

REAL ESTATE APPRAISER BOARD MINUTES

There was a meeting of the Real Estate Appraiser Board held on January 28, 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.

Also attended in person were OPLC Staff Member Dawn Couture, Bobbie Mayo and Marla Pike.

1. Call to order – 9:03 a.m.

2. Interview/meeting/hearing – None.

3. Reading and approval of the minutes of the October 22, 2021 meeting – Board Member Schubert made a motion which was appropriately seconded by Board Member LeMay to approve the public minutes as written. The motion passed unanimously.

4. Reading of Communications –

- a. Second Exposure Draft for 2023 USPAP was released on December 6, 2021. Modifications in Section 1, Section 2 and Section 4 since the first draft. Comment deadline February 4, 2022 – Noted.
- b. 2022 Board Meeting Dates – Noted.

5. Unfinished Business –

- a. PAREA as proposed by the AQB as experience requirement – The Real Property Appraiser Qualification Criteria effective January 1, 2021: AQB Guidance for Delivery Methods and Techniques in PAREA Training – Per request of the Board, to be kept on the agenda in case of any future updates – No new updates.

6. New Business –

- a. At 9:51 a.m. upon the motion of Board Member Schubert 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 October 22, 2021 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*, 11 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.
- b. At 10:26 a.m. upon the motion of Board Chair Sherman and the second of Board Member LeMay, and the Board unanimously voted by roll call, to reconvene the public meeting.

6. New Business, Continued –

- c. At 10:26 a.m. 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*, 11 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.
- d. At 10:34 a.m. upon the motion of Board Member LeMay and the second of Board Chair Sherman, the Board voted by roll call vote, to conduct a non-public session for the purpose of discussing pending investigations and noting that such a non-public session is authorized by RSA 91-A:3, II (c) & (j), RSA 91-A:5, IV, *Lodge v. Knowlton*, 11 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 unanimous vote of all members present.
- e. At 11:21 a.m. upon the motion of Board Member LeMay and the second of Board Chair Sherman, the Board by roll call vote resumed public session.
- f. At 11:22 a.m. upon the motion of Board Member LeMay and the second of Board Member Macagba, the Board, by roll call vote, resolved to withhold the minutes of the preceding non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to render the proposed action ineffective. Each member recorded his or her vote on the motion, which passed by the unanimous vote of all members present.
- g. Leah J. Sandberg – Request to take 2 Licensed Residential qualifying education online through the Appraisal Institute – Board Member LeMay made a motion which was appropriately seconded by Board Member Schubert to approve the requested courses for online qualifying education. The motion passed 4-1, Board Member Correnti was recused.
- h. Heather Koutelis – Request to take 4 Licensed Residential qualifying education online through the Appraisal Institute – Board Member Schubert made a motion which was appropriately seconded by Board Chair Sherman to approve the requested courses for online qualifying education. The motion passed 4-1, Board Member Correnti was recused.
- i. Frederick C. Adami – Requesting to take all apprentice qualifying education online through the Appraisal Institute – Board Member LeMay made a motion which was appropriately seconded by Board Member Macagba to approve the requested courses for online qualifying education. The motion passed unanimously.
- j. Jeff Monier – Requesting to take all Certified Residential qualifying education online through McKissock – Board Member Correnti made a motion which was appropriately seconded by Board Chair Sherman to approve the requested courses for online qualifying education. The motion passed unanimously.
- k. Katie Johnson – Requesting to take all apprentice qualifying education online through the Appraisal Institute or McKissock – Board Chair Sherman made a motion which was appropriately seconded by Board Member LeMay to approve the requested courses for online qualifying education. The motion passed unanimously.

6. New Business, Continued –

- l. TrUnion Appraisal Services LLC: Disciplined in California – Board Member Correnti made a motion which was appropriately seconded by Board Member Macagba to deny the application per RSA 310-B:12-f, I (b). The motion passed unanimously.

- m. Discussion of current Standing Order RE: continuing education – Board Chair Sherman made a motion which was appropriately seconded by Board Member Schubert to extend the standing order until January 31, 2023. The motion passed unanimously.

- n. Pre-Draft proposed rules – The Board was presented with 2 sets of draft administrative rules. One set was a pre-draft proposal prepared by Staff Member Couture to coincide dates with the recent release of The Real Qualification Property Criteria from the AQB. This set was provided to Tina Kelley. The other set was an initial draft proposal from Tina Kelley of various sections. Board Member Schubert made a motion which was appropriately seconded by Board Member Correnti to approve the initial proposal as written. The motion passed unanimously.

- o. Courses for Approval – Board Member LeMay made a motion which was appropriately seconded by Board Member Macagba to approve the following courses and retroactive the courses submitted for the December 2021 meeting which was cancelled as well as conditional approve the courses that were missing additional documents. The motion passed unanimously.

