

NORTH CAROLINA APPRAISAL BOARD

Meeting Minutes Via Video Conference

December 9, 2025

Board Members Present

Claire M. Aufrance, Chair
Mike Warren, Vice-Chair
Sarah J. Burnham
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

CALL TO ORDER

Chair Aufrance called the meeting to order at 9:08 a.m.

Mr. Morgan read the Board's Mission Statement.

Chair Aufrance read the Conflict-of-Interest reminder. Mr. Warren recused himself from case numbers 2025-0009 and 2025-0010.

APPROVAL OF AGENDA

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

MINUTES

December 9, 2025

Page 2

APPROVAL OF MINUTES

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

FINANCE

The Board reviewed the financial reports through November 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 2025-0009, 2025-0010, and 2025-0015. Motion carried.

- 2025-0004** Move this case to a hearing.
- 2025-0012** Dismiss this case with a warning to appropriately support adjustments and to analyze market differences.
- 2025-0015** Mr. Warren moved, second by Ms. Coley, that the Board dismiss this case with a warning to follow FHA guidelines, conditioned upon completion of a course in FHA guidelines course, highest and best use, and land valuation. Motion carried.
- 2025-0016** Dismiss this case with a warning to ensure reports contain the required language to ensure USPAP compliance and to present/disclose relevant features of the subject and comparable sales.
- 2025-0020** Dismiss this case with a warning to provide adequate commentary when atypical adjustments are applied, conditioned upon completion of a course in GSE guidelines.
- 2025-0021** Dismiss this case with a warning to analyze market data to ensure applied adjustments are supported, conditioned upon completion of a course in sales comparison and support adjustments.

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

Potential Rule Changes (Exhibit 6)

The Board discussed potential rule changes for 2026.

MINUTES

December 9, 2025

Page 3

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 November 2025 **(Exhibit 9)**.

PUBLIC FORUM (Exhibit 10)

Linda Nelson, a certified residential appraiser, spoke to the Board about the possibility of adding the AQB Practicum as an option in North Carolina.

OTHER

The Board reviewed the ASC's Compliance Review Findings **(Exhibit 11)**.

Mr. Chase moved, second by Ms. Coley, that the Board accept the proposed 2026 calendar **(Exhibit 12)**, as presented. Motion carried.

The Board reviewed The Appraisal Foundation's reports **(Exhibit 13)**.

Committee Reports

The Predetermination Committee met on October 28, 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 two items. The first item was a request for the Committee to consider an applicant's past criminal history before taking courses and applying to become a trainee. The Committee determined the offense would not prohibit trainee registration and subsequent licensure; however, should any other convictions occur prior to licensure, those would require additional review by the Board. The second item was an allegation regarding late transmittal of a report (less than one week), and the Committee determined the Board did not have jurisdiction in the matter and voted to close the matter without an investigation.

The Technology Committee met on November 17, 2025, to review the layout of the new website. The Committee will meet again on December 17, 2025, to review additional changes made to the website and discuss streaming of the board meetings.

Staff Report

The 2026 AARO Spring Conference will be April 27-29, 2026, in San Diego, CA. The approved travel dates are April 26-April 30, 2026. Staff will be booking hotel rooms soon. If a Board

MINUTES

December 9, 2025

Page 4

member is sure that they are unable to attend, please let Ms. Sealy know as soon as possible so that the Board is not taking up any unnecessary rooms. If any Board member needs their travel dates modified, please contact Ms. Sealy. Any additional nights will be the responsibility of the staff or board member.

Staff is checking on room blocks with local hotels for the 2026 meetings in Raleigh. Board staff will be reaching out to members that arrive the day before the meetings. It may be necessary to revisit the approved room rate for staff and board travel in state, at the next Board meeting.

Staff will be scheduling the next Trainee Town Hall in the first half of January. Additional information will be available in the next week.

Staff are working on the third newsletter for 2025. Board members should be looking for a draft so that staff can get this published by the end of the year.

The next Board meeting will be February 10, 2026, at the Board office in Raleigh.

Staff would like to wish the Board a very safe and Happy Holiday Season and look forward to working with the Board in the New Year.

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

Mr. Taylor moved, second by Mr. Morgan, 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:

Probable Cause

- 2025-0009** Ms. Coley moved, second by Mr. Morgan, that the Board dismiss this case with a warning to understand appraiser liability when signing an appraisal report, conditioned upon completion of a class in appraiser liability and the supervisor/trainee course. Motion carried. Mr. Warren recused himself.
- 2025-0010** Ms. Coley moved, second by Ms. Scotton, that the Board dismiss this case with a warning to understand appraiser liability when signing an appraisal report. Motion carried. Mr. Warren recused himself.

Consent Orders

2025-0013 Robert Ruark

Ms. Coley moved, second by Mr. Warren, that effective December 10, 2025, Robert Ruark's certification as a residential appraiser is reprimanded. No later than June 10, 2026, Respondent shall complete the following coursework: one continuing education course in sales comparison approach or supporting adjustments, and The Appraisal Foundation corrective education course entitled, "Scope of Work: Appraisals and Inspections," 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 continuing education credit hours and requirements. If Respondent fails to successfully complete the above courses and provide certificates of completion to the Board office by June 10, 2026, the reprimand will be vacated, and an active suspension shall be activated in its place on June 11, 2026. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2025-0014 Matthew Todd

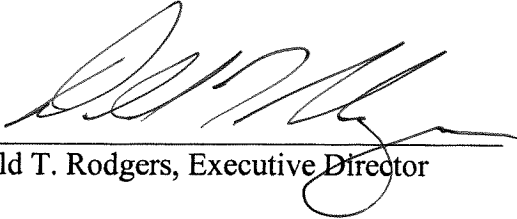
Ms. Coley moved, second by Ms. Scotton, that effective December 10, 2025, Matthew Todd's certification as a residential appraiser is reprimanded. No later than June 10, 2026, Respondent shall complete the following coursework: a seven-hour continuing education course in appraiser liability/appraisal quality, and The Appraisal Foundation's corrective education course entitled, "Scope of Work: Appraisals and Inspections," 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 continuing education credit hours and requirements. If Respondent fails to successfully complete the above courses and provide certificates of completion to the Board office by June 10, 2026, the reprimand will be vacated, and an active suspension shall be activated in its place on June 11, 2026. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2025-0017 Thurman Stoddard

Ms. Coley moved, second by Mr. Morgan, that effective December 10, 2025, Thurman Stoddard's certification as a residential appraiser is reprimanded. No later than June 10, 2026, Respondent shall complete the following coursework: (i) a 15-hour (including the exam) USPAP qualifying education course and (ii) a continuing education course in appraiser liability. The hours for the 15-hour USPAP course shall not be used for Respondent's continuing education credit hours and requirements. The appraiser liability course hours may be used for Respondent's continuing education credit hours. If Respondent fails to successfully complete the above courses and provide certificates of completion to the Board office by June 10, 2026, the reprimand will be vacated, and an active suspension shall be activated in its place on June 11, 2026. The active suspension shall continue until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

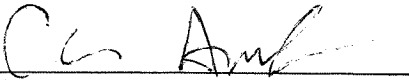
MINUTES
December 9, 2025
Page 6

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



Donald T. Rodgers, Executive Director

This, the 10th day of February, 2026.



Claire M. Aufrance, Chair