

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General's Building, Little Rock  
March 7, 2018**

Board Members participating:

|                                      |                |               |
|--------------------------------------|----------------|---------------|
| Robert Neal, Chairman                | Wayne Pace     | Bob Downum    |
| Tom Allen, Vice Chairman             | Allen Trammell | Marliese Kerr |
| Joe Kanopsic ( <i>Late arrival</i> ) |                |               |

|                             |   |
|-----------------------------|---|
| Board Administrator:        | Charlotte London  |
| Assistant Attorney General: | Julie Chavis  |
| Others Present:             | Governor's Office: Gail Ragland ( <i>Late arrival</i> ) |
|                             | AAREI Lobbyist: Bob Balhorn                             |
| Home Inspectors:            | Dennis Evans and Richard Kirkman                        |
| New Applicants:             | Don Birch, Stan Dacus, Eric Robb and Jay Webster        |

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

Meeting called to order at 9:30 a.m. by Mr. Allen who presided over the meeting.  
Roll call by Mr. Allen- All Board members are present except Mr. Kanopsic who arrived later during the meeting.

**II. Agenda Item II: Approval of March 7, 2018 Meeting Agenda**

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

**III. Agenda Item III: Approval of Minutes**

1. **December 13, 2017 Minutes:** Mr. Neal made a motion to approve the December minutes, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
2. **January 3, 2018 Minutes:** Mr. Neal made a motion to approve the January minutes, Ms. Kerr seconded and all Board members voted in favor of the motion with aye.

**IV. Agenda Item IV: Financials**

The Board reviewed the Financials for January and February.

| January Available Cash | \$445,153.24 |
|------------------------|--------------|
| Revenue                | \$3,375.00   |
| Salary Expense         | (\$3,970.11) |
| Professional Services  | (\$150.00)   |
| Utilities & Rent       | (\$625.00)   |
| Board Member Travel    | (\$487.23)   |
| Background Checks      | (\$110.00)   |
| Office Supplies        | (\$299.32)   |
| Postage/Office Phone   | (\$266.60)   |
| Refunds                | \$0.00       |
| Total of Expense       | (\$1,788.15) |
| Burn Rate of           | (\$255.45)   |

| February Available Cash | \$444,583.26 |
|-------------------------|--------------|
| Revenue                 | \$1,745.00   |
| Salary Expense          | (\$3,970.13) |
| Professional Services   | \$0.00       |
| Utilities & Rent        | (\$625.00)   |
| Board Member Travel     | \$0.00       |
| Background Checks       | (\$88.00)    |
| Office Supplies         | \$0.00       |
| Postage/Office Phone    | (\$6.91)     |
| Refunds                 | \$0.00       |
| Total of Expense        | (\$719.91)   |
| Burn Rate of            | (\$89.99)    |

**V. Agenda Item V: Review of New Applicants / Registration Renewals**

The Board reviewed eight (8) new applicants and one (1) applicant who was tabled from a previous meeting.

1. Stan Dacus – *(Tabled from January Meeting)*
2. Don Birch
3. Timothy Moore
4. Richard Myrick
5. Eric Robb
6. Kellen Scott Taylor
7. Scott Walker
8. Jay Webster
9. James Young

**Applicants #2-9:** Mr. Allen asked the Board members if there were any objections to voting on applicants 2-9 as a group as long as no one had anything to discuss about any of them. Mr. Trammell made a motion to approve all applicants from #2-9, Mr. Pace seconded and all Board members voted in favor of the motion to approve with aye.

**Applicant #1:** Mr. Neal made a motion to approve the application with discussion of the conflict of interest of Mr. Dacus and Mr. Trammell seconded. Board members expressed their concerns to Mr. Dacus about the issues that could arise from his having a real estate license and working for a family-owned real estate agency when applying for a home inspector license. Mr. Dacus said that his mother had some health issues and his desire is to work as a home inspector on a full-time basis. Mr. Pace told him that one concern was that he might want to do home inspections for any of the 35 realtors that work for his family's agency. Ms. Chavis told Mr. Dacus that, if licensed by the Board, he could not do any inspections for his family's agency. Mr. Dacus told the Board that his family sold the business about a year ago, but he is still employed by the new owner. Mr. Allen told him that the Board is trying to help, not hinder, him with the information that he has been given. Mr. Neal told Mr. Dacus that he should be careful even if he allows his real estate license to lapse and just performs home inspections. Mr. Dacus told the Board that his family name is well-known in Jonesboro and he asked if there would be any issue with using his name as the name of his home inspection business. All of the Board members agreed that there would be no problem with the name of his home inspection business as long as he kept it separate from the real estate side. The Board then voted and all Board members voted in favor of the motion to approve the application of Mr. Dacus with aye.

