

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

900 W. Capitol, Little Rock, AR 72201

Wednesday – December 16, 2020 @9:30 a.m.

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

**Board Members:**

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

**Board Administrator:** Charlotte London

**Others Present:** Dan Smith, Christopher Stewart, Denise Oxley

**Others Participating by Phone:** Tom DuPriest, Justin Ethridge, Jason Barnett,  
Duane Vanderpluym, Eric Hile, Sean Wetzel

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

Mr. Neal called the meeting to order at 9:36 a.m.

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

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

Mr. Neal requested that the update from his and Mr. Allen’s visit with the Secretary of Labor be added as item #7 under new business. Mr. Neal also stated that the agenda should reflect there are Hearings scheduled under Item 5 C of the agenda. A motion was made by Mr. McBride to approve the agenda with the changes. Mr. Burkhead seconded and all Board members voted aye in favor of the motion.

**III. Agenda item III: APPROVAL OF MINUTES**

1. A motion to table the approval of the September 2, 2020 minutes and October 7, 2020 minutes was made by Mr. McBride with a second by Mr. Trammell. All Board members voted aye in favor of the motion.

2. A motion to approve the November 4, 2020 minutes was made by Mr. Trammell with a second by Mr. Burkhead. All Board members voted aye in favor of the motion.

**IV. Agenda item IV: FINANCIALS**

1. A motion to table the approval of the November 2020 financials was made by Mr. McBride with a second by Mr. Burkhead. 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 (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. 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.
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. The home inspector has approved the Consent Agreement. Update: The Consent Agreement has been signed & returned 11/3/2020.*

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.
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.
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.
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 received the signed Consent Agreement.

## B. New Complaints

1. **202010-09** – Complaint Filed October 2020. Notification to HI sent by Certified Mail 10/23/2020. Response from HI received 11/10/2020 and the complaint has been turned over to the Complaint Investigator.
2. **202011-10** – Complaint Filed November 2020. Notification to HI sent by Certified Mail 11/17/2020. Response from HI received 12/09/2020.
3. **202012-11** – Complaint Filed December 2020.

## C. Hearings

Hearings are scheduled for January, February & March 2021.

Mr. Burkhead asked about the status of putting summaries of complaint results on the AHIB website. Mr. Smith told the board that he would write up the complaint results and send them to Ms. Chavez and Mr. Neal. Mr. Neal stated he would then post the results on the website.

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

### A. New Applicants

1. Betty Bailey
2. Tom DuPriest
3. Justin Ethridge
4. Thomas McCoy
5. Douglas Petitjean

A motion to approve applicants #1 through #5 was made by Mr. Burkhead with a second by Mr. Trammell. All Board members voted aye in favor of the motion. It was noted that the effective date of these licenses would be January 1, 2021 and that the applicants cannot perform any home inspections until they receive their cards.

6. Jason Barnett (*Requesting an appeal of the decision to deny his application for licensing-He wants to talk to the Board- See email dated November 17, 2020*)

Participating by phone, Jason Barnett asked if the Board could tell him exactly what he needs to do in obtaining CE hours to get his application approved. Mr. Neal explained the difference between licensing requirements for Arkansas versus Tennessee. Mr. Neal also stated he would send the requirement in writing by email. A motion to table Mr. Barnett's application until he completes 48 hours of live interactive training (40 hours to go towards registration training and

8 hours to towards CE). Mr. Barnett expressed his appreciation to the board for allowing him to visit with the board.

7. Sean Wetzel wants to ask the Board about his requirements to reactivate his license after allowing it to lapse after December 2019.

Participating by phone, Sean Wetzel asked the board what fees he needs to pay to reactive his license. Mr. Neal told him this information is available online in Sections 303 & 309 of AHIB Rules. Mr. Neal stated the amount would include the normal renewal fee plus any delinquent fees owed and that he would send an email with the exact amount to Mr. Wetzel.

