

**NEBRASKA REAL PROPERTY APPRAISER BOARD  
CONFERENCE ROOM “F”, LOWER LEVEL  
NEBRASKA STATE OFFICE BUILDING  
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

**March 19, 2015 Meeting Minutes**

**A. OPENING**

Chairman Thomas Kubert called to order the March 19, 2015 meeting of the Nebraska Real Property Appraiser Board at 9:03 a.m., in conference room “F” located on the lower level of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairman Kubert announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared in the March 18, 2015 edition of the *Omaha World Herald*, a legal newspaper of general circulation in this state, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board’s website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Thomas Kubert, Marc Woodle, Christopher Langemeier, Larry Saxton, and Sandra Gutwein were present. Also present were Director, Tyler Kohtz, and Compliance and Education Specialist, Anthony Dreesen, and Business and Licensing Specialist, Jayme Kienholz-Howsden.

**ADOPTION OF THE AGENDA**

Chairman Kubert reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Woodle moved to adopt the agenda as printed. Board Member Saxton seconded the motion. With no further discussion, the motion carried with Langemeier, Gutwein, Woodle, Saxton, and Kubert voting aye.

***The Nebraska Real Property Appraiser Board will meet in executive session for review of applicants and enforcement matters.***

Board Member Woodle moved that the Board go into executive session for the purpose of reviewing applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive matters. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. The time on the meeting clock was 9:05 a.m. Board Member Saxton seconded the motion. The motion carried with Gutwein, Woodle, Langemeier, Saxton, and Kubert voting aye.

Break from 10:18 a.m. to 10:29 a.m.

Break from 11:37 a.m. to 12:08 p.m.

Lunch served to board members and staff at 12:00 p.m.

Board Member Woodle moved to come out of executive session at 12:08 p.m. Board Member Saxton seconded the motion. The motion carried with Woodle, Gutwein, Saxton, Langemeier, and Kubert voting aye.

## **G. WELCOME AND CHAIR'S REMARKS**

Chairman Kubert welcomed everyone, and then commented that the Board has not had three attendees at a meeting for a while. The Chairman followed by indicating that Director Kohtz has done great work keeping LB139 moving, and that he has built good rapport at the capitol. Chairman Kubert finished by proclaiming that former board member, Philip Barkley, announced the arrival of the first grandchild for him and his wife Lisa. They welcomed baby Lila Ann Campbell on March 16, 2015 at 10:54 pm. The Board recognizes Phil Barkley in his new role as Grandfather. Members of the general public in attendance were Bradford Moore, Neal Fenochietti, and Kristi Klamet.

## **H. BOARD MEETING MINUTES**

### **1. APPROVAL OF FEBRUARY 19, 2015 MEETING MINUTES**

Chairman Kubert asked for any additions or corrections to the February 19, 2015 minutes. Director Kohtz asked for a clarification regarding the actions for I15-1 through I15-10 on Page 12 and 13. The Director proceeded to ask if the actions should include "and invite to informal meeting." Director Kohtz's meeting notes included this as part of the action, but staff notes did not. Chairman Kubert indicated that the referenced language was not included in the Board's actions for I15-1 through I15-10. Director Kohtz informed the Board that the referenced language will be removed. Board Member Saxton moved to adopt the February 19, 2015 meeting minutes as amended. Board Member Woodle seconded the motion. The motion carried with Langemeier, Gutwein, Saxton, Woodle, and Kubert voting aye.

## **I. DIRECTOR'S REPORT**

Director Kohtz presented twelve charts outlining the number of appraisers and AMCs as of March 19, 2015. The Director summarized each chart and reported the number of appraisers as follows: 68 total Licensed, 64 resident and 4 reciprocal; 217 total Certified Residential, 179 resident and 38 reciprocal; 377 total Certified General, 243 resident and 134 reciprocal; and 0 Registered for a total of 662 appraisers. The total number of appraisers is up 6 from February, and down 10 from March 2014. The Director also informed the Board that there are 56 Trainees, which is up 2 from February, and up 12 from March 2014.

