

# NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

## Minutes- April 26, 2018 Board Meeting - Holiday Inn, Jamestown

Chairperson Lanpher called the meeting to order at 9:00 AM. Roll call was taken.

Board Members present:	Chairperson Dave Lanpher	Tim Timian
	Kathy Maier	Brock DesLauriers
	Corey Kost	
Staff Present:	Jodie Campbell	David Campbell
	Edward Erickson, Legal Counsel	

### **Rules and Regulations:**

Corey Kost moved to adopt the new AQB Real Property Appraiser Qualifications Criteria in its entirety. Tim Timian seconded the motion. Chairman Lanpher called for the vote. Corey Kost, Kathy Maier, Tim Timian, Brock DesLauriers and Dave Lanpher voted yes. The vote was unanimous. Motion carried. The proposed rules will be revised in their entirety to incorporate the AQB criteria via reference.

A detailed discussion took place. Additional proposed changes include:

- Tim Timian moved to increase the apprentice application fee to \$300. Corey Kost seconded the motion. In the past, the Board has absorbed the cost of the educational reviews. Applicants upgrading to licensure or certification will be encouraged to submit work product for educational review. The increase in the apprentice application fee will help offset some of the cost of the educational reviews. Chairman Lanpher called for the vote. Corey Kost, Kathy Maier, Tim Timian, Brock DesLauriers and Dave Lanpher voted yes. The vote was unanimous. Motion carried.
- Kathy Maier moved to require all applicants for an apprentice permit and appraisers seeking to register as a Supervisory appraiser complete a ND specific Supervisory/Apprentice Training course. In addition, all supervising appraisers and any apprentice appraiser who holds an apprentice permit for more than three years must complete the ND specific Supervisor/Apprentice Training Course every 3 years. Discussion took place.  
The ND Appraisers Association has indicated (with the Board's financial assistance of \$500 per class) they would offer the ND Supervisory/Apprentice Training course no less than twice a year; additional courses could be added if the need would arise.  
Chairman Lanpher called for the vote. Tim Timian seconded the motion. Corey Kost, Kathy Maier, Tim Timian, Brock DesLauriers and Dave Lanpher voted yes. The vote was unanimous. Motion carried.
- Discussion took place relative to gaining experience without working under a supervising appraiser. Corey Kost made a motion that beginning 1/1/2019, no experience will be granted until the applicant has been issued an apprentice permit. Kathy Maier seconded the motion. If an applicant has experience prior to 1/1/19, the experience will be allowed. If an applicant has no experience prior to 1/1/19, no experience will be granted until he/she has been issued an apprentice permit. Chairman Lanpher called for the vote. Corey Kost, Kathy Maier, Tim Timian, Brock DesLauriers and Dave Lanpher voted yes. The vote was unanimous. Motion carried.

Staff will make the proposed changes and submit to the Board for review at the June meeting.

### Review of Applicants:

- The Board set a goal to move towards streamlining the review process at board meetings.
- Discussion included a timeframe for reviews. Board members would like the applicant/educational reviews 30 days prior to the meeting. Allow the reviewers a minimum of 30 days to review. Staff will work with the reviewers.
- Reviews are to include detail and a recommendation relating to USPAP compliance.

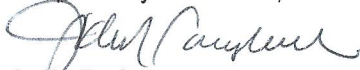
- Educational reviews will include a detailed discussion with the applicant at a board meeting. Encourage appraisers to submit reports for educational review.
- Upgrade review discussions at board meetings will be more streamlined, focusing on the more detailed reviews.

Change in the Renewal process:

Staff has been working with GL Solutions to develop an online renewal process. Online renewal is schedule to go live for the upcoming 2019 renewals. A detailed discussion took place. Corey Kost moved to accept electronic signatures or signature via check box versus notarized document. Payment should be via credit card. All approval documents will be forwarded to the appraiser via email. Separate gold seals will no longer be forwarded as the approval document will hold a ND State Seal. Kathy Maier seconded the motion. Chairman Lanpher called for the vote. Corey Kost, Kathy Maier, Tim Timian, Brock DesLauriers and Dave Lanpher voted yes. The vote was unanimous. Motion carried.

Chairman Lanpher called for adjournment.

Respectfully submitted,



Jodie R. Campbell  
Executive Secretary