

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

October 28, 2025

The Real Estate Appraiser Board met on Tuesday, October 28, 2025, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following Board members were present:

Joyce Bonilla
Mark Chapin
Joe Dunn
Heather Fox
Heather Placer Mull
Jacon Schmeer
Michael Small
Taneen Wyche

Board members not in attendance for the meeting:

Valerie Kelsey
Pat Turner

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

Jeb Wilkinson, Director
Anika Coleman, Executive Director
Stephen Kirschner, Director LRPD
Vanessa DeGraw, Program Operations

Administrator

Jim Flaherty, Board Counsel
Joseph Haughwout, Regulatory Affairs Manager
Amy Goobic, Executive Assistant
Chris Kunkel, Licensing Specialist
Summer Saunders, Licensing Specialist

Board Chair, Mr. Chapin called the meeting to order at 10:01 A.M. **CALL TO ORDER**

Ms. Coleman read the emergency evacuation procedures and DPOR mission statement. **EMERGENCY EGRESS AND DPOR MISSION**

Mr. Chapin determined that a quorum was present

**DETERMINATION OF
QUORUM**

A motion was made by Ms. Mull and seconded by Mr. Small to approve the agenda. The motion passed unanimously. Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

**APPROVAL OF
AGENDA**

A motion was made by Ms. Fox and seconded by Mr. Small to approve the minutes of June 25, 2025, and the Public Hearing of August 20, 2025, as a block for Real Estate Appraiser Board meeting minutes. The motion passed unanimously. Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

**APPROVAL OF
MINUTES AS A BLOCK**

There were no public comments.

PUBLIC COMMENT

Mr. Chapin and Ms. Mull were recused.

CASES

**Recusal of Board
Members and Transfer of
Chair**

Disciplinary

In the matter of **File Number 2025-02096, Ronald B. Cloninger**, the Board reviewed the record which consisted of the investigative file, transcript and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Ronald Cloninger did not attend the Board meeting in person, by counsel nor by any other qualified representative.

**File Number 2025-02096,
Ronald B. Cloninger**

Ms. Fox moved to find substantial evidence that Mr. Cloninger violated the following:

Count 1: 18VAC130-20-180

Mr. Small seconded the motion. The motion passed unanimously. Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

Ms. Fox moved to find substantial evidence that Mr. Cloninger violated the following:

Count 2: 18VAC130-20-180

Ms. Bonilla seconded the motion. The motion passed unanimously. Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

Ms. Fox moved to find substantial evidence that Mr. Cloninger violated the following:

Count 3: 18VAC130-20-180

Mr. Dunn seconded the motion. The motion passed unanimously. Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

With regards to sanctions, Ms. Fox moved to amend the recommendation and impose a 30-day suspension in lieu of the recommended 90 probation, in addition to a monetary penalty. Discussion was held on the

Ms. Fox moved to impose a 30-day suspension of Cloninger's license, in addition to monetary penalty. There was no second. Motion failed.

Mr. Small moved to impose the following sanction:

Count 1, a monetary penalty of \$250.00. Mr. Schmeer seconded the motion. Members voting "Yes" were, Bonilla, Chapin, Dunn, Mull, Schmeer, Small, and Wyche. Ms. Fox voted "No."

Ms. Bonilla moved to impose the following sanction:

Count 2, a monetary penalty of \$250.00. Mr. Dunn seconded the motion. Members voting "Yes" were, Bonilla, Chapin, Dunn, Mull, Schmeer, Small, and Wyche. Ms. Fox voted "No."

Ms. Fox moved to amend the sanction on Count 3 with the following: 30-day suspension in lieu of 90-day probation. There was no second, motion failed.

Mr. Schmeer moved to amend the sanction on Count 3 with the following: Count 3, a monetary penalty of \$500.00, with the recommended education and 90-day probation. Mr. Small seconded the motion. The motion passed unanimously.

Members voting "Yes" were, Bonilla, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

For violations of Counts 1, 2, and 3, Cloninger will be placed on probation for a period of ninety (90) days and is required to complete Qualifying Education ("QE") course(s) approved by the Appraisal Foundation or the Board within 90 days of the Board's Final Order. The course(s) shall include instruction on USPAP. Cloninger must complete a minimum of 15 total hours and each course shall include an examination. Upon successful completion, Cloninger shall provide proof satisfactory to the Board that he has passed the examination(s).

In addition, for violations of Counts 1, 2, and 3, Cloninger will be placed on probation for a period of ninety (90) days and is required to complete Qualifying Education ("QE") course(s) approved by the Appraisal Foundation or the Board within 90 days of the Board's Final Order. The course(s) shall include instruction on residential report writing. Cloninger must complete a minimum of 15 total hours and each course shall include an examination. Upon successful completion, Cloninger shall provide proof satisfactory to the Board that he has passed the examination(s).

Mr. Chapin and Ms. Mull returned to the meeting. Mr. Return of Board Members and Transfer of Chair
Chapin resumed position of Chair.

Board members and staff left the building at 10:30 am and Fire Drill
returned at 10:50 am.

NEW BUSINESS

Ms. Coleman provided the Executive Director's update. Ms. Executive Director's Report
Coleman informed the Board that the Real Estate Appraiser Board was awarded a \$200,000 SARAS grant, with the potential to reach up to \$600,000 over a three-year period. The funding will support initiatives related to training, staffing, and compliance education.