In addition, the Director addressed the number of temporary permits issued. There were 24 permits issued in February compared to 13 permits issued in January. As of February 28, 2015, 37 temporary permits have been issued for the calendar year. Finally, Director Kohtz reported 111 AMCs registered, and no new AMC application has been submitted since the last meeting. Director Kohtz asked the Board if it was acceptable to remove the "Number of AMC Applicant/Registered – 13 Month" graph from the Board documents. The Director indicated that it was important information to track as the AMC Registration Act was being implemented, but during the past year, the numbers have been insignificant. The Board agreed that there is no need to continue reporting this information.

Director Kohtz finished by informing the Board that Mr. Fenochietti and Ms. Klamet were very polite and respectful during their visit.

## **J. FINANCIAL REPORT AND CONSIDERATIONS– MARCH 2015**

### **1. APPROVAL OF FEBRUARY RECEIPTS AND EXPENDITURES**

The receipts and expenditures for February were reviewed by the Director by line item with the Board. Director Kohtz provided details related to some specific February expenses. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$22,268.84 in expenditures and \$6,179.53 in revenues were reported. As of the end of February, expenses amount to 63.67 percent of the budgeted expenditures for the fiscal year; 66.58 percent of the fiscal year has passed. Finally, Director Kohtz presented three charts outlining the Agency twelve month expenses and revenues, historic cash balance, and twelve month cash balance.

Board Member Woodle moved to accept and file the February 2015 budget reports for audit. Board Member Langemeier seconded the motion. The motion carried with Saxton, Langemeier, Gutwein, Woodle, and Kubert voting aye.

### **2. 2015-17 BIENNIAL BUDGET REQUEST UPDATE**

Director Kohtz informed the Board that its hearing before the Appropriations Committee took place on February 24, 2015, and he requested full funding for all items outlined in the Board's original request and subsequent request, with the exception of the request of funding for the appraiser profession awareness program and unemployment insurance. The Director indicated that he was only asked two questions by Committee members, which was surprising considering the amount in the request. Director Kohtz finished by saying that the Board must wait for a month or two until the appropriations bill starts moving again to learn anything more.

### **3. RELOCATION EXPENSES**

Director Kohtz provided estimates to the Board for expenses related to the relocation of the office. The estimates include \$800.00 for upgrades to the phone system, and \$850.00 or \$1,200.00 for a board meeting room projector. Director Kohtz provided details concerning the differences between the two estimates for projectors. The Board agreed that a projector with wireless connectivity would be more beneficial. With no further discussion, Board Member Woodle made a motion to approve funding for the phone system upgrades and the Hitachi CP-X2530WNLCD projector. The motion was seconded by Saxton, and carried with Woodle, Langemeier, Gutwein, Saxton, and Kubert voting aye.

### **4. CRIMINAL HISTORY BACKGROUND CHECK FEE CHANGE**

Director Kohtz presented the Nebraska State Patrol's adjusted fee for fingerprint-based criminal history background checks, and asked if the Board was interested in adjusting the Board's fee charged to applicants now, or wait until strategic planning to consider the adjustment. The Board agreed that the savings should be passed along to the applicants. Board Member Woodle made a motion to reduce the background check fee for applicants from \$38.00 to \$28.75. The motion was seconded by Saxton, and carried with Langemeier, Woodle, Saxton, Gutwein, and Kubert voting aye. Director Kohtz informed the Board that the applications will be updated to reflect this change.

## **K. GENERAL PUBLIC COMMENTS**

Chairman Kubert asked for any public comments. With no comments, the Chairman proceeded to education.

## L. EDUCATION

Board Member Woodle moved to take the following actions on education and instructor requests as listed:

### New Continuing Education Activities and Instructors

1. PlanitOmaha
  - a. CRE Summit (C21527)/8 Hours - *Approve*
    1. Jerry Slusky - *Approve*

### New Qualifying Education Activities and Instructors

1. Appraisal Institute
  - a. Advanced Market Analysis and Highest & Best Use (QE21526)/35 Hours - *Approve*
    1. Joseph Magdziarz - *Approve*

Seconded by Gutwein. Chairman Kubert called for the vote. The motion carried with Saxton, Woodle, Gutwein, Langemeier, and Kubert voting aye.

