

NORTH CAROLINA APPRAISAL BOARD

Meeting Minutes Raleigh

October 28, 2025

Board Members Present

Claire M. Aufrance, Chair
Mike Warren, Vice-Chair
Darius R. Chase
Marcella D. 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

RECOGNITION OF FORMER BOARD MEMBER

The Board recognized Lynn Carmichael for her service to the Appraisal Board, and she was presented with a plaque by Ms. Aufrance and Mr. Rodgers.

The Board recognized Mike Warren for his service as Chair from 2022-2025 and he was presented with an award by Ms. Aufrance and Mr. Rodgers.

RECOGNITION OF ASC STAFF

CALL TO ORDER

Chair Aufrance called the meeting to order at 9:06 a.m.

Ms. Scotton read the Board's Mission Statement.

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

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interest.

APPROVAL OF AGENDA

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

FINANCE

The Board reviewed the financial reports through September 2025 (**Exhibit 2**).

LEGAL

Probable Cause (Exhibit 3)

Ms. Coley moved, second by Mr. Warren, that the Board accept staff recommendations on all probable cause summaries with the exception of case numbers 2025-0014. Motion carried.

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|------------------|---|
| 2025-0001 | Dismiss this case with a warning to ensure that adequate documentation is maintained in the workfile to support all adjustments and site value opinions, conditioned upon completion of a class on accessory dwelling units and supporting adjustments. |
| 2025-0003 | Dismiss this case. |
| 2025-0006 | Dismiss this case with a warning to ensure reports are not misleading and signed certifications are accurate when completing non-lending/private appraisal assignments. |
| 2025-0008 | Dismiss this case with a warning to verify site features and improvements, conditioned upon completion of a class on GSE guidelines. |
| 2025-0013 | Move this case to a hearing. |
| 2025-0014 | Ms. Coley moved, second by Mr. Warren, that the Board move this case to a hearing. Motion carried. |
| 2025-0019 | Dismiss this case. |

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

Periodic Review of Existing Rules (Exhibit 6)

Mr. Warren moved, second by Mr. Taylor, that the Board approves the final report. Motion carried.

LICENSING AND EDUCATION

The Board reviewed the list of candidates who have been recently registered, licensed, 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 September 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 reports (**Exhibit 11**).

Committee Reports

The Predetermination Committee met on August 19, 2025. Committee members in attendance were Marcella Coley and H. Clay Taylor. Brandy March was the staff member present and Sondra Panico served as legal advisor to the Committee. The Committee reviewed one item. The Committee determined the Board did not have jurisdiction in the matter and voted to close the case without an investigation.

The Finance Committee met on September 12, 2025, and September 23, 2025, to consider proposals from two other banking institutions about managing the Board's operating accounts and investments. After reviewing the Board's current accounts with Truist and receiving two additional proposals, Mr. Rodgers and Ms. Sealy recommended the Board's accounts be moved to SouthState Bank. The Finance Committee was in agreement with the recommendation and staff are currently working with SouthState to move the accounts over. The operating account should be moved by year end and the certificates of deposit the Board currently has will be moved as the mature.

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Staff Report

Mr. Rodgers spoke at the NCPAC conference in Asheville on October 3, 2025. He gave an update on Board statistics, the delayed rules, and the implementation of the Valuation Bias and Fair Housing Laws and Regulations continuing education course requirement that began June 1, 2025.

The Fall AARO Conference was October 6-8, 2025, in Atlanta, Georgia. There were presentations by the Appraisal Foundation, both the Appraisal Standards Board and Appraiser Qualifications Board, Fannie Mae and Freddie Mac, a session on appraisal enforcement and individual job duties and specific topic breakout sessions. Ms. Coley and Ms. Scotton attended the conference along with Mr. Rodgers, Ms. March, Ms. Panico and the investigators.

Staff will meet with the Technology Committee in the next few weeks to review the updates made to the website and consider any other suggestions. Although it will be an ongoing project, the staff plans to have a revised website for review in the first quarter of 2026.

The next Board meeting is December 9, 2025. This meeting is expected to be a short meeting and given the proximity to the holidays, Mr. Rodgers discussed with the Chair the possibility of this being a virtual meeting. Ms. Panico indicated a virtual meeting in December is acceptable. The Chair asked for any objections and seeing there were none, it was determined that the meeting be moved to virtual.

Ms. Coley moved, second by Ms. Scotton, that the Board go into closed session pursuant to G.S. 143-318.18(6). Motion carried.

Mr. Warren moved, second by Mr. Chase, that the Board go back into open session. Motion carried.

The Board went into closed session to discuss the following which it reported in open session:

2024-0055 Jeannette Ford


Ms. Coley moved, second by Mr. Warren, that effective August 20, 2025, Jeannette Ford's certification as a residential appraiser is reprimanded. No later than February 20, 2026, Respondent shall complete the eight-hour Valuation and Fair Housing Laws and Regulations qualifying education course, which includes the exam, and provide a certificate of completion to the Board office. The hours for the above coursework may be used for Respondent's continuing education credit hours and requirements. No later than February 20, 2026, Respondent shall complete two continuing education courses: one continuing education course in business practices and ethics, and one in sales comparison or market adjustments, and 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

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continuing education credit hours and requirements. If Respondent fails to successfully complete the courses by February 20, 2026, Respondent's license shall be actively suspended until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

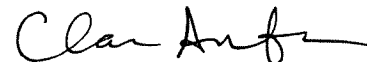
Mr. Warren moved, second by Ms. Coley, that the Board grant Voxtur Appraisal Services, LLC's (NC-1035) request to eliminate the need to maintain the surety bond for a period of two years following cessation of business. Voxtur Appraisal Services, LLC has ceased doing business in North Carolina and has no further obligations to any appraisers. Motion carried.

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



Donald T. Rodgers, Executive Director

This, the 9th day of December, 2025.



Claire M. Aufrance, Chair