

# REAL ESTATE APPRAISER BOARD

Tuesday, February 4, 2025– 10:00 a.m.  
2<sup>nd</sup> Floor – Board Room 2

Department of Professional and Occupational Regulation  
9960 Mayland Drive  
Richmond, Virginia 23233

**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 *(pg. 3)*
- b. Determination of Quorum *(pg. 4)*

## II. APPROVAL OF AGENDA

## III. APPROVAL OF MINUTES

- a. Real Estate Appraiser Board Meeting, October 29, 2024 *(pg. 5)*

## IV. WELCOME

## V. PUBLIC COMMENT PERIOD **\*FIVE MINUTE PUBLIC COMMENT, PER PERSON\***

## VI. REAL ESTATE APPRAISER CASE FILES

### DISCIPLINARY CASE FILES

- a. File Number: 2024-02176 – Emmanuel Nimako *(pg. 12)*  
**(Placer-Mull)**
- b. File Number: 2024-02614 – Jonathan Hobbs Montgomery *(pg. 267)*  
**(Gannon and Placer-Mull)**

## VII. NEW BUSINESS

- a. Executive Director's Update
- b. Renewal Notifications Amendment *(pg. 413)*

## VIII. OTHER BUSINESS

- a. EPICx Update
- b. Exam Statistics *(pg. 417)*
- c. Board Financial Statement
  - i. Financial Statement *(pg. 418)*
- d. Election of Officers
- e. Professional Development Session
  - i. Freedom of Information Act (FOIA)
- f. Dynamic Valuation

**IX. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER**

- a. Travel Voucher
- b. Conflict of Interest Form

**X. ADJOURNMENT**

**NEXT MEETING SCHEDULED FOR WEDNESDAY, JUNE 25, 2025**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 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 for discussion  
And are not to be construed as regulation or official business 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.

## **DETERMINATION OF QUORUM:**

- The Real Estate Appraiser Board, consist of ten members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by six (6) board members in accordance with § 54.1-2012.

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# 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**

**RESOLUTION**

**Real Estate Appraiser Board**

Resolution To

Boyd Allison

**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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1 **Project 8206 - Fast-Track**

2 **Real Estate Appraiser Board**

3 **Real Estate Appraiser Board Renewal Notifications Amendment**

4 **18VAC130-20-120. Procedures for renewal.**

5 A. The board will ~~mail~~ send a renewal application form ~~notice~~ to the licensee and certificate  
6 holder ~~at the last known home address and to the registered firm or at the last known business~~  
7 ~~address. This form shall outline the procedures for renewal. The board will send a renewal notice~~  
8 to the registered firm. Failure to receive the renewal application form shall notice will not relieve  
9 the licensee, certificate holder or the registrant of the obligation to renew.

10 B. Prior to the expiration date shown on the license or registration, each licensee, certificate  
11 holder or registrant desiring to renew the license or registration shall return to the board the  
12 ~~completed renewal application form and the appropriate renewal and registry fees as outlined in~~  
13 18VAC130-20-130.

14 C. The date on which the renewal application form and the appropriate registry fees are  
15 received by the Department of Professional and Occupational Regulation or its agent will  
16 determine whether the licensee, certificate holder or registrant is eligible for renewal. If either the  
17 renewal application form or renewal fee, including the registry fee, is not received by the  
18 Department of Professional and Occupational Regulation or its agent within 30 days of the  
19 expiration date, the licensee, certificate holder or registrant must reinstate his license by meeting  
20 all requirements listed in 18VAC130-20-110 and pay a reinstatement fee as specified in  
21 18VAC130-20-130. One year after the expiration date on the license, certificate or registration,  
22 reinstatement is no longer possible. To resume practice, the former licensee, certificate holder,  
23 or registrant shall must reapply for licensure as a new applicant, meeting current education,  
24 examination and experience requirements.

25 **18VAC130-30-10. Definitions.**

26 A. Section 54.1-2020 of the Code of Virginia provides definitions of the following terms and  
27 phrases as used in this chapter:

28 "Appraisal management company"

29 "Appraisal services"

30 "Appraiser"

31 "Board"

32 "Employee"

33 "Uniform Standards of Professional Appraisal Practice"

34 B. The following words and phrases when used in this chapter shall have the following  
35 meanings unless the context clearly indicates otherwise:

36 "Address of record" means the mailing address designated by the regulant to receive notices  
37 and correspondence from the board. ~~Notice mailed to the address of record by certified mail,~~  
38 ~~return receipt requested, shall be deemed valid notice.~~

39 "Applicant" means an appraisal management company that has submitted an application for  
40 licensure.

41 "Application" means a completed, board-prescribed form submitted with the appropriate fee  
42 and other required documentation.

43 "Controlling person" means (i) an owner, officer, or director of a corporation or a partnership  
44 or a managing member of a limited liability company or other business entity seeking to offer  
45 appraisal management services; (ii) an individual employed, appointed, or authorized by an  
46 appraisal management company who has the authority to enter into a contractual relationship  
47 with other persons for the performance of appraisal management services and has the authority

48 to enter into agreements with appraisers for the performance of appraisals; or (iii) an individual  
49 who possesses, directly or indirectly, the power to direct or cause the direction of the management  
50 or policies of an appraisal management company.

