

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
September 5, 2018**

Board Members:

Wayne Pace, Chairman	Robert Neal <i>(Absent)</i>	Bob Downum <i>(Absent)</i>
Tom Allen, Vice Chairman	Allen Trammell	Marliese Kerr
WC McBride, Secretary/Treasurer		

Board Administrator:	Charlotte London
Assistant Attorney General:	Julie Chavis
AHIRB Subcontractor:	Dan Smith
Governor's Liaison:	Gail Ragland
AAREI Lobbyist:	Bob Balhorn
ABC Home Inspection Institute:	Joe Maxwell
New Applicants:	Heath Harris, Chris Root, Adam Miller
Others Present:	Melissa Miller

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

Mr. Pace called the meeting to order at 9:30 a.m.
Roll call - All Board members are present except Mr. Downum and Mr. Neal.

II. Agenda Item II: Approval of September 5, 2018 Meeting Agenda

Motion was made by Mr. McBride to approve the agenda and seconded by Mr. Allen. Ms. Chavis told the Board that she had two additional items to discuss during 'New Business.'
All Board members voted aye in favor of the motion to approve the Agenda with the changes.

III. Agenda Item III: Approval of Minutes

1. **July 11, 2018:** Mr. Trammell made a motion to approve the July Minutes, Mr. Allen seconded and all Board members voted in favor of the motion with aye.
2. **August 8, 2018:** Mr. McBride made a motion to approve the August Minutes, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

IV. Agenda Item IV: Financials

The Board reviewed the Financials for August.

August Available Cash	\$430,416.62
Revenue	\$3,155.00
Expense - Salary	(\$5,876.97)
Subcontractor	(\$1,250.00)
Utilities & Rent	(\$625.00)
Professional Services	(\$396.00)
Background Checks	(\$330.00)
Office Supplies	\$0.00
Postage/Office Phone	(\$54.07)
Refunds	\$0.00
Total of Expense	(\$2,655.07)
Burn Rate of	(\$1,327.54)

Mr. McBride made a motion to approve the August Financials. Mr. Trammell 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.

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|--------------------|---------------------|
| 1. Jeff Daniel | 5. Adam Miller |
| 2. Dillon Erwin | 6. Michael McCartan |
| 3. Heath Harris | 7. Christopher Root |
| 4. Manny Lamaestra | 8. Courtney Sellers |

Applicants #1, 2, 3 and 4: Mr. Trammell made a motion to approve the first four (4) applicants, Mr. McBride seconded and all Board members voted aye in favor of approving the applications of Mr. Daniel, Mr. Erwin, Mr. Harris and Mr. Lamaestra.

Applicant #5: Mr. Miller’s application had been previously denied and was now being reconsidered for licensing after additional documents were submitted. Mr. Pace asked Mr. Miller about the additional training documents. Mr. Miller explained that he had completed additional training on-site during live home inspections. Mr. Allen asked him if his liability insurance was in force while he was training. Mr. Miller said that it was current. Mr. McBride said that he thinks Mr. Miller has completed the training for Arkansas except that his 90 hours were not entirely in a classroom. Mr. Allen said the training that Mr. Miller had in Louisiana is more than what Arkansas requires. Mr. Allen made a motion to approve Mr. Miller’s application for licensing, Mr. Trammell seconded and Board members approved with a waiver of the Arkansas pre-registration requirements. Mr. McBride amended his motion to include Mr. Miller providing five (5) home inspection reports to the Board within the next twelve (12) months. All Board members then voted in favor of licensing Mr. Miller with aye.

Applicant #6: Mr. McBride made a motion to approve Mr. McCartan, Mr. Trammell seconded and all Board members voted in favor of the motion to approve with aye.

Applicant #7: Mr. McBride made a motion to approve Mr. Root, Ms. Kerr seconded and all Board members voted in favor of the motion to approve with aye.

Applicant #8: Mr. McBride made a motion to approve Mr. Sellers and Ms. Kerr seconded. Mr. McBride questioned the wording on Mr. Sellers liability insurance. Mr. Harris, a former insurance adjuster, explained that the wording was not unusual for general liability policies. The Board members then voted aye in favor of the motion to approve.

VI. Agenda Item VI: Status of Complaints

1. OLD COMPLAINTS

- a. **Justin Hall** – Ms. Chavis said Mr. Hall had contacted her to request that the Board waive all of their pre-registration requirements and accept his college education and 17 years of engineering experience. Mr. Allen made a motion that Mr. Hall’s request would be considered once he has met all of the education requirements that every other licensed home inspector has met. Mr. McBride seconded and all Board members voted aye in favor of the motion.

Mr. Neal was absent from the meeting, so no other complaints were discussed.

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

Continuing Education Courses

1. All American Association of Home Inspectors

a. Advanced Exterior Inspections	8 Hrs
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Mr. Allen made a motion to approve the CE course, Mr. McBride seconded and all Board members voted in favor of the motion with aye.

VIII. Agenda Item VIII: New Business

1. Website Updates – Mr. Pace asked Ms. Chavis to contact Mr. Neal about getting someone to update the Board’s website.
2. Mr. Allen spoke with the Board about an email concerning pest control that was being circulated among realtors.
3. The Board discussed an email sent by a home inspector to realtors concerning a Buy Back Program. The Board said there were no violations committed by the home inspector.
4. Mr. Allen and Mr. Smith met with someone in the statistics department at UALR about compiling data on home inspectors. They explained the types of information the Board wanted to extract from a database. The contacts at UALR said they would be able to create a database with that information and the Board would be able to track home inspector’s progress in home inspection reports.

BREAK – 10:42 – 10:56

5. Allocation of Funds – Mr. Pace said the funds allocated for advertising could be used to hire someone to manage and maintain the Board’s website since the website is used as a source of advertising. Mr. McBride made a motion to use the allocated funds to hire someone to maintain the website, Mr. Trammell seconded and all Board members voted aye in favor of the motion.
6. Conflicts of interest that can occur with dual license holders, i.e. HI license in addition to realtor’s license or contractor’s license. Ms. Chavis had drafted some sample letters that could be used to send to dual license holders. She asked the Board to review them and offer their input before she completes the final document. A dual license holder had sent an email to the Board requesting advice about his advertising logo and wording. Board members said this was a legal issue that would have to be discussed with his attorney since the Board cannot offer legal advice.
7. State required Cyber Security Insurance – Ms. London told the Board about new Cyber Security Insurance that all state agencies will be required to have.
8. Apprenticeship Training – Mr. McBride discussed what some neighboring states offer as part of their home inspector training. He said a letter could be included with the renewal forms detailing the Apprenticeship Program to see how many Home Inspectors would respond with the required interests and qualifications. Mr. Pace asked Mr. McBride to create the letter for the next Board meeting.

IX. Agenda Item IX: Old Business

X. Agenda Item X: Schedule Next Meeting

1. The next Board meeting will be a teleconference on Wednesday, October 3, 2018 at 7:30 a.m.

XI. Agenda Item XI: Adjournment

The meeting adjourned at 12:55 p.m.