

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

August 17, 2004

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. The following Board members were present:

David N. Castle, Chairman  
Gina Burgin  
Christopher Call  
Janet Fuller  
John C. Harry, III  
Harry O. Lewis, Jr.  
Douglas Mullins, Jr.  
Fay B. Silverman

Board members not present:

Robert A. Whaley

DPOR Staff present for all or part of the meeting included:

Louise Fontaine Ware, Director  
Sandra Whitley Ryals, Chief Deputy Director  
Karen W. O'Neal, Deputy Director  
Christine Martine, Executive Director  
Earlyne Perkins, Legal Assistant  
Camille C. Palmer, Administrative Assistant  
Marilyn Mandel, Administrative Assistant

A representative for the Office of the Attorney General was not present.

Chairman Castle called the meeting to order at 10:15 a.m.

**Call to Order**

Mr. Castle recognized the new Board member appointees: Mr. Harry, Ms. Fuller and Ms. Burgin. Ms. Fuller and Ms. Burgin introduced themselves.

No one addressed the Board during the **Public Comment Period.**

**Public Comment**

A motion was made by Mr. Call and seconded by Mr. Harry to approve the **agenda**. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

**Agenda**

A motion was made by Mr. Lewis and seconded by Ms. Silverman to approve the **minutes of the May 4, 2004** Board Meeting. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

**Minutes**

A motion was made by Mr. Harry and seconded by Mr. Call to approve the **minutes of the May 5, 2004** IFF Conferences. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Mr. Lewis to approve the **minutes of the June 2, 2004** IFF Conferences. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

A motion was made by Ms. Silverman and seconded by Mr. Lewis to approve the **minutes of the June 16, 2004** IFF Conferences. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

A motion was made by Mr. Lewis and seconded by Mr. Mullins to approve the **minutes of the June 30, 2004** IFF Conferences. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

A motion was made by Mr. Harry and seconded by Mr. Lewis to approve the **minutes of the July 1, 2004** IFF Conferences. The motion passed unanimously. Members voting “**Yes**” were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

Chairman Castle opened the floor for nominations of Chairman and

**Election of Officers**

Vice Chairman. A motion was made by Mr. Harry and seconded by Mr. Lewis to nominate Mr. Castle as Chairman until December 31, 2004. The motion passed unanimously. Mr. Castle was re-elected Chairman. Members voting "Yes" were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Mullins to nominate Mr. Harry as Vice Chairman. The motion passed unanimously. Mr. Harry was elected Vice Chairman. Members voting "Yes" were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

In the matter of **File Number 2004-01076, Michael S. McMahon**, the Board reviewed the record which consisted of the Consent Order. Mr. McMahon was not present. A motion was made by Mr. Harry and seconded by Mr. Call to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2003 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a)(b) for Count I and requiring Mr. McMahon to successfully complete a fifteen (15) hour USPAP course and exam for violation of 18 VAC 130-20-180(D) to wit: 2003 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a)(b) for Count I. The satisfactory completion of the above-referenced USPAP course will not count towards any continuing education requirements for renewal of license. The fifteen (15) hour USPAP course must be completed within six months of the effective date of this order. Additionally, Mr. McMahon is required to pay Board costs in the amount of \$150.00. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

**File Number 2004-01076**  
**Michael S. McMahon**

In the matter of **File Number 2004-01077, Tara Anne McMahon**, the Board reviewed the record, which consisted of the Consent Order. Ms. McMahon was not present. A motion was made by Mr. Call and seconded by Mr. Harry to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2003 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a)(b) for Count I and requiring Ms. McMahon to successfully complete a fifteen (15) hour USPAP course and exam for violation of 18 VAC 130-20-180(D) to wit:

**File Number 2004-01077**  
**Tara Anne McMahon**

2003 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a)(b). The satisfactory completion of the above-referenced USPAP course will not count towards any continuing education requirements for renewal of license. The fifteen (15) hour USPAP course must be completed within six months of the effective date of this order. Additionally, Ms. McMahon is required to pay Board costs in the amount of \$150.00. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Harry, Lewis, Mullins and Silverman. There were no negative votes.

