

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
CONNECTICUT REAL ESTATE APPRAISAL COMMISSION  
Minutes of Meeting  
July 11, 2007**

The meeting of July 11, 2007 was called to order by Christopher Italia, Chairman at 8:35 A.M. in Room 126 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Commission Members Present: Christopher Italia, Chairman (Cert. Gen. App. - 1st District)  
Francis Buckley, Jr. (Cert. Gen. App. - 2<sup>nd</sup> District)  
Sean T. Hagearty (Cert. Gen. App. - 2<sup>nd</sup> District)  
Gerald Rasmussen (Cert. Gen. App. - 4<sup>th</sup> District)  
Norris Hawkins (Public Member – 1<sup>st</sup> District)

Commission Members Absent: Nicholas J. Tetreault (Cert. Gen. App - 3<sup>rd</sup> District)  
Russell Hunter (Public Member – 5<sup>th</sup> District)

Commission Vacancies: One Public Member

Commission Counsel Present: None

DCP Staff Present: Sallie R. Pinkney, Board Secretary  
Timothy Keefe, Appraisal Board Administrator  
Lauren Rubino, Real Estate Supervisor

Public Present: Hal Pollock Kathleen Meehan  
Jim Kyle Bob Farina  
Michelle Gamache Y. Mark Schuck  
Rob Clairmont Matthew B. Miller  
Terry Martin Eric Ramotowski  
Marie Peterson Marcia Stygar  
Jenny Tidwell Vicki Ledbetter

Note: The administrative functions of this Commission are carried out by the Department of Consumer Protection, Real Estate Division. For information please call Timothy Keefe, Real Estate Examiner and Real Estate Appraisal Commission Administrator, at (860) 713-6151 or visit [www.ct.gov/dcp](http://www.ct.gov/dcp).

## **1. REVIEW MINUTES OF PREVIOUS MEETINGS**

- a. Minutes of Meeting of June 13, 2007 were review. **Com. Buckley motioned to approve the minutes. Com. Hawkins 2<sup>nd</sup>, and the vote carried unanimously.**

## **2. CONSIDERATIONS FROM TRADEPRACTICE DIVISION**

### **a. CE Audit Update- Timothy Keefe**

1. Theresa K. Brooker RCR 1413 seeking waiver of civil penalty in the amount of Three Hundred and Fifty (\$350.). **Com. Hagearty motioned to reduce her fine to One Hundred and Seventy Five dollars (\$175.00). Com. Hawkins 2<sup>nd</sup>, and the vote carried unanimously.**

### **b. Appraisal Complaint Update for July 11, 2007 – Timothy Keefe**

1. Two (2) complaints are scheduled for compliance meeting
2. Four (4) Tax Assessor complaints are schedule for Educational Meeting with CREAC Commission member Sean Hagearty
3. Sixteen (16) complaints previously reported
4. Total number of Complaints in today's report is Twenty Two (22).

## **3. LICENSE APPLICANTS REQUEST**

- a. Alexis Chase's work Appraisal samples were reviewed by the Commission. **Com. Hagearty motioned to have Alexis submit proper Appraisal samples. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**
- b. Gamache, Michelle – CREAC request her to appear to discuss her log for RCG application. **The Commission can not award the number of hours; she needs to submit new logs in November.**
- c. Koladis, Joshua S. – CREAC to review work samples. **Com. Rasmussen motioned to approve with the subject to getting the sample reports signed. Com. Buckley 2<sup>nd</sup>, and to vote carried unanimously.**
- d. Miller, Matthew B. – RSP. 904 - Requesting a sixty day extension to complete RCR examination. **Com. Rasmussen motioned to grant him a sixty day extension to complete his RCR examination, expiring on 8/31/07. Com. Hagearty 2<sup>nd</sup>, and the vote carried unanimously**
- e. Porter, Ann C. – RCG non-resident applicant for review of license histories. **No action required.**

#### **4. NEW BUSINESS**

- a. James Kyle, Appraisal Instructor appeared before the Commission, and discuss the segmented scenario process. **The Commission will review the segmented scenario process and address it further at the September meeting.**
- b. Robert Clairmont, - would like to appear before the Commission to discuss correspondence regarding Predatory Lending/Comp Checks. **Com. Hagearty motioned that the Commission take Mr. Clairmont's letter under advisement, and formulate a letter/communication with Attorney Richard Blumenthal office, and assist the appraisers in this matter.**
- c. **PSI testing center has the new contract for Real Estate Appraiser exam testing.**

