

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

900 W. Capitol, Little Rock, AR 72201  
Wednesday – January 6 @ 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:** Dan Smith, Eric Hile

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

Mr. Neal called the meeting to order at 7:34 a.m.  
Roll call – All Board members are present except Ms. Kerr.

**II. Agenda item II: APPROVAL OF January 6, 2021 Agenda**

Motion to approve the agenda was made by Mr. McBride with a second by Mr. Burkhead. Mr. Neal asked to amend the motion with the addition of an item under New Business which would be item 0. concerning his communications with the Department of Labor & Licensing about the AHIB website and shared services expenses. All board members voted aye in favor of the motion.

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

1. Motion to approve the minutes of the September 2, 2020 meeting was made by Mr. McBride with a second by Mr. Trammell. All board members voted aye in favor of the motion.
2. Motion to table approval of the minutes of the October 7, 2020 meeting due to the minutes being incomplete at this time was made by Mr. Burkhead with a second by Mr. McBride. All board members voted aye in favor of the motion.
3. Motion to approve the minutes of the December 16, 2020 meeting was made by Mr. McBride 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 and December 2020 financials was made by Mr. McBride with a second by Mr. Trammell. 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. **Ms. Chavis stated that a consent agreement has been mailed to Justin Hall. A hearing has also been scheduled for March 3, 2021. If the consent agreement is signed by Mr. Hall then the hearing will be cancelled.**
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.

**Ms. Chavis said this complaint can be removed from this list. The consent agreement has been signed.**

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 stated that this appeal is still on hold until regular in-person board meetings are resumed.**
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 has scheduled a hearing for this complaint 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 scheduled a hearing for this complaint on February 3, 2021 and the attorney for the Home Inspector requested a continuance to the July Board Meeting.**
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. A hearing had been scheduled for February 3, 2021, but it has been cancelled.
7. **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.  
Ms. Chavis stated she received the Summary from the complaint investigator and that a consent agreement has been sent to the home inspector. Mr. Smith informed Ms. Chavis that the home inspector had medical issues and Ms. Chavis said that out of consideration for the home inspector, she would hold off on the agreement.
8. **202011-10** – Complaint Filed November 2020. Notification to HI sent by Certified Mail 11/17/2020. Response from HI received 12/09/2020. . Complaint given to Investigator 12/17/2020.  
**This complaint is waiting on the complaint investigator’s summary**
9. **202012-11** – Complaint Filed December 2020. Notification to HI mailed 12/18/2020. Response from HI received 12/21/2020. Complaint turned over to Investigator 12/29/2020.  
**This complaint is waiting on the complaint investigator’s summary**

## B. Hearings

### 1. February 3, 2021

- a. Complaint No. 202003-04
- b. Complaint No. 202004-05 - Attorney for Complainant has requested a Continuance  
**This hearing has been moved to July.**
- c. Complaint No. 202005-06  
**This hearing has been cancelled after the home inspector signed the Consent Agreement.**

### 2. March 3, 2021

- a. Justin Hall (Unlicensed)  
**This hearing may be cancelled if Mr. Hall signs the Consent Agreement that has been mailed to him.**

## VI. REVIEW OF NEW APPLICANTS

**A. New Applicants**

- 1. Nathan Britton** - Motion to approve made by Mr. McBride with a second by Mr. Trammell. Discussion by Mr. Neal about missing background check from Ohio and applicant already has a website up. Motion was amended to approve contingent upon receipt of background check with a reminder to applicant that the website must prominently display his registration number.
- 2. Michael Hundley**
- 3. Joseph Reynolds** - Motion to approve applicants Michael Hundley and Joseph Reynolds was made by Mr. Trammell with a second by Mr. McBride. All board members voted aye in favor of the motion.

**VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES**

**A. CONTINUING EDUCATION**

- 1. AAREI– 2021 Spring Seminar (8) CE Courses – 2 Credit Hours Each**

<b>COURSE NAME</b>	<b>Hrs</b>
a. Fireplaces and Woodstoves; Fire in the House	2
b. 2015 IRC Structural Changes Update	2
c. Unusual Components – New & Old	2
d. Report Writing Follies	2
e. Foundation Problems and Identification	2
f. 2017 NEC Changes Update & Common Defects	2
g. New Plumbing Codes & Components	2
h. Top 20 Ways to Get Sued (for Home Inspectors)	2

Mr. McBride asked Ms. Chavis if the Board was safe approving these CE courses since they are all virtual classes. Ms. Chavis and Mr. Neal both stated that the courses are covered under the current rules as long as the classes are held in real time and interactive. Eric Hile, representing AAREI by phone, assured the board that the classes would be held in real time via Zoom and would be interactive. He stated the classes would be monitored for attendance. A motion to approve the AAREI CE Courses was made by Mr. McBride with a second by Mr. Burkhead. All Board members voted aye in favor of the motion.

