

REAL ESTATE APPRAISER BOARD

Monday, March 16, 2025– 10:00 a.m.

2nd Floor – Board Room 4

**Department of Professional and Occupational Regulation 9960 Mayland
Drive**

Richmond, Virginia 23233

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Egress
- b. Determination of Quorum

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- a. Real Estate Appraiser Board Meeting, February 03, 2026

IV. WELCOME, INTRODUCTIONS, & RESOLUTIONS

V. PUBLIC COMMENT PERIOD *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

VI. REAL ESTATE APPRAISER CASE FILES

DISCIPLINARY CASE FILES

- 1. 2025-02421 – Mark Gregoria
(Chapin, Mull)
- 2. 2025-02423 – Brandon Esparagoza Sison
(Chapin, Turner)
- 3. 2025-02604 - Mark Gregoria
(Fox, Mull)
- 4. 2025-02848 – Ronald Scott Pennington
(Mull)
- 5. 2026-00989 – Financial Asset Services Inc.
(Chapin, Turner)

VII. NEW BUSINESS

- a. Real Estate Appraiser Regulations - 18VAC130-20-180
- b. Real Estate Appraiser - Temporary Application Project Update
- c. Discuss Emerging Industry Issues Committee
- d. Executive Director's Update

VIII. OTHER BUSINESS

- a. Exam Statistics

IX. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

- a. Travel Voucher
- b. Conflict Of Interest Form

X. ADJOURNMENT

NEXT MEETING SCHEDULED FOR TUESDAY, June 24, 2026

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

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
Jacob Schmeer

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

**APPROVAL OF
AGENDA**

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:
File Number 2026-00881 – R3 Appraisal Management LLC

Recusal of Chapin
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: 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, 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.

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.

2026 AOB Criteria Changes

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

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.

**Discuss AMC Research
Committee**

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.

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.

Mark Chapin, Chair

Laura McClintock, Secretary

DRAFT

Real Estate Appraiser Board

Correction to 18VAC130-20-180

18VAC130-20-180. Standards of professional practice.

A. The provisions of subsections C through L of this section will not apply to local, state, and federal employees performing in their official capacity.

B. Maintenance of licenses. The board is not responsible for the failure of a licensee, registrant, or certificate holder to receive notices, communications, and correspondence.

1. Change of address. All licensed real estate appraisers, appraiser trainees, and certified instructors must at all times keep the board informed in writing of their current home address.

Registered real estate appraisal business entities must at all times keep the board informed in writing of their current business address. Licensees, registrants, and certificate holders must report any change of address to the board within 30 days of such change.

2. Change of name or business entity.

a. All real estate appraisers, appraiser trainees, and certified instructors must notify the board in writing within 30 days and provide appropriate written legal verification of any change of name.

b. Registered real estate appraisal business entities must notify the board of any change of name within 30 days.

c. Whenever the legal business entity holding the registration is dissolved or altered to form a new business entity, the original registration becomes void and must be

24 returned to the board within 30 days of the change. Additionally, the firm must apply
25 for a new registration within 30 days of the change in the business entity. Such
26 changes include:

27 (1) Death of a sole proprietor;

28 (2) Death or withdrawal of a general partner in a general partnership or the managing
29 partner in a limited partnership; and

30 (3) Conversion, formation, or dissolution of a corporation, a limited liability company,
31 an association, or any other business entity recognized under the laws of the
32 Commonwealth of Virginia.

33 3. No license, certification, or registration issued by the board will be assigned or otherwise
34 transferred.

35 4. All licensees, certificate holders, and registrants must operate under the name in which
36 the license or registration is issued.

37 C. Use of signature and transmission of report.

38 1. The signing or transmission of an appraisal report indicates that the licensee has
39 exercised complete direction and control over the appraisal.

40 2. All original appraisal reports must be signed by the licensed appraiser and contain the
41 license number of the appraiser. For form appraisals, the signature must appear on the
42 page designated for the appraiser's signature and final estimate of value. All temporary
43 licensed real estate appraisers must sign and affix the temporary license to the appraisal
44 report or letter for which the appraiser obtained the license to authenticate such report or
45 letter. An appraiser may provide market analysis studies or consulting reports, which do
46 not constitute appraisals of market value, provided such reports, studies, or evaluations

must contain a conspicuous statement that such reports, studies, or evaluations are not an appraisal as defined in § 54.1-2009 of the Code of Virginia.

