

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General's Building, Little Rock  
November 6, 2019**

**Board Members:**

Wayne Pace, Chairman	Robert Neal	Bob Downum
Tom Allen, Vice Chairman	Allen Trammell	Marliese Kerr
WC McBride, Secretary/Treasurer (9:47 arrival)		

Board Administrator:	Charlotte London
Assistant Attorney General:	Julie Chavis, Richard Wolford, Law Clerk
Governor's Liaison:	Gail Ragland
New Applicants:	Jason Harper, Michael Mize, Jeff Moses

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

Mr. Pace called the meeting to order at 9:35 a.m.  
All Board members are present except for Mr. McBride who arrived @9:47 a.m.

**II. Agenda Item II: Approval of November 6, 2019 Meeting Agenda**

Motion was made by Mr. Allen to approve the agenda and amend it to add a discussion about Blackbird Home Inspections to New Business. Mr. Neal seconded and all Board members voted aye in favor of the motion to approve the Agenda and amendment.

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

1. August 7, 2019 - Mr. Neal made a motion to approve the August minutes, Mr. Trammell seconded and all Board members voted aye in favor of the motion.
2. September 4, 2019 - Mr. Neal made a motion to approve the September 4<sup>th</sup> minutes, Mr. Trammell seconded and all Board members voted aye in favor of the motion.
3. September 13, 2019 – Mr. Neal made a motion to approve the September 13<sup>th</sup> minutes, Mr. Downum seconded and all Board members voted aye in favor of the motion.
4. October 2, 2019 – The minutes were incomplete and tabled until the next meeting

**IV. Agenda Item IV: Financials**

The Board reviewed the Financials for September and October.

September Available Cash	\$452,913.79
Revenue	\$2,545.00
Expense - Salary	(\$3,710.75)
Postage/Office Phone	(\$167.21)
Utilities & Rent	(\$625.00)
Travel & Subsistence	(\$299.22)
Background Checks	(\$110.00)
Office Supplies	(\$87.19)
Professional Services	\$0.00
Surety Bond Premium	\$0.00
Total of Expense	(\$1,288.62)
Burn Rate of	(\$429.54)

October Available Cash	\$450,957.22
Revenue	\$2,875.00
Expense - Salary	(\$3,710.76)
Postage/Office Phone	\$0.00
Utilities & Rent	(\$625.00)
Travel & Subsistence	\$0.00
Background Checks	(\$286.00)
Office Supplies	\$0.00
Professional Services	(\$212.50)
Surety Bond Premium	\$0.00
Total of Expense	(\$1,123.50)
Burn Rate of	(\$280.88)

1. Mr. Trammell made a motion to approve the September financials, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
2. Mr. Trammell made a motion to approve the October financials, Ms. Kerr seconded and all Board members voted in favor of the motion with aye.

**V. Agenda Item V: Status of Complaints**

**A. OLD COMPLAINTS**

1. **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 October 30, 2019. No updates on this complaint.*
2. **Kathy Sligh vs William McCormick, HI-1443** – *(August 2019) Notification sent to Mr. McCormick by Certified Mail on September 6, 2019. Certified letter was signed for and accepted on September 18, 2019. Email response from Mr. McCormick was received September 18, 2019. Home Inspection report received via email September 24, 2019. No updates on this complaint.*

**B. NEW COMPLAINTS**

1. **James Eccles, Trustee vs Lowell Coomer, HI-1003 & Jeremy Coomer, HI-1967**- *Complaint Filed September 2019. Notification to HI sent by Certified Mail on 10/22/2019. No Updates on this complaint.*
2. **Dale Nichols vs Kyle Rodgers, HI-1277** – *Complaint filed October 2019. Notification to HI sent by Certified Mail on 10/31/2019. Mr. Neal motioned to dismiss this complaint because it was outside of the state’s jurisdiction, Mr. Allen seconded and all Board members voted aye in favor of the dismissal.*

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

The Board reviewed ten (10) new applicants.

- |                    |   |
|--------------------|---|
| 1. Jonathan Barnes | 6. Jeff Moses                                     |
| 2. Ian Bauman      | 7. Joey Ruble                                     |
| 3. Mark Bergeron   | 8. John Welsh                                     |
| 4. Jason Harper    | 9. Bret Winingar                                  |
| 5. Heath Holcomb   | 10. Michael Mize <i>(Tabled from October Mtg)</i> |

**Applicant #1** - Mr. Downum made a motion to approve the application of Mr. Barnes and Mr. Trammell seconded. Mr. Neal told the Board that the applicant’s website listed that he did construction work under \$2,000.00. Mr. Neal said Mr. Barnes should be sent a letter advising him about not doing repairs on any homes that he inspects. All Board members voted aye in favor of approving the applicant for licensing.

