

**REAL ESTATE APPRAISERS APPLICATION
ADVISORY COMMITTEE
MINUTES
JUNE 19, 2008**

PRESENT: Donald Chudnow, Frank D. Hopp, Linda Verbecken, Ursula Volk, Lynn Gregorash, David Wagner, and Greg Landretti

EXCUSED: Gary Gruenisen, Larry Nicholson, Anthony Hearn, Thomas Kneesel, and Lynette Ketcham

STAFF PRESENT: Kimberly Nania, Division Administrator; Ruby Jefferson-Moore, Legal Counsel; and Nicole Goodman, Bureau Assistant

CALL TO ORDER

Linda Verbecken, Chair, called the meeting to order at 10:25 a.m. A quorum of seven members was present.

ADOPTION OF AGENDA

Amendment to Agenda

- Closed Session: Remove Carol Silvernail - Licensed

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MAY 22, 2008 MINUTES

MOTION: Frank Hopp moved, seconded by Donald Chudnow, to approve the minutes of May 22, 2008 as written. Motion carried unanimously.

ADMINISTRATIVE REPORT – KIMBERLY NANIA, DIVISION ADMINISTRATOR

Update on Uniform Travel Schedule Amounts (UTSA)

Kimberly Nania, Division Administrator, notified the Board of an increase in travel allowances effective July 1, 2008.

DISCUSSION AND REVIEW OF THE FOLLOWING TO DEVELOP A CHECK LIST

USPAP Standard 3

The Committee reviewed and discussed USPAP Standard 3.

Credentialing Appraisal Review Form

The Committee reviewed the Credentialing Appraisal Review form and requested that on page 50 under “Based on my review, I recommend” removing everything after “USPAP”. The Committee requested that on page 49 under “Intended Use & Purpose” remove everything after “USPAP”. The Committee requested that on page 50 under “Based on my review, I recommend” add the word “for failure to meet” after “Rejecting the report(s) as”. The Committee requested that on page 50 under “Scope of the Reviewer’s Work” remove “value opinions” and add “work” and that “purpose and function” is replaced with “intended use”. The Committee requested that an updated copy of the form be placed on the Real Estate Appraisers agenda and that a copy of the form also be forwarded to the Board members.

Review and Discussion of Standard 3 Appraisal Check List Forms

The Committee submitted check list forms for review. The Committee requested that this item be placed on the next agenda for further discussion.

MOTION: Greg Landretti moved, seconded by Frank Hopp, to table discussion until next meeting. Motion carried unanimously.

LEGISLATION AND ADMINISTRATIVE RULES

None.

DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO BE USED IN THE REVIEW PROCESS

None.

CREDENTIALING

Discussion of Assessor Application Forms

MOTION: Ursula Volk moved, seconded by Greg Landretti, to table the discussion of assessor application forms. Motion carried unanimously.

MISCELLANEOUS INFORMATION/CORRESPONDENCE

Letter From Donald Chudnow and Response From Real Estate Board Relating to Non-Disclosure of Financing Terms in Real Estate Transactions

The Committee briefly discussed non-disclosure of financing terms in real estate transactions.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to convene to Closed Session to consider licensure or certification of individuals pursuant to § 19.85(1)(b), Stats., and to consider individual histories pursuant to § 19.85(1)(f), Stats. Roll Call Vote: Linda Verbecken-yes;

Donald Chudnow-yes; Frank D. Hopp-yes; Ursula Volk-yes; Greg Landretti-yes; Lynn Gregorash-yes; David Wagner-yes. Motion carried unanimously.

Open Session recessed at 12:27 p.m.

RECONVENE TO OPEN SESSION

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to reconvene into Open Session at 1:42 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON JUNE 19, 2008

ROY ABRAHAM – AQB

MOTION: Frank Hopp moved, seconded by Donald Chudnow, to recommend that the Department table Roy Abraham's application. Motion carried unanimously.

JOHN ARMSTEAD – LICENSED

MOTION: Donald Chudnow moved, seconded by Lynn Gregorash, to recommend that the Department deny John Armstead's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

RHONDA AYLESWORTH – CERT. RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Frank Hopp, to recommend that the Department deny Rhonda Aylesworth's appraisal reports as submitted because the reports do not comply with USPAP and refer to DOE. Motion carried unanimously.