**RENEWALS**

The Board reviewed fourteen (14) 2018 Registration Renewals.

1. Kevin Blakely
2. Doug Blankenship
3. Keith Dwayne Caldwell
4. Mario Caruso *(Request for waiver of CE classroom hours)*
5. Chris Cochran
6. Milton Kee Girlinghouse
7. Shane Alexander Helmer
8. Ryan James *(Deployed during 2017, Request for waiver of late fees)*
9. David Kruse
10. Daniel Love

11. Tony Luginbill
12. Bryan Edward Pfluger
13. Jeff Writer
14. Brian Yarbrough

**Applicant #4:** The Board first discussed Mr. Caruso's request for a waiver to accept 14 hours of online CE courses when 8 of those hours are required to be taken in a classroom. Mr. Caruso requested the waiver due to family medical issues that prevented him from attending classes away from home. Mr. Pace made a motion to deny approval of Mr. Caruso's renewal, Mr. Kanopsic seconded. All Board members voted in favor of the motion to deny approval with aye.

**Applicants #1-3 and 5-14:** Mr. Trammell made a motion to approve the renewals of the remaining home inspectors, Mr. Downum seconded and all Board members voted in favor of the motion with aye. Mr. Neal also made a motion to waive the late fees of **Applicant #8** –Ryan James due to his military deployment during 2017. Mr. Downum seconded and all Board members voted in favor of waiving the late fees with aye.

## VI. Agenda Item VI Status of Complaints

### 1. OLD COMPLAINTS

- a. **Justin Hall (Not Registered)** – Ms. Chavis updated the Board on the status of the complaint and informed the Board of a letter that she would be sending to Mr. Hall concerning his request for reinstatement of his home inspector license. Mr. Kanopsic made a motion for Ms. Chavis to go ahead with sending the letter to Mr. Hall, Ms. Kerr seconded and all Board members voted in favor of the motion with aye.
- b. **Deborah Starr vs Curtis Gordon (Not Registered)** (*June, 2017*) Notification to Mr. Gordon mailed 9/22/20, 2<sup>nd</sup> Notification sent by Certified Mail on 11/20/2017, it was signed for and accepted on 11/22/2017. Mr. Downum made a motion for Ms. Chavis to send a Consent Agreement to Mr. Gordon, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye. Mr. Neal made a motion to impose a \$200.00 fine on Mr. Gordon, Mr. Pace seconded and all Board members voted in favor of 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 said this complaint is still being reviewed.
- d. **Cindy Conrade vs Grant Colclasure (Not Registered)** (*July, 2017*) Notification to Mr. Colclasure mailed 8/15/2017, Letter was returned, 2<sup>nd</sup> Notification mailed 8/31/2017 A Certified Letter of notification will be mailed to Mr. Colclasure. 3<sup>rd</sup> Notification sent by Certified Mail on 11/20/2017 and it was returned on 11/29/2017 as 'Not Deliverable'. 4<sup>th</sup> Notification sent by Certified Mail on 2/5/2018. Letter was returned with Attempted-Not Known on 2/20/2018. Mr. Downum made a motion to impose a fine of \$400.00 on Mr. Colclasure, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye.
- e. **Alton Darty, HI-1496 vs Billy Howard Young, Jr. (Not Registered)** (*July, 2017*) Notification to Mr. Young mailed 10/30/2017, Mr. Young emailed his response on 11/14/2017. Mr. Neal imposed a \$75.00 Civil Penalty fine and asked Ms. Chavis to send him a Consent Agreement stating that he will not perform any more home inspections. Mr. Young signed the Consent Agreement and returned it, but he did not pay the Civil Penalty fine. Ms. Chavis said that she would send Mr. Young a demand letter for

payment of the fine. Mr. Neal made a motion to approve Ms. Chavis sending the letter, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

