

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
July 14, 2017**

Board Members participating:

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

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| Board Administrator: | Charlotte London | |
| Others Present: | Assistant Attorney General: | Julie Chavis |
| | Law Clerk: | Michael Adkins |
| | AAREI Lobbyist: | Bob Balhorn |
| | ABC: | Joe Maxwell |
| | Home Inspector: | Barrett Moon |

Applicant: Ronald Dawson

- I. Agenda Item I: Call to Order/Roll Call**
Meeting called to order at 9:30 a.m.

Roll call by Mr. Neal - All Board members present except Ms. Payne-Nesuda.
- II. Agenda Item II: Approval of July 14, 2017 Meeting Agenda**
Motion was made by Mr. Allen to approve the agenda and seconded by Mr. Kanopsic.
All Board members voted in favor of motion with aye.
- III. Agenda Item III: Approval of Minutes**
June 2 and June 7, 2017 Minutes: Mr. Trammell motioned to approve the June minutes, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye.
- IV. Agenda Item IV: Financials**
The Board reviewed the Financials for June.

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| June Available Cash | \$407,668.93 |
| Revenue | \$1,595.00 |
| Salary Expense | (\$5,295.70) |
| Postage/Office Phone | (\$179.41) |
| Utilities & Rent | (\$1,250.00) |
| Board Member Travel | (\$153.72) |
| Background Checks | (\$220.00) |
| Office Supplies | (\$55.38) |
| Professional Services | \$0.00 |
| Refunds | (\$125.00) |
| Total of Expense | (\$1,983.51) |
| Burn Rate of | (\$1,395.99) |

Mr. Kanopsic made a motion to approve the June Financials, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

V. Agenda Item V: Review of New Applicants

The Board reviewed eight new applicants.

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| 1. Wes Brown | 5. Jordan King |
| 2. Omar Chavez | 6. Chris Stout |
| 3. Ronald Dawson | 7. Jon Eric Young |
| 4. Daniel Engelken | 8. Jason Zetts |

7 and 8 – Mr. Pace motioned to approve the applications of Mr. Young and Mr. Zetts; Mr. Kanopsic seconded and all Board members voted in favor of the motion to approve the two applicants with aye.

1. Mr. Brown – Mr. Pace made a motion to approve his application, Mr. Kanopsic seconded and all Board members voted in favor of the motion to approve with aye.
2. Mr. Chavez – Mr. Kanopsic made a motion to approve his application, Mr. Downum seconded with further discussion. Mr. Downum questioned the citizenship of the applicant. Ms. Chavis told Ms. London to contact the applicant about providing a Green Card or some document showing that he can legally work in the United States. Once the document is received, it should be sent to Ms. Chavis for review. All Board members then voted in favor of the motion to approve with aye.
3. Mr. Dawson – Mr. Pace made a motion to approve, Mr. Downum seconded with further discussion. Mr. Neal asked Mr. Dawson about his TX background check and Mr. Dawson replied that it has been ordered and he was expecting to receive it soon. All Board members then voted in favor of the motion to approve with aye pending receipt of Mr. Dawson’s background check.
4. Mr. Engelken – Mr. Trammell made a motion to approve his application pending receipt of his insurance agent’s name, Mr. Kanopsic seconded and all Board members voted in favor of the motion to approve with aye.
5. Mr. King – Mr. Kanopsic made a motion to approve his application pending receipt of his insurance agent’s name, Mr. Downum seconded and all Board members voted in favor of the motion to approve with aye.
6. Mr. Stout – Mr. Trammell made a motion to approve his application, Mr. Kanopsic seconded. Mr. Neal said the applicant already has a website that advertises home inspections. He told Ms. London to contact the applicant to find out if he has been doing home inspections without being licensed. If he has not, he needs to be advised to add his Home Inspector’s Registration number to his website and any advertising that he does. All Board members then voted in favor of the motion to approve with aye.
7. Mr. Young - *(See the Board’s decision directly below the list of new applicants)*
8. Mr. Zetts - *(See the Board’s decision directly below the list of new applicants)*

VI. Agenda Item VI Status of Complaints

1. OLD COMPLAINTS

- a. Kyndal & John Wiles vs Ron Allen, HI-1583 *(2/2/2017-Notification letter mailed to Home Inspector, Mr. Allen responded by email dated 2/11/2017)* Mr. Neal is working on this complaint.

- b. Margaret Washburn vs Jerry Hoffman, HI-1500 (2/2/2017-Notification letter mailed to Home Inspector, Mr. Hoffman responded by email dated 2/27/2017) Ms. Chavis is preparing a Consent agreement for the Home Inspector and it will be mailed with the letter explaining the infractions in his home inspection report.
- c. Justin Hall (The Engineer who has been performing home inspections without being registered with the state) – Ms. Chavis said the Engineers Board has shown an interest in what Mr. Hall has been doing.
- d. John Williams, HI-1581 – Ms. Chavis said she has been communicating with his attorney, Mr. Curry, and Consent Agreements will be written to show that Mr. Williams will agree to never perform home inspections in Arkansas again.

