

**Minutes of the Teleconference Meeting of the
ARKANSAS HOME INSPECTOR REGISTRATION BOARD**

900 W. Capitol, Little Rock, AR 72201
Wednesday – November 4, 2020 @7:30 a.m.

Board Members:

Robert Neal, Chairman	Bob Downum	WC McBride
Tom Allen, Vice Chairman	Daniel Burkhead	Marliese Kerr (<i>absent</i>)
Allen Trammell, Secretary/Treasurer		

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis

Others Present:

Chris Fletcher, Dan Smith, Christopher Stewart, Justin Hall

I. Agenda item I: CALL TO ORDER / ROLL CALL

Mr. Neal called the meeting to order at 7:32 a.m.

Roll call – All Board members are present except Ms. Kerr.

II. Agenda item II: APPROVAL OF November 4, 2020 MEETING AGENDA

Mr. Allen made motion to add discussion about delineating responsibilities of the Department of Labor and the Arkansas Home Inspector Registration Board under New Business. The motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion.

III. Agenda item III: APPROVAL OF MINUTES

1. July 1, 2020 - Mr. Allen made a motion to approve the July 1, 2020 Minutes and Mr. McBride seconded the motion. Mr. Neal requested the Minutes show that Ms. Kerr was absent as a board member. Ms. London stated that she had resigned from the board. Ms. Chavis advised that a board member has to send their resignation letter to the governor's office. All Board members voted aye in favor of the amended motion.
2. September 2, 2020 – Tabled from October meeting. Mr. Allen made a motion that the September 2, 2020 minutes be tabled until the next meeting and Mr. McBride seconded the motion. All Board members voted aye in favor of the motion.
3. October 7, 2020 - Incomplete

IV. Agenda item IV: FINANCIALS

1. October 2020. Mr. McBride made a motion to approve the October 2020 Financials and Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

V. Agenda item V: STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints

1. **Robert Neal (AHRB) 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. Summary received from Investigator 11/22/2019. No response to complaint as of January 13, 2020.* Ms. Chavis has an update (*as of 9/14/2020*): Mr. Hall has requested the removal of his name from the website. Board Members voted to leave the notification on the website during the October meeting. Ms. Chavis updated the Board saying a Hearing has been scheduled on March 3, 2021 for this complaint.
2. **202001-01** - *Complaint Filed January 2020. Notification sent by Certified Mail on 2/10/2020. As of 2/26/2020, the Home Inspector's attorney has requested a 10-day extension to prepare his response. Ms. Chavis approved the request. Response from attorney received 3/6/2020. Summary received from Investigator on 5/8/2020.*

Update: The home inspector has approved the Consent Agreement.

Mr. Burkhead requested a copy of the consent agreement so he could be familiar with the terms of the agreement. Mr. Neal made a motion to approve the consent agreement and a second was made by Mr. Trammell. All board members voted aye in favor of the motion.

3. **202001-02** - Complaint Filed January 2020. Notification to HI sent by Certified Mail on 2/14/2020. The home inspector has responded and the complaint has been turned over to the Complaint Investigator. Summary received from Investigator on 3/2/2020. Recommendation: Dismissal of Complaint. Complainant has requested an appeal of the decision & would like to appear before the Board when physical meetings resume.
Ms. Chavis advised the board there is no additional update on this complaint.
4. **202003-04** - Complaint Filed March 2020. Notification to HI sent by Certified Mail 4/3/2020. Summary received from Investigator 4/14/2020. The Summary was amended on 5/15/2020. The home inspector has requested a discussion with the Board about the findings. Ms. Chavis said the home inspector would like to discuss the findings when physical meetings resume.
Ms. Chavis told the board that a hearing has been scheduled on February 3, 2021.
5. **202004-05** - Complaint Filed April 2020. Notification to HI sent by Certified Mail 4/3/2020. Summary received from Investigator on 5/15/2020. Ms. Chavis said the complainant wants the Board to continue with the investigation even though a lawsuit has been filed. The Board will move forward with this complaint to protect the consumer. Ms. Chavis will schedule a February hearing.
Ms. Chavis told the board that a hearing has been scheduled on February 3, 2021.
6. **202005-06** - Complaint Filed May 2020. Notification to HI sent by Certified Mail 5/15/2020. Certified letter was received by recipient on 5/22/2020. Summary received from Investigator on 6/11/2020. Ms. Chavis has an update on this complaint.
Ms. Chavis told the board that a hearing has been scheduled on February 3, 2021.
7. **202008-08** - Complaint Filed August 2020. Notification to HI sent by Certified Mail 8/21/2020. Certified letter was received by recipient on 8/26/2020. The home inspector has responded (received 9/10/2020) and the complaint has been turned over to the Complaint Investigator. Summary received from Investigator on 10/5/2020. Consent Agreement has been signed and \$250 Civil Penalty paid 10/21/2020.
Ms. Chavis stated this complaint is closed and can be removed from future agendas.

B. New Complaints

1. **202010-09** - Complaint Filed October 2020. Notification to HI sent by Certified Mail 10/23/2020.

VI. Agenda item VI: REVIEW OF NEW APPLICANTS / REGISTRATION RENEWALS

A. New Applicants

1. Codey Cooper – Approved
2. John Gassaway – Approved
3. John Reynolds – Approved

Mr. McBride made a motion to approve Applicants #1, #2 and #3 and Mr. Trammell seconded. All Board members voted aye to approve the applicants for licensing.

