

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

The meeting of April 11, 2007 was called to order by Christopher Italia, Chairman at 8:32 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)  
Nicholas J. Tetreault (Cert. Gen. App - 3<sup>rd</sup> 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 – 5<sup>th</sup> District)  
Norris Hawkins (Public Member – 1<sup>st</sup> District)

Commission Members Absent: Gerald Rasmussen (Cert. Gen. App. - 4<sup>th</sup> District)

Commission Vacancies: One Public Member

Commission Counsel Present: None

DCP Staff Present: Sallie R. Pinkney, Board Secretary  
Timothy Keefe, Real Estate Examiner  
Lauren Rubino, Real Estate Supervisor  
Elisa Nahas, Esq. Legal Division  
Linda Roberts, Executive Assistant

Public Present: Frederick E. Kamp, Jr. Jim Kyle  
Bernie Caliendo Shelby Jackson  
Sylvia M. Morse Matthew B. Miller  
William Stratton Jerry Moody  
Douglas Collins Eric Michel

Note: The administrative functions of this Commission are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information please call Timothy Keefe, Real Estate Examiner and 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. Review of Minutes of Meeting on March 14, 2007  
**Com. Buckley motioned to approve the Minutes of Meeting on March 14, 2007. Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously.**

## **2. REPORT FROM LEGAL DIVISION**

- a. Results of Compliance Meeting held on 3/29/07:
  1. Docket # 2005-1909- Civil Penalty proposed \$500. **Com. Hagearty motioned to approve the proposed civil penalty of \$500. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously. Chairman Italia abstained.**
  2. Docket # 2005-5759 –Civil Penalty proposed \$1,000. In addition he should appear before the Commission prior to receiving a temporary Appraisal license. **Com. Buckley motioned to approve the State recommendations and the proposed civil penalty of \$1,000. Com. Hagearty 2<sup>nd</sup>, and the vote carried unanimously. Chairman Italia abstained.**
  3. Docket 2005-7021 - Civil Penalty proposed \$500 per person. **Com. Buckley motioned to approve the proposed civil penalty of \$500 each. Com. Hagearty 2<sup>nd</sup>, and the vote carried unanimously. Chairman Italia abstained.**

## **3. CONSIDERATIONS FROM TRADE PRACTICE DIVISION**

- a. Continuing Education Audit Update- Presented by Timothy Keefe.

**Com. Hagearty motioned to add Carol Ustico and Gloria Gibney to the agenda. Com Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**

1. Merly, Jessie J. – RSP: 1412 Licensed 3/15/05, seeking waiver of fine. He needs 7 hours of USPAP and 3 hours of the mandatory appraisal course. **Com. Hagearty motioned to grant him 30 days to take the course, become compliant, and appear before the Commission. Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously.**
2. Ustico, Carol – RCR: 624 – was granted a six month extension to complete her continuing education according to December’s minutes however the date in the minutes reflect one year. The commission stated that she was granted a six month extension effective December, 2006. If additional time is need she can request additional time. **Com. Tetreault motioned that the December 2006 minutes be amended to reflect the correct date. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**

3. Gibney, Gloria – RCG - Seeking a waiver of \$350 in civil penalties. She took incorrect course in place of USPAP, and afterwards took the correct USPAP course. **Com. Hunter motioned to waive her civil penalties. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**
4. Miller, Matthew RSP.904 – Docket # 06-2764 Fine \$1,400.
5. Scalaro, Barbara RCR.974 – Docket # 06-2829 Fine \$700.
6. Suib, Daniel RCR.212 – Docket #06-2837 Fine: \$350.
7. Sixteen (16) RSPs and three (3) RCRs will be forwarded to the Legal Department for compliance/revocation.
8. Ten (10) RSPs, eight (8) RCRs and one (1) RCG are in the process of paying fines.
9. Ninety Nine (99) Licensees are paying fines, eleven (11) weekly deposit sheets have been completed, and the total amount of fines collected to date are sixty four thousand, seven hundred and fifty dollars (\$64,750.).

