

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General Building, Little Rock
August 10, 2016**

Board members present:

Wayne Pace, Chairman	Robert Neal	Joe Kanopsic
Anthony Utsey	Cheryl Payne-Nesuda	Allen Trammell
Bob Downum (<i>Absent</i>)		

Others Present:	Assistant Attorney General:	Julie Chavis
	Law Clerk:	Forest Stobaugh
	DFA-Office of Accounting Staff:	Melanie Hazeslip Melina Campbell
	Board Administrator:	Charlotte London

I. Agenda Item A: Call to Order/Roll Call

Meeting called to order at 9:38 am.

Roll call by Mr. Pace included all board members in attendance.

II. Agenda Item B: Approval of August Meeting Agenda

Motion was made by Ms. Payne-Nesuda to approve agenda and seconded by Mr. Kanopsic. All board members voted in favor of motion with aye.

III. Agenda Item C: Approval of Minutes

Motion was made by Mr. Kanopsic to approve the meeting minutes of July 13, 2016 and seconded by Mr. Trammell.

All board members voted in favor of motion with aye.

IV. Agenda Item D: Financials

Financial reports were read by Ms. Hazeslip

Ms. Hazeslip informed the board members that rent for the board's office space would be billed in the amount of \$7,500.00 per year (\$625.00 per month). Mr. Neal made motion to approve payment of the monthly rent & motion was seconded by Mr. Kanopsic. All board members voted in favor of motion with aye.

In discussion of payment to AETN for advertising, Mr. Neal moved to approve the monthly payment of \$833.33. The motion was seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.

July Available Cash	\$389,972.95
Revenue	\$3,794.85
Salary Expense	\$420.00
AETN Expense	\$833.33
Postage/Cell Phone	\$49.45
Utilities & Rent	\$0.00
Board Member Travel	\$475.79
Background Checks	\$110.00
Refunds	\$0.00
Total of Expense	\$700.59
Burn Rate of	\$700.59

V. Agenda Item E: Review of New Applicants

The board reviewed seven new applicants

1. Rob Miller
 - a. Miller's application was incomplete due to 1) missing original training certificate, 2) incomplete background check due to no social security number.
 - b. Motion was made by Mr. Kanopsic to table Miller until all required paperwork is in. Motion was seconded by Mr. Neal and all board members voted in favor of motion with aye.

2. David Donica
 - a. Motion was made by Mr. Neal to approve Donica's application pending receipt of training course certificate, seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.
(Administrator note: Certificate was received in the mail after the meeting)

3. Justin Hall
 - a. Motion was made by Mr. Neal to approve Hall's application, seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.

4. Devin Reaves
 - a. Motion was made by Mr Neal to approve Reaves's application, seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.

5. Alan Koska
 - a. Tabled due to unresolved issues with background check and pending investigation by Ms. Chavis..

6. Ronnie Buck
 - a. Motion was made by Mr. Neal to approve Buck's application, seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.

7. Eli Harr
 - a. Motion was made by Mr. Neal to approve Harr's application contingent upon receipt of his Certificate of Insurance with his agent's name and phone number, seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.
(Administrator note: Certificate was received in the mail after the meeting)

VI. Agenda Item F Status of Complaints

Julie Chavis, Attorney General Deputy, reported any updates to the old complaints.

1. McCormick
 - a. Ms. Chavis received no response from a letter she mailed to him on July 25, 2016. He was made aware of deficiencies in his home inspection report. McCormick called Mr. Pace and Mr. Pace told him that he could file for a hearing. McCormick told him that he would just pay the fine, but so far, he has not done so. Ms. Chavis will contact him about paying a \$200.00 civil penalty. Mr. Pace reminded the administrator to watch for McCormick's check in the mail and to let him know if it should come in.
2. Primm
 - a. Ms. Chavis recommended that this complaint be closed.
3. Bevill
 - a. Ms. Chavis will call Bevill's attorney to try to settle this complaint.
4. Hall
 - a. Hall has been advertising as a home inspector and he is not licensed to do so. There have been numerous incidents on the internet about him portraying himself as a home inspector. Mr. Neal said that Hall has been given notice about his actions. Ms. Chavis said that she would write a letter to him asking him to stop doing the home inspections. Since Hall is a licensed engineer, Ms. Chavis will also contact Heather Richardson of the Engineering Board to see if he is in violation of his engineering license. Mr. Neal said the board could request copies of Hall's home inspection reports and each report would count as a violation.
5. Stouffer
 - a. Ms. Chavis mailed a letter to Stouffer on July 25, 2016 to get his response to the complaint against him. She has not received a response from him. She said a follow-up letter would be sent to him with notice of a hearing detailing laws that have been violated.
6. Williams
 - a. Williams has several complaints from sellers and builders. Ms. Chavis is still working on this one.
7. Koska
 - a. Tabled due to unresolved issues with background check that Julie will contact him about.

