

NORTH CAROLINA APPRAISAL BOARD

Minutes Via Video Conference

February 6, 2024

Board Members Present

Mike Warren, Chair
Claire M. Aufrance
Sarah J. Burnham
Lynn Carmichael
Darius R. Chase
Marcella D. Coley
Viviree Scotton
H. Clay Taylor, III

Staff Present

Donald T. Rodgers, Executive Director
Brandy M. March, Deputy Director
Sondra C. Panico, Legal Counsel
Jeffrey H. Davison, Investigator
Randall L. Echols, Investigator
Frank D. Fleming, Investigator
H. Eugene Jordan, Investigator
Mindy Sealy, Office Manager

CALL TO ORDER

Chair Warren called the meeting to order at 9:03 a.m.

Ms. Carmichael read the Board's Mission Statement.

Chair Warren read the Conflict of Interest reminder. No Board Member indicated any conflict of interest.

APPROVAL OF AGENDA

Mr. Taylor moved, second by Ms. Carmichael, that the Board approve the agenda, with the Chair being able to take the items in any order. Motion carried.

MINUTES
February 6, 2024
Page 2

APPROVAL OF MINUTES

Mr. Chase moved, second by Ms. Aufrance, to approve the December Minutes (**Exhibit 1**), as presented. Motion carried.

LEGAL

Probable Cause (Exhibit 2)

Ms. Carmichael moved, second by Ms. Aufrance, that the Board accept staff recommendations on all probable cause summaries with the exception of case numbers 2023-0002, 2023-0012, and 2023-0013. Motion carried.

2023-0002 Ms. Coley moved, second by Ms. Carmichael, that the Board dismiss this case with a warning to act in a professional manner when acting as an appraiser and to only report inspection items relevant to the appraisal process, conditioned upon completion of a class in Appraiser Liability or Risk Management, Property Inspections, and Sales Comparison. Motion carried.

2023-0006 Dismiss this case with a warning to identify, analyze, and explain the different comparative elements in a condominium appraisal and maintain all report revisions transmitted to the client in the workfile, conditioned upon completion of a class in Appraiser Liability and Appraising Condominiums.

2023-0008 Dismiss this case.

2023-0010 Dismiss this case conditioned upon completion of a class in GSE Appraisal Requirements.

2023-0012 Ms. Coley moved, second by Ms. Carmichael, that the Board dismiss this case. Motion carried.

2023-0013 Ms. Burnham moved, second by Ms. Coley, that the Board dismiss this case. Motion carried.

2023-0017 Move this case to a hearing.

2023-0018 Dismiss this case conditioned upon completion of a class in Appraiser Liability

2023-0019 Move this case to a hearing.

2023-0022 Dismiss this case conditioned upon completion of a class in Land and Site Valuation.

2023-0026 Dismiss this case.

MINUTES
February 6, 2024
Page 3

- 2023-0027** Dismiss this case.
- 2023-0030** Dismiss this case with a warning to adequately support adjustments and assess property boundaries and easements, conditioned upon completion of a class in Supporting Adjustments and Land and Site Valuation.
- 2023-0052** Dismiss this case.
- 2023-0053** Dismiss this case.
- 2023-0054** Dismiss this case with a warning to be aware of all words, phrases, and terms that GSE deems to be inappropriate and that may be construed as subjective, racial, or stereotypical, and to consult with Fannie Mae and Freddie Mac guidelines regarding inappropriate terminology.
- 2023-0056** Dismiss this case.
- 2023-0107** Move this case to a hearing.

The Board reviewed the Disciplinary Actions Year-to-Date (**Exhibit 3**) and the Pending Hearing Report (**Exhibit 4**).

The Board discussed the summary of Potential Rule Changes (**Exhibit 5**) and will schedule a virtual meeting on February 21, 2024, at 9:00 am to vote to commence rule making.

The Board reviewed the Appraisal Foundation's reports. (**Exhibit 6**)

Committee Report

The Predetermination Committee, which consisted of Mr. Chase, Ms. Carmichael, and Mr. Morgan met after the December 12, 2023, Board Meeting to review an applicant's fitness for registration regarding a trainee appraiser application. The committee agreed to allow the applicant to proceed with registration.