## M. UNFINISHED BUSINESS

1. **NRPAB OFFICE RELOCATION UPDATE:** Director Kohtz provided an update to the Board concerning the office relocation effort. The Director informed the Board that the move date has been pushed back to May 1, 2015 due to issues with the flooring in the newly constructed hallway. During the past month, staff has been active making the necessary purchases and arrangements for the relocation.

## N. NEW BUSINESS

1. **APPRAISAL SUBCOMMITTEE AUDIT REPORT:** Neal Fenochietti and Kristi Klamet, policy managers with the Appraisal Subcommittee, appeared before the Board to give a presentation on the recent audit completed by them. Mr. Fenochietti thanked the staff for their assistance during the process, and declared that staff was very accommodating and helpful. Mr. Fenochietti also noted the turnover experienced by the agency, and stated that Director Kohtz is doing a great job training employees.

Policy Manager Fenochietti began his presentation by explaining what the Appraisal Subcommittee is and its purpose. One of the duties of the Appraisal Subcommittee is to ensure that each State's appraiser regulatory program is compliant with Title XI of FIRREA, and to do so, it conducts an audit of each State's program once every two years. During the previous two days, the policy managers have been reviewing the Board's files and observing staff related to the first seven Appraisal Subcommittee Policy Statements, which includes statutes, regulations, policies and procedures, temporary practice, national registry, application process, reciprocity, education, and enforcement.

Mr. Fenochietti explained the initial findings related to each Policy Statement for the preliminary report, and focused on language in the regulations that has not been updated to reflect the 2015 Real Property Appraiser Criteria, and the requirement that a log of appraisal reports must be submitted by a reciprocal applicant. Mr. Fenochietti acknowledged that the draft regulations would resolve all the regulation issues once adopted, and that Director Kohtz is working to address the reciprocal log issues. Mr. Fenochietti finished his presentation by stating that the program is being run great. Mr. Fenochietti indicated that the preliminary report should be completed within a few weeks, and the Board will have sixty days to provide a response to the findings. The Appraisal Subcommittee's Executive Committee will then review the preliminary report and response for the final report.

Discussion took place between the policy managers and the board members regarding the findings. Board Member Woodle asked, "Why can't the Board ask for a log from reciprocal applicants if it does from resident applications?" Mr. Fenochietti responded, "The Board cannot impose requirements that exceed the criteria for credentialing. The Board can request a log of appraisal reports for review if the applicant's home state fails to meet or exceed the requirements in Nebraska as they currently exist." Board Member Saxon asked, "How is the home state determined?" Mr. Fenochietti responded, "The home state can be any state in which the applicant holds a credential." Chairman Kubert closed the discussion by thanking Mr. Fenochietti and Ms. Klamet for their time.

Break from 1:20 p.m. to 1:33 p.m.

