

NORTH CAROLINA APPRAISAL BOARD

**Minutes
Via Video Conference**

August 6, 2024

Board Members Present

Mike Warren, Chair
Claire M. Aufrance, Vice-Chair
Sarah J. Burnham
Lynn Carmichael
Darius R. Chase
Marcella D. Coley
Viviree Scotton
H. Clay Taylor, III

Staff Present

Donald T. Rodgers, Executive Director
Brandy M. March, Deputy Director
Sondra C. Panico, Legal Counsel
Jeffrey H. Davison, Investigator
Randall L. Echols, Investigator
Frank D. Fleming, Investigator
H. Eugene Jordan, Investigator
Mindy Sealy, Office Manager

Ms. Carmichael read the Board's Mission Statement.

CALL TO ORDER

Chair Warren called the meeting to order at 9:01 a.m.

Chair Warren read the Conflict of Interest reminder. No Board Member indicated any conflict of interest.

APPROVAL OF AGENDA

Ms. Coley moved, second by Mr. Chase, that the Board approve the agenda, with the Chair being able to take the items in any order. Motion carried.

APPROVAL OF MINUTES

Mr. Taylor moved, second by Ms. Aufrance, to approve the June Minutes (**Exhibit 1**), as presented. Motion carried.

LEGAL

Probable Cause (Exhibit 2)

Ms. Coley moved, second by Mr. Chase, that the Board accept staff recommendations on all probable cause summaries with the exception of case numbers 2023-0064, 2023-0086, 2023-0093, 2023-0097, 2023-0099, and 2023-0113. Motion carried.

- 2023-0050** Dismiss this case.
- 2023-0060** Dismiss this case with a warning to ensure that all assignments conditions are followed.
- 2023-0064** Ms. Carmichael moved, second by Ms. Coley, that the Board dismiss this case with a warning to be more careful in identifying the subject market and to be consistent when applying adjustments, conditioned upon completion of a course in market analysis and a 7-hour course in supporting adjustments. Motion carried.
- 2023-0086** Ms. Coley moved, second by Ms. Aufrance, that the Board dismiss this case with a warning to carefully proofread and only use methodology appropriate to their assignment, conditioned upon completion of a course in appraiser liability and highest and best use. Motion carried.
- 2023-0088** Dismiss this case with a warning to explain analysis more thoroughly and proofread reports more carefully prior to certifying their results, conditioned upon completion of a course in appraiser liability and supporting adjustments.
- 2023-0090** Dismiss this case with a warning to verify the accuracy of information provided by computer assisted programs during the valuation process, conditioned upon completion of a course in supporting adjustments.
- 2023-0091** Dismiss this case with a warning to ensure that comparable sales, when presented in a report, receive proper analysis and are adjusted appropriately when required, conditioned upon completion of a course in market adjustments.
- 2023-0092** Dismiss this case with a warning to verify when adjustments are applied and they are supported by data from the market of the subject property, conditioned upon completion of a course in supporting adjustments.
- 2023-0093** Ms. Coley moved, second by Ms. Burnham, that the Board dismiss this case with

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a warning to ensure that comparable sales, when presented in a report, receive proper analysis and are adjusted appropriately, when required, conditioned upon completion of a course in supporting adjustments and the 15 HR USPAP prior to submitting an application for reinstatement. Motion carried.

- 2023-0095** Dismiss this case with a warning to select the most similar comparable sales that require the fewest adjustments or have strongly supported adjustments and maintain the data and detail necessary to recreate adjustments in your report or workfile, conditioned upon completion of a course in market analysis and a 7-hour supporting adjustments course.
- 2023-0096** Dismiss this case with a warning to proofread the appraisal report and ensure the intended use and user are accurate.
- 2023-0097** Ms. Coley moved, second by Ms. Burnham, that the Board dismiss this case with a warning to ensure that when ceiling heights appear to be at or under 7 foot, when ANSI Standards are required, that measurements are taken, or commentary is added to the report, conditioned upon completion of an ANSI course. Motion carried.
- 2023-0099** Ms. Coley moved, second by Ms. Scotton, that the Board dismiss this case conditioned upon completion of a course in sales comparison, appraiser liability and the supervisor/trainee course. Motion carried.
- 2023-0101** Dismiss this case with a warning to verify all comparable sale information/characteristics is reported accurately, conditioned upon completion of a course in supporting adjustments.
- 2023-0102** Dismiss this case conditioned upon completion of a course in Fannie Mae guidelines and appraiser liability.
- 2023-0110** Dismiss this case.
- 2023-0111** Dismiss this case conditioned upon completion of the 15-Hour USPAP course.
- 2023-0113** Ms. Coley moved, second by Ms. Scotton, that the Board dismiss this case conditioned upon completion of a course in sales comparison and appraiser liability. Motion carried.
- 2023-0117** Dismiss this case conditioned upon completion of a course in appraiser liability and comparable sale selection.
- 2023-0120** Dismiss this case with a warning to ensure that an explanation for condition adjustments is provided.
- 2023-0122** Dismiss this case.

2023-0126 Dismiss this case conditioned upon completion of a course in appraising complex properties and appraiser liability.

Investigation Request

Mr. Taylor moved, second by Ms. Aufrance that the Board open an investigation on the appraiser. Motion carried.