D. Report definitions. A report must state the type of value, provide the definition, and cite the source for the definition. Development of appraisal. In developing a real property appraisal, all licensees must comply with the provisions of the Uniform Standards of Professional Appraisal Practice.

E. Appraisal report requirements. In reporting a real property appraisal, a licensee must meet the requirements of the Uniform Standards of Professional Appraisal Practice.

F. Reviewing an appraisal. In performing a review appraisal, a licensee must comply with the requirements of the Uniform Standards of Professional Appraisal Practice. The reviewer's signature and license number must appear on the certification page of the report.

G. Mass appraisals. In developing and reporting a mass appraisal for ad valorem tax purposes, a licensee must comply with the requirements of the Uniform Standards of Professional Appraisal Practice.

H. Recordkeeping requirements.

1. A licensee must abide by the Record Keeping Rule as stated in the Uniform Standards of Professional Appraisal Practice.

2. A licensee or registrant of the board must, upon request or demand, promptly produce to the board or any of its agents within 10 days of the request, any document, book, record, work file, or electronic record in a licensee's possession concerning any appraisal that the licensee performed, or for which the licensee is required to maintain records for inspection by the board or its agents. The board or any of its agents may extend such timeframe upon a showing of extenuating circumstances prohibiting delivery within such 10-day period.

71 3. The appraiser trainee is entitled to obtain copies of appraisal reports and work files
72 prepared by the appraiser trainee. The supervising appraiser must keep copies of
73 appraisal reports for a period of at least five years or at least two years after final
74 disposition of any judicial proceedings in which testimony was given, whichever period
75 expires last.

76 I. Disclosure requirements. A licensee appraising property in which the licensee, any member
77 of the licensee's family, the licensee's firm, any member of the licensee's firm, or any entity in
78 which the licensee has an ownership interest has any interest must disclose, in writing, to any
79 client such interest in the property and the licensee's status as a real estate appraiser licensed in
80 the Commonwealth of Virginia. As used in the context of this chapter, "any interest" includes an
81 ownership interest in the property to be appraised or in an adjacent property or involvement in the
82 transaction, such as deciding whether to extend credit to be secured by such property.

83 J. Competency. A licensee must abide by the Competency Rule as stated in the Uniform
84 Standards of Professional Appraisal Practice.

85 K. Scope of work. A licensee must abide by the Scope of Work Rule as stated in the Uniform
86 Standards of Professional Appraisal Practice.

87 L. Jurisdictional exception. A licensee must abide by the Jurisdictional Exception Rule as
88 stated in the Uniform Standards of Professional Appraisal Practice.

89 M. Prohibited acts.

90 1. A licensee must act as a certified general real estate appraiser, certified residential real
91 estate appraiser, or licensed residential real estate appraiser in such a manner as to
92 safeguard the interests of the public and must not engage in improper, fraudulent, or
93 dishonest conduct.

94 2. A licensee may not have been convicted, found guilty, or pled guilty, regardless of
95 adjudication, in any jurisdiction of the United States of a misdemeanor involving fraudulent
96 or dishonest acts or of any felony there being no appeal pending therefrom or the time for
97 appeal having elapsed.

98 3. A licensee must inform the board in writing within 30 days of being convicted, regardless
99 of adjudication, of any felony or of a misdemeanor involving fraudulent or dishonest acts
100 in any jurisdiction.

101 4. A licensee may not have had a license or certification as a real estate appraiser that
102 was suspended, revoked, or surrendered in connection with a disciplinary action or that
103 has been the subject of discipline in any jurisdiction.

104 5. A licensee must inform the board in writing within 30 days of any disciplinary action
105 taken in any jurisdiction against any appraiser license or certification to include the
106 suspension, revocation, or surrender of an appraiser license or certification.

107 6. A licensee must perform all appraisals in accordance with Virginia Fair Housing Law (§
108 36-96.1 et seq. of the Code of Virginia).

109 7. A licensee must respond to an inquiry by the board or its agents, other than requested
110 under subdivision H 2 of this section, within 21 days.

111 8. A licensee must not provide false, misleading, or incomplete information in the
112 investigation of a complaint filed with the board.