

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General's Building, Little Rock  
April 4, 2018**

Board Members participating:

Robert Neal, Chairman	Wayne Pace	Bob Downum
Tom Allen, Vice Chairman	Allen Trammell	Marliese Kerr
WC McBride		

Board Administrator: Charlotte London

Assistant Attorney General: Julie Chavis

Others Present:

AAREI Lobbyist:	Bob Balhorn	
ABC Home Inspection Institute:	Joe Maxwell	
Desktop Training School:	Joe Cook	
House Calls USA:	Darrin Blystad, Jay Webster	
Mike Craig		

Home Inspector: Jason Edwards

New Applicants: Jonathan Craig, Luke Drennan, Nick McKelvain

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

Mr. Neal called the meeting to order at 9:32 a.m.

Roll call - All Board members are present except Mr. Trammell who arrived later during the meeting.

**II. Agenda Item II: Approval of April 4, 2018 Meeting Agenda**

Motion was made by Mr. Allen to approve the agenda and seconded by Mr. Downum.

All Board members voted in favor of the motion with aye.

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

1. **March 7, 2018:** Mr. Downum made a motion to approve the March 7<sup>th</sup> minutes, Mr. Pace seconded and all Board members voted in favor of the motion with aye.

2. **The minutes from March 12, 2018 and March 28, 2018 were incomplete.** Mr. Pace made a motion to table the incomplete 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 March.

<b>March Available Cash</b>	\$443,534.08
Revenue	\$5,740.00
Expense - Salary	(\$5,745.19)
Professional Services	\$0.00
Utilities & Rent	(\$625.00)
Board Member Travel	(\$436.74)
Background Checks	(\$44.00)
Office Supplies	(\$264.85)
Postage/Office Phone	(\$118.40)
Refunds	\$0.00
<b>Total of Expense</b>	<b>(\$1,488.99)</b>
<b>Burn Rate of</b>	<b>(\$165.44)</b>

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

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

The Board reviewed eight (8) new applicants.

1. Josh Allen
2. Dean Bartlett
3. Mark Bittle
4. Jonathan Craig
5. Luke Drennan
6. Greg Ketzner
7. Richard Morrow
8. Nick McKelvain

**Applicants #3, 5 and 8:** Mr. Neal said he had no questions about the three applicants and asked the Board members if any of them had any questions and there were no questions. Mr. Allen then made a motion to approve Mr. Bittle, Mr. Drennan and Mr. McKelvain, Mr. Pace seconded and all Board members voted in favor of the motion to approve the applicants with aye.

**Applicant #1:** Mr. Allen excused himself from the discussion and vote on Mr. Josh Allen due to personal reasons. Mr. Pace made a motion to approve Mr. Allen with further discussion, Mr. Downum seconded. Mr. Pace had noticed that the applicant lived in Colorado, but he had completed his pre-registration training in Arkansas. The Board then voted in favor of the motion to approve Mr. Allen with aye.

**Applicant #2:** Mr. Downum made a motion to approve Mr. Bartlett, Mr. Allen seconded and all Board members voted in favor of the motion to approve with aye.

**Applicant #4:** Mr. Downum made a motion to approve Mr. Craig, Mr. Pace seconded and all Board members voted in favor of the motion to approve with aye. Mr. Craig asked the Board if there was any way that he could work with an experienced home inspector to learn more about it before he starts working on his own. Mr. Neal told him that he would give him his contact information after the meeting to help him get started with someone in his area.

**Applicant #6:** Mr. Downum made a motion to approve Mr. Ketzner, Mr. Pace seconded and all Board members voted in favor of the motion to approve with aye.

**Applicant #7:** Mr. Downum made a motion to approve Mr. Morrow, Mr. Allen seconded and all Board members voted in favor of the motion to approve with aye.

**RENEWALS**

The Board reconsidered one (1) 2018 Registration Renewal that was previously denied approval.

