

## REAL ESTATE APPRAISER BOARD MINUTES

There was a meeting of the Real Estate Appraiser Board held on July 22, 2022. The public may attend via video/teleconference. The following Board Members attended in person at the Board's Office: Sherman, Schubert, Correnti and LeMay.

Board Member Macagba was not present.

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

Attended in person was Sheri Phillips from the AG's office.

### **1. Call to order** – 9:03 a.m.

### **2. Interview/meeting/hearing** –

- a. 9:30 a.m. Adjudicative Hearing Jessica Baughman – The hearing opened at 9:36 a.m. Ms. Baughman was not present, although she did submit a letter to withdraw her application as it was no longer required. The hearing closed at 9:37 a.m.

**3. Reading and approval of the minutes of the May 11, 2022 meeting** – Board Member LeMay made a motion which was appropriately seconded by Board Member Correnti to approve the public minutes as written. The motion passed unanimously.

### **4. Reading of Communications** –

- a. Memo from The Appraisal Foundation Re: 7-hour National USPAP update course – Noted. No action required.

### **5. Unfinished Business** –

- a. Second proposal on administrative rules, various sections – Administrator Couture informed the Board that additional changes were needed based on the ASC's biannual State review. The changes were given to Tina Kelley and the Board should have all the changed rules for their next meeting.

### **6. New Business** –

- a. Upon the motion of Board Chair Sherman and the second of Board Member Schubert, 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 May 11, 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.
- b. 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. 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.
- d. Review of applications – Administrator Couture informed the Board that additional changes were needed based on the ASC’s biannual State review. The updated AMC application was given to Tina Kelley for review of the Board’s rules and should be ready for the Board to review and vote on at their next meeting.
- e. Kara Santos – Requesting online qualifying education for CG license – Board Member Correnti made a motion which was appropriately seconded by Board Member Schubert to approve Ms. Santos’s request to take remaining qualifying education courses online through the Appraisal Institute. The motion passed unanimously.
- f. Chelsy Mungere – Requesting online qualifying education for apprenticeship – Board Member Correnti made a motion which was appropriately seconded by Board Member Schubert to approve Ms. Mungere’s request as amended in file to take the three qualifying education courses for apprenticeship online through McKissock. The passed unanimously.
- g. Event on Racial Bias in the Home Appraisal Process – Noted.
- h. OPLC update quarter 4 – Noted.
- i. Courses for Approval – Board Member Schubert made a motion which was appropriately seconded by Board Member Correnti to approve the following courses as presented. The motion passed unanimously.

<b>Course</b>	<b>Provider</b>
AL Annual Conference Day 1	Appraisal Institute
AI Annual Conference Day 2	Appraisal Institute
Current Residential & Commercial Valuation Concerns	Appraisal Institute - NH/VT Chapter
2022 Appraisal Summit - Day 1	Appraiser eLearning LLC
2022 Appraisal Summit - Day 2	Appraiser eLearning LLC
Appraisal of Water Rights Seminar	ASFMRA
Cost Approach for General Appraiser (A301)	ASFMRA
Square Footage Method for Calculating Single Family Residences	ASFMRA
Timberland Valuation A Practical Overview	ASFMRA
Valuation of Conversation Easements and Other Partical Interests in Real Estate (A315)	ASFMRA

**6. New Business, Continued –**

- i. Courses for Approval – Board Member Schubert made a motion which was appropriately seconded by Board Member Correnti to approve the following courses as presented. The motion passed unanimously.

Residential Market Analysis and Highest and Best Use	Dynasty School
Art and Science of Comparative Analysis	MBREA
Avoiding Disciplinary Actions for Residential Appraisers	MBREA
Evaluating the Emerging Housing Market-Factory Built and Zero Energy Ready Housing	MBREA
Appraisal of Self-Storage Facilities	McKissock, LP
Live Webinar: Appraising Complex and Stigmatized Residential Properties	McKissock, LP
Live Webinar: Responding to a Reconsideration of Value (ROV)	McKissock, LP
Mortgage Lending Appraisal Requirements: Fannie Mae and Freddie Mac	McKissock, LP
The Income Approach: An Overview	McKissock, LP
Residential Property Inspection for Appraisers	McKissock, LP
Residential Property Inspection for Appraisers	McKissock, LP
Supporting Your Adjustments: Methods for Residential Appraisers	McKissock, LP
FHA Appraisal Standards	OREP Education Network

- j. Date and time of next meeting – ***Friday, September 16, 2022 at 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 10:33 a.m.

Respectfully Submitted,



Dawn Couture  
Board Administrator II