In the matter of **File Number 2004-02584, Robert A. Garrett**, the Board reviewed the record, which consisted of the disciplinary file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Garrett was present and addressed the Board. A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding no violation for Count I and to close this count of the file. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. *There were no negative votes.*

**File Number 2004-02584**  
**Robert A. Garrett**

A motion was made by Mr. Lewis and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count II. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count III. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis,

Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Ms. Silverman and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count IV. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Mr. Lewis to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count V. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-2(d) for Count VI. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Lewis and seconded by Mr. Mullins to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule

1-1(a) for Count VII. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Lewis to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding a violation of the Board's Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(c) for Count VIII. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Mullins to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding violation of the Board's Regulation 18 VAC 130-20-180(E) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 2-1(a) and (b) for Count IX. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing no monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count II. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-finding Conference imposing no monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-

180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count III. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing no monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count IV. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing no monetary penalty for the violation of the Board's Regulation 1998 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(b) for Count V. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-finding Conference imposing no monetary penalty for the violation of the Board's Regulation 1998 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-2(d) for Count VI. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman

to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a \$400.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a) for Count VII. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact-Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a \$400.00 monetary penalty for the violation of the Board's Regulation 18 VAC 130-20-180(D) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(c) for Count VIII. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact-Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a \$400.00 monetary penalty for the violation of the Board's Regulation 18 VAC 130-20-180(E) to wit: 2001 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 2-1(a) and (b) for Count IX. A \$1,200.00 total monetary penalty is imposed. The motion passed unanimously. Members voting "Yes" were Castle, Call, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Harry, who conducted the Informal Fact-Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2004-04729, Randall Scott Proctor**, the Board reviewed the record, which consisted of the application file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Proctor was not present. A motion was made by Ms. Silverman and seconded by Mr. Harry to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to deny Mr. Proctor's application for a certified

**File Number 2004-04729**  
**Randall Scott Proctor**



residential real estate appraiser license because Mr. Proctor does not meet the experience requirements by demonstrating the completion of 120 hours of approved real estate appraiser courses and by having a minimum of 2500 hours appraisal experience obtained during no fewer than 24 months. The motion passed unanimously. Members voting "Yes" were Castle, Harry, Fuller, Burgin, Lewis, Mullins and Silverman. Mr. Call, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2003-02770, Thornwell A. Long**, the Board reviewed the record, which consisted of the disciplinary file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Long was not present. A motion was made by Mr. Mullins and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact Finding Conference finding violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2000 USPAP Standards Rule 1-1(a) for Count I. The motion passed unanimously. Members voting "Yes" were Castle, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

**File Number 2003-02770**  
**Thornwell A. Long**

A motion was made by Mr. Call and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact Finding Conference finding violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2000 USPAP Standards Rule 2-1(a) for Count II. The motion passed unanimously. Members voting "Yes" were Castle, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Harry to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a \$250.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2000 USPAP Standards Rule 1-1(a) for Count I. The motion passed unanimously. Members voting "Yes" were Castle, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate

in the discussion or vote in this matter. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Harry to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a monetary penalty of \$250.00 and revocation of Mr. Long's Certified Residential Appraiser license for a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2000 USPAP Standards Rule 2-1(a) for Count II. A \$500.00 total monetary penalty is imposed. The motion passed unanimously. Members voting "Yes" were Castle, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2004-00845, W. Justin Drinkwater**, the Board reviewed the record, which consisted of the disciplinary file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Drinkwater was not present. In the Conclusion and Recommendation, located in the Summary of the Informal Fact-Finding Conference, the land value should be \$30,000.00 instead of \$20,000.00. A motion was made by Mr. Call and seconded by Ms. Silverman to accept the recommendation contained in the Summary of the Informal Fact Finding Conference with the correction noted above, finding violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2003 USPAP Standard Rule 1-1(a)(b)(c) for Count I. The motion passed unanimously. Members voting "Yes" were Harry, Fuller, Burgin, Call and Mullins. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. Mr. Castle and Ms. Silverman recused themselves from this matter due to a potential conflict of interest. There were no negative votes.

