

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

Department of Labor & Licensing  
Wednesday – May 4, 2022 @ 9:30 a.m.

**I. CALL TO ORDER / ROLL CALL**

Mr. Burkhead called the meeting to order at 9:30 a.m.

**Board Members Present:**

Daniel Burkhead, Chairman	Chris Perry	Dillon Erwin
Kyle Rodgers, Vice Chairman	Edward Loveless	
WC McBride, Secretary/Treasurer		

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

Joe West

**New Applicants:**

**Others Present:**

Gayathri Arunachalam, ADLL Software Support Analyst

**II. APPROVAL OF May 4, 2022 MEETING AGENDA**

Mr. McBride made a motion to approve the agenda. Mr. Rodgers seconded the motion. Mr. Burkhead requested that the AHIRB website be added to the agenda under old business. The motion was amended to include this discussion in the agenda. All Board members voted aye in favor of the motion.

**III. APPROVAL OF MINUTES**

1. March 2, 2022 – Incomplete
2. April 6, 2022 – Incomplete

A motion was made by Mr. McBride and seconded by Mr. Rodgers to approve the Minutes. All Board members voted aye in favor of the motion.

**IV. FINANCIALS**

1. November 2020 – Incomplete
2. December 2020 – Incomplete
3. January through December 2021 – Incomplete
4. January 2022 – Incomplete

A motion was made by Mr. McBride and seconded by Mr. Rodgers to table the approval of the Financials until ELP is started and they are caught up at that point and kept up to date moving forward. All Board members voted aye in favor of the motion.

**V. STATUS OF COMPLAINTS / APPEALS / HEARINGS**

**A. Old Complaints**

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1. **202112-24** – Complaint Filed December 2021.

Mr. West states that the home inspector involved in this complaint followed procedure and a motion was made by Mr. Rodgers and seconded by Mr. Perry to dismiss this complaint. All Board members voted aye in favor of the motion.

**B. New Complaints**

None

**C. Hearings**

**202110-22** – Hearing Scheduled for June 8, 2022.

**VI. REVIEW OF NEW APPLICANTS**

**A. New Applicants**

- |                   |                    |
|-------------------|--------------------|
| 1. Shelby Adams   | 5. Benjamin Reavis |
| 2. Jesse Boyce    | 6. Brian Richard   |
| 3. Michael Grimes | 7. Jeffrey Swinn   |
| 4. Joshua Pettit  |                    |

1. Mr. McBride made a motion to approve applicants **#1-Shelby Adams, #3-Michael Grimes, #4-Joshua Pettit, #6-Brian Richard** and **#7-Jeffrey Swinn**. The motion was seconded by Mr. Erwin. Mr. McBride noted that **#1-Shelby Adams'** insurance form would need to be updated to reflect his physical address, not a P.O. Box. Mr. Adams stated he would update the form and email it to the office. All Board members then voted aye in favor of the motion.
2. Mr. McBride made a motion to approve applicant **#2-Jesse Boyce**. The motion was seconded by Mr. Rodgers. Mr. McBride amended his motion to include that the applicant corrects his insurance form to reflect his physical address instead of his P.O. Box, and it would then be administratively approved upon receipt. All Board members then voted aye in favor of the motion.
3. Mr. McBride made a motion to approve applicant **#5-Benjamin Reavis**. The motion was seconded by Mr. Rodgers. Mr. Burkhead advised that Mr. Reavis' application was incomplete and that he had not completed his Code of Ethics exam, but that it was scheduled for Friday, May 6, 2022. Mr. Burkhead advised Mr. Reavis that the Board could not approve him at this time, but to send his exam results to Ms. London, once completed, and the matter would be added to the agenda at the next Board meeting.

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

None

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**VIII. NEW BUSINESS**

1. MOU Agreement (Memorandum of Understanding) – Administrative costs are fixed (\$522.63). Direct cost is based on square footage. Rent is billed quarterly. \$10,265.28/year for Ms. London's office at ADLL. Etc. Mr. Rodgers made motion to approve the MOU and Mr. Perry seconded. Three Board members voted aye and there were no opposed. The motion carried.
2. MOU Invoices for January 2022, February 2022, and March 2022.
3. ELP Implementation – Survey needs to be filled out and returned by 5/4/2022. All Board members, Ms. London, and Mr. West assisted in completing the survey in its entirety.
4. New domain [www.ahirb.org](http://www.ahirb.org) paid up for 9 years.

**IX. OLD BUSINESS**

1. Governor's Approval of Proposed Rules; Public Comment Period. Per Mr. West, notice was posted in the Arkansas Democrat Gazette 4/29/2022 and will run for 30 days from that date. A motion was made by Mr. McBride and seconded by Mr. Erwin to remove the [www.ahib.com](http://www.ahib.com) language from the Rules and replace it with the broader "the Board website" language. All Board members voted aye in favor of the motion.
2. Mr. Erwin addressed the website forms and stated that between now and the end of the week, he and Mrs. G would be making some changes and updating information to include the logo, mailing address, the new domain and acronym, as well as on some forms corrections to pronoun verbiage.

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

1. Weekly Reports to Dept. of Labor are being completed.
2. Insurance expiration letters for May 2022 were mailed out.
3. Ms. London went to Office Depot to get supplies which included paper, envelopes, ink pen refills and laminator sheets which came to a total of \$209.25. Mr. McBride asked whether the cost of monthly rent being paid to ADLL included office supplies and Mr. Burkhead responded that direct costs are not part of the monthly bill.

**XI. 2022 REGISTRATION RENEWALS**

1. Mr. McBride made a motion to approve the renewal for HI-2002. The motion was seconded by Mr. Rodgers. Mr. Burkhead noted that HI-2002 will need to update her address on the insurance form. All Board members voted aye in favor of the motion.

**XII. SCHEDULE NEXT MEETING**

1. The next Board meeting is scheduled for Wednesday, June 8, 2022 @ 9:30 a.m.

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**XIII. ELECTION OF OFFICERS**

1. Chairman – Mr. Rogers nominated Mr. Burkhead and Mr. Erwin seconded. All Board members voted aye in favor of the motion.
2. Vice Chairman – Mr. McBride nominated Mr. Rodgers and Mr. Burkhead seconded. All Board members voted aye in favor of the motion.
3. Secretary/Treasurer – Mr. Burkhead nominated Mr. McBride and Mr. Rodgers seconded. All Board members voted aye in favor of the motion.

**XIV. ADJOURNMENT**

The meeting adjourned at 11:03 a.m. on a motion by Mr. Burkhead and seconded by Mr. McBride. All Board members voted aye in favor of adjournment.