

# Appraiser Certification & Licensure Board

## Quarterly Board Meeting - Summary Minutes

January 16, 2008

ACLB Office, 3000 Market Street NE, Suite 541, Salem, Oregon

### BOARD MEMBERS IN ATTENDANCE

Craig Zell, Chair  
Jill Whitlock (in at 10:20 am)  
John Larsen  
Rick Herman  
Doug Nelson  
Clifford Houck  
Sara Fraser

### ACLB STAFF IN ATTENDANCE

Bob Keith, Administrator  
Karen Turnbow, Programs Manager  
Warren Foote, Legal Counsel, Dept. of Justice

### BOARD MEMBERS ABSENT

None

### PUBLIC IN ATTENDANCE

T. J. Shaffer  
Max Smith  
Lana Schindler

### I: CALL TO ORDER AND VERIFICATION OF QUORUM

Chairperson Zell called the meeting to order at 10:00 a.m. and verified that a quorum was present.

### II: PUBLIC INPUT

T.J. Shaffer: Shaffer provided a handout and discussed an issue related to rural residential land valuation and taxation of properties.

Max Smith: Provided handouts and discussed the issue of disclosure of sales concessions.

### III: ACTION ITEMS

Adoption of October 22, 2007 quarterly Board meeting minutes:

MOTION #1

Herman moved and Nelson seconded that:

*The Board approve the October 22, 2007 quarterly board meeting minutes as drafted.*

Motion passed unanimously.

**IV: NEW BUSINESS**

Authorize Reserve Fund Re-investments/Collateralization (Zell):

MOTION #2

Nelson moved and Larsen seconded that:

*The Board approve the Board Chair and the Administrator to renew or reinvest the funds at date of maturity.*

Motion passed unanimously.

Three-Year Administrative Rule Review (Zell): The Board is required to review their administrative rules every three years. Discussion by the Board regarding appointment of a committee to review OAR Chapter 161 and propose amendments. Fraser, Herman and Zell volunteered to serve on a committee with Karen Turnbow, the Board's Rules Coordinator, to review the rules and make recommendations for changes to be reviewed by the Board at the April 2008 Board meeting, followed by a rules hearing in July 2008. Committee meetings scheduled for: February 20, March 12, and March 26, 2008, at 9:00 am at the Board office.

Reciprocal License Agreements (Post AQB Criteria Implementation) (Zell): Discussion regarding whether the Board should review and possibly make revisions to the current reciprocal agreements. Additionally, since the Board will no longer accept applications for State Licensed Appraisers as of January 1, 2010, this will impact reciprocity for that license level. Nelson will work with Turnbow in reviewing current reciprocal agreements and making suggestions for changes.

Assoc. of Realtors' Response to Attorney General's Opinion on Concessions (Keith): Presentation by Keith regarding the issue of disclosure of sales concessions and the different positions taken. Discussion by the Board.

2008 Legislative Session (Zell): There is a proposed bill to be presented during the 2008 Legislative session relating to regulation of foreclosure consultants and required language/disclosures on foreclosure notice. This legislation will probably not impact the issue of disclosure of sales concessions. Larsen will try and obtain information and a draft of the bill.

Keith stated that there should be a coalition of interest groups to propose legislation for the 2009 session.

LUNCH BREAK: (12:10 pm to 1:10 pm)

**V: OLD BUSINESS**

Enforcement Update (Keith): Brief presentation by Keith regarding the status of open enforcement cases. Keith stated that the Board is close to bringing the turnaround time for resolution of cases back to within one year from the date of

filing of the complaint. Keith also advised the Board on the status of specific cases against the following appraisers: Joseph Longoria, Ausama Zarrugh, Bruce Pulley. Keith thanked Larry Green, Board Compliance Analyst, for his work on the enforcement cases. Green developed a criteria checklist/form for use in auditing appraisals as part of a license application.

Budget Report (Larsen): Brief presentation by Larsen regarding the Board's budget, including income and expenses. Discussion regarding certain line-items of the budget. The Board is currently \$25,000 under budget.

Licensing Report (Keith): Presentation by Keith regarding the status of license applications and number of current licenses in each license level.

ASC Policy Statement 10(g): Discussion regarding the Appraisal Subcommittee Policy Statement 10(g) and the requirement for applicants applying for State Certified General Appraiser to demonstrate a residential appraisal. The Board discussed how to respond to the current policy statement and implementation; whether to adopt an emergency temporary rule requiring applicants for State Certified General appraiser license to provide residential appraisal experience. Staff will work on preparing language for a temporary rule for review and consideration by the Board for potential action in the next couple of weeks.

#### **VI: ADMINISTRATOR'S REPORT**

Keith acknowledged Karen and Jan's work in processing applications and maintaining the regular workload.

The Board members received their copies of the new 2008 USPAP book which includes Frequently Asked Questions. Board members were also provided a copy of the most recent Oregon Administrative Rules effective January 1, 2008.

Cyndie Standley has been working diligently in preparation of an audit by the Secretary of State's office this week.

Professional Examination Service, the Board's prior testing service, ended their contract effective December 31, 2007. The Board acted promptly to obtain a new testing provider. A contract was entered with Pearson Vue to begin implementation of Oregon appraiser license exams.

The AQB cut scores have not been established yet. After a sufficient sample have been obtained, the AQB will be grading the exam and establishing the pass scores. Once the pass scores have been established, those that have taken the exam will be notified of their results.

Keith advised the Board of a number of different types of meetings he has or will be attending.

#### **MOTION #3**

Nelson moved and Herman seconded that:

***The Board meeting be adjourned.***

Motion passed unanimously.

Meeting adjourned at 3:00 p.m.

Next scheduled meeting: April 30, 2008