2. **AMC DOCUMENT UPLOAD FEES:** Director Kohtz indicated that Board Member Woodle asked to put this item on the agenda. Board Member Woodle informed the Board that he has received complaints from appraisers concerning the upload fees charged by AMCs. He went on to say that many appraisers are being charged for each instance that a report or information is uploaded by some AMCs. Board Member Woodle asked if any of the residential appraiser board members have any thoughts on this. Board Member Gutwein indicated that she has not experienced multiple upload fees; so far she has just had to pay a one-time fee for any AMCs she does business with. Board Member Saxton stated that he only has experience with the Fanny Mae upload fee. Chairman Kubert reminded the Board that any upload fees charged by AMCs is a business decision, and is not a statutory matter; it is out of the Board's jurisdiction.
3. **APPRAISAL BUZZ ARTICLE – SOLVING THE APPRAISAL PRESSURE PROBLEM:** Director Kohtz presented an Appraisal Buzz article titled "Solving the Appraisal Pressure Problem" to the Board for discussion. Director Kohtz summarized the article and asked the Board if this position reflects the reality that they are seeing in the market; is there a trending issue with inflated values? Are the causes as stated in the article? Board Member Gutwein indicated that she does not believe this article is an accurate assessment of value conclusions being reached in her area.
4. **APPRAISAL BUZZ ARTICLE – HOW WILL COLLATERAL UNDERWRITER CHANGE APPRAISER REGULATION?:** Director Kohtz presented an Appraisal Buzz article titled "How Will Collateral Underwriter Change Appraiser Regulation?" Director Kohtz indicated that former Board Member Barkley asked if the Board has put thought into this question. The Director asked the Board if it sees the potential for an increase in grievances filed for USPAP violations because of Collateral Underwriter. A short discussion took place, and the Board agreed that it is too early to tell what effect Collateral Underwriter might have on grievances, but also acknowledged that there is not a likely source for a grievance directly related to Collateral Underwriter. No further discussion took place.

- 5. DEPARTMENT OF ROADS COMPENSATION ESTIMATES:** Board Member Kubert brought attention to language found in the Scope of Services section of document titled “Appraisal Services Specifications” used for solicitation of appraisal services for a Compensation Estimate related to federal aid projects. The language says, “The Compensation Estimate is not considered an appraisal under the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by The Appraisal Foundation and adopted by the Nebraska Real Estate Appraiser Board. This Compensation Estimate is prepared under a waiver of appraisal provision authorized by Federal Highway Administration guidelines, 49 CFR24, 102 (c) (2). As such, the Jurisdictional Exception Rule of USPAP is invoked for Compensation Estimates.” Board Member Kubert explained that the Jurisdictional Exception Rule is being misapplied in this instance. The Department of Roads is using this rule as a way to side step requirements for USPAP compliance for those that contract with the agency for appraisal services.

Director Kohtz added that he reviewed all the federal laws pertaining to Waiver Valuations and found that Waiver Valuations are not appraisals at all, and not intended to be prepared by real property appraisers. Director Kohtz also indicated that the Nebraska Department of Roads is setting up appraisers for disciplinary action if they contract with the Agency under these terms. Board Member Saxton recommended that all the parties get together to sort this out, and the Board may want to consider getting an opinion from the Attorney General’s Office. Board Member Langemeier indicated that the Board’s only concern should be the effect on appraisers. Board Member Woodle made a motion to authorize Director Kohtz to send a letter to the Department of Roads requesting that any use of the Board’s name implying that the Board agrees with or supports the terms of the document be removed. The motion was seconded by Langemeier, and carried with Gutwein, Saxton, Langemeier, Woodle, and Kubert voting aye.

#### **O. LEGISLATIVE REPORT AND BUSINESS**

- 1. LEGISLATIVE UPDATE:** Director Kohtz provided an update to the Board regarding legislation introduced during the current session that the Board may have interest in. The following bills were addressed:

**LB51** – No update.

**LB139** – This bill passed first round debate with AM893. AM893 was introduced by Senator Schumacher, and puts a one-year moratorium on enforcement action by the Board involving mass appraisals conducted under the authority of any county assessor by employees or independent contractors. Director Kohtz informed the Board that this is a good resolution to move the bill because the moratorium is only for a one-year period and the Board is still responsible for enforcement of this provision. The Board agreed with this assessment.

**LB282** – Indefinitely postponed.

**LB356** – AM803 was added to this bill to lay out the meeting directives for the proposed committee. This amendment has no effect on the Board’s initial position.

**LB375** – No update.

**LB606** – Section 36, which redefined rules, was removed from the bill eliminating the Board’s opposition. No action was taken.

