

# **NORTH CAROLINA APPRAISAL BOARD**

## **Meeting Minutes Raleigh**

**February 11, 2025**

### **Board Members Present**

Mike Warren, Chair  
Sarah J. Burnham  
Lynn Carmichael  
Marcella Coley  
Jack C. (Cal) Morgan, III  
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 Fleming, Investigator  
Mindy Sealy, Office Manager

### **REGONITION OF H. EUGENE JORDAN**

### **CALL TO ORDER**

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

Ms. Scotton read the Board's Mission Statement.

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

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Ms. Coley moved, second by Ms. Carmichael, to approve the December Minutes (**Exhibit 1**), as presented. Motion carried.

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**FINANCE**

The Board reviewed the financial report through January 2025 (**Exhibit 2**).

**LEGAL**

**Probable Cause (Exhibit 3)**

Ms. Carmichael moved, second by Mr. Taylor, that the Board accept staff recommendations on all probable cause summaries with the exception of case number 2024-0019. Motion carried.

- |                  |  |
|------------------|--|
| <b>2023-0129</b> | Dismiss this case.   |
| <b>2023-0130</b> | Dismiss this case with a warning to verify comparable sales features, conditioned upon completion of a course in sales comparison or sales analysis.                       |
| <b>2024-0008</b> | Dismiss this case.   |
| <b>2024-0012</b> | Dismiss this case with a warning to verify and report all features that exist on comparable sales and apply adjustments when market conditions dictate they are warranted. |
| <b>2024-0016</b> | Dismiss this case with a warning to verify and report all features that exist on comparable sales and apply adjustments when market conditions dictate they are warranted. |
| <b>2024-0019</b> | Ms. Coley moved, second by Ms. Scotton, that the Board dismiss this case with a warning to accurately make time adjustments. Motion carried.                               |
| <b>2024-0023</b> | Dismiss this case.   |
| <b>2024-0027</b> | Dismiss this case.   |
| <b>2024-0040</b> | Move this case to a hearing.   |
| <b>2024-0041</b> | Dismiss this case conditioned upon completion of a course in GSE requirements and guidelines and a course in appraiser liability.  |
| <b>2024-0043</b> | Dismiss this case.   |
| <b>2024-0045</b> | Dismiss this case conditioned upon completion of a sales comparison course.  |
| <b>2024-0050</b> | Dismiss this case with a warning to comply with NC Appraisal Board rules and affix their seal on all transmitted reports.  |

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**2024-0054** Dismiss this case.

### **Investigation Requests (Exhibit 4)**

Mr. Taylor moved, second by Ms. Coley, that the Board open a complaint in both matters. Motion carried.

The Board reviewed the Pending Hearing Report **(Exhibit 5)** and the Disciplinary Actions Year-to-Date **(Exhibit 6)**.

## **LICENSING AND EDUCATION**

The Board reviewed the list of candidates who have been recently registered or certified **(Exhibit 7)**.

The Board reviewed the list of AMCs that have recently been registered **(Exhibit 8)**.

The Board reviewed the Examination Report through January 2025 **(Exhibit 9)**.

### **PUBLIC FORUM (Exhibit 10)**

There were no requests to speak at the Public Forum.

## **OTHER**

The Board reviewed The Appraisal Foundation's report **(Exhibit 11)**.

### **Staff Report**

Mr. Rodgers spoke to the Appraisal Committee of the North Carolina Association of Realtors on January 30, 2025.

Mr. Rodgers was one of the instructors for AARO's regulator course on the Appraisal Subcommittee's policy statements. This was a virtual offering of the training that was presented at the Fall AARO Conference in Boston, MA.

The next Trainee Town Hall will be on Tuesday, February 18, 2025.

Mr. Rodgers has been asked to speak at the NC Society of Farm Managers and Rural Appraisers meeting on February 19, 2025, at the NC State University Club in Raleigh.

Staff are working on a revamp of the newsletter with a plan to issue three editions per year; one after every other board meeting. Board members are to share any suggestions for an article or feature with Ms. Sealy or Ms. March.

Staff are also working on a redesign of the website later this spring. Board members should share

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any features they'd like added with staff.

The Spring AARO Conference will be held virtually from April 29 – May 1, 2025. Board members will be getting information in the coming weeks and will need to let Ms. Sealy know if they would like to be registered.

The next meeting will be at the Board office on Tuesday April 22, 2025.

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

Mr. Taylor moved, second by Ms. Scotton, that the Board go back into open session. Motion carried.