**File Number 2004-00845**  
**W. Justin Drinkwater**

A motion was made by Mr. Call and seconded by Mr. Mullins to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference imposing a \$250.00 monetary penalty and requiring Mr. Drinkwater to take a fifteen hour USPAP course within six months of the effective date of the Order which will not count towards the continuing education requirements. A \$250.00 total monetary penalty is imposed. The motion passed unanimously. Members voting "Yes" were Harry, Fuller, Burgin,

Call and Mullins. Mr. Lewis, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. Mr. Castle and Ms. Silverman recused themselves from this matter due to a potential conflict of interest. There were no negative votes.

In the matter of **File Number 2003-02554, Alexandria Scottsville Ward, Jr.**, the Board reviewed the record, which consisted of the Consent Order. Mr. Ward was not present. A motion was made by Mr. Call and seconded by Mr. Harry to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2002 USPAP Standards Rule 2-1(a)(b) and (c) for Count I, imposing a \$600.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2002 USPAP Standards Rule 2-1(a)(b) and (c) for Count I; finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 USPAP Standards Rule 1-5(b) for Count II, imposing a \$1,000.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 USPAP Standards Rule 1-5(b) for Count II. Mr. Ward is required to take and successfully complete a home inspection course and USPAP course, within six months of acceptance of this Order by the Board, reporting satisfactory completion of both courses to the Board, in a form acceptable to the Board. Additionally, Mr. Ward is required to pay Board costs in the amount of \$300.00. A \$1,600.00 total monetary penalty is imposed. The motion passed unanimously. Members voting "Yes" were Lewis, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Castle, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

**File Number 2003-02554**  
**Alexandria Scottsville**  
**Ward, Jr.**

In the matter of **File Number 2003-03129, Alexandria Scottsville Ward, Jr.**, the Board reviewed the record, which consisted of the Consent Order. Mr. Ward was not present. A motion was made by Mr. Call and seconded by Mr. Lewis to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 USPAP Standards Rule 1-5(b) for Count I, imposing a \$300.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 USPAP Standards Rule 1-5(b) for Count I; and finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2002 USPAP Standards Rule 2-1(a)(b) and (c) for Count II, imposing a

**File Number 2003-03129**  
**Alexandria Scottsville**  
**Ward, Jr.**

\$300.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2002 USPAP Standards Rule 2-1(a)(b) and (c) for Count II. Additionally, Mr. Ward is required to pay Board Costs in the amount of \$300.00. A \$600.00 total monetary penalty is imposed. The motion passed unanimously. Members voting "Yes" were Lewis, Harry, Fuller, Burgin, Call, Mullins and Silverman. Mr. Castle, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2004-01705, Stuart L. Crenshaw, Jr.**, the Board reviewed the record, which consisted of the Consent Order. Mr. Crenshaw, respondent, and Mr. Stelly, attorney for the respondent, were present. A motion was made by Mr. Call and seconded by Mr. Lewis to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2 for Count I, imposing a \$100.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2 for Count I; finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a) for Count II, imposing a \$100.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a) for Count II; finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a)(v) for Count III, imposing a \$100.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a)(v) for Count III; finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a)(vii) for Count IV, imposing a \$100.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 2-2(a)(vii) for Count IV; and finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 1-1(a) for Count V, imposing a \$100.00 monetary penalty for the violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: the 2002 USPAP Standards Rule 1-1(a) for Count V. Mr. Crenshaw is required to reimburse investigative cost to the Department in the amount of \$300.00 for a total of \$800.00 is imposed. In addition, within six months of entry of this Order, Crenshaw shall submit evidence acceptable to the Board that

**File Number 2004-01705**  
**Stuart L. Crenshaw, Jr.**

he has taken a 15 hour USPAP course and successfully passed the examination. The satisfactory completion of the above-referenced continuing education hours will not count towards any continuing education requirements for renewal of license. The motion passed unanimously. Members voting "Yes" were Castle, Lewis, Fuller, Burgin, Call, Mullins and Silverman. Mr. Harry "Abstained" from the vote.


