

**NEW HAMPSHIRE REAL ESTATE APPRAISER
PUBLIC MEETING MINUTES
November 18, 2022**

There was a meeting of the Real Estate Appraiser Board held on November 18, 2022. The public may attend via video/teleconference. The following Board Members attended in person at the Board's Office: Sherman, Schubert, Correnti, LeMay and Macagba.

Attended in person were OPLC Board Administrator's Dawn Couture and Marla Pike.

Attended in person was OPLC Attorney Shane Goulet.

Board Member Macagba left at 11:00 am.

I. Call to Order – 9:08 a.m.

II. Approval of Public Minutes – Board Member LeMay made a motion which was appropriately seconded by Board Member Schubert to approve the public minutes as written. The motion passed unanimously.

III. Public Appearances –

- a. Anne K. Glines – Ms. Glines spoke to the Board regarding her recent communications with OPLC and how difficult it has been for her to get in touch with someone regarding an application status. Ms. Glines mentioned that she did have a phone conversation with Administrator Couture and Executive Director Courtney. Board Chair Sherman thanked Ms. Glines for bringing this to the Board's attention.
- b. Allison Auger – Discuss qualifying education for certification – Ms. Auger is requesting approval from the Board to accept McKissock's online appraisal certification course for Massachusetts if she enrolls. Ms. Auger informed the Board of the difficulties in finding in-person qualifying education courses. Board Member Correnti stated that the appraisal Board does not offer education that is through a third party and can understand how difficult it has been for applicants to find any in-person courses as he currently has two apprentices under him going through the process. Board Member Correnti made a motion to approve Ms. Auger's request. The motion was seconded by Board Member Macagba. The motion passed unanimously.
- c. Robin LeMauk – Discuss qualifying education – Anne Glines spoke on Ms. LeMauk's behalf as Ms. LeMauk was in an accident the previous day. Ms. Glines mentioned that Robin's situation is similar to Ms. Auger's in regards to finding in-person qualifying education courses. Board Member Correnti mentioned that Ms. LeMauk will need to submit a request to the Board requesting approval to take qualifying education online.

IV. New Business –

- a. Nik Michailides – Request to take online qualifying education through McKissock and/or Appraisal Institute – Board Member Schubert made a motion which was appropriately seconded by Board Member LeMay to approve Mr. Michailides's request to take 75 hours of residential qualifying education courses online through McKissock or Appraisal Institute. The motion passed unanimously.
- b. Shanna L. Allen – Request to take online qualifying education through McKissock – Board Member LeMay made a motion which was appropriately seconded by Board Member Schubert to approve Ms. Allen's request to take 75 hours of residential

- qualifying education courses online through McKissock. The motion passed unanimously.
- c. Joe Coulter – Request to take online qualifying education through McKissock – Board Member LeMay made a motion which was appropriately seconded by Board Member Macagba to approve Mr. Coulter’s request to take the course “Basic Appraisal Procedures” online through McKissock. The motion passed 4-0. Board Member Correnti was not present and did not vote.
 - d. Leah Sandberg – Request to take online qualifying education through McKissock and/or Appraisal Institute – Board Member Macagba made a motion which was appropriately seconded by Board Member LeMay to approve Ms. Sandberg’s request to take specific qualifying education courses online through McKissock or Appraisal Institute. The motion passed 4-0. Board Member Correnti was not present and did not vote.
 - e. Heather Koutelis – Request to take online qualifying education through McKissock and/or Appraisal Institute – Board Member Schubert made a motion which was appropriately seconded by Board Member Macagba to approve Ms. Koutelis’s request to take specific qualifying education courses online through McKissock or Appraisal Institute. The motion passed 4-0. Board Member Correnti was not present and did not vote.
 - f. Christopher Fonda – Request to accept Bachelor’s Degree for licensure – Board Member Macagba made a motion to accept Mr. Fonda’s Bachelor Degree. The motion was seconded by Board Member LeMay. The motion passed unanimously.
 - g. Request from Appraisal Institute to retroactive approval for “Online Fundamentals of the Uniform Appraisal Standards for Federal Land” to 11/10/2022 – Board Member Correnti made a motion which was appropriately seconded by Board Chair Sherman to approve the request and course will be retroactive to the requested date. The motion passed 4-0. Board Member Macagba was not present and did not vote.
 - h. 2023 Board Meeting Dates – Noted.
 - i. Course for approval – Board Member Schubert to approve the courses as presented. The motion was seconded Board Member Correnti. The motion passed unanimously. Board Member Macagba was not present and did not vote.