The Board reviewed the Pending Hearing Report (**Exhibit 4**) and the Disciplinary Actions Year-to-Date (**Exhibit 5**).

OTHER

The Board reviewed the Appraisal Foundation's reports. (**Exhibit 6**)

Committee Report

The Predetermination Committee, which consisted of Mr. Chase and Ms. Carmichael met on July 9, 2024, to review a complaint submission. The Committee determined that this was a billing issue and outside of the purview of the Board's jurisdiction to investigate. The Committee recommended a letter be sent to the Complainant advising such.

Staff Report

The accountants from Bernard Robinson, LLC conducted our annual financial audit last week and they are planning to report to the Board at the September meeting.

The next trainee town hall will be Tuesday, August 13, 2024.

Ms. March will be attending the IAAO Conference in Denver, CO, August 26-29, 2024.

Mr. Rodgers has been asked to speak at a meeting of the Winston-Salem Regional Association of Realtors on August 28, 2024. They would like to hear about emerging appraisal issues, enforcement issues such as the type and source of complaints.

The Fall AARO Conference will be October 28-30, 2024, in Boston, MA. Travel dates will be Sunday, October 27, 2024, through Thursday, October 31, 2024. If you know you will not be able to attend, please let Ms. Sealy know as soon as possible so that we can return the rooms.

The next Board meeting will be September 17, 2024, in Raleigh. We plan to schedule our mandatory Board member training, conducted by legal counsel and staff on that date. This is required every two years. Also, a reminder that the virtual meeting in October has been moved from Tuesday, October 22, 2024, to Thursday, October 24, 2024.

Ms. Carmichael moved, second by Ms. Coley, that the Board go into closed session. Motion carried.

Ms. Carmichael moved, second by Ms. Coley, that the Board go back into open session. Motion carried.

Report from closed session announced in open session:

Consent Orders

2023-0021

2023-0100 Thomas Harris

Ms. Coley moved, seconded by Ms. Carmichael, that effective August 7, 2024, Thomas Harris' certification as a residential appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: the 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and the exam; and the Appraisal Foundation's corrective education courses entitled, "Ethics, Competency, and Negligence," and "Report Certifications: What Am I Signing and Why?" No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The 15-hour USPAP course may be used for Respondent's continuing education credit hours, and all of the other hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2023-0059 Gwen Keller

Ms. Coley moved, seconded by Ms. Aufrance, that effective August 7, 2024, Gwen Keller's certification as a residential appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: two continuing education courses: one on supporting adjustments and one on appraiser liability; and the Appraisal Foundation's corrective education courses entitled, "Ethics, Competency, and Negligence," and "Scope of Work: Appraisals and Inspections." No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The supporting adjustments continuing education course may be used for Respondent's continuing education credit hours, and all of the other hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2023-0069 Ronald Hawkins

Ms. Aufrance moved, seconded by Ms. Scotten, that effective August 7, 2024, Ronald Hawkins' certification as a general appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: the 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and the exam, two continuing education courses, one in non-lending appraisals and one in income approach for commercial properties. No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2023-0072 Amber Amos

Ms. Coley moved, seconded by Ms. Carmichael, that effective August 7, 2024, Amber Amos' certification as a general appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: the 30-hour residential sales comparison and income approach qualifying education course and The Appraisal Foundation's corrective education course entitled, "Ethics, Competency, and Negligence." No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2023-0079 Tyler Schoenwolf

Ms. Coley moved, seconded by Ms. Carmichael, that effective August 7, 2024, Tyler Schoenwolf's certification as a residential appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: the Appraisal Foundation's corrective education course entitled, "Scope of Work: Appraisals and Inspections," and two continuing education courses; one in supporting adjustments and one in land valuation. No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.


2023-0080 William Hooks

Ms. Carmichael moved, seconded by Ms. Coley, that effective August 7, 2024, William Hook's certification as a residential appraiser is inactively suspended for a period of three months. During the inactive suspension and no later than November 7, 2024, Respondent shall complete the following coursework: one continuing education course on Fair Housing and Bias; and three Appraisal Foundation's corrective education courses entitled, "Ethics, Competency, and Negligence," "Scope of Work: Appraisals and Inspections," and "Appraiser Self Protection: Documentation and Record Keeping." No later than November 7, 2024, Respondent shall provide certificates of completion for all courses to the Board office. The hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by November 7, 2024, an active suspension shall be activated on November 8, 2024. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

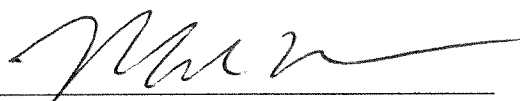
2023-0098 Wendy Mora

Ms. Carmichael moved, seconded by Ms. Aufrance, that effective August 7, 2024, Wendy Mora's certification as residential appraiser is reprimanded. No later than February 7, 2025, Respondent shall complete the following coursework: the 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and the exam, and a continuing education course in GSE appraisal guidelines and requirements. No later than February 7, 2025, Respondent shall provide certificates of completion for all courses to the Board office. The hours for the above coursework shall not be used for Respondent's continuing education credit hours and requirements. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by February 7, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on February 8, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

There being no further business to come before the Board, Ms. Coley moved, second by Ms. Carmichael, that the meeting be adjourned. Motion carried.


Donald T. Rodgers, Executive Director

This, the 25th day of September 2024.


Mike Warren, Chair