Staff Report

Mr. Rodgers and Ms. March hosted the trainee town hall on January 30th and discussed several issues of trainees seeking to upgrade including: proper registration with a supervisor, changes to the experience log and submitting work samples. There were approximately 27 in attendance.

Mr. Rodgers attended The Appraisal Foundation Advisory Council (TAFAC) meeting, on behalf of AARO, in Arlington, VA on February 1st and 2nd. Some of the issues discussed were the

MINUTES

February 6, 2024

Page 4

AQB beginning a comprehensive review of the criteria (including the degree requirement, experience and the exam.) The ASB will be working on providing pertinent guidance in 2024 based on the latest edition of USPAP which became effective January 1st.

Mr. Rodgers has been asked to address the Spring Meeting of the NC Farm Managers and Rural Appraisers on March 7, 2024. He will go over current topics concerning the appraisal profession in NC and on a national level.

A Board Meeting is scheduled away from the office, on Tuesday, April 9, 2024, which is tentatively planned to be held at the Hilton Garden Inn, Charlotte Airport, which is located between I-85 and I-77 off Billy Graham Parkway. The primary purpose of this meeting will be to have the required Public Hearing on the proposed rule changes.

The Spring AARO Conference is scheduled for May 3-5, 2024, in Nashville, TN. Approved travel dates are May 2-6, 2024. If Board members already know whether or not they plan to attend, please let Ms. Sealy know.

In order to announce the appointment and reappointments of Board members, and the election of a Vice Chair, the release of the newsletter was postponed until after this meeting. Due to the delay, the latest Q&As from the ASB will be included. A draft will be sent to Board members in the next few days, and board staff plan to have it up on the website next week.

Election of Vice-Chair

The Board elected Ms. Aufrance as the Vice-Chair for the remainder of the 2023-2024 fiscal year.

Ms. Carmichael moved, second by Ms. Coley, that the Board go into closed session. Motion carried.

Mr. Taylor moved, second by Ms. Scotton, that the Board go back into open session. Motion carried.

Report from closed session announced in open session:

Consent Orders

2023-0015 Steven B. Coble

Ms. Aufrance moved, second by Ms. Carmichael, that effective February 7, 2024, Steven Coble's certification as a residential appraiser is reprimanded. No later than August 7, 2024, Respondent shall complete the following coursework: a seven-hour continuing education course in sales comparison; one or more continuing education courses totaling a minimum of seven-hours in defending appraisals and supporting adjustments; and two corrective education courses from The Appraisal Foundation to include, one entitled, "Scope of Work: Appraisals and Inspections," and one entitled, "Sales Comparison Approach Reconciliation." The hours for the above course work shall

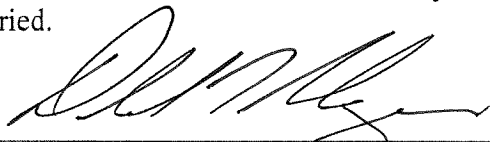
MINUTES
February 6, 2024
Page 5

not be used for Respondent's required continuing education hours. If Respondent fails to successfully complete the courses by August 7, 2024, Respondent's license shall be actively suspended until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

2022-0081
2023-0036 Ellen V. Noffke

Ms. Coley moved, second by Ms. Carmichal, that effective February 7, 2024, Ellen Noffke's certification as a residential appraiser is reprimanded. No later than August 1, 2024, Respondent shall complete the following coursework: (i) one online "O/L" Qualifying Education course in USPAP (15 Hours) and (ii) 12 online hours of corrective education courses from The Appraisal Foundation to include: "Missing Explanations," "Sales Comparison Approach and Reconciliation," and "Ethics, Competency and Negligence." The hours for the above course work shall not be used for Respondent's required continuing education hours. If Respondent fails to successfully complete the courses by August 1, 2024, Respondent's license shall be actively suspended until Respondent provides proof of completion of the above courses to the Board office. Motion carried.

There being no further business to come before the Board, Ms. Carmichael moved, second by Ms. Aufrance, that the meeting be adjourned. Motion carried.



Donald T. Rodgers, Executive Director

This, the 6th day of March 2024.



Mike Warren, Chair