1. Mario Caruso (*Request for waiver of CE classroom hours*)

**Applicant #1:** Mr. Caruso sent a letter to the Board requesting reconsideration after being denied renewal of his license. After discussion of the letter, Mr. Allen made a motion to approve renewal of Mr. Caruso's license due to hardship, Mr. Downum seconded and all Board members voted in favor of the motion for approval 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 ongoing complaint.
- b. **Robert Neal (AHRB) vs Justin Hall** (Not Registered) Board-generated Complaint Filed March 2018. Notification sent by Certified Mail on 3/26/2018.
- c. **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.
- d. **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.
- e. **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. Neal is reviewing this complaint.
- 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. **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. Mr. Neal recommended a Consent Agreement and \$600.00 civil penalty fine against Mr. Van Gorder. Mr. Allen made a motion to approve the recommendation, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
- 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.
- i. **Peter Roe vs Clyde Betnar** (Not Registered) (January 2018) 1<sup>st</sup> Notification mailed 2/15/2018 (Certified and Regular Mail). This complaint is being reviewed.
- j. **Kristy Philbrook vs Jeff Gaston**(Not Registered) (March, 2018) Notification to Mr. Gaston sent by Certified Letter on 3/20/2018. Letter returned on 4/11/2018 as 'Vacant-Unable to Forward'.
- k. **Alton Darty, HI-1496 vs James Ewald** (Not Registered) (March, 2018) Notification to Mr. Ewald mailed 3/20/2018. Certified Letter was signed for & received on 3/23/2018.
- l. **Isaiah Thompson vs Clint Ledbetter, HI-1863** (March 2018) Notification to Mr. Ledbetter mailed 3/20/2018. Response from Mr. Ledbetter received 3/27/2018.

**2. NEW COMPLAINTS**

**BREAK 10:30 – 10:40**

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

**1. All American Association of Home Inspectors – 2 Online CE Courses**

- a. Report Writing 8 Hrs
- b. Appliance Evaluations 8 Hrs

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

**2. American Home Inspectors Training (AHIT) – 17 Online CE Courses**

a. Advanced Electrical – Understanding Arc Faults and New Protection Regulations	2 Hrs
b. Air Conditioners, Heat Pumps, Furnaces and Air Handlers	2 Hrs
<del>c. Alternative, Renewable, Sustainable and Green Energy</del>	<del>1 Hr</del>
d. Atoms, Conductors, Insulators and Flow	1 Hr
<del>e. Biomass Energy</del>	<del>2 Hrs</del>
f. Circuits and Wires	1 Hr
g. Electricity Distribution	1 Hr
h. Expansive Soils and Their Effects	4 Hrs
i. Geothermal Energy	1 Hr
<del>j. Home Energy Use – Helping Lower Electricity Bills</del>	<del>1.5 Hrs</del>
<del>k. Inspector Safety</del>	<del>2 Hrs</del>
l. New Construction	16 Hrs
m. Report Writing for Risk Reduction	8 Hrs
<del>n. Smart Meters</del>	<del>1 Hr</del>
o. Solar Energy for Electricity and Heating	2 Hrs
p. Solid Fuel Burning Appliances	2 Hrs
q. Voltage, Current and Resistance	1 Hr

Mr. Allen made a motion to approve all of the AHIT CE courses except c, e, j, k and n. Mr. Downum seconded and all Board members voted in favor of the motion with aye.

**3. InterNACHI – 11 Online CE Courses and 7 Classroom Courses**

a. Advanced Electrical Inspection	4 Hrs
b. General Roof Inspection	2 Hrs
c. How to Perform Deck Inspections	1 Hr
d. Inspecting Foundation Walls and Piers	3 Hrs
e. Inspecting Metal Roofs	2 Hrs
f. Inspecting Slate Roofs	3 Hrs
g. Inspecting Tile Roofs	2 Hrs
h. Inspecting Wood Shingle and Shake Roofs	2 Hrs

i. Ladder Safety	1 Hr
j. Residential Structural Design for Home Inspectors	19 Hrs
k. Wind and Hail Property Damage Inspection	4 Hrs
<del>l. Boosting your Credibility using Infrared</del>	<del>1 Hr</del>
<del>m. The Listing said 'Handicap Accessible' - Is it?</del>	<del>2 Hrs</del>
n. How to Find Major Structural Defects	2 Hrs
o. Grounding, Bonding and Electrolysis	1 Hr
<del>p. How to Drive more Traffic to you site and Convert Visitors into Clients</del>	<del>2 Hrs</del>
<del>q. Profit from Sewer Scope Inspections</del>	<del>2 Hrs</del>
<del>r. Inspecting Around, but not in, Swimming Pools &amp; Spas</del>	<del>2 Hrs</del>

Mr. Allen made a motion to approve all of the InterNACHI CE courses except l, m, p, q and r. Mr. Pace seconded and all Board members voted in favor of the motion with aye.