51 "Department" means the Virginia Department of Professional and Occupational Regulation.

52 "Direct supervision" means exercising oversight and direction of, and control over, the work  
53 of another.

54 "Firm" means a sole proprietorship, association, partnership, corporation, limited liability  
55 company, limited liability partnership, or any other form of business organization recognized under  
56 the laws of the Commonwealth of Virginia and properly registered, as may be required, with the  
57 Virginia State Corporation Commission.

58 "Regulant" means an appraisal management company as defined in § 54.1-2020 of the Code  
59 of Virginia that holds a license issued by the board.

60 "Reinstatement" means the process and requirements through which an expired license can  
61 be made valid without the regulant having to apply as a new applicant.

62 "Renewal" means the process and requirements for periodically approving the continuance of  
63 a license.

64 "Responsible person" means a person licensed under Chapter 20.1 (§ 54.1-2009 et seq.) of  
65 Title 54.1 of the Code of Virginia who shall be designated by each regulant to ensure compliance  
66 with Chapter 20.2 (§ 54.1-2020 et seq.) of Title 54.1 of the Code of Virginia, and all regulations of  
67 the board, and to receive communications and notices from the board that may affect the regulant.

68 "Sole proprietor" means any individual, not a corporation or other registered business entity,  
69 who is trading under his own name or under an assumed or a fictitious name pursuant to the  
70 provisions of §§ 59.1-69 through 59.1-76 of the Code of Virginia.

71 "Timely payment" means payment to an appraiser for the completion of an appraisal or a  
72 valuation assignment within 30 days after the appraiser delivers the completed appraisal or  
73 valuation assignment to the appraisal management company except in cases of breach of  
74 contract or noncompliance with the conditions of the engagement or performance of services that  
75 violates the Uniform Standards of Professional Appraisal Practice.

76 **18VAC130-30-80. Expiration and renewal.**

77 A. Prior to the expiration date shown on the license, licenses shall be renewed upon (i)  
78 completion of the renewal application, (ii) submittal of proof of current bond or letter of credit as  
79 detailed in 18VAC130-30-30 H, and (iii) payment of the fees specified in 18VAC130-30-60.

80 B. The board will ~~mail~~ send a renewal notice to the regulant at the ~~last known mailing address~~  
81 ~~of record~~. Failure to receive this notice ~~shall~~ will not relieve the regulant of the obligation to renew.  
82 ~~If the regulant fails to receive the renewal notice, a copy of the license may be submitted with the~~  
83 ~~required fees as an application for renewal.~~ By submitting an application for renewal, the regulant  
84 is certifying continued compliance with the standards of conduct and practice in Part V  
85 (18VAC130-30-120 et seq.) of this chapter.

86 C. Applicants for renewal shall continue to meet all of the qualifications for licensure set forth  
87 in Part II (18VAC130-30-20 et seq.) of this chapter.

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**Portion Statistics Cumulative  
VIRGINIA APPRAISER**

From: 10/1/2024 To: 12/31/2024

		Pass		Fail		Total
		N	%	N	%	N
VA Certified General Appraiser	First Time	1	50.00	1	50.00	2
Portion: AQB Certified General Appraiser	Repeat	1	100.00	0	0.00	1
	<b>Total</b>	<b>2</b>	<b>66.67</b>	<b>1</b>	<b>33.33</b>	<b>3</b>
VA Certified Residential Appraiser	First Time	5	83.33	1	16.67	6
Portion: AQB Certified Residential Appraiser	Repeat	0	0.00	0	0.00	0
	<b>Total</b>	<b>5</b>	<b>83.33</b>	<b>1</b>	<b>16.67</b>	<b>6</b>
VA Licensed Residential Appraiser	First Time	2	66.67	1	33.33	3
Portion: AQB Licensed Residential Appraiser	Repeat	0	0.00	5	100.00	5
	<b>Total</b>	<b>2</b>	<b>25.00</b>	<b>6</b>	<b>75.00</b>	<b>8</b>

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

2022-2024 Biennium

May 2024

	May 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - May 2022	July 2022 - May 2024
Cash/Revenue Balance Brought Forward			276,802
Revenues	44,318	581,845	701,250
Cumulative Revenues			978,052
<b>Cost Categories:</b>			
Board Expenditures	2,190	41,869	60,771
Board Administration	9,251	120,402	129,293
Administration of Exams	529	3,589	4,519
Enforcement	902	16,931	15,019
Legal Services	50	1,920	1,750
Information Systems	4,561	86,265	87,940
Facilities and Support Services	2,256	34,555	33,591
Agency Administration	5,571	57,022	87,288
Other / Transfers	0	(0)	(53)
<b>Total Expenses</b>	<b>25,311</b>	<b>362,552</b>	<b>420,118</b>
Transfer To/(From) Cash Reserves	(519)	0	(105,879)
<b>Ending Cash/Revenue Balance</b>			<b>663,812</b>

Cash Reserve Beginning Balance	221,837	0	327,197
Change in Cash Reserve	-519	0	(105,879)
Ending Cash Reserve Balance	221,318	0	221,318

**Number of Regulants**

Current Month	4,088
Previous Biennium-to-Date	4,291