

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
November 7, 2017**

Board Members participating:

Robert Neal, Chairman	Wayne Pace	Joe Kanopsic	Bob Downum
Tom Allen	Allen Trammell	Marliese Kerr	

Board Administrator: Charlotte London

Assistant Attorney General: Julie Chavis

Others Present: Governor's Office: Gail Ragland
AAREI Lobbyist: Bob Balhorn
ABC Home Inspection Institute: Joe Maxwell

Home Inspector: Dennis Evans

Applicant: Robert Hamrin

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 after late arrivals of Allen Trammell and Joe Kanopsic.

II. Agenda Item II: Approval of November 7, 2017 Meeting Agenda

Motion was made by Mr. Pace to approve the agenda and seconded by Mr. Allen.
All Board members voted in favor of the motion with aye.

III. Agenda Item III: Approval of Minutes

October 4, 2017 Minutes: Mr. Allen motioned to approve the October minutes. Mr. Pace seconded and all Board members voted in favor of the motion with aye.

IV. Agenda Item IV: Financials

The Board reviewed the Financials for October.

October Available Cash	\$394,488.81
Revenue	\$1,865.00
Salary Expense	(\$3,970.12)
Postage/Office Phone	(\$79.29)
Utilities & Rent	(\$625.00)
Board Member Travel	
Background Checks	(\$66.00)
Office Supplies	\$0.00
Professional Services	
Refunds	\$0.00
Total of Expense	(\$770.29)
Burn Rate of	(\$192.57)

Mr. Pace made a motion to approve the August Financials, Mr. Allen seconded and all Board members voted in favor of the motion with aye.

V. Agenda Item V: Review of New Applicants

The Board reviewed four (4) new applicants.

1. Robert Hamrin
2. Bernard Naumann
3. Richard E. Oakes
4. Bob Roddy

Applicant #1: Mr. Pace made a motion to approve Mr. Hamrin, Mr. Allen seconded with the stipulation that he is refunded \$25.00 due to an overpayment. All Board members voted in favor of the motion to approve the applicant with aye.

Applicants #2 & 4: Mr. Allen made a motion to approve Mr. Naumann and Mr. Roddy, Mr. Downum seconded. All Board members voted in favor of the motion to approve the applicants with aye.

Mr. Trammell arrived at the meeting at 9:37.

Applicant #3: Mr. Downum made a motion to approve Mr. Oakes and Mr. Allen seconded. Mr. Neal questioned whether the applicant's AHIT courses taken in Texas met the requirements of the Standards of Practice for Arkansas. Since many applicants from Texas work for Inspectiongator, Board members talked about sending a letter asking them to make sure their applicant's pre-registration courses includes training that complies with the Standards of Practice for Arkansas.

Mr. Kanopsic arrived at the meeting at 9:52.

Mr. Neal tabled Mr. Oakes application until more information is received. He said the applicant will have to show proof that he has completed training of the Arkansas Standards of Practice. Tom amended his motion that the applicant should meet the requirements of Section 700 of the Rules and Procedures of the Arkansas Home Inspector Registration Board and provide proof of completion of training in the Standards of Practice for Arkansas. Mr. Downum seconded and all Board members voted in favor of denying approval with aye.

VI. Agenda Item VI Status of Complaints

1. OLD COMPLAINTS

- a. **Justin Hall** (*The Engineer who has been performing home inspections without being registered with the state*) – Ms. Chavis is continuing to work on this ongoing complaint. Board members agreed to keep the message on the website concerning Mr. Hall.

BREAK: 10:25-10:35

- b. **Deborah Starr vs Curtis Gordon** (Not Registered) (*June, 2017*) Notification to Mr. Gordon mailed 9/22/2017
Ms. Chavis asked Ms. London to send Mr. Gordon another notification by Certified Letter. Mr. Allen made a motion that Ms. London start sending two (2) notification letters to unregistered inspectors, one by regular mail and one by Certified Mail. Certified Letters would be sent to all home inspectors who have been sent letters by regular mail, but have not responded. Mr. Kanopsic seconded and all Board members voted to approve the motion with aye.
- c. **Vicki Stephenson vs Nate Wilson, HI-1798** (*June, 2017*) Notification to HI mailed 6/19/2017, Response from HI received 6/28/2017
Mr. Neal is reviewing this complaint.

- d. **Cindy Conrade vs Grant Colclasure** (Not Registered) *(July, 2017) Notification to Mr. Colclasure mailed 8/15/2017, Letter was returned, 2nd Notification mailed 8/31/2017*
A Certified Letter of notification will be mailed to Mr. Colclasure.
- e. **Alton Darty, HI-1496 vs Billy Howard Young, Jr.** (Not Registered) *(July, 2017) Notification to Mr. Young mailed 10/30/2017*
No response as of date of meeting.
- f. **Richard Kaegi vs Tim Hennelly, HI-1179** *(August, 2017) Notification to HI mailed 9/19/2017, Response from HI received by email dated 9/26/2017*
Mr. Neal is reviewing this complaint.
- g. **Sharon Zeringue vs Robert Bedford, HI-1143** *(August, 2017) Notification to HI mailed 9/12/2017, Response from HI received 10/2/2017*
Mr. Neal recommended dismissal of the complaint. He said the complaint was written in compliance with the Standards of Practice, even though there were some issues with professionalism. Mr. Kanopsic motioned, Mr. Allen seconded and all Board members voted aye in favor of dismissal of the complaint.
- i. **Brian McGee vs Archie Van Gorder** (Not Registered) *(September, 2017) 1st Notification to Mr. Van Gorder mailed 9/19/2017, Letter was returned, 2nd Notification mailed 9/22/2017, 3rd Notification sent by Certified Mail on 10/30/2017*