**b. Complaint Status Report**

1. Two (2) Complaints are schedule for Compliance Hearing
2. Four (4) Tax Assessor Complaints are in review
3. One (1) Complaint is in review by a CREAC Commissioner
4. One (1) Complaint reviewed and informal compliance recommended
5. Nine (9) Complaints previously reported
6. Four (4) new Complaints since last meeting
7. Twenty One (21) Complaints total in today's reports

**4. PROVISIONAL APPRAISER LICENSEING/NOTIFICATION**

- a. Fitzgerald, Brian – RCR applicant seeking to sit for the RCR exam, RSP Lapsed. He has taken CCMA 1A & 1B, and is seeking credit for courses. His is missing logs and is not segmented. He has the education hours required to take the exam. **Com. Tetreault motioned to approve CCMA 1A & 1B. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**
- b. Kubachka, Joseph – 2<sup>nd</sup> request for an extension on his Provisional License, due to expire on 4/30/07. **Com. Hunter motioned to grant him an additional 6 months extension on his Provisional License effective 4/30/07. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**
- c. Maruca, Peter M. – seeking approval for out of state appraisal courses towards his Provisional License. **Com. Hagearty motioned to deny his request due to the lack of relevant courses. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**

- d. Miller, Matthew – requesting and extension to complete his RCR Licensing class. DCP recommends 6 month extension. **Com. Buckley motioned to grant him a 90 day extension on his Provisional effective 3/31/07 – 6/30/07. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**
- e. Morse, Sylvia – 2<sup>nd</sup> request for an extension on her Provisional License, seeking 90 day extension. **Com. Hagearty motioned to grant her an additional 90 day extension on her Provisional License, and approve her to take the RCR exam. Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously.**
- f. Woehrle, Michael – Requesting an extension on his Provisional License to complete his education component for RCR. **Com. Buckley motioned to grant him a 90 day extension on his Provisional License. Com. Tetreault 2<sup>nd</sup>, and the vote carried.**
- g. **Com. Hagearty motioned to add Douglas Collins to the agenda. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**  
Douglas Collins is seeking an extension on his Provisional License.  
**Com. Hagearty motioned to start a new Provisional date 5/1/07 – 4/30/2011. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously. He needs 28 hours of Continuing Education for the 2004-2006 CE cycle.**

## 5. NEW BUSINESS

- a. Appraiser Qualifications Boards – correspondence regarding interpretation of CE Credit for attendance at CREAC Meetings. The Commission decided that no CE Credit will be given to licensee that attends the CREAC meeting.
- b. Discussion re: the retention of appraiser's sample report. The Commission referred Mr. Keefe to Jenny Tidwell.

## 6. OLD BUSINESS

- h. Olcha, Gary – Correspondence from Tim Keefe re: supervision of Provisional appraisers and the violations of regulations. **Com. Hagearty motioned to request Timothy Keefe, CREAC Administrator forward a letter to Mr. Olcha outlining the CT regulations regarding supervision of Provisional Appraisers. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**
- i. **Com. Hagearty motioned to request Timothy Keefe, CREAC Administrator forward a letter to Mr. Peter Hasting outlining the CT regulations regarding supervision of Provisional Appraisers. Com. Buckley 2<sup>nd</sup>, and the vote carried unanimously.**
- j. Linda Dick/John Vincze requesting to appear before the Commission to discuss the cost of the CAP Program. **Ms. Dick/Mr. Vincze did not attend the meeting.**

- k. Caliendo, Bernie – Owner of CT Association of Home Inspectors, Inc. His school application was denied at March’s meeting. He would like to appear before the board to discuss the reason for denial. **Com. Hagearty motioned to approve his school application. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**
- l. Michael, Eric D. RCG. 424: Medical emergency caused him to take 12 Hours CE Late. Seeking to waive fine. (was tabled at last months meeting) **The Commission vote to go into Executive Session from 10:42 a.m. until 10:55 a.m. Com. Hagearty motioned to reduce his fine to six hundred (\$600.)**
- m. Jackson, Shelby P. III. RCG. 919 appealing Commission’s decision not to reduce his fine of \$1,000. (tabled at last month’s meeting) . **Com. Hagearty motioned to have the Department of Consumer Protection research previous RCG waivers to assure consistency is being granted. Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously. This agenda item will be forwarded to the next meeting.**

**7. APPLICATIONS FOR APPROVAL FROM LICENSE SERVICES**

- a. Muzyk, Joseph J. – RSP: 933 – Seeking experience credit for sales ratio appraisals. **Com. Buckley motioned that he needs to conform with the CT Laws. His request is denied and the Commission request that he appear at the next meeting along with his sponsor.**
- b. Kamp, Fred – seeking approval to sit for RCG exam. **Com. Hagearty motioned to approve him to take the RCR exam under segmented, and he should make a new application for RCG, and submit 12 Appraisal Samples before a license will be issue. Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously.**
- c. Bowley, Shannon P. – applying for RCR, and is seeking credit for courses. **Com. Buckley motioned to table this item and request that the applicant appears before the Appraisal Commission. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**