**LB646** – No update.

2. **TITLE 298:** Director Kohtz presented a handout that contained the Appraisal Subcommittee's recommended changes to the draft rules. Director Kohtz outlined the requested changes, which includes specifying that all trainee real property appraiser qualifying education must be completed within five years, making the licensed residential real property appraiser in-lieu of education requirements more general, adding the post-secondary education requirements to each credential level and upgrade language, ensuring that a representative sampling of all appraisal experience is selected for review, ensuring that an applicant is approved by the Board prior to sitting for examination in another jurisdiction, clarify that an appraisal log may be requested from a reciprocal applicant if the requirements for credentialing in his or her jurisdiction of practice fails to meet or exceed the requirements in Nebraska as they currently exist, change "non-core curriculum" to "elective curriculum," ensure that the outline submitted for approval of education courses are "timed outlines," and define the type of review for applicants and enforcements. The Director informed the Board that the Title 298 draft will be updated to reflect these recommended changes. There was no further discussion.

## **P. BOARD POLICIES AND PROCEDURES**

### **1. BOARD POLICIES**

- a. **Current Board Policies:** No discussion.
- b. **New Board Policies:** Director Kohtz presented an amendment to Board Policy 14-02, and new Board Policy 15-02, to the Board for review. Director Kohtz informed the Board that the amendment for Board Policy 14-02 concerns the acceptability of experience obtained in another jurisdiction. Board Member Kubert found an unintended loophole while reviewing this policy. If read correctly, the policy refers to 75% of experience, but does not limit the experience to required experience only. The amendment is intended to allow for only 75% of the required experience to qualify under this policy. The Board discussed amendments to this policy in February, but was unable to agree on amended language. Board Member Langemeier indicated that the policy would be more fair if the same standard was applied to those that currently live in Nebraska, but obtain experience in another jurisdiction, compared to those that live in another jurisdiction. In his opinion, the acceptable experience should be 50% under both scenarios. A discussion took place regarding Board Member Langemeier's comments, and the Board agreed with his assessment. Director Kohtz was also asked to remove all language starting at "if while the applicant...." and ending with "at the time the experience was obtained." The Board expressed satisfaction with these changes, but was not ready to vote on the amended language. Director Kohtz indicated that 14-02 will be placed on the April agenda with the recommended changes.

New Board Policy 15-02 concerning reciprocal applicant appraisal report review was presented to the Board for consideration. Director Kohtz explained that this drafted Board Policy was the result of the discussion with the Appraisal Subcommittee concerning the Board's ability to request appraisal logs from reciprocal applicants. The policy clarifies the Board's use of this provision, and would satisfy the Appraisal Subcommittee's concerns regarding the language found in Neb. Rev. Stat. § 76-2233 (3) (a). Board Member Kubert brought attention to a spelling error in the policy, and requested that "by" be changed to "be." Director Kohtz acknowledged the error and stated that it would be corrected. Board Member Langemeier made a motion to approve Board Policy 15-02 as amended. The motion was seconded by Woodle, and carried with Saxton, Woodle, Langemeier, Gutwein, and Kubert voting aye.

## 2. APPRAISER FORMS AND PROCEDURES

- a. **NRPAB Investigative Procedure Changes:** A discussion took place concerning the recommended changes to the Board's investigative procedures. Board Member Kubert and Director Kohtz outlined the recommended changes, which incorporated the discussion points from the February meeting. Board Member Saxton expressed concern with the procedures as written, but is also unsure as to what the appropriate solution is. Chairman Kubert requested that this item be placed on the April agenda for further discussion. The Chairman also requested that each board member review the procedures before the next meeting, and bring all feedback to the meeting. Chairman Kubert expressed the need to continue moving towards adoption of revised investigation procedures.
- b. **Application for Nebraska Real Property Appraiser Credential by Reciprocity:** Director Kohtz presented an updated Application for Nebraska Real Property Appraiser Credential by Reciprocity form to the Board for review. The Director explained that the changes reflect new Board Policy 15-02, and clarifies the use of appraisal logs for reciprocal applicants. Board Member Langemeier asked that that form be updated to reflect the new background check fee of \$28.75. Director Kohtz responded that this change will be made. Board Member Woodle made a motion to approve the Application for Nebraska Real Property Appraiser Credential by Reciprocity form as amended. The motion was seconded by Langemeier, and carried with Gutwein, Langemeier, Woodle, Saxton, and Kubert voting aye.