One new complaint not listed on the Agenda was discussed.

1. William Clark
 - b. Clark has been doing home inspections and citing violations of state codes in his reports. Mr. Pace and Mr. Neal explained that home inspectors can inform clients of safety issues, but are not supposed to cite code violations.

Break 10:58-11:10 am

VII. Agenda Item G Continuing Education/Pre-Registration Courses

Mr. Utsey had reviewed the courses and made a motion to approve each of them. Each motion was seconded by Mr. Kanopsic and all board members voted in favor of each motion with aye.

1. InterNACHI Approved
2. All American Training Institute Approved
3. Home Inspectors of TN Association, Inc. Approved

(1) Mr. Neal asked about the Standards of Practice for the TN course and Mr. Pace said that any 80 hour course should have the Standards of Practice as part of the curriculum. A motion was made by Mr. Utsey to make the Arkansas Standards of Practice be a part of the curriculum. Motion was seconded by Mr. Kanopsic and all board members voted in favor of motion with aye.

VIII. Agenda Item H New Business

1. Status of Transfer of Responsibilities
 - a. Ms. Hazeslip told the board members that she will assist Ms. London with the transfer of duties and Ms. London will prepare the next meeting.
 - b. Mr. Pace asked Ms. London to check reports for minimum standards and to take the 80 hour home inspector course in the fall around December.
 - c. Mr. Neal wants Ms. London to remind him to help create back-up files for the office.
2. Other
 - a. Mr. Pace told the board members about an incident that occurred when someone hired a legitimate home inspector and paid him with a fictitious check. The person had given different names to the home inspector and to a real estate agent. Mr. Pace wants a bulk email sent to all home inspectors to inform them of the incident and be made aware of the issue. Mr. Pace said he would write the email and send to Ms. London to be sent out. *(Administrator note: The email was sent to all home inspectors on Thursday, August 11, 2016).*
 - b. Mr. Pace told the board members about Ms. London's application to get a P-card to make limited purchases, as needed for the office. The application was approved and signed by Mr. Pace.
 - c. A message was received in the office from James Paulk who wants to do home energy audits but wanted to make sure there was no conflict with the home inspector board. Mr. Pace said there was no conflict. *(Administrator note: Ms. London called James after the meeting to inform him of the answer).*
 - d. A message was received in the office from Ben Ryan who wanted to know if he could obtain an Arkansas Home Inspector license without taking the 80 hour course. He took the course in 1999 and he has been licensed in Tennessee for 12 years. Mr. Pace said that he would have to petition the board for approval to be licensed in Arkansas. Mr. Pace has contacted Ryan with the information and there has been no further response from Ryan.

IX. Agenda Item I Old Business

1. AETN
 - a. Article for Magazine
 - i. Ms. Hazeslip told board members that they may want to take another picture for the AETN ad since all the board members (except Mr. Downum) were present. *(Note: A picture was taken after the meeting adjourned.)*
2. Other
 - a. Mr. Neal mentioned that he would help Ms. London with understanding the board's complaint process.
 - b. Ms. Chavis said that she would contact Gary Isom to have him add Ms. London to his email contacts for attending brown bag luncheons.
 - c. Ms. Hazeslip mentioned to the board that in order to promote more awareness of the boards function to the public that they should consider getting booths at functions such as the realtors' convention.

X. Agenda Item J Schedule Next Meeting

1. Mr. Kanopsic made a motion to schedule future board meetings on the first Wednesday of each month at 9:30. All board members approved.
 - a. The next board meeting is Wednesday, September 7, 2016 @9:30 am

XI. Agenda Item K Adjournment

Mr. Pace adjourned the meeting at 11:58 am.