2. NEW COMPLAINTS

- a. **Charles L. Campbell, Jr. vs David Many, HI-1566** (November, 2017)

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

1. **InterNACHI** –Pre-Registration Course was denied approval in June. They have submitted a new application for review. Mr. Allen reviewed the course and made a motion to deny approval based on the course being online and not meeting the requirements of Section 700 of the Rules and Procedures. Mr. Kanopsic seconded and all Board members voted in favor of the motion to deny approval with aye.
2. **InterNACHI** –CE Course: Advanced Residential Roof Inspection-22 Hrs Mr. Allen made a motion to approve the roofing course, Mr. Downum seconded and all Board members voted in favor of the motion to approve with aye.
3. **InterNACHI** –CE Course: How to Inspect Lawn Irrigation Systems-2 Hrs Mr. Allen made a motion to deny approval of this course, Mr. Downum seconded and all Board members voted in favor of the motion to deny approval with aye.
4. **InterNACHI** –Several CE Courses were submitted for renewal and the documents were not in any type of order. They did not include payment for the application fee. Mr. Neal said a letter should be sent to them asking that they comply with the rules for education providers and re-submit the courses for consideration.

VIII. **Agenda Item VIII** **New Business**

1. **Audit Findings** – Mr. Neal told the Board about the Legislative Audit Findings for Fiscal Year 2016. Mr. Neal made a motion that the Board accept the findings, Mr. Kanopsic seconded and all Board members voted aye to accept the Legislative Audit Findings.
2. **Statistical Data on Home Inspectors** –Mr. Allen told Board members that he would like to get someone hired in the office to compile the data.

3. Home Inspector, Dennis Evans spoke to the Board about the advantages of using social media as an advertising tool. He talked about how social media can be used to target specific demographics and Facebook could be utilized to make people aware of your presence. Board members said they would be interested in using social media, but would like to have more information. Mr. Neal and Mr. Kanopsic said they would contact people who could manage social media pages and invite them to come and talk to the Board in January.
4. AHIRB Advertising –Ms. London told Board members that all of the invoices (*except the Times Record invoices*) that billed for two months of advertising have been resolved. Mr. Neal said the advertisers should be notified to stop the ads since the ads were supposed to be for one month.
5. Hiring of a Subcontractor to review home inspection reports –Mr. Pace said the Board should work on hiring someone before the end of the fiscal year. He said the job description and application should be on the website by January, 2018.
6. Quarterly Newsletter –Board members discussed that a newsletter may not be necessary if social media is utilized.
7. Board members read an email from a potential applicant who asked if he could be put on immediate Inactive Status if approved for a license. Board members said that he would have to pay the application fee and submit his documents to the Board. He would have to be approved and in Good Standing before he could request Inactive Status.

IX. Agenda Item IX Old Business

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

1. Insurance Renewal letters for November were mailed on October 10.
2. P-Card purchases –\$6.59 Certified Mail fee (*re: Agenda Item VI.1.i*), \$196.00 -Four (4) rolls of stamps for the mailing of Registration Renewals. Any other supplies needed for November might exceed the \$250.00 limit for the month.
3. Registration Renewals for 2018 have been printed and mailed.

Total number of renewals:	309
<i>2017</i>	<i>(267 + 42 of those were licensed in</i>
<i>2017)</i>	<i>between January 1, 2017 and July 1,</i>
- | | |
|--|-----------|
| Current Inactive Status renewals: | 34 |
|--|-----------|
4. HI-1285, Gene Kennigseder called to ask if the Board will accept a CE course that he completed through InterNACHI. The course (*How to Inspect for Moisture Intrusion*) was taken for his Oklahoma license and completed on 10/26/2016. The Board reviewed and approved the same course on 11/1/2016. Mr. Downum made a motion to approve the CE course taken by Mr. Kennigseder, Mr. Kanopsic seconded and all Board members voted in favor of the motion to approve the course with aye.
5. Monty Havens sent a copy of an electrical inspector conference that he will be attending and asked if he could use it to make up for the 2 hours missed at the AAREI conference. Board member discussed that the course Mr. Havens had taken could not be counted towards his continuing education hours because the course was never submitted to the Board for approval.
6. HI-1793, Keith Baughman called to ask if it would be a conflict of interest for him to sell homeowner’s insurance as long as he did not sell to any of his home inspection

clients. He holds a license as a multi-line insurance agent. Board members said this was okay.

XI. Agenda Item XI Schedule Next Meeting

1. The next Board meeting will be on Wednesday, December 13, 2017 at 9:00 a.m.

XII. Agenda Item XII Adjournment

The meeting adjourned at 12:30 p.m.