Course	Provider
2020-2021 15-Hour Equivalent USPAP Course	Appraisal Institute
2022-2023 7-Hour Equivalent USPAP Update Course	Appraisal Institute
15-Hour National USPAP Course	Appraisal Institute
Commercial Real Estate Markets in Turbulent Times	Appraisal Institute - NH/VT Chapter
Community Land Trust (CLT) Appraiser Training	Appraisal Institute
Community Land Trust (CLT) Appraiser Training - Synchronous	Appraisal Institute

Inconsistency: It's Hiding in Plain Sight in Your Residential Appraisal	Appraisal Institute
Maine Real Estate Market & Economic Update 2022	Appraisal Institute - MA/RI & ME Chapter
Online Business Practices and Ethics	Appraisal Institute
Online Data Verification Methods	Appraisal Institute
Online General Appraiser Market Analysis and Highest & Best Use	Appraisal Institute
Online Residential Market Analysis and Highest & Best Use	Appraisal Institute
Online Small Hotel/Motel Valuation	Appraisal Institute
Residential and Commercial Valuation of Solar	Appraisal Institute
Review Case Studies - Residential	Appraisal Institute
The Cost Approach: Unnecessary or Vital to a Healthy Practice?	Appraisal Institute
Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications	Appraisal Institute
Valuation of Conservation Easements	Appraisal Institute
15 Hour National USPAP Course (A113)	ASFMRA
Online Small Hotel/Motel Valuation	Appraisal Institute
ASFMRA Annual Meeting 2022	ASFMRA
Basic Appraisal Principles (A101)	ASFMRA
Basic Appraisal Procedures (A102)	ASFMRA
Eminent Domain (A250)	ASFMRA
Rapid Fire Case Studies 2022	ASFMRA
Appraising Historic Properties	MBREA
Appraisal of REO and Foreclosure Properties	McKissock
Appraising REO Properties	McKissock
Diversify Your Appraisal Practice with Estate Appraisals	McKissock
Live Webinar: 2020-2021 15-hr National USPAP Course	McKissock
Residential Appraisal Review and USPAP Compliance	McKissock
Residential Report Writing: More Than Forms	McKissock

V. Rules Review and Other Legislative Topics –

- a. Initial proposal of rules 100-300 various sections – Tina Kelley went over the changes requested by the Board. The Board made a few additional changes. Tina will implement the additional changes for the Board to review at their next meeting.

VI. Non-Public Session

At 11:39 a.m. upon the motion of Board Chair Sherman and the second of Board Member LeMay, to go into a non-public session the Board, by roll call, voted to conduct a non-public session for the purpose of the reading and approval of the non-public minutes of the September 16, 2022 meeting, and evaluating complaints against licensees, accredited individuals, institution, or organizations, or persons charged with practicing unlawful accounting activity, and noting that such a non-public session is authorized by RSA 91-A:3, II(c), RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. Each Member recorded his or her vote on the motion, which passed by the vote of all members present.

VII. Resume Public Session

At 12:47 p.m. upon the motion of Board Member Correnti and the second of Board Member Schubert, and the Board unanimously voted by roll call, to reconvene the public meeting.

VIII. Seal the Minutes of the Non-Public Session

Upon the motion of Board Chair Sherman and the second of Board Member LeMay, by roll call voted to seal the minutes of the non-public session from the public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would be likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful accounting activity, RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. The motion passed with each member recording his or her vote on the motion.

IX. Adjournment – Board Chair Sherman made a motion which was appropriately seconded by Board Member LeMay to adjourn the meeting. The motion passed 4-0, meeting adjourned at 12:50 p.m. Board Member Macagba was not present and did not vote.