**8. APPROVED REAL ESTATE APPRAISAL COURSE APPLICATIONS**

**Com. Hagearty motioned to add McKissock LP (8F, 3-7) and CT Real Estate Academy (8C, 4) School course applications to the agenda. Com. Tetreault 2<sup>nd</sup>, and the vote carried unanimously.**

- a. Appraisal Institute
  - 1. General Appraiser Report Writing & Case Studies 30 Hrs CE/PL
  - 2. Professional’s Guide to the Fannie Mae 10 Hrs CE  
2-4 Unit Form 1025
  - 3. A Professional’s Guide for Conversation 4 Hrs CE  
Easement Appraisals
  - 4. Real Estate Investing & Development 7 Hrs CE
  - 5. The Client Perspective on the Appraisal Profession 4 Hrs CE
  - 6. Rates & Ratios: Making Sense of GIM, Oars & DCF 7 Hrs CE

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|-----------|---|------------------------|
| 7.        | Making Sense of the Changing Landscape of Valuation: Cool Tools-Cool Trends | 4 Hrs CE               |
| 8.        | 420 Business Practice & Ethics  | 7 Hrs CE               |
| <b>b.</b> | <b>American Society of Farm Managers &amp; Rural Appraisers</b>             |                        |
| 1.        | Identifying Intangible Assets   | 16 Hrs CE              |
| 2.        | Timber & Timberland Valuation   | 8 Hrs CE               |
| <b>c.</b> | <b>Connecticut Real Estate Academy</b>                                      |                        |
| 1.        | National USPAP  | 7 Hrs CE               |
| 2.        | Title Searching   | 3 Hrs CE               |
| 3.        | Tax Assessment of Real Estate   | 3 Hrs CE               |
| 4.        | Residential Styles & Features   | 3 Hrs CE               |
| <b>d.</b> | <b>Eastern Connecticut Association of Realtors</b>                          |                        |
| 1.        | Creative Equity Marketing & Exchanging of Commercial Investment Real Estate | 6 Hrs CE               |
| <b>e.</b> | <b>Massachusetts Board of Real Estate Appraisers</b>                        |                        |
| 1.        | Basic Appraisal Procedures  | 30 Hrs CE/PL           |
| <b>f.</b> | <b>McKissock, LP</b>  |                        |
| 1.        | Basic Appraisal Principles Online   | 30 Hrs PL              |
| 2.        | Made in America Online  | 7 Hrs CE               |
| 3.        | Appraising The Oddball – Online   | 7 Hrs CE               |
| 4.        | Disclosures & Disclaimers – Online  | 3 Hrs CE               |
| 5.        | Income Capitalization – Online  | 7 Hrs CE               |
| 6.        | Appraising For The Secondary Market – Online                                | 7 Hrs CE               |
| 7.        | Appraiser Liability – Online  | 7 Hrs CE               |
| <b>g.</b> | <b>The Appraisal Academy</b>  |                        |
| 1.        | Tough Residential Appraisal Assignments                                     | 4 Hrs CE               |
| 2.        | <b><i>Fundamentals of Small Business Valuation</i></b>                      | <b>7 Hrs CE Denied</b> |
| 3.        | Manufactured Home Appraising  | 7 Hrs CE               |
| <b>h.</b> | <b>Real Estate Consortium of CT Community Colleges</b>                      |                        |
| 1.        | USPAP 7 Hrs   | 7 Hrs CE               |
| <b>i.</b> | <b>A Professional Valuation &amp; Real Estate School, LLC</b>               |                        |
| 1.        | Residential Report Writing  | 15 Hrs CE/PL           |
| 2.        | Market Analysis & Highest & Best Use  | 15 Hrs CE/PL           |
| <b>j.</b> | <b>University of CT- Center for Real Estate</b>                             |                        |
| 1.        | 2007 CT Housing Conference  | 3 Hrs CE               |

**Com Hagearty motioned to approve the above schools with the exception of those that are noted (8g, 2). Com. Hunter 2<sup>nd</sup>, and the vote carried unanimously.**

**9. COMMENTS AND CONCERNS OF ANY PERSON PRESENT**

**Com. Buckley motioned to hold a CREAC meeting on May 9, 2007. Com. Hagearty 2<sup>nd</sup>, and the vote carried unanimously.**

**10. ADJOURN**

Com. Buckley motioned to adjourn the meeting. Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Sallie Pinkney  
Commission Secretary

**The next Special Meeting of this Commission is scheduled for Wednesday, May 9, 2007 in Room 126**