

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

February 03, 2026

The Real Estate Appraiser Board met on Tuesday, February 03, 2026, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following Board members were present:

Mark Chapin (Chair)
Pat Turner (Vice Chair)
Heather Fox
Valerie Kelsey
Heather Placer Mull
Michael Small
Taneen Wyche

Board members not in attendance for the meeting:

Joyce Bonilla
Joe Dunn

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

Laura McClintock, Director
Anika Coleman, Executive Director
Stephen Kirschner, Director LRPD
Jim Flaherty, Board Counsel
Joseph Haughwout, Regulatory Affairs Manager
Jennifer Plummer, Regulatory Operations Administrator
Chris Kunkel, Licensing Specialist

Chapin called the meeting to order at 10:09 A.M.

CALL TO ORDER

Coleman read the emergency evacuation procedures.

EMERGENCY EGRESS

Chapin determined that a quorum was present (Wyche arrived at 10:17 A.M.)

DETERMINATION OF QUORUM

Small moved to approve the agenda with an amendment to remove the NOIRA Fee Increase, **Kelsey seconded** the

APPROVAL OF AGENDA

motion, which was unanimously approved by members:
Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

Introductions were made by Board and DPOR Staff. No
resolutions were discussed.

**WELCOME,
INTRODUCTIONS, AND
RESOLUTIONS**

Kelsey moved and Turner seconded the motion, to approve
the October 28, 2025 Real Estate Appraiser Board meeting
minutes, which was unanimously approved by members:
Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

**APPROVAL OF
MINUTES**

There were no public comments.

PUBLIC COMMENT

**REAL ESTATE
APPRAISER CASE FILES**

Disciplinary Case Files had to be deferred as quorum **was not met** with Board members required to recuse. The next Board meeting is in June, which is past the required 90 days after an IFF. Coleman clarified that Board staff will schedule next meeting to ensure quorum is available. **Turner moved** to reconvene the meeting and **Mull seconded the motion**, which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

Disciplinary

During discussion, Fox asked if virtual attendance would be possible. Kelsey was also interested in virtual attendance. Fox moved for Board staff to develop a virtual attendance policy that the Board could adopt at the next meeting, **Turner seconded the motion**, which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

Coleman called for a recess at 10:30AM to address the technical difficulties. Chapin called back to order at 11:03 A.M.

Call for Recess

Licensing Case Files

Chapin was recused for involvement of the following case:

Recusal of Chapin

File Number 2026-00881 – R3 Appraisal Management LLC

File Number 2026-00881 – R3 Appraisal Management LLC

In the matter of **File Number 2026-00881 – R3 Appraisal Management LLC**, the Board reviewed the record which consisted of the application file, the transcript and exhibits from the Informal Fact-Finding Conference, and the Summary. Ghanbari was present and addressed the Board.

Chapin moved to accept the recommendation to approve the license, **Wyche seconded** the motion which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

Consent Orders

Kelsey was recused for involvement of the following case:
File Number 2026-02955 – Christopher Michael Tate

Recusal of Kelsey

In the matter of **File Number 2026-02955 - Christopher Michael Tate**, the Board reviewed the Consent Order as seen and agreed to by Tate. Tate did not attend the Board meeting in person, by counsel nor by any other qualified representative.

File Number 2026-02955 - Christopher Michael Tate

Small moved to accept the proposed Consent Order offer wherein Tate admits to a violation **18 VAC 130-20-180.D** of the Board's Regulations (Count 1), a violation of **18 VAC 130-20-180.E** (Count 2), and a violation of **18 VAC 130-20-180.J** (Count 3) and agrees to a monetary penalty of \$150.00 for the violation contained in Count 1, \$150.00 for the violation contained in Count 2, and \$700.00 for the violation contained in Count 3, \$350.00 in Board costs, for a total monetary penalty of \$1,350.00.

Turner seconded the motion, which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

In addition, for violation of Count 3, Tate is required to complete a seven (7) hour USPAP course approved by The

Appraisal Foundation or the Board within six (6) months of the execution of this Order. Upon successful course completion, Tate shall provide the Board with proof of passing the exam.

It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing or pre-license education requirements needed for license renewal, reinstatement, or upgrade.

NEW BUSINESS

Haughwout reviewed an amendment to the regulations due to a federal change effective January 01, 2026 to the Continuing Education Requirement for Real Estate Appraisers, going over each line in the regulation wording that staff is recommending to amend. Haughwout requested the Board's approval for text that staff curated for Fair Housing and Real Estate Appraiser Bias Training Requirements.