## Q. OTHER BUSINESS

1. **BOARD MEETINGS:** Chairman Kubert asked Director Kohtz to start working to establish a date for the 2015 Strategic Planning Meeting in June. Director Kohtz indicated that he will start putting available dates together for the Board to consider.
2. **CONFERENCES/EDUCATION**
  - a. **Dreesen Appraisal Foundation Investigator I Training Report:** Compliance and Education Specialist Dreesen provided a report regarding attendance at the Appraisal Foundation's Level I Investigator Training held in San Antonio, Texas from March 9th through 11th. CES Dreesen noted that the training was a good follow-up to the CLEAR training he attended last year, adding that the CLEAR training set a foundation for Investigative work, and the Appraisal Foundation training built on that with appraisal specific examples. Dreesen added that a lot of the information and examples came from states with more resources, but he believes the Board is moving in the right direction with planned changes to compliance investigations. The conversation wrapped up with Dreesen confirming that the training was useful and relevant to the position, and that he would recommend that the Board continue to send employees to similar training courses.
  - b. **Langemeier ASFMRA Meeting Report:** Board Member Langemeier was a guest speaker at the Nebraska Chapter of the American Society of Farm Managers and Rural Appraisers meeting last month. Board Member Langemeier provided a summary of his experience, and indicated that the group was very interested in the application process and the supervisory appraiser/trainee real property appraiser relationship. Board Member Langemeier went on to say that with the exception of one individual in attendance, the dialog between the group and himself was positive and productive. Board Member Langemeier finished by stating that the previously mentioned individual took the opportunity to push a personal agenda and attack him as a board member. The individual informed him that he does not have the respect of his peers, and he is not a peer to him. The ASFMRA membership has since expressed that this attack was very inappropriate and unprofessional, and that the group does not agree with the position of this individual.

c. **Mid-West Appraisers Association Fall Conference:** Lynne Heiden, Executive Director of the Mid-West Appraisers Association, requested a speaker on behalf of the Board for its fall conference held on September 16, 2015. Board Member Kubert indicated that this would be a great opportunity for Director Kohtz to get out in front of the State's appraisers, and recommends that he and CES Dreesen attend the conference. Board Member Woodle made a motion to authorize Director Kohtz to speak at the Mid-West Appraisers Association Fall Conference, and that CES Dreesen attends. The motion was seconded by Langemeier, and carried with Gutwein, Langemeier, Woodle, Saxton, and Kubert voting aye.

3. **MEMOS FROM THE BOARD:** No discussion.

4. **APPRAISAL SUBCOMMITTEE:** No discussion.

5. **APPRAISAL FOUNDATION:** No discussion.

Break from 3:44 p.m. to 3:51 p.m.

Board Member Woodle moved that the Board go back into executive session for the purpose of reviewing applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive matters. The time on the meeting clock was 3:51 p.m. Board Member Langemeier seconded the motion. The motion carried with Saxton, Langemeier, Woodle, Gutwein, and Kubert voting aye.

Board Member Langemeier moved to come out of executive session at 3:52 p.m. Board Member Woodle seconded the motion. The motion carried with Saxton, Gutwein, Langemeier, Woodle, and Kubert voting aye.

**C. CONSIDERATION OF APPLICANTS AS NEBRASKA REAL PROPERTY APPRAISER:**

Board Member Woodle moved to take the following actions for the applicant as listed:

- T15002 / Approve as Trainee Real Property Appraiser**
- CG15010R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**
- CR14024 / Approve as Certified Residential Real Property Appraiser; send advisory letter.**
- CG15009 / Deny**
- CG14041 / Approve 2000 hours of experience; request applicant to complete an additional 1000 hours of experience and submit updated experience log for further evaluation of experience. Costs associated with subsequent reviews paid by applicant.**
- CR14025 / Select three additional appraisal reports from current experience log, one selected by Board, and two selected by applicant. Send appraisal reports for review; costs associated with subsequent reviews paid by applicant.**
- CG14021 / Request updated log through December 31, 2014; select two additional appraisal reports from updated experience log, one selected by Board, and one selected by applicant. Send appraisal reports for review; costs associated with subsequent reviews paid by applicant.**