JON CAPPAERT – LICENSED

MOTION: Donald Chudnow moved, seconded by Frank Hopp, to recommend that the Department issue a notice of intent to deny Jon Cappaert's appraisal reports subject to receipt of one additional report that complies with USPAP and a letter from the supervisor other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

LINDA CARNEY – CERT. RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny Linda Carney's appraisal reports subject to receipt of true copies of all reports that were submitted and complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

MARYBETH COONROD – CERT. RESIDENTIAL

MOTION: Donald Chudnow moved, seconded by Greg Landretti, to recommend that the Department approve Marybeth Coonrod's appraisal reports as submitted with coaching comments. Motion carried unanimously.

BETSY COOPMAN – AQB

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to recommend that the Department approve Betsy Coopman's appraisal reports as submitted with coaching comments. Motion carried unanimously.

JAMES CULVER – AQB

MOTION: Lynn Gregorash moved, seconded by Greg Landretti, to recommend that the Department issue a notice of intent to deny James Culver's appraisal reports subject to receipt of true copies of all reports that were submitted and complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

TODD DELAHUNT – CERT. GENERAL

MOTION: Greg Landretti moved, seconded by Lynn Gregorash, to recommend that the Department approve w cc. Motion carried unanimously.

MICHAEL DONAHUE – CERT. GENERAL

MOTION: Frank Hopp moved, seconded by Donald Chudnow, to recommend that the Department approve Michael Donahue's appraisal reports as submitted. Motion carried unanimously.

DENNIS DOUCETTE – AQB

MOTION: Ursula Volk moved, seconded by Frank Hopp, to recommend that the Department issue a notice of intent to deny Dennis Doucette's appraisal reports subject to receipt of one additional report that complies with USPAP and contains a purchase transaction and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

MYKEL FARR – AQB

MOTION: Ursula Volk moved, seconded by Greg Landretti, to recommend that the Department deny Mykel Farr's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.
Donald Chudnow - Abstained

GARY LOWENBERG – CERT. GENERAL

MOTION: Greg Landretti moved, seconded by Donald Chudnow, to recommend that the Department approve Gary Lowenberg's appraisal reports as submitted. Motion carried unanimously.

THOMAS MAKAREWICZ – CERT. RESIDENTIAL

MOTION: Frank Hopp moved, seconded by Greg Landretti, to recommend that the Department approve Thomas Makarewicz's appraisal reports as submitted with coaching comments. Motion carried unanimously.

LINDA MANZ – CERT. RESIDENTIAL

MOTION: Donald Chudnow moved, seconded by Lynn Gregorash, to recommend that the Department approve Linda Manz's appraisal reports as submitted. Motion carried unanimously.

CHRISTOPHER PALUMBO – LICENSED

MOTION: Donald Chudnow moved, seconded by Lynn Gregorash, to recommend that the Department table Christopher Palumbo's appraisal reports. Motion carried unanimously.

DIANE PARTAK – AQB

MOTION: Frank Hopp moved, seconded by Ursula Volk, to recommend that the Department deny Diane Partak's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

PAMELA PAUL – CERT. RESIDENTIAL

MOTION: Don Chudnow moved, seconded by Greg Landretti, to recommend that the Department approve. Motion carried unanimously.

DRAGAN RADJENOVIC – LICENSED

MOTION: Greg Landretti moved, seconded by Lynn Gregorash, to recommend that the Department approve. Motion carried unanimously.

JENNIFER RUEDEBUSCH – CERT. RESIDENTIAL

MOTION: Donald Chudnow moved, seconded by Frank Hopp, to recommend that the Department issue a notice of intent to deny Jennifer Ruedebusch's appraisal reports subject to receipt of three additional reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

KYLE VEENSTRA – CERT. GENERAL

MOTION: Frank Hopp moved, seconded by Donald Chudnow, to recommend that the Department deny Kyle Veenstra's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

BAILEY WILSON – AQB

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to recommend that the Department approve Bailey Wilson's appraisal reports as submitted. Motion carried unanimously.

VISITORS COMMENTS

None.

ADJOURNMENT

MOTION: Frank Hopp moved, seconded by Greg Landretti to adjourn the meeting at 1:50 p.m. Motion carried unanimously.