4. Christopher Stewart – Mr. McBride made a motion to approve Mr. Stewart and Mr. Downum seconded. Mr. Trammell questioned his New York home inspector training from 2018. Mr. Downum asked Mr. Stewart about the ten home inspections that he performed with other inspectors as part of his training. Mr. Neal said the Board could approve, deny or table the application until the applicant completes 14 hours of CE. Mr. Allen asked if the Board could ask the applicant to provide his first three (3) Arkansas home inspection reports for Mr. Smith to review. Mr. McBride said the applicant should still take CE courses including the Standards of Practice as one of the courses. Mr. McBride amended his motion for approval to be contingent

upon the applicants completion of CE courses and three (3) home inspection reports within four (4) months of being licensed. Mr. Trammell seconded and all Board members voted aye to approve Mr. Stewart for licensing. Mr. Neal told Mr. Stewart that the Standards of Practice course is normally a part of the 80 hours of pre-licensing training and he may have to take the course separate from the CE courses. Mr. Neal told him that if he could not complete the CE course, his home inspector's license would be suspended.

5. Jason Barnett (*CE Credits earned since 2018*) – Approval Denied.

Mr. McBride made a motion to approve Mr. Barnett and Mr. Downum seconded. All Board members voted nay to deny approval of a license because the applicant had not completed 8 CE hours of classroom instruction.

VII. Agenda item VII: CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

None

B. PRE-REGISTRATION

1. ICA – 80 Hr. Pre-registration Training (Renewal)

Mr. McBride informed the board that item 25 was about swimming pools and spas but there was no breakdown on the course. Mr. Burkhead said the National Home Inspector Test includes questions about these items and they should be included as part of the 80 hours of training. It was decided that this renewal would be approved contingent on the breakdown for swimming pools and spas being added. Mr. McBride made the motion and Mr. Burkhead seconded. All Board members voted aye in favor of the motion.

VIII. Agenda item VIII: NEW BUSINESS

1. Dept. of Labor – Refund of Cubicle Rent

Ms. London reported nothing has changed concerning this issue.

2. Budget Hearings – Shared Services, Indirect Transfers, Special Language, Funds Balance

Mr. Neal and Mr. Allen reported they attended a budget meeting in an effort to learn more about the shared services expenses being charged to the board. Mr. Neal informed the board that he brought up the idea of moving the \$10,000 advertising budget to the general fund. Mr. Neal made a motion to take action to free up the \$10,000 advertising money for a more generic use. Mr. Allen seconded and all Board members voted aye to approve the motion.

3. Tour of new office space by Board Chairmen

Mr. Neal and Mr. Allen toured the new AHIB office. Mr. Allen told the board that the office space is adequate if the large desk could be replaced with a smaller one and locking file cabinets could be added. There is an issue with the size of the desk that was moved into the office and is now the property of AHIB.

4. Update on Rule Changes for Apprenticeship Training Program

Ms. Chavis explained the steps the Rule Changes must go through and that she has completed the required steps.

5. Justin Hall talked with the Board about the website notice.

Mr. Neal asked Mr. Hall how he defined home inspections and Mr. Hall said that he only does roof inspections for insurance companies. Mr. Neal then asked him about his last appearance before the Board when he said he performed 2-3 home inspections per week. Mr. Hall said that he did not do that anymore. Mr. Hall asked that the website notice about him be removed. He stated he is not doing any home inspections. Mr. Allen made the motion that Mr. Hall's request be approved

contingent on the outcome of the hearing schedule on March 3, 2021. Mr. Downum seconded the motion. All Board members voted aye in favor of the motion. Mr. Hall stated he was not aware of a hearing. Ms. Chavis reviewed the details behind the complaint that was filed against Mr. Hall and that he had signed for the letter sent by the board concerning the complaint. Ms. Chavis will resend the information to Mr. Hall.

6. Letter to Department of Labor.

Mr. Allen requested that a letter be sent to the Department of Labor requesting that responsibilities be delineated between the Department of Labor and the AHIB Board. This letter will be drafted by Mr. Allen and sent to Board members for comment before a final version will be sent to the Department of Labor. Mr. Neal made a motion the board approve him working with Ken Anderson, head of the IT department, to determine how to streamline the renewal process online and discuss website transition. This motion was seconded by Mr. Burkhead. All Board members voted aye in favor of the motion.

7. Notification to Educators about importance of ethics class.

Mr. McBride made a motion that a letter be sent to educators stressing the importance of the ethics involving home inspectors and real estate agents. This involves protection for consumers of home inspections as well as protection for home inspectors. The motion was seconded by Mr. Burkhead. Ms. Chavis will prepare this letter so it can be mailed to home inspectors along with their renewal cards.

IX. Agenda item IX: OLD BUSINESS

None.

X. Agenda item X: ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Office Supplies purchased for renewal period totaled \$520.07. Five rolls of stamps were also purchase @\$55.00 each.
2. Weekly Reports to Dept. of Labor are continuing to be sent to the Chief of Staff each week.
3. Insurance expiration letters for November were mailed on October 15, 2020.

Ms. London told the board that she has changed the wording on the renewal instructions to eliminate the in-person delivery of renewal documents to the AHIB office due to Covid 19 concerns. All renewal documents will have to be mailed in. The board was in agreement with this change.

XI. Agenda item XI: SCHEDULE NEXT MEETING

1. December 16, 2020 @ 9:30 a.m. – MASKS AND TEMPERATURE CHECKS ARE REQUIRED BEFORE ENTERING THE BUILDING AND PRACTICE SOCIAL DISTANCING WHEN OTHERS ARE PRESENT

Location: Arkansas Real Estate Commission – Conference Room
612 S. Summit St.
Little Rock, AR

(Meeting date and time are subject to change at the discretion of the Board)

XII. Agenda item XII: ADJOURNMENT

The meeting was adjourned by Mr. Neal at 9:22 a.m.