#### **5. OLD BUSINESS**

- a. Review past/present CCMA course approvals. **Com. Hagearty motioned to amend the course approvals as follows: Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**  
CCMA 1A = 7 Hours CE  
CCMA 1B = 18 Hours CE  
CCMA 2A = 18 Hours CE  
CCMA 2B = 18 Hours CE  
CCMA 3A = 18 Hours CE

#### **6. SCHOOL AND COURSE APPLICATIONS FOR JULY, 2007**

- a. **Appraisal Institute (Southern NJ Chapter)**
  1. Case Studies in Commercial Highest & Best Use 7 Hours CE
- b. **Appraisal Institute**
  1. General Demonstration Appraisal Report Writing Seminar 7 hours CE
  2. Reviewing Residential Appraisal Reports 7 hours CE
  3. Uniform Appraisal Standards for Federal Land Acquisitions 16 hours CE
  4. Analyzing Distressed Real Estate (Online) 4 hours CE
  5. Appraising Convenience Stores (Online) 7 hours CE
  6. Washington Appraisal Summit 2007 7 hours CE
  7. Shared Interest Group Conference 7 hours CE
  8. Residential Site Valuation & Cost Approach 15 hours PL
  9. Residential Sales Comparison & Income Approaches 30 hours PL
- c. **Massachusetts Board of Real Estate Appraisers**
  1. Introduction to FHA Appraising 7 hours CE
- d. **A Professional Valuation & Real Estate School, LLC**
  1. National USPAP Update Course 7 hours CE
  2. CT Appraisal Law Update Mandatory 3 hours CE
  3. Residential Site Valuation & Cost Approach 15 hours CE
  4. Residential Site Valuation & Cost Approach 15 hours PL

- e. Real Estate Consortium of CT Community Colleges**
  - 1. Radon, Real Estate and You 3 hours CE
  - 2. CT Appraisal Law Update 3 hours CE
  - 3. Environmental Issues 3 hours CE
  - 4. Basic Title Search for the Real Estate Professional 3 hours CE
  - 5. The Appraiser Underwriter Relationship 3 hours CE
  - 6. Analysis of Market Sales – When Are They Comparable 3 hours CE
  
- f. The DARES Institute**
  - 1. Dealing With Distressed Properties 3 hours CE
  - 2. CT Real Estate Appraisal Law Update 3 hours CE
  - 3. Real Estate Appraisal Law Update 3 hours CE

**Com. Hagearty motioned to approved Course applications in section 7 with noted changes. Com Buckley 2<sup>nd</sup>, and the vote carried unanimously.**

## **7. REPORT FROM THE CHAIRPERSON**

- a.** Chairperson Chris Italia reported that Appraisers are not doing the Tax Loaded cap rates of tax appeals on gross income estimate and is using the actual taxes. The question was raised as to where does it state that this process should be used. Chris would like to have concrete information to direct people.

## **8. REPORT FROM THE APPRAISAL REVIEW BOARD**

- a.** Jenny Tidwell and Vicki Ledbetter, Policy Managers for the AQB review board presented a verbal report, and an official report will be mailed to the Real Estate unit at a later date. Their review findings are as follows:
  - 1. Statue and Regulations are good and in compliance. DCP is ready for 2008
  - 2. Enforcement report not available at this time
  - 3. National Registry looks Good
  - 4. Application Process is good. CREAC is commended for being thorough in the review of applications.
  - 5. Continuing Education Audit is good. The State is commended for running a 100% audit. The AQB recommends a 10% audit. CT is on target with other state with the fines for continuing education.
  - 6. Education is very good – CT course review process is excellent.
  - 7. Temporary Practice need to be address. Title 11 says that licensed residential appraiser applicants from other states can practice temporarily here in CT, and their applications should be process within 5 days.

8. Jenny proposed that the Letter of Good Standing be replaced with the Federal website. Where a state can verify license of reciprocal applicants. The website will provide more viable information instead.

**9. ADJOURN**

**Com. Buckley motioned to adjourn the meeting. Com. Hawkins 2<sup>nd</sup>, and the vote carried unanimously. Meeting adjourned at 12:30 p.m.**

Respectfully submitted,

Sallie Pinkney  
Commission Secretary

**The next meeting of this Commission is scheduled for Wednesday, September 12, 2007 in Room 126**