

# MINUTES

## CONNECTICUT REAL ESTATE APPRAISAL COMMISSION

**OCTOBER 12, 2005**

The meeting of October 12, 2005 was called to order by Christopher Italia, Chairman at 8:45 A.M. in Room 126 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Commission Members Present:	Christopher Italia, Chairman (Cert. Gen. App. - 1sr District) Francis Buckley, Jr. (Cert. Gen. App. - 2 <sup>nd</sup> District) Sean T. Hagearty (Cert. Gen. App. - 2 <sup>nd</sup> District) Russell Hunter (Public Member)
Commission Members Absent:	Gerald Rasmussen (Cert. Gen. App. - 4 <sup>th</sup> District) Nicholas J. Tetreault (Cert. Res. App - 3 <sup>rd</sup> District)
Commission Vacancies:	Two Public Members
Commission Counsel Present:	None
DCP Staff Present:	Nelson Leon, Board Secretary Richard M. Hurlburt, Director Lauren Rubino, Real Estate Supervisor
Public Present:	Deborah Gedney Marie Peterson Jim Kyle Linda Dick

**Note:** The administrative functions of this Board are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division.  
For information contact Richard M. Hurlburt, Director at (860) 713-6135.

### **REVIEW MINUTES OF PREVIOUS MEETINGS**

The minutes of the September 14, 2005 meeting were not available for review. The Commission voted unanimously to table review and approval of the September 14, 2005 minutes to their next meeting scheduled for Wednesday, November 16, 2005.

### **DCP COMMISSIONER EDWIN R. RODRIGUEZ ADDRESSES COMMISSION CONCERNING COMMISSION'S ANTICIPATED ISSUES AND CONCERNS**

Chairman Italia and Mr. Hagearty met with DCP Commissioner Edwin R. Rodriguez and provide him a letter dated September 15, 2005, concerning staffing within the Appraisal Unit and the State's preparedness for the next audit scheduled to occur within two years. Chairman Italia outlined the most recent federal audit in April 2004, which addressed a number of issues, with the most relevant being the lack of adequate appraisal staff, inadequate complaint investigations and some education concerns.

DCP Commission Edwin R. Rodriguez provided the Commission with a response dated September 27, 2005, thanking the Commission for bringing their concerns to his attention so as to afford him an opportunity to work with and through them to forward the mutual goals for the constituencies being served. Commissioner Rodriguez also mentions focusing on staff to concentrate on specific components of appraisal to ensure increased productivity and enhanced customer service, in addition to keeping with the necessary trend in government today, which is to try to do more with less while continually reviewing and changing processes to accomplish more without sacrificing quality.

Commissioner Buckley finds Commissioner Rodriguez letter dated September 27, 2005 an absolutely irresponsible response to Chairman Italia's letter and to the Commission's feeling, and obviously does not know the importance of keeping the Appraisal Commission and Connecticut appraisers in compliance with the Federal Regulations.

Mr. Hurlburt informed the Commission that DCP is looking into the fiscal impact of filling Judy Booth's Secretary 2 vacated position within the Appraisal division and that he is waiting to receive a list of potential applicants and/or candidates to interview for the position.

**COMMISSION REQUESTING WHO IS RESPONSIBLE FOR PROVIDING THE COMMISSION WITH A LIST OF PROVISIONAL APPRAISER APPLICATIONS AS WELL AS THE PASS / FAIL REPORT, WHICH THE COMMISSION HAS NOT BEEN RECEIVING WITHIN LAST THREE MONTHS**

Mr. Hurlburt informed the Commission that Edward McMahon, Real Estate Examiner in the Licensing Services Unit up-loads and down-loads all appraiser applicants eligible to take the appraiser examination, appraiser applicant pass/fail report, in addition to a list of Provisional Appraiser applicants. Ms. Rubino informed the Commission that Mr. McMahon reviews and processes appraiser applications and electronically e-mails PSI Testing Services concerning approvals. Ms. Rubino also informed the Commission that she has revised the Provisional Appraiser application and that the process is handling differently in order to speed-up the process, with a waiting period of no longer than (30) thirty days processing time, as long as there are no deficiencies with the application, and that all sponsor(s) are being logged into the computer system as well. The Commission voted unanimously to approve DCP's recommendation concerning approved applications for the month of October 2005, presented by Ms. Rubino as follows:

**Paul Angeloff – Provisional**  
**Elaine M. Beck, Provisional**  
**Gary L. Begor, Provisional**  
**Aili DiBonaventura – Provisional**  
**Robert Goulet – Provisional**  
**Laurette McArdle – Provisional**  
**Victor Ogbogu – Provisional**  
**Joseph Renzalli – Provisional**

**Richard E. Bonz – Certified General**  
**Kathy A. Chapman-Bakal – Certified General**  
**Daniel A. Ditoro – Certified General**  
**Ben Z. Itzkowitz – Certified Residential**  
**Carolyn L. Ainley – Certified Residential**  
**Arnold E. Mikulski – Certified Residential**  
**Leo G. Rahl – Certified Residential**  
**Frank G. Scelza – Certified Residential**  
**Sharon L. Schmittberger – Certified Residential**

**AQB APPRAISER REQUIREMENTS**

**Correspondence dated 10/3/05 from Jim Kyle, requesting about 15 minutes to address the Commission on the topic of “The 2008 AQB Appraiser Requirements; Why the Segmented Scenario Should Be Implemented”.**

The Commission reports of an ACS spreadsheet for each state to respond as to whether they are going with a “Firm Date” or “Segmented Date” scenario. Mr. Kyle informed the Commission that the ACS website reflects Connecticut listed as opting for a “Firm Date” scenario.

