. Wolford, Secretary

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