**Report from closed session announced in open session:**

### **CONSENT ORDERS**

#### **2023-0118     Keith Hadding**

Ms. Coley moved, seconded by Ms. Carmichael, that effective February 12, 2025, Keith Hadding, who is a certified residential appraiser, shall receive an administrative warning. No later than August 12, 2025, Respondent shall complete the following course work: 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course, including the exam; and The Appraisal Foundation's corrective education courses entitled, "Assignment Conditions, Elements, and Results," and "Missing Explanations," and shall provide certificates of completion to the Board office. If Respondent fails to successfully complete the courses above and provide certificates of completion to the Board office by August 12, 2025, Respondent's license shall be actively suspended on August 13, 2025. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

#### **2024-0013     Andy Morse**

Ms. Coley moved, seconded by Ms. Scotton, that effective February 12, 2025, Andy Morse's certification as a certified residential appraiser is reprimanded. Respondent shall not supervise any trainees for a period of six years, ending on February 12, 2031. After the six-year period set forth above, and before Respondent may apply to supervise a future trainee, he shall successfully complete the North Carolina supervisor/trainee course and provide a certificate of completion to the Board office. No later than August 12, 2025, Respondent shall complete the 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and the exam and shall provide a certificate of completion 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 course above and provide a certificate of completion to the Board office by August 12, 2025, the reprimand will be vacated, and an active suspension shall be activated in its

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place on August 13, 2025. The active suspension shall continue until Respondent provides proof of completion of the above course to the Board office. Motion carried.

### **2024-0014     Thomas Norris**

Ms. Coley moved, seconded by Ms. Carmichael, that effective February 12, 2025, Thomas Norris' registration as a trainee, which is currently lapsed, is reprimanded. Prior to reinstatement of Respondent's trainee registration, Respondent shall meet all requirements in Board rules to reinstate his registration. In addition, prior to reinstating his trainee registration or applying for licensure in North Carolina, including via reciprocity, Respondent shall successfully complete the North Carolina supervisor/trainee course, and an ethics continuing education course, and provide certificates of completion for both courses to the Board office. The ethics course may be used for continuing education credit hours, the supervisor/trainee course shall not be used for continuing education credit hours. No later than March 3, 2025, Respondent shall provide written documentation to the Board that he has shared this consent order with all other states in which he holds a trainee or professional license as an appraiser. Once Respondent's trainee registration is reinstated in North Carolina, he shall be credited by the Board with 250 supervised hours toward a licensed residential credential and/or 375 supervised hours toward a certified residential credential. These hours are credit for the demonstration appraisals completed by Respondent under his former supervisor. All other supervised hours in order to become a licensed residential, certified residential, or certified general appraiser must be completed subsequent to the reinstatement of Respondent's trainee registration and subsequent to him submitting a completed supervisor declaration form to the Board office and it being approved by the Board. All experience hours claimed towards a new license credential shall meet the requirements in Rule 57A Section .0600 of the North Carolina Appraisal Board rules. In addition, subsequent to the reinstatement of Respondent's trainee registration and his submission and approval by the Board of the supervisor declaration form, Respondent must maintain a log of all appraisals completed as a trainee on the most recent version of the experience log and maintained and updated in accordance with AQB guidelines and Board rules. Motion carried.

### **2025-0015     Jamie Music**

Ms. Coley moved, seconded by Ms. Carmichael, that effective February 12, 2025, Jamie Music's registration as a trainee is reprimanded. No later than March 3, 2025, Respondent shall provide written documentation to the Board office that he has shared this consent order with all other states in which he holds a trainee or professional license as an appraiser. At the time that Respondent submits a new application for licensed or certified residential/general status, Respondent shall be credited by the Board with 250 supervised hours toward a licensed residential credential and/or 375 supervised hours toward a certified residential credential. These hours are to be credited as demonstration appraisals completed by Respondent under his former supervisor. All future supervised hours being claimed towards experience as a licensed residential, certified residential, or certified general appraiser, must be completed subsequent to submission of a completed supervisor declaration form to the Board office and it being approved by the Board. In addition, all experience hours claimed must be recorded on the most recent version of the experience log and maintained and updated in accordance with AQB guidelines and Board rules. All experience hours claimed towards

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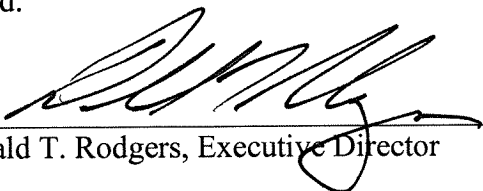
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a new license credential, including those previously submitted, shall meet the requirements in Rule 57A Section .0600 of the North Carolina Appraisal Board rules and are subject to sampling and review at the time of application. Respondent's current application for licensure and his exam ticket are cancelled. No later than August 12, 2025, Respondent shall complete a continuing education course in ethics and shall provide a certificate of completion 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 course above and provide a certificate of completion to the Board office by August 12, 2025, the reprimand will be vacated, and an active suspension shall be activated in its place on August 13, 2025. The active suspension shall continue until Respondent provides proof of completion of the above course to the Board office. Motion carried.

Mr. Taylor moved, second by Ms. Carmichael, that the Board accept the City of Raleigh's offer of compensation in the amount of \$8,850.00 for an electrical utility easement on Board property. Motion carried.

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

  
Donald T. Rodgers, Executive Director

This, the 22<sup>nd</sup> day of April, 2025.

  
Mike Warren, Chair