**Applicant #2** - Mr. Trammell made a motion to approve the application of Mr. Bauman, Mr. Allen seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #3** - Mr. Trammell made a motion to approve the application of Mr. Bergeron, Mr. Allen seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #4** - Mr. Trammell made a motion to approve the application of Mr. Harper, Mr. Neal seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #5** - Mr. Trammell made a motion to approve the application of Mr. Holcomb. Mr. Neal seconded and told the Board that the applicant had already been advertising as a home inspector and he should not be doing so until he has a license number to put on all of his advertising. All Board members voted aye in favor of approving the applicant for licensing.

**Applicant #6** - Mr. Neal made a motion to approve the application of Mr. Moses and told the Board that the applicant had been advertising and should also be advised about adding his license number to all advertising. Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #7** - Mr. Neal made a motion to approve the application of Mr. Ruble. Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #8** - Mr. Neal made a motion to approve the application of Mr. Welsh, Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #9** - Mr. Downum made a motion to approve the application of Mr. Winingar, Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #10** - Mr. Neal made a motion to approve the application of Mr. Mize, Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

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

**A. AAREI Spring Seminar 2020 – 14 CE Credit Hours**

1. Insulation – 2 Hrs.
2. Ventilation – 2 Hrs.
3. Roofing – 3 Hrs.
4. Siding/Exterior – 3 Hrs.
5. Plumbing – 4 Hrs. *(Application documents for this CE course have not been received yet)*

Mr. Allen recommended that the CE courses should be tabled until the next meeting since all of the application documents were not submitted.

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

1. New procedure for processing complaints - Ms. Chavis suggested using case numbers on all complaints instead of names. Ms. Chavis said that she and Mr. Smith could then discuss complaints during Board meetings without disclosing names. The discussions would be about the recommendations of the investigator after the review of the complaint and a summary of the findings is complete. Mr. Smith then asked if it was okay for him to add a caution to complaint summaries when does not have findings. Ms. Chavis told him that he could add a caution to his summaries.
2. ICA School – Mr. Neal said wanted a letter sent to the school about their advertising and he would discuss how it should be worded with Ms. Chavis.
3. Report Writing – Mr. Neal talked about how some home inspection reports are written regarding GFCI's. He said that when home inspectors write 'GFCI-None Found', it is under reporting. He said it should be written as 'upgrade for enhanced safety' because it is a safety issue. Mr. Pace said that informational wording is needed when it concerns safety issues such as GFCI and copper gas piping. Mr. Neal said he has seen reports that listed 'Smoke Detectors-Undetermined' which does not indicate whether a smoke detector is present or not.

**BREAK – 11:06 – 11:17**

4. Rule Changes – Ms. Chavis told the Board that she has submitted the changes to Denise Oxley, Attorney for the Department of Labor & Licensing.
5. Blackbird Home Inspections – Mr. Allen said the home inspectors do not have their license numbers listed on their advertising and this could possibly be an ethics violation. Mr. Allen made a motion to invite the home inspectors to the next meeting. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

6. Legislative Audit – The Board members reviewed the audit results from the Bureau of Legislative Audit. Mr. Neal made a motion that the report had been received and reviewed. Mr. Allen seconded and all Board members voted aye to approve the report.

**IX. Agenda Item IX: Old Business**

**X. Agenda Item X: Election of AHIRB Officers**

1. Board members elected new officers, as follows:
  - a. Mr. Trammell nominated Wayne Pace for Chairman. Mr. Neal motioned to close the nomination. Mr. Downum seconded and all Board members voted aye to approve Mr. Pace as Chairman.
  - b. Mr. Allen nominated Marliese Kerr for Vice Chairman. Mr. McBride motioned to close the nomination. Mr. Downum seconded and all Board members voted aye to approve Ms. Kerr as Vice Chairman.
  - c. Mr. Pace nominated WC McBride for Secretary/Treasurer. Mr. Neal motioned to close the nomination. Mr. Allen seconded and all Board members voted aye to approve Mr. McBride as Secretary/Treasurer. Mr. McBride then deferred all administrative duties to Ms. London, the Board's Administrator.

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

1. The next Board meeting will be Wednesday, December 18, 2019 @9:30 a.m.

**XII. Agenda Item XII: Adjournment**

The meeting adjourned at 12:34 p.m.