

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
January 16, 2019**

Board Members:

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

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| Board Administrator: | Charlotte London |
| Assistant Attorney General: | Julie Chavis |
| Governor's Liaison: | Gail Ragland |
| ABC Home Inspection Institute: | Joe Maxwell |
| New Applicant: | Kevin Bass, Ben Trotter |
| Others Present: | Gus Butterfield, Dennis Evans, Stephanie Trotter, Jeff Testa, Duane Vanderpluym |

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

Mr. Pace called the meeting to order at 9:35 a.m.
Roll call - All Board members are present.

II. Agenda Item II: Approval of January 16, 2019 Meeting Agenda

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

III. Agenda Item III: Approval of Minutes

October 31, 2018 and December 12, 2018: The minutes were incomplete. Mr. McBride made a motion to table the October and December Minutes until the next meeting. 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 October, November and December.

| October Available Cash | \$420,612.87 |
|------------------------|--------------|
| Revenue | \$1,390.00 |
| Expense - Salary | (\$4,057.97) |
| Subcontractor | |
| Utilities & Rent | (\$625.00) |
| Professional Services | |
| Background Checks | (\$88.00) |
| Office Supplies | \$0.00 |
| Postage/Office Phone | (\$81.05) |
| Refunds | \$0.00 |
| Total of Expense | (\$794.05) |
| Burn Rate of | (\$198.51) |

| November Available Cash | \$416,216.12 |
|-------------------------|--------------|
| Revenue | \$2,770.00 |
| Expense - Salary | (\$4,057.98) |
| Subcontractor | (\$1,775.00) |
| Utilities & Rent | (\$625.00) |
| Travel & Subsistence | (\$298.35) |
| Background Checks | (\$22.00) |
| Office Supplies | (\$138.42) |
| Postage/Office Phone | (\$250.00) |
| Refunds | \$0.00 |
| Total of Expense | (\$3,108.77) |
| Burn Rate of | (\$621.75) |

| | |
|--------------------------------|--------------|
| December Available Cash | \$431,346.20 |
| Revenue | \$21,900.00 |
| Expense - Salary | (\$4,058.00) |
| Subcontractor | (\$1,387.50) |
| Utilities & Rent | (\$625.00) |
| Professional Services | (\$352.00) |
| Background Checks | \$0.00 |
| Office Supplies | \$0.00 |
| Postage/Office Phone | (\$52.48) |
| Travel & Subsistence | (\$302.66) |
| Total of Expense | (\$2,719.64) |
| Burn Rate of | (\$453.27) |

The October, November and December Financials were reviewed by the Board. Mr. McBride made a motion to approve the minutes. 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 five (5) new applicants.

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|--------------------------|--------------------------|
| 1. Kevin Bass | 4. Chase Riley |
| 2. Phillip Allen Cook | 5. John Benjamin Trotter |
| 3. Eddie Rashad Friendly | |

Applicant #1 – Kevin Bass: Mr. Trammell made a motion to approve Mr. Bass and Mr. McBride seconded. All Board members voted aye in favor of approving the application of Mr. Bass.

Applicant #2 – Phillip Cook: Mr. Trammell made a motion to approve Mr. Cook and Mr. McBride seconded. All Board members voted aye in favor of approving the application of Mr. Cook.

Applicant #3 – Eddie Rashad Friendly: Mr. Trammell made a motion to approve Mr. Friendly and Mr. McBride seconded. All Board members voted aye in favor of approving the application of Mr. Friendly.

Applicant #4 – Chase Riley: Mr. Trammell made a motion to table the application of Mr. Riley due to it being incomplete. Mr. McBride seconded and all Board members voted aye in favor of tabling the application of Mr. Riley.

Applicant #5 – John Benjamin Trotter: Mr. Trammell made a motion to approve Mr. Trotter and Mr. McBride seconded. All Board members voted aye in favor of approving the application of Mr. Trotter.

VI. Agenda Item VI: Status of Complaints

1. OLD COMPLAINTS

- a. **Robert Neal (AHIRB) vs Justin Hall-**Not registered as a HI in Arkansas *Complaint Filed March 2018. Notification sent by Certified Mail on 3/26/2018. It was signed for and accepted on April 12, 2018. No response to complaint as of 10/24/2018.*

Mr. Neal recommended that a \$1,000.00 fine and a Consent Agreement be levied against Mr. Hall because he has not responded to the complaint and he has continued to perform home inspections without being licensed.