Real Estate Appraiser Regulatory Training Amendment

Fox inquired about current licensees who are renewing and have taken their classes prior to January 1st, 2026 when the Federal requirement changed. Kunkel informed the board of the different hourly requirements of each course. Chapin requested that a clarification document be sent out as well addressing any confusion surrounding the new requirements. Small stated the wording found on line 25 can be confusing and hard to interpret. Turner expressed dissent over the repetitiveness of training requirements.

Mull moved to approval for text that staff curated, **communication through a clarification document, and amendments to line 25**, Small seconded the motion, which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

Discussion for 2026 AQB Criteria Changes occurred in conjunction with the Real Estate Appraiser Regulatory Training Amendment.

2026 AQB Criteria Changes

Ms. Coleman informed the Board that staff are embarking on a modernization project for an online Temporary Appraiser application process which started in December 2025 and now in user acceptance training. Structured as a pilot program, it may pave the way for future online applications across different Boards and suggested the Board could reach out to Real Estate Appraisers for further testing. The possibility of showing an example at the next Board meeting was mentioned as well.

**Real Estate Appraiser
Temporary Application
Project Update**

Chapin introduced a discussion about the AMC Research Committee and Coleman provided a recap as well of issues brought up during the last Board meeting, including questions of Appraiser and AMC disciplinary accountability. After discussion amongst Board members and DPOR staff concerning logistics of the Committee, as well as clarifications on Board authority, **Turner moved** to set up the committee as the Emerging Industry Issues Committee as suggested by Chapin, Small **seconded** the motion, which was unanimously approved by members: Chapin, Fox, Kelsey, Mull, Small, Turner, Wyche.

**Discuss AMC Research
Committee**

Coleman provided the Executive Director's update, introducing new staff members, reported 4000 total industry professionals, as well as provided notice of the Appraisal Subcommittee Audit coming up at the end of March.

**Executive Director's
Update**

OTHER BUSINESS

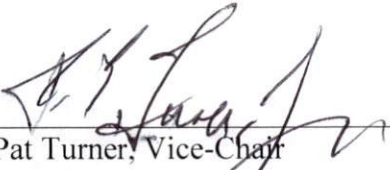
Coleman provided an update on exam statistics from January 1, 2025 through December 31, 2025, highlighting low pass rates. Coleman stated Board Members are encouraged to be Subject Matter for Exam Reviews.

Exam Statistics

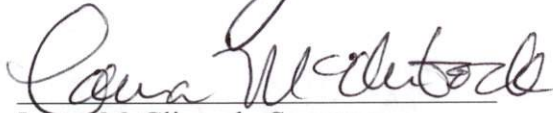
Chapin reminded the Board to complete the Conflict-of-Interest Statements and Travel Reimbursement Forms.

**COMPLETION OF
PAPERWORK**

There being no further business, the meeting was adjourned at **ADJOURN**
12:30 pm.



Pat Turner, Vice-Chair



Laura McClintock, Secretary

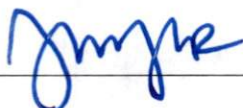
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Jackson Dyer
(Name of Board Member/Presiding Officer)
2. Title: BPOR Liaison
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: February 3, 2026
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  Date 2/3/2026

**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)
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6. Signature of Board Member/Presiding Officer:

 2/3/26
Signature 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)
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☐ I did not participate in the transaction.
6. Signature of Board Member/Presiding Officer:

Heather Fox 2/3/2026
Signature Date

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

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

1. Name Pat Turner
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
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6. Signature of Board Member/Presiding Officer:

Signature



Date

2/3/26

**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)
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6. Signature of Board Member/Presiding Officer:

Taneen Wyche
Signature

2/3/2026
Date

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

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

1. Name Valerie Kelsey
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
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Signature



Date

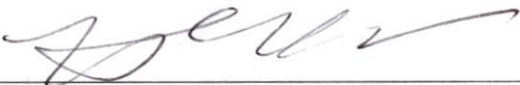
2-3-2026

**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)
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6. Signature of Board Member/Presiding Officer:

Signature _____ Date 2/3/26

**STATE AND LOCAL GOVERNMENT
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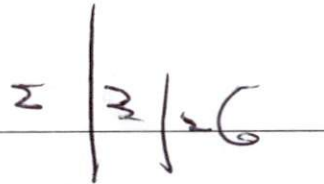
**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Mark Chapin
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Real Estate Appraiser Board
(Name of Board)
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Signature



Date



REAL ESTATE APPRAISER BOARD

VISITOR SIGN-IN SHEET

BOARD MEETING

February 03, 2025 – 10:00 A.M.

NAME

ADDRESS

DO YOU WISH TO SPEAK?

Jammy Leeper	3004 Hillendale Dr. Pamoke	YES
Scott Pennington	4105 Hillcrest Rd. Richmond, VA	Yes