The Appraisal Commission engaged in a discussion regarding the “Segmented Scenario”, which they voted unanimously to adopt for the implementation of the January 1, 2008 AQB changes. Under the “Segmented Scenario”, there are three components; Education, Examination and Experience. An applicant showing proof of applicable education prior to January 1, 2008 would qualify to take the examination. If an applicant successfully completes the AQB certified examination prior to January 1, 2008, they may complete the experience component after January 1, 2008. When the examination is passed prior to January 1, 2008, the candidate will not have a license issued until the third component of Experience is fulfilled, which can be after January 1, 2008.

## **CORRESPONDENCE**

**Correspondence from Deborah Gedney at Von Anken & Associates, concerning appraisal related experience that will count toward the Connecticut state requirements for a State Certified General Appraisal license.**

The Commission informed Ms. Gedney that all appraisers, including provisional appraisers are limited to a particular company as an employee and are independent and not contractors. The Commission explained that an individual appraiser is involved in evaluating and providing a value of particular properties and significantly participating in the process, not just gathering information and/or data, without analyzing such information for valuation purposes. The Commission further informed Ms. Gedney that in order to meet the criteria for the (3000) three-thousand hours of appraisal experience for provisional appraiser license upgrade, one must reflect participation in the appraisal practice that involve the gathering of data, analyzing the data, providing evidence on the income approach, and that being a signatory to the report is an affirmation that one is significantly participating in the appraisal.

## **MISCELLANEOUS**

The Commission requested that Richard Maloney, Trade Enforcement Director and/or Timothy Keefe, Real Estate Examiner appear before them at their next meeting scheduled for Wednesday, November 16, 2005 to provide the Commission input concerning appraisal complaints, the review process and their resolutions.

## **REAL ESTATE APPRAISAL COURSE APPLICATIONS**

### **THE AMERICAN SOCIETY OF FARM MANAGERS AND RURAL APPRAISERS, INC.**

#### **(Continuing Education)**

Basic Appraisal Principles (A-101)	28 – Hours – <b>Approved</b>
Conservation Easement Valuation and Case Studies	24 – Hours – <b>Approved</b>

#### **(Pre-Licensing Education)**

Basic Appraisal Principles (A-101)	30 – Hours – <b>Approved</b>
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## **APPRAISAL & REAL ESTATE SCHOOL OF CONNECTICUT**

#### **(Continuing Education)**

Appraisal Report Writing	7 – Hours – <b>Approved</b>
How to Prepare the New FNMA Forms	6 – Hours – <b>Approved</b>

## **APPRAISAL INSTITUTE**

### **(Continuing Education)**

Analyzing Commercial Lease Clauses	7 – Hours – <b>Approved</b>
Appraising Manufactured Housing	7 – Hours – <b>Approved</b>
Mathematically Modeling Real Estate Data	7 – Hours – <b>Approved</b>
General Marketing Analysis and Highest & Best Use	30 – Hours – <b>Approved</b>

### **(Pre-Licensing Education)**

General Marketing Analysis and Highest & Best Use	30 – Hours – <b>Approved</b>
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## **CT CHAPTER OF THE APPRAISAL INSTITUTE**

### **(Continuing Education)**

Mandatory CT Real Estate Appraisal Law Update	3 – Hours – <b>Approved</b>
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## **DYNASTY SCHOOL**

### **(Pre-Licensing Education)**

Dynasty School National USPAP Equivalent (2005 Edition)	15 – Hours – <b>Approved</b>
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## **REAL ESTATE CONSORTIUM OF CT COMMUNITY COLLEGES**

### **(Continuing Education)**

Analysis of Marketing Sales: When are they Comparable?	3 – Hours – <b>Approved</b>
The Appraiser Underwriter Relationship	3 – Hours – <b>Approved</b>

## **SOCIETY OF PROFESSIONAL ASSESSORS**

### **(Continuing Education)**

Annual CT Seminar for Assessing & Appraisal Professionals	3 – Hours – <b>Approved</b>
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## **UNIVERSITY OF CONNECTICUT**

### **(Continuing Education)**

2005 Connecticut Commercial Real Estate Conference	3 – Hours – <b>Approved</b>
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There being no further business, the meeting adjourned at 11:07 A.M.

Respectfully submitted,

Nelson Leon  
Commission Secretary

**The next meeting of this Commission is scheduled for Wednesday, November 16, 2005 in Room 126**