BREAK 10:37 – 10:50

2. NEW COMPLAINTS

- a. Ross Sanchez vs Jeromy Overman, HI-1725 – Mr. Neal recommended dismissal of this complaint since the issue involved a home inspector smoking in the complainant’s home and there were no issues about the home inspection. Mr. Kanopsic made a motion to dismiss the complaint, Mr. Pace seconded and all Board members voted in favor of the motion to dismiss with aye.
- b. Vicki Stephenson vs Nate Wilson, HI-1798 – Mr. Neal is reviewing this complaint.

Mr. Neal asked the Board members if they were okay with him filing a Board-generated complaint and all agreed that he should go forward with it.

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

- 1. AHIT-American Home Inspectors Training (Pre-Registration Course Renewal Request) – Mr. Allen requested the application be tabled until next month.
- 2. ABC Home Inspection Institute – CE Courses
 - a. Plumbing Inspections – 4 Hrs Classroom
 - b. Heating Systems – 4 Hrs Classroom
 - c. Electric Inspections and Changes to 2017 Standards – 6 Hrs Classroom
 Mr. Allen made a motion to approve the CE courses from ABC, Mr. Trammell seconded and all Board members voted in favor of the motion to approve with aye.
- 3. National Property Inspections, Inc. (120 Classroom Hours-Pre-Registration Course Renewal Request) Mr. Allen made a motion to approve the Pre-Registration course from NPI, Mr. Trammell seconded and all Board members voted in favor of the motion to approve with aye.
- 4. Arkansas Chapter of ASHI -Electrical Inspection-AFCI, GFCI, Bonding and Grounding- 2 Hr CE Course. Mr. Allen made a motion to approve the CE course from ASHI, Mr. Trammell seconded and all Board members voted in favor of the motion to approve with aye.
- 5. Professional Home Inspection Institute (2 CE Courses-Renewal Requests)
 - a. Advanced Home Inspection-Module1: Structure, Exteriors and Roofing (4 Hrs)
 - b. Advanced Home Inspection-Module 2: Plumbing and Electrical (4 Hrs)

Reviewed in April and approval was denied. Education Provider was notified about denial. Letter from Provider with explanation received 7/12/2017, but courses have not been divided into categories. PHI needs to be advised about what the Board requires.

VIII. Agenda Item VIII New Business

1. BNI – AHIB has received questions regarding Inspector membership in referral groups such as Business Network International (BNI). During the meeting, it was determined that membership by an Arkansas Home Inspector in a referral group such as Business Network International (BNI), or other similar groups, is a Code of Ethics violation pursuant to AHIB Code of Ethics 402.1:

Inspectors shall avoid conflicts of interest or activities that compromise, or appear to compromise, professional independence, objectivity, or inspection integrity.

This is regardless of a membership fee being paid to be part of such a group.

It should also be noted that 402.1.C also prohibits Inspectors to directly or indirectly compensate realty agents, or other parties having a financial interest in closing or settlement of real estate transactions, for the referral of inspections or for inclusion on a list of recommended inspectors, preferred providers, or similar arrangements.

2. Pre-Registration training includes courses that are not in the Standards of Practice. Mr. Neal said this is acceptable since the rules state that the courses are not limited to only what is in the Standards of Practice.
3. Apprenticeship Training – Mr. Pace talked about having a mentoring program for new licensees. Mr. Neal said there is not a shortage of home inspectors, but there is a need to elevate the quality of home inspectors.
4. Test Scores for Pre-Registration Exams – Mr. Pace said that not everyone tests well when it comes to written exams and that should not be a prediction of whether or not that person will be a good home inspector. Mr. Neal told Mr. Moon that the Board would welcome any suggestions from him about improving the quality of home inspectors.
5. Mr. Pace told Board members that someone, preferably an experienced and/or retired home inspector, should be hired to go through the home inspection reports in the Board's office. He said the reports need to be reviewed to make sure that the home inspectors are adhering to the minimum standards. Mr. Trammell asked if the person would have to be hired through a bid process. Mr. Kanopsic said it would be best to go through a bid process. Mr. Pace asked Ms. London to get more information about how the hiring should be done and let the Board know at the next meeting.

IX. Agenda Item IX Old Business

X. Agenda Item X Administrator's Update to Board Members

1. Ms. London told the Board about the audit that was going on after the end of FY2017.

XI. Agenda Item XI Schedule Next Meeting

1. The next Board meeting will be Wednesday, August 9, 2017 at 9:30 a.m.

XII. Agenda Item XII Adjournment

The meeting adjourned at 1:00 p.m.