**B. PRE-REGISTRATION**

None

**VIII. NEW BUSINESS**

**0. Update on communications concerning website and shared services expenses.**

Mr. Neal shared that he has another meeting with IT about the website migration and that they may have a possible solution with zero costs. He also reported there is no new information concerning the shared services expenses.

**1. REMINDER: Statement of Financial Interest is due by January 31, 2021**

Board members were reminded that this form is available at arethics.com. The form will need to be signed and notarized.

**2. Board members must vote on travel/lodging reimbursements for 2021**

A motion to approve was made by Mr. McBride with a second by Mr. Downum. All Board members voted aye in favor of the motion.

**3. HUD Inspections – See email dated December 14, 2020.**

There was a lengthy discussion about HUD inspections revolving around the use of Architects and Engineers for HUD inspections. Ms. Chavis stated the board has no control over this issue. Mr. Allen said that ASHI and HUD are working on this issue at a national level. It was decided no action was needed by the board until a complaint is filed on this topic.

**4. Dept. of Labor – Indirect Transfers**

**5. Update on the results of Chairman & Vice Chairman meeting with Secretary Bassett concerning step increases for Administrator and Office Security.**

The Board discussed that this topic needs to be discussed in an executive session which will be added to the agenda the February 3, 2021 Board meeting.

**6. Update on Rule Changes for Apprenticeship Training Program**

Ms. Chavis stated the rule change is moving forward through the required steps. Ms. Chavis it should go to the subcommittee in April.

**IX. OLD BUSINESS**

No old business was discussed.

**X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS**

1. Ms. London told the board that Weekly Reports to the Department of Labor continue and that Insurance expiration letters for January were mailed on December 16, 2020.
2. Ms. London also reported that she still does not have a working key to her office door. Ms. Chavis suggested Ms. London follow-up with Denise Oxley about needing a key.

**XI. 2021 REGISTRATION RENEWALS**

1. Mr. Neal made a motion to approve the registration renewals for home inspectors with the following registration numbers: 1330, 1355, 1405, 1417, 1507, 1657, 1687,1735, 1746, 1757, 1759, 1800, 1810, 1822, 1831, 1860, 1886, 1912,1936, 1967, 2002, 2003, 2034, 2049, 2066, 2071, 2074, 2094, 2106, 2108, 2111, 2114. The motion was seconded by Mr. Downum. All Board members voted aye to approve the motion.
2. Mr. Neal made a motion to approve the registration renewals for home inspectors with the following registration numbers once a \$50 late fee has been received from them: 1358, 1692, 1715, 1770, 1806, 1855, 1917, 1965, 2070. The motion was seconded by Mr. Downum. All Board members voted aye to approve the motion.
3. Mr. Neal made a motion to deny the registration renewal for home inspector # 1670 due to all CE classes being online courses. The motion was seconded by Mr. Burkhead. All Board members voted aye to approve the motion.
4. Mr. Neal made a motion to deny the registration renewal for home inspector # 1802 due to no CE hours provided. A late fee will also be required. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion.
5. Mr. Neal made a motion to deny the registration renewal for home inspector # 1879 due to all CE classes being online courses. The motion was seconded by Mr. Downum. All Board members voted aye in favor of the motion.
6. Mr. Neal made a motion to deny the registration renewal for home inspector # 2004 due to needing additional CE hours. This home inspector's registration expired in December 2019 which means 14 CE hours are needed for 2020 and 14 for 2021 for a total of 28 CE hours.

The motion was amended to waive the late fees by Mr. Allen since the home inspector had a back injury. The motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion.

7. Mr. Neal made a motion to approve the registration renewal for home inspector # 2079 contingent upon receipt of a late fee. The motion was seconded by Mr. Downum. All Board members voted aye in favor of the motion.
8. Mr. Neal made a motion to approve the registration renewal for home inspector #2100 contingent upon receipt of the insurance certificate. The motion was seconded by Mr. Downum. All Board members voted aye in favor of the motion.
9. Mr. Neal made a motion to approve the registration renewal for home inspector #2110. The motion was seconded by Mr. Burkhead. All Board members voted aye in favor of the motion.

## **XII. SCHEDULE NEXT MEETING**

1. February 3, 2021 @ 9:30 a.m.  
Location: Arkansas Dept. of Labor & Licensing  
900 W. Capitol Avenue  
Training Room on 3<sup>rd</sup> Floor  
Little Rock, AR 72201
2. March 3, 2021 @ 9:30 a.m.  
Location: Arkansas Dept. of Labor & Licensing  
900 W. Capitol Avenue  
Little Rock, AR 72201

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

## **XIII. ADJOURNMENT**

Mr. Neal adjourned the meeting at 9:17 a.m.