

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General Building, Little Rock
June 22, 2016**

Board members Wayne Pace, Bob Downum, Joe Kanopsic, Robert Neal, Anthony Utsey, and Allen Trammell were present. Also present was Assistant Attorney General Julie Chavis, DFA-Office of Accounting staff Melanie Hazeslip and Melina Campbell.

Agenda Item A – Call to Order

Meeting called to order at 9:33 am.

Mr. Pace reported for the record that a quorum was present for the AHIB meeting.

Mr. Pace asked for any recommended changes to agenda or the motion to accept. Mr. Downum moved to approve the agenda, Mr. Kanopsic seconded. All board members – yes.

Agenda Item B – Approval of prior meeting minutes: June 22, 2016

Mr. Pace asked for any changes to the minutes. Mr. Kanopsic said he read the minutes and moved to approve, Mr. Downum seconds. All board members – yes.

Agenda Item C – Financials (Melanie Hazeslip)

Mrs. Hazeslip read the financial reports to the board.

March available cash	\$388,401.15	
Revenue	\$ 2,075.00	
Salary expense	\$ 420.00	
AETN expense	\$ 833.33	
Postage/Cell phone	\$ 181.45	– Mrs. Hazeslip recommended the shutdown of the Sam Wherry email account. She has been monitoring this but very little activity is coming in and there will need to be a new email set up when another director is hired. January cell phone bill was credited off.
Utilities & Rent	\$ 70.00	– New PO Box set up.
Board member travel	\$ 474.95	
Background checks	\$ 88.00	
Office supplies	\$ 25.85	– Reimbursement to Mr. Pace for stamps.
Total of expense	\$ 840.25	
Burn rate of	\$ 937.15	

The warrant list (check list) attached to the financial reports needed to be reviewed and approved by the board for May expenses. Mr. Pace questioned an expense of \$106.68 and \$38.00 paid to Mr. Neal on May's warrant list report. Mrs. Hazeslip stated that the payment was to renew the IP address for the AHIB website. Mr. Kanopsic moved to approve the reported expenses on the May Warrant list, Mr. Neal seconded. All board members – yes.

Agenda Item D – Review of New Applicants (7)

1. There were seven new applicants ready for the boards review, Andy J Kuszak, Benjamin L Walker, Buddy L Hooper, Coy Shane Cannan, Stacey Daniel Robinson, Walter A Paulson, and Wesley A Barnes.
2. Mr. Pace stated that Kuszak, Walker, Hooper, and Barnes applications were complete and looked good for approval. Mr. Neal moved to approve the four applicants, Mr. Kanopsic seconded. All board members – yes.
3. Mr. Pace pointed out that Cannan's background check shows a DWI but this does not fall under moral turpitude and therefore he still qualifies for board approval. Mr. Neal added AHIB must be the insurance holder on the applicant's insurance form. Mr. Kanopsic moved to approve Cannan when the correct insurance form is received, Mr. Neal seconded. All board members – yes.
**Mrs. Hazeslip will get the insurance form corrected.*
4. Mr. Robinson's insurance form did not have an agent signature on it and the insurance holder title was not correct. Mr. Kanopsic moved to approve Robinson once the insurance is complete, Mr. Trammell seconded. All board members – yes.
**Mrs. Hazeslip will get the corrected insurance form with the agent's signature.*
5. Paulson did not have AHIB listed as the insurance holder. Mrs. Hazeslip added that this applicant took a course that has not yet been approved by the board but has submitted the correct paperwork to be approved today. Paulson's application cannot be approved until the course has been approved. **
**Mrs. Hazeslip will get the insurance form corrected.*

Agenda Item E – Status of Complaints

Julie Chavis, Attorney General Deputy, reported there are updates to the complaints.

1. OLD
 - a. Mrs. Chavis reported that she met with Mr. Neal regarding the Primm complaint and the board will need to send a notice for hearing.
 - b. Mrs. Chavis stated that Bevill complaint was unfounded. The complaints by the home owner (Gabanski) were not areas in a home inspection to be reported on. She added Mr. Bevill refunded Mr. Gabanski his home inspection fee but Mr. Gabanski has filed a court hearing. There will need to be an appeal to the board first before this case can be heard in court. Mrs.

Chavis had spoken with Mr. Gabanski's attorney (Mr. Montgomery) and they do want to appeal to the board at this time. Mrs. Chavis stated that a board member must act as a witness for Mr. Bevill but that the board member will have to recuse themselves from the appeal hearing and therefore cannot vote as a board member on that appeal. She recommended Mr. Neal as the complaint witness. Mr. Pace will need to speak with Mrs. Chavis superiors about the process that will need to occur. She recommended an appeal hearing in September for Mr. Bevil. Mr. Kanopsic moved to have a hearing in September, Mr. Trammell seconded. All board members – yes.

- c. Hall has already had a hearing with the board and Ms. Chavis reported that she must now have a motion for injunctive relief from the board then she will be able to file a law suit. She is waiting for approval from her superiors.
- d. Stouffer and McCormick need to have letters mailed, she is drafting these and will have them ready for the July meeting.
- e. John Williams' box of complaints Mrs. Chavis has for review.