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

**A. CONTINUING EDUCATION**

1. **InterNACHI – Twenty-nine (29) CE Course Renewals**

<b>COURSE NAME</b>	<b>Hrs</b>
a. 25 Standards Every Inspector Should Know	5
b. Advanced HVAC Training for Home Inspectors	21
c. Advanced Inspection of Crawlspace	3
d. Advanced Stucco & EIFS Inspection Training for Inspectors	16
e. Defect Recognition and Report Writing	8
f. How to Inspect Fireplaces, Stoves and Chimneys	4
g. How to Inspect for Moisture Intrusion	2
h. How to Inspect HVAC Systems	12
i. How to Inspect the Attic, Insulation, Ventilation and Interior	14
j. How to Inspect the Exterior	16
k. How to Inspect Water Heater Tanks	4
l.1 How to Perform Deck Inspections	3
l.2 How to Perform Deck Inspections Video	1
m. How to Perform Residential Electrical Inspections	4
n. How to Perform Roof Inspections	4
o. Log Home Inspection	8
p. Residential Plumbing Overview for Inspectors	8
q. Structural Issues for Home Inspectors	4
r. The House as a System	2
s. How to Inspect Manufactured and Mobile Homes	12
t. Ladder Safety Training	1
u. General Roof Inspection Training Video	2
v. Inspecting Foundation Walls and Piers	3
w. Inspecting Metal Roofs	2
x. Inspecting Slate Roofs	3
y. Inspecting Wood Shingle and Shake Roofs	2
z. Residential Structural Design for Home Inspectors	19
aa. Wind & Hail Property Damage Inspection	4
bb. 10 Steps to Performing a Roof Inspection	2

Mr. McBride made a motion that these 29 CE Course renewals be approved pending an adjustment of CE hours on Course # J. The motion was seconded by Mr. Allen. All Board members voted aye in favor of the motion.

**B. PRE-REGISTRATION**

None

**VIII. Agenda item VIII: NEW BUSINESS**

1. Ms. Oxley, the Attorney for the Dept. of Labor & Licensing, spoke with the Board about eliminating obsolete language from the rules. Mr. Allen asked Ms. Oxley about the process of changing the name of the Board to 'Licensing' instead of 'Registration.' Ms. Oxley said the name change would have to be introduced during the next legislative session.
2. Mr. Neal made a motion to approve the proposed language bill. Mr. Allen seconded and all Board members voted aye to approve the motion.
3. Mr. Allen made a motion to change the name of the Board to 'Arkansas Home Inspector Licensing Board' during the next legislative session. Mr. Burkhead seconded and all Board members voted aye to approve the motion. Ms. Oxley said that she will make note of the request and will assist the Board through the process.
4. Ms. Oxley explained the process required for the Administrator to work remotely during the pandemic. Mr. Allen asked her if there was any consideration of the performance of government when only one employee works for an agency. Ms. Oxley said the Administrator would have to prepare a proposal for the Chief of Staff, Steve Guntharp. She said the Administrator would first have to meet with the Chief Information Officer of IT, Ken Anderson to discuss IT needs and costs involved with working remotely. Ms. London told the Board that the key to the office door still does not work. Ms. Oxley said she will help to resolve that issue.
5. Mr. Neal talked to the Board members about his meeting with the Secretary of the Department of Labor & Licensing, Daryl Bassett where they discussed the step increase in salary for the Board's Administrator. Mr. Neal also said that he will contact Karen Fricke, the Chief Financial Officer for the Dept. of Labor & Licensing, about getting someone to scan files for the Board.

**BREAK – 11:27 – 11:43**

6. Mr. Neal talked about his conversation with IT concerning the Board's website. He said the website would have to be maintained through a Content Management System.
7. Eric Hile, from AAREI, asked the Board about classroom CE credits being available online. Mr. Neal told him that CE courses taken online would have to be live and in a real-time setting, such as a zoom meeting in order to qualify as classroom credit hours.

**IX. Agenda item IX: OLD BUSINESS**

None

**X. 2021 Registration Renewals**

License renewal applications had been previewed on separate occasions by the Chairman and Vice Chairman. Each Board member was given a list of the reviewed applications with explanations of whether the applicant's documents were acceptable or not. Mr. Neal made a motion to approve the license renewals that were submitted with the required paperwork. The motion to approve also included the renewals that were missing some documentation, pending receipt of those documents

and late fees by the Administrator. Mr. Burkhead seconded and all Board members voted aye to approve renewal of licenses for 2021.

**XI. Agenda item XI: SCHEDULE NEXT MEETING**

The next meeting will be a teleconference on January 6, 2021 @7:30 a.m.

**XII. Agenda item XII: ADJOURNMENT**

The meeting was adjourned by Mr. Neal at 12:56 p.m.