- 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 still reviewing this complaint.
- g. **Brian McGee vs Archie Van Gorder (Not Registered)** (September, 2017) 1<sup>st</sup> Notification to Mr. Van Gorder mailed 9/19/2017, Letter was returned, 2<sup>nd</sup> Notification mailed 9/22/2017, 3<sup>rd</sup> Notification sent by Certified Mail on 10/30/2017. Letter was returned 'Unclaimed & Unable to Forward' on 11/20/2017. 4<sup>th</sup> Notification sent by Certified Mail on March 6, 2018. Letter was signed for and accepted on March 16, 2018.
- h. **Charles L. Campbell, Jr. vs David Many, HI-1566** (November, 2017) Notification to HI mailed 11/21/2017, Response from HI received 11/29/2017. This complaint is still being reviewed.

## **2. NEW COMPLAINTS**

- a. **Peter Roe vs Clyde Betnar** (Not Registered) (January 2018) 1<sup>st</sup> Notification mailed 2/15/2018 (Certified and Regular Mail)

**BREAK 10:40 – 10:50**

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

- 1. Discussion of training courses is tabled until the April meeting.

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

- 1. Discussion about Streamlining Financials to reduce Available Cash-Possibly reducing fees – Ms. Chavis told Ms. London to contact the Budget Analyst about the steps to re-appropriate revenue for operating expenses. She also said to ask if the Budget Analyst or Ms. Melanie Hazeslip could attend a Board meeting to explain the process. Ms. Chavis said the Board would have to go before the legislature to request the change.
- 2. The Conflict of Interest that could occur when an applicant holds a real estate license and/or works for a family-owned agency. The Board discussed this issue earlier in the meeting with Mr. Stan Dacus.
- 3. Questions about the activities of Home Inspectors – Mr. Downum had printed a home inspector's ad in which the wording was questionable. He said the ad implied that the home inspector performed home inspections and home repairs. He said a home inspector could not do repairs on a home that he had previously inspected in the last 12 months. Mr. Neal said the wording in such ads could pose a safety hazard. Mr. Neal made a motion that a letter should be sent to the home inspector explaining the interpretation of the ad. Mr. Kanopsic seconded and all Board members voted in favor of the motion to with aye.
- 4. Apprenticeship Training – Mr. Pace said he is still working on this.
- 5. Douglas DeLuca – Cancelled insurance within one week of being licensed in January. Ms. Chavis said that she would send Mr. DeLuca an emergency revocation of his license. Mr. Neal made a motion to approve Ms. Chavis sending the letter, Mr. Pace seconded and all Board members voted in favor of the motion to with aye.
- 6. Report Reviews – Mr. Neal said that he had received some questions from Mr. Dan Smith, the Subcontractor the Board has recently hired. Mr. Pace told the Board about the report that Mr. Smith is using as he reviews the digital reports.

7. Mr. Kirkman spoke briefly to the Board about some of the inconsistencies in the rule changes over the years.

**IX. Agenda Item IX Old Business**

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

1. Request for a teleconference meeting on March 28<sup>th</sup> so that Board members can vote on Control Self-Assessment report. Mr. Downum made a motion to approve the teleconference at 8:00 a.m. Mr. Kanopsic seconded and all Board members voted in favor of the motion to with aye.
2. Insurance Renewal letters for February were mailed on January 16, 2018, letters for March were mailed on February 15, 2018.
3. Email from Jason Edwards concerning Pre-Registration Training – Mr. Neal said the Board only gives credit for courses that they have approved. He said that just because the Board has not approved a course, it does not mean that the home inspector cannot take the course. He said the home inspector could take any course that he wants, but that does not mean that he will get credit for it if the Board hasn't approved it.
4. Email Request from Zac Slusher – Mr. Slusher sent a screen shot of a school's advertisement offering a home inspection course. Mr. Neal said the ad is close to being deceptive and Mr. Slusher should hold the school responsible for the misleading ad. Ms. Chavis said she would contact the college about the ad because the training is not valid for registration as a home inspector in Arkansas.
5. P-Card purchases – Only Certified Letter charges

**XI. Agenda Item XI Schedule Next Meeting**

1. The next Board meeting will be on Wednesday, April 4, 2018 at 9:30 a.m.

**XII. Agenda Item XII Adjournment**

The meeting adjourned at 12:10 p.m.