Additionally, the Board was informed that an IT pilot program for the licensing system will begin with the Real Estate Appraiser Board. This pilot will enable initial applications to be submitted electronically, streamlining the process and improving accessibility.

Mr. Haughwout provided a regulatory update. Mr. **Regulatory Update** Haughwout reported that the General Review of the Appraisal Management Company (AMC) Regulations (18VAC130-30) proposed regulation was published on June 2, 2025, and that the public comment period ended on August 1, 2025. There were no public comments on Virginia Regulatory Town Hall. A public hearing was held on June 10, 2025, comments were received at the public hearing.

Board members reviewed the public comments and the recommended responses by staff. Discussion was held on appraisal management companies and issues with geographical competence. Ms. Coleman suggested a committee could be formed to discuss AMC and regulatory issues. Mr. Dunn moved to accept the recommended responses. Ms. Mull seconded the motion. The motion passed unanimously. Members voting "Yes" were, Chapin, Dunn, Fox, Mull, Schmeer, Small, and Wyche.

Board members and staff left the building at 11:06 am and returned at 11:30 am. Ms. Bonilla and Ms. Wyche departed the meeting at 11:30 pm. **Fire Drill and Departure of Board Members**

Mr. Haughwout presented the recommended changes to be included in the final regulation. Mr. Small moved that the Board adopt the final regulation as amended, authorize staff to file the final regulation, and to authorize staff to make any needed technical or stylistic changes. Ms. Mull seconded the motion. Members voting "Yes" were, Chapin, Dunn, Fox, Mull, Schmeer, and Small.

Mr. Haughwout reported that the General Review of the Real Estate Appraiser Board Rules and Regulations (18VAC130-20) proposed regulation was published on August 11, 2025, and that the public comment period ended on October 10, 2025. There were no public comments on Virginia

Regulatory Town Hall. A public hearing was held on August 20, 2025, comments were received at the public hearing.

Board members reviewed the public comments and the recommended responses by staff. Mr. Small moved to accept the recommended responses. Mr. Dunn seconded the motion. The motion passed unanimously. Members voting "Yes" were, Chapin, Dunn, Fox, Mull, Schmeer, and Small.

Mr. Haughwout presented the recommended changes to be included in the final regulation. Discussion was held on including the AQB 2026 qualification criteria in addition to the 2024 qualifications. Mr. Small moved that the Board adopt the final regulation as amended, authorize staff to file the final regulation, and to authorize staff to make any needed technical or stylistic changes. Ms. Fox seconded the motion. Members voting "Yes" were, Chapin, Dunn, Fox, Mull, Schmeer, and Small.

Mr. Haughwout presented recommended changes to the Real Estate Appraiser Guidance Document 7122-Application Review Matrix with regards to applications involving disclosure of prior criminal history or disciplinary actions and the authorization for staff approval in certain instances. Mr. Dunn moved to adopt the amended Guidance Document. Ms. Mull seconded the motion. Members voting "Yes" were, Chapin, Dunn, Fox, Mull, Schmeer, and Small.

Mr. Kirschner provided an update on the fee increase.

Ms. Placer-Mull departed the meeting at 1:00 pm. There was no longer a quorum of the Board present.

Departure of Board Member

Mr. Kirschner informed the Board that the vote for filing the NOIRA regarding the fee increase would be postponed until the next board meeting, as there was no longer a quorum.

Regulatory Update Continued

OTHER BUSINESS

Mr. Dunn departed the meeting at 1:10 pm.

Departure of Board Member

Ms. Coleman provided an update on exam statistics from Exam Statistics June 1, 2025 through September 30, 2025.

The UAD 3.6 Discussion will need to be rescheduled as the UAD 3.6 Discussion online guest speakers were unable to stay logged on due to the length of the board meeting. Mr. Chapin will reach out to check on their availability.

Board members were provided meeting dates for 2026: 2026 Meeting Dates

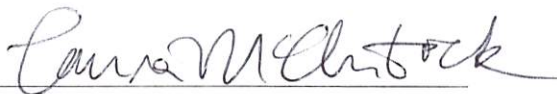
- February 3
- June 24
- October 29

Due to lack of quorum, Ms. Coleman informed the Board that AMC Research Committee the Appraisal Management Company Committee could not be established until the next meeting. However, Ms. Coleman stated that she will work on coordinating a committee to discuss the AMC issues.

There being no further business, the meeting was adjourned at ADJOURN 1:18 pm.



Mark Chapin, Chair



Laura McClintock, Secretary

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Heather Placer-Mull
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025

5. Do you have a personal interest in the following transaction?

☒ No; I do not have a personal interest in any transactions taken at this meeting/conference.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or

☐ I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:


Signature

October 28, 2025

Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Jacob Schmeer
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member/Presiding Officer:

Signature

October 28, 2025

Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Joe Dunn
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Signature

October 28, 2025

Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Joyce Bonilla
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or

☐ I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Signature

October 28, 2025

Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Mark Chapin
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
☐ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Signature



October 28, 2025

Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Heather Fox
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member/Presiding Officer:

Heather Fox
Signature

October 28, 2025
Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Taneen Wyche
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member/Presiding Officer:

Taneen Wyche
Signature

October 28, 2025
Date

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

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Michael Small
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: October 28, 2025
5. Do you have a personal interest in the following transaction?
- ☐ No; I **do not** have a personal interest in any transactions taken at this meeting/conference.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member/Presiding Officer: _____

Signature

October 28, 2025

Date