2. NEW

- a. There was one new complaint. Mr. Neal will notify the home inspector of the complaint that has been filed against them with a form letter that Mrs. Chavis will provide him.
- b. Mr. Pace added there is an individual acting as a home inspector in Northwest Arkansas but they are not licensed through the board. It is believed that this individual may live in Missouri and do most of his home inspections there where a license is not required. Mr. Neal stated that he would gather all the facts that the board had been given on the individual to start the complaint process.

Agenda Item F - Continuing Education/Pre-Registration Courses

Mr. Utsey had several education renewals for review.

1. ABC – 3 classroom courses Mr. Kanopsic moved to approve, Mr. Neal seconded. All board members – yes.
 - a. CE-2016-07 (2 hour) Report Writing “Report Writing”
 - b. CE-2016-08 (6 hour) Exterior “Exterior Inspection”
 - c. CE-2016-09 (6 hour) Roofing “Roofing Inspection”
2. AHIT – Mr. Utsey recommended holding this material until additional information has been gathered because he does not have complete paperwork. Mr. Kanopsic moved to table the AHIT course at this time, Mr. Downum seconded. All board members – yes.
3. ASHI – Mr. Utsey had several online courses for 2 hours that need approved he has reviewed and agrees with all except the controlled airflow in homes since home

inspectors cannot make suggestions or inspect on airflow. Mr. Kanopsic moved to approve all except the controlled airflow course, Mr. Downum seconded. All board members – yes.

- a. CEO-2016-01 (2 hour) Report Writing “Improve Your Report Writing”
 - b. CEO-2016-02 (2 hour) Structural Systems “Causes, Symptoms, Solutions to Common Foundation Problems”
 - c. CEO-2016-03A (1 hour) Heating “Basic Residential Heating & Cooling”
 - d. CEO-2016-03B (1 hour) Cooling “Basic Residential Heating & Cooling”
 - e. CEO-2016-04 (2 hour) Heating “High Efficiency Gas Furnaces”
 - f. CEO-2016-05 (2 hour) Structural Systems “Inspecting Old Houses”
 - g. CEO-2016-06 (2 hour) Roofing “Asphalt Shingles & Flat Roofs”
 - h. CEO-2016-07 (2 hour) Roofing “Metal, Slate, Specialty Roofing & Wood Shingles”
 - i. CEO-2016-08 (2 hour) Fireplaces and Solid Fuel Burning Appliances “Chimney Inspections”
 - j. CEO-2016-09 (2 hour) Electrical “Electrical Service Inspections”
 - k. “Uncontrolled Air Flow in Homes” - denied
4. Post to Pillar – 80 hour course to be renewed. Mr. Utsey stated that it is on the same information as prior year’s and looks good. Mr. Utsey moved to approve, Mr. Kanopsic seconded. All board members – yes.
- a. PR-2016-06 (80 hour) “Pillar to Post”
5. Other (InterNACHI) –InterNACHI application for “Meth House Hazards & Remediation”. This course deals with Meth houses which is outside of home inspector parameters. Mr. Neal moved to deny this course, Mr. Kanopsic seconded. All board members – yes.

****Mr. Paulson’s** application for licensure needed a motion for approval of application since the course has been approved. Mr. Neal moved to approve the applicant, Mr. Kanopsic seconded. All board members – yes.

Agenda Item G – New Business

1. Mr. Pace reported that he got a phone call regarding a \$25 gift card given from a home inspector to a real estate agent to be used as a door prize in an open house give away contest. The board members discuss this is a violation because gifts with monetary value cannot be given.
2. Mr. Downum asked about clarification of the law regarding home inspectors also working as contractors. He stated he had a home inspector hand him a card that on one side showed him as a home inspector and on the other a handy man. Mr. Neal clarified that a home inspector can do repairs to any home but cannot inspect it for a 12 month period of doing a home inspection.

3. Mr. Neal stated that Rural Development loans are misleading home inspectors to only complete an inspection of approval to help make a sale verses doing a true home inspection where areas of concern are identified. The loan is set up to only pay the home inspector if the sale is complete (contingent). He feels this is in violation of the code because any home inspector is due to be paid regardless of the property sale.

Agenda Item H – Old Business

1. AETN – Mr. Kanopsic is working on the article for the AETN magazine and asked that all board members dress accordingly so a picture can be taken in the next board meeting for the article.

Agenda Item I – Enter Executive Session to discuss applicants

Mr. Kanopsic moved to break for executive session Mr. Downum seconded.

Agenda Item J – Exit Executive Session and discuss decisions made

Mr. Downum moved to come back into meeting from executive session, Mr. Kanopsic seconded.

Mr. Pace reported that there are 7 applicants recommended for interview. The board would like to set up interviews for July 13th. The meeting will begin at 9 am. They will allow 45 minutes for each interview and the first interview will be at 9:30am.

The meeting is set for **Wednesday, July 13 at 9:00am at the Attorney General Office.**

Agenda Item K – Adjournment

Mr. Pace adjourned the meeting.