**CG14037 / Select two additional appraisal reports from current log, or an updated experience log if applicant wishes to submit an updated log through December 31, 2014, one appraisal report selected by Board, and one appraisal report selected by applicant. Send appraisal reports for review; costs associated with subsequent reviews paid by applicant.**  
**CR14022 / Approve as Certified Residential Real Property Appraiser.**  
**CR14026 / Hold**  
**CR14017 / Hold**

Board Member Saxton seconded the motion. Motion carried with Woodle, Gutwein, Langemeier, Saxton, and Kubert voting aye.

Board Member Woodle moved to approve all renewal applications received at that Board's office postmarked between February 18, 2015 and March 16, 2015 with advisory letters. The motion was seconded by Saxton, and carried with Langemeier, Saxton, Gutwein, Woodle, and Kubert voting aye.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY: None**

**E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS:**

Board Member Woodle moved to take the following enforcement actions:

**13-24 / Close**  
**13-25 / Close**  
**13-26 / Monitor Consent Agreement**  
**14-15 / Monitor Consent Agreement**  
**14-16 / Hold**  
**14-17 / Hold**  
**14-18 / Hold**  
**14-19 / Hold**  
**14-20 / Hold**  
**14-22 / Monitor Consent Agreement**  
**14-23 / Monitor Consent Agreement**  
**14-24 / Monitor Consent Agreement**  
**14-26 / Monitor Consent Agreement**  
**14-27 / Monitor Consent Agreement**  
**14-34 / Dismiss without prejudice; send advisory letter and recommend that Respondent complete a relocation oriented course.**

Board Member Gutwein seconded the motion. Motion carried with Saxton, Langemeier, Gutwein, and Woodle voting aye. Kubert abstained.

Board Member Langemeier moved to take the following enforcement actions:

**13-21 / Close**  
**14-32 / Refer file to legal counsel for recommendation.**  
**14-33 / Refer file to legal counsel for recommendation.**  
**14-35 / Ongoing**

Board Member Saxton seconded the motion. Motion carried with Gutwein, Saxton, Langemeier, and Kubert voting aye. Woodle abstained.

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS:**

An appraisal experience log submitted to the Board for verification of experience by an applicant for credentialing was discussed by the Board. After the appraisal reports were selected from the experience log and sent for review, it was discovered that many of the appraisal reports included on the log fail to meet the minimum requirements of USPAP. The Board agreed to open an inquiry for the supervisory appraiser to gather more information concerning the subject appraisal reports and experience log entries. Inquiry number I15-11 was assigned.

Vice Chair Woodle moved to take the following actions for other executive session items:

**I14-32 / Hold**

**I14-33 / Hold**

**I15-1 / Ongoing**

**I15-2 / Ongoing**

**I15-3 / Ongoing**

**I15-4 / Ongoing**

**I15-5 / Ongoing**

**I15-6 / Ongoing**

**I15-7 / Ongoing**

**I15-8 / Ongoing**

**I15-9 / Ongoing**

**I15-10 / Ongoing**

**I15-11 / Open inquiry; send letter and request written response within 10 days of receipt.**

Board Member Saxton seconded the motion. Motion carried with Langemeier, Woodle, Gutwein, Saxton, and Kubert voting aye.

**S. ADJOURNMENT**

Board Member Langemeier moved to adjourn the meeting. Board Member Woodle seconded the motion. Motion carried with Langemeier, Gutwein, Woodle, Saxton, and Kubert voting aye.

At 4:01 p.m. Chairman Kubert adjourned the March 19, 2015 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on April 2, 2015, in compliance with Nebraska Revised Statute §84-1413 (5).