The Real Estate Appraiser Board Tentative 2005 Meeting Dates were distributed to the Board Members. A motion was made by Mr. Harry and seconded by Mr. Mullins to adopt the following Real Estate Appraiser Board 2005 Meeting Dates: Tuesday, February 22, 2005, Tuesday, May 3, 2005, Tuesday, August 23, 2005, and Tuesday, November 1, 2005. The motion passed unanimously. Members voting "Yes" were Castle, Lewis, Fuller, Harry, Burgin, Call, Mullins and Silverman.

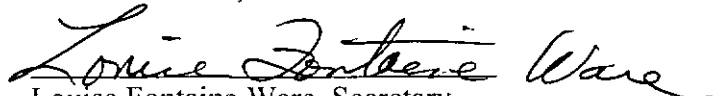
During **New Business**, Mr. Charles D. Clark, Clark Realty Services, Inc. was present and addressed the Board regarding continuing education requirements. The Board will get information for the Appraisal Sub-Committee regarding continuing education requirements in neighboring states.

The Board recessed at 11:30 a.m. and reconvened at 11:50 a.m.

Ms. Karen W. O'Neal, Deputy Director, conducted Board member training regarding Board Member Responsibilities and the Process Improvement Team (PIT).

A motion was made by Mr. Call and seconded by Ms. Burgin to **adjourn** the meeting. The meeting adjourned at 1:15 a.m.

  
David N. Castle, Chairman

  
Louise Fontaine Ware, Secretary

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Custodian of the Record

**Administrative Matters**

**New Business**

**Recess**

**Board Member Training**

**Adjourn**

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

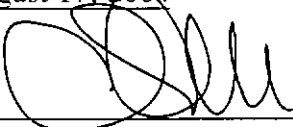
TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Christopher Call
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004  
Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Janet W. Fuller
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

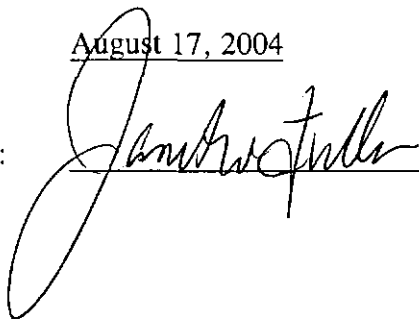
6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004

Signature: \_\_\_\_\_



**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Harry O. Lewis, Jr.
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004

Signature: \_\_\_\_\_



**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Gina M. Burgin
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: none

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: n/a

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004

Signature:  \_\_\_\_\_

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

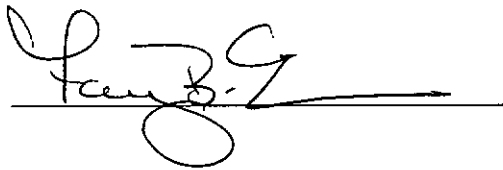
1. Name: Fay B. Silverman
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: BD os Drinkwater

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: Southern Trust Aly

(b) I am able to participate in this transaction fairly, objectively, and in the public interest. - I removed myself

Dated: August 17, 2004

Signature: 

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: John C. Harry, III
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

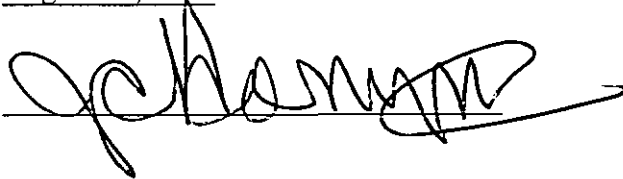
6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004

Signature: \_\_\_\_\_



**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Douglas Mullins, Jr.
2. Title: Member – Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
\_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: \_\_\_\_\_  
\_\_\_\_\_

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: August 17, 2004

Signature: \_\_\_\_\_