Course – December 2021	Provider
2022-2023 7 Hour National USPAP Update Course (A114)	ASFMRA
Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) Course	ASFMRA
2022-2023 7-Hour USPAP National Update Course	Appraisal Institute
Advanced Concepts & Case Studies	Appraisal Institute
Advanced Income Capitalization	Appraisal Institute
Advanced Market Analysis and Highest & Best Use	Appraisal Institute
Advanced Residential Applications and Case Studies/Part 1 - Synchronous	Appraisal Institute
Advanced Residential Report Writing/Part 2 - Synchronous	Appraisal Institute
Basic Appraisal Principles	Appraiser Institute
General Appraiser Income Approach/Part 2 General Appraiser Market Analysis and Highest & Best Use	Appraisal Institute
Implications for Appraisers of Conservation Easement Appraisals	Appraisal Institute – NH/VT Chapter
Online - Cool Tools: New Technology for Real Estate Appraisers	Appraisal Institute – missing document
Quantitative Analysis	Appraisal Institute
Real Estate Finance, Statistics and Valuation Modeling	Appraisal Institute
2020-2022 National 15-Hour USPAP Update	Joe Brice
2022-2023 7-Hour National USPAP Update	Joe Brice
2022-2023 7-hr National USPAP Update Course – Online	McKissock, LP

6. New Business, Continued –

Live Webinar - Appraising Condominium Units	McKissock, LP
Live Webinar - Bifurcated and Hybrid Appraisals: A Practical Approach	McKissock, LP
Live Webinar - Diversity Your Appraisal Practice with Estate Appraisals	McKissock, LP
Live Webinar - Fundamentals of Expert Witness Testimony	McKissock, LP
Live Webinar - Market Disturbances-Market Analysis in Atypical Markets and Cycles	McKissock, LP
Live Webinar - Measuring 1-4 Unit Residential Properties-with ANSI Z765 Standard	McKissock, LP
Live Webinar - Mortgage Lending Appraisal Requirements: Fannie Mae and Freddie Mac	McKissock, LP
Live Webinar - Residential Property Inspections: An Appraiser's Perspective	McKissock, LP
Live Webinar - Supporting Adjustments: The Journey from Analysis to Adjusting	McKissock, LP
Live Webinar - The Appraiser's Guide to HUD Handbook 4000.1	McKissock, LP
Live Webinar - Using Appraiser Report Templates Responsibly	McKissock, LP
Live Webinar - Valuation of Residential Solar	McKissock, LP
Relocation Appraisal and the ERC Form - Online	McKissock, LP
2022-2023 7 Hour National USPAP Update Course	North Central Mass Association of Realtors Real Estate School
Special Interest Group Winter Lecture Series	The Counselors of Real Estate – missing document
State & Local Real Estate Taxes	The Counselors of Real Estate – missing document
2022-2023 National USPAP Course	Vermont Association of Realtors

Continuing Education: Traditional Classroom to Synchronous Delivery due to COVID-19 – December 2021

Course	Provider
Integrated Approaches to Value (A304)	ASFMRA

- p. Courses for Approval – Board Member LeMay made a motion which was appropriately seconded by Board Member Schubert to approve the following courses including the 2022-2023 7-hour UPSAP update course from MBREA upon receiving IDECC approval letter. The motion passed unanimously.

Course – January 2022	Provider
15-Hour National USPAP Course	Appraisal Institute
2020-2021 15-Hour Equivalent USPAP Course	Appraisal Institute
Economic Outlook and Real Estate Trends 2022 - Live Webinar	Appraisal Institute - MA/RI & ME Chapter
General Appraiser Market Analysis and Highest & Best Use	Appraisal Institute
General Appraiser Site Valuation and Cost Approach (Online)	Appraisal Institute
Online Valuation Resources for Photovoltaic Systems	Appraisal Institute
What You Should Know About Desktop and Hybrid Appraisals	MBREA
2020 - 2021 15-hr National USPAP Course - Live Webinar	McKissock LP
Basic Appraisal Principles - Live Webinar	McKissock LP

6. New Business, Continued –

Basic Appraisal Procedures - Live Webinar	McKissock LP
New Construction Essentials: Luxury Homes	McKissock LP
New Construction Essentials: Luxury Homes - Live Webinar	McKissock LP
Residential Appraisal Review and USPAP Compliance	McKissock LP
The Fundamentals of Appraising Luxury Homes	McKissock LP
The Fundamentals of Appraising Luxury Homes - Live Webinar	McKissock LP
Understanding Luxury Home Features	McKissock LP

Continuing Education: Traditional Classroom to Synchronous Delivery due to COVID-19 – January 2022	
Course	Provider
Eminent Domain (A250)	ASFMRA
Foundations of Appraisal Review (A600)	ASFMRA
Valuation of Conservation Easements and Other Partial Interests in Real Estate (A315)	ASFMRA

- o. Date and time of next meeting – **Friday, March 18, 2022 @ 9:00 a.m.**

7. Adjournment – Board Chair Sherman made a motion which was appropriately seconded by Board Member LeMay to adjourn. Meeting adjourned at 11:23 a.m.

Respectfully Submitted,



Dawn Couture
Board Administrator II