### **Pre-Registration Training**

#### **4. ASHI - Pre-Registration Training – 80 Hrs**

Mr. Allen made a motion to approve the ASHI pre-registration training, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

#### **5. Desktop Training School - Pre-Registration Training – 100 Hrs Online and 80 Hrs Live.**

Mr. Allen said the pre-registration training given by Desktop Training School did not meet the current standards as required by the Board. He made a motion to deny approval of the course and Mr. Trammell seconded.

Mr. Cook (*representing Desktop Training School and a Home Inspector for 18 years*) spoke to the Board about the school and its curriculum. He said 50 hours of classroom training are done in his home and 30 hours are done at actual home inspections. Mr. Blystad (*House Calls USA*) told the Board that the combined hours taught in Mr. Cook's home and out on actual home inspections could be considered as classroom since it is taught live with an instructor present. He said the 30 hours of home inspections requires a minimum of 10 home inspections.

Ms. Chavis told Mr. Cook and Mr. Blystad that the Board does not dispute their training process, but the problem is with following the law. Mr. Neal asked Mr. Cook if their classroom training could be changed from 50 hours to 80 hours to comply with Arkansas rules and Mr. Cook said he was willing to do whatever it takes. Mr. Trammell then made an amendment to the original motion that would require that the school provide a change to the classroom training from 50 hours to 80 hours. Mr. Downum seconded. Mr. Allen added that this would require the school to submit an entirely new application. All Board members voted in favor of the amendment to the motion with aye.

**VIII. Agenda Item VIII New Business**

1. Jason Edwards, HI-1563 has requested to speak to the Board about Continuing Education courses. Mr. Edwards spoke to the Board about the challenges he has in trying to advance his career as a home inspector. He said there is a lack of approved CE courses that offer advanced training and there are many opportunities to learn new things about home inspection. Ms. Chavis told him that the Board can only review CE Courses that have been submitted to them for consideration. Mr. Neal told him that he could petition the Board for a rule change, but those hours would be in addition to the 14 hours of annual training that the Board has already approved that are within the Standards of Practice for Arkansas.
2. Email from Sonia Serrano concerning becoming a franchise owner and hiring home inspectors. Board members said that as long as Ms. Serrano did not personally perform home inspections, she could have a business hiring licensed home inspectors.
3. Changes to the Initial Application Form for Home Inspectors. Mr. Neal talked about making some changes to the application form for home inspectors. Mr. Allen made a motion to accept the changes, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
4. Apprenticeship Training-This is an ongoing process that Mr. Pace is working on.
5. Phone call from a potential applicant who is a licensed electrician-he wants to know if there is any conflict of interest with him working as an electrician and home inspector. Board members said that if this person were to become a licensed home inspector, he could not make repairs within 12 months of being licensed and he also could not inspect any properties in which he has done repair work.
6. Douglas DeLuca – Insurance has been updated, Attestation of Abstinence has been signed, but no payment of penalty for lapse in insurance coverage. Ms. Chavis said she would send Mr. DeLuca a letter about his lack of payment.
7. Mr. Allen acknowledged that today is the anniversary of the assassination of Dr. Martin Luther King, Jr. He said we should think about what he accomplished and what this world would be like had he lived.
8. Mr. Pace mentioned that The Janet Jones Company has Justin Hall’s name on their list of recommended home inspectors. He said they should be sent a letter advising them that he is not licensed in Arkansas as a home inspector.

**IX. Agenda Item IX Old Business**

**X. Agenda Item X Schedule Next Meeting**

1. The next Board meeting will be Wednesday, May 16, 2018 at 9:30 a.m.

**XI. Agenda Item XI Adjournment**

The meeting adjourned at 12:30 p.m.