

**NOTICE OF PUBLIC MEETING**  
**Friday, October 26, 2012 9:00 a.m.**  
**Conference Room “F”, Lower Level, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**

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**AGENDA**

**A. Opening 9:00 a.m.**

**B. Notice of Meeting (Adopt Agenda)**

*The Nebraska Real Property Appraiser Board will meet in executive session for approval of applicants and enforcement matters. The Board will exit executive session for discussion of public agenda items at 12:00 pm. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete approval of applicants and enforcement matters. The Board will not take action on agenda items C, D, and E until executive session is completed.*

**C. Consideration of Applicants**

- 1. Credentialing as Nebraska Real Property Appraiser ..... 1-12
- 2. Registration as Appraisal Management Company ..... 13-23

**D. Consideration of Disciplinary Actions/ Enforcement Matters ..... 1-237**

**E. Consideration of Other Executive Session Items ..... 1-150**

**F. Board Meeting Minutes**

- 1. September 20, 2012 Meeting Minutes ..... 1-10

**G. Chair’s Report**

**H. Director’s Report – October 2012**

- 1. Appraiser Count Report ..... 1-3
- 2. Temporary Permit Report ..... 4
- 3. AMC Count Report ..... 5

**I. Financial Report - September 2012**

- 1. Budget Status Report ..... 1-3
- 2. MTD General Ledger Detail ..... 4-7
- 3. Financial Charts ..... 8-10

**J. General Public Comments**

## **K. Education**

1. AQB/CAP Core Curriculum Requests  
*None*
2. New Continuing Education Requests ..... 1
  - A. **McKissock, Warren, PA:**
    1. Disciplinary Cases: What Not To Do / 7 hours / C21248-I
    2. Land and Site Valuation / 5 hours / C21249-I
3. Instructor Requests ..... 2
  - A. **McKissock, Warren, PA:**
    1. Tracy Martin - Disciplinary Cases: What Not To Do / C21248-I  
Land and Site Valuation / C21249-I
    2. Dan Bradley - Disciplinary Cases: What Not To Do / C21248-I  
Land and Site Valuation / C21249-I
    3. Charles Huntoon - Disciplinary Cases: What Not To Do / C21248-I  
Land and Site Valuation / C21249-I

## **L. Unfinished Business**

1. Change In Ownership for Career WebSchool ..... 1
2. County Appraiser Contracts Update
3. New Credential Update – Tom Kubert ..... 2-3
4. NRPAB Mission and Vision Statement ..... 4

## **M. New Business**

1. Appointment of Real Estate Broker/Credentialed Appraiser Board Member
2. Appraiser Background Checks ..... 1-2
3. Appraiser Two Year Renewal/Continuing Education Cycle ..... 3
4. Engagement Letter for Appraisal Services ..... 4
5. 2013 Board Meeting Schedule ..... 5

## **N. Board Policies and Procedures**

1. Board Policies
  - a. Current Board Policies ..... 1-10
2. Appraisal Reporting Form ..... 11-12
3. Standard 3 Review Form Update ..... 13-29

## **O. Other Business**

1. Conferences/Education
  - a. AARO Conference Recap

## **P. Next Meeting Date – November 15, 2012, Nebraska Real Property Appraiser Board Office, Lower Level, NSOB**

## **Q. Adjourn**

### **Scheduled Appearances:**

1. 10:00 a.m. - Kimberly Drake-Loy, Timothy Engler, Nanci Weissgold; Corelogic
2. 11:00 a.m. – Adam Musiel
3. 3:00 p.m. – Heather Russell-Schroeder; Credit Information Systems