- b. **Vicki Stephenson vs Nate Wilson, HI-1798** (June, 2017) Notification to HI mailed 6/19/2017, Response from HI received 6/28/2017.
- c. **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.
- d. **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.
- e. **Stephen M. Ligon vs Phil Biggers, HI-1670** (May 2018) Notification to Mr. Biggers mailed May 23, 2018. Response from Mr. Biggers received by email on June 5, 2018.
- f. **Thomas Meyers vs Lee Fesmire, HI-1752** (June 2018) Notification mailed to Mr. Fesmire on June 25, 2018. Certified Letter was received on 6/27/2018. Response from Mr. Fesmire received on July 12, 2018.
 Mr. Neal made a motion that a \$500.00 Civil Penalty fine and a Consent Agreement be levied against Mr. Fesmire due to deficiencies in his home inspection report. Mr. Allen seconded and all Board members voted aye in favor of the motion.
- g. **Addie Holmes vs David Miller, HI-1726** (June 2018) Notification mailed to Mr. Miller on June 25, 2018. Response from Mr. Miller received 7/2/2018.
- h. **Steven & Tammy Lea vs Monty Freel, HI-1341** (July 2018)
- i. **Kim Martin vs Sean Ryan, HI-1664** (July 2018) Notification mailed to Mr. Ryan on November 2, 2018.
 Mr. Ryan currently has three (3) complaints lodged against him. Ms. Chavis has been working on the complaints. Mr. Ryan has not responded to any of the complaints to-date.
- j. **Logan & Shelby Drake vs Tim Cooper, HI-1852** (August 2018) Notification mailed to Mr. Cooper on November 2, 2018
- k. **Cameron Beckett vs Sean Ryan, HI-1664** (August 2018) Notification mailed to Mr. Ryan on November 2, 2018
- l. **Tammy Young vs Sean Ryan, HI-1664**
- m. **Isaiah Thompson vs Clint Ledbetter, HI-1863** – Mr. Neal asked Ms. London to email the complaint to him for review.

To reduce the backlog of complaints, Board members have divided the complaints among each other for review.

Mr. Neal had to leave the meeting at 11:36 a.m.

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

Continuing Education Courses

- 1. AAREI – SS19 Seminar – 14 Classroom Hrs
 - a. Standards of Practice and Report Writing 3 Hrs
 - b. Structural Components 3 Hrs
 - c. Fireplaces and Flues 2 Hrs
 - d. Electrical 3 Hrs
 - e. HVAC Installation Practices, Health & Safety 3 Hrs

Mr. Allen said that he could not make a recommendation since he did not have all the information. He said that he did not have the information for the course that Board member, Mr. Neal would be teaching about the Standards of Practice. Mr. Neal asked the

Board members whether AFCI devices should be reported since GFCI devices have to be reported. Mr. Allen asked for comments from Mr. Evans, who had submitted the AAREI Seminar documents. Mr. Evans said that the AFCI devices should be reported. Mr. Neal then asked the Board member if anyone had a problem with his teaching about AFCI's. Mr. Pace said he had no problem with it being taught, but it does not have to be listed in the home inspection report. Ms. Kerr and Mr. Downum both said that it seemed to be a safety issue. Mr. McBride said the AFCI devices should be taught. Mr. Maxwell, from ABC Training Institute said the devices should be reported, but the age of the home has to be taken into consideration since they are not in all homes. Mr. Allen then made a motion to approve the 2019 AAREI Seminar and Mr. Trammell seconded. All Board members voted aye in favor of the motion to approve the seminar.

PRE-REGISTRATION TRAINING

VIII. Agenda Item VIII: New Business

1. **Update on the progress of UALR compiling data on home inspectors.**
Board members discussed some of the data that has been collected from home inspection reports. Board members agreed that the report produced great information. Mr. Pace asked the Board if they wanted Subcontractor, Dan Smith to continue reviewing reports. Mr. McBride said that it should continue because there will be better home inspectors. Mr. Neal made a motion for Mr. Smith to continue reviewing home inspection reports for the Board and Mr. Trammell seconded. All Board members voted aye in favor of the motion.
2. **Apprenticeship Training** – Board members discussed that a rule change would be necessary before starting the apprenticeship program.
3. **Board members voted on travel/lodging reimbursements for 2019** – Mr. Neal made a motion to continue reimbursing Board members for travel and lodging associated with Board meetings in 2019. Mr. McBride seconded and all Board members voted aye in favor of the motion.
4. An email from a home inspector was sent to the Board requesting clarification on issues that could pose ethical concerns. Board members said that the issues showed no conflicts of interests based on the information as it was presented in the email.
5. Gus Butterfield, a potential applicant, asked the Board about the possibility of getting a waiver of the education requirements based on his experience and work background. He said that his training was with AHIT and he had performed about 250 home inspections. Mr. Neal told him that based on what the Board has done in the past, he would have to submit his application, along with documentation of his training, and the Board would consider his qualifications.
6. Board members discussed new legislation that had been introduced that could possibly affect the operations of the Board. Mr. Neal made a motion for Mr. Allen to attend the legislative session to speak against the bill. Mr. Trammell seconded and all Board members voted aye in favor of the motion. Ms. Ragland told Board members that she would track the bill and inform them when it will go before the legislature.

IX. Agenda Item IX: Old Business

X. Agenda Item X: Schedule Next Meeting

1. The next Board meeting will be on Wednesday, February 6, 2019 at 9:30 a.m.

XI. Review of 2019 Registration Renewals

1. Board members reviewed 31 Late Registration Renewals for 2019.
 - a. HI-1860, Jeff Testa – Mr. Testa’s licensed had lapsed since 2017 and he wanted to re-activate his license. Board members told him that he would have to complete additional hours of continuing education and submit two (2) additional home inspection reports from the year when his license was in Good Standing. Mr. Testa had included the additional CE hours with his application paperwork and he told Board members that he would email the additional home inspection reports. Mr. McBride made a motion to approve re-activation of Mr. Testa’s license pending receipt of the home inspection reports. Mr. Allen seconded and all Board members voted aye in favor of the motion.
 - b. **30** additional licenses were renewed for 2019 with four (4) of those being approved contingent upon receipt of additional documents.

XII. Agenda Item XI: Adjourment

The meeting adjourned at 12:21 p.m.