

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General Building, Little Rock
November 1, 2016**

Board Members present:

Wayne Pace, Chairman	Robert Neal	Joe Kanopsic
Anthony Utsey	Cheryl Payne-Nesuda	Bob Downum
Allen Trammell		

Board Administrator: Charlotte London

Others Present:	Assistant Attorney General:	Julie Chavis
	AAREI Lobbyist:	Bob Balhorn
	ABC	Joe Maxwell

I. Agenda Item I: Call to Order/Roll Call

Meeting called to order at 9:40 am.
Roll call by Mr. Pace - All Board Members present.

II. Agenda Item II: Approval of December Meeting Agenda

Motion was made by Mr. Neal to approve agenda and seconded by Mr. Trammell.
All board members voted in favor of motion with aye.

III. Agenda Item III: Approval of Minutes

Motion was made by Mr. Trammell to approve the meeting minutes of October 5, 2016 and seconded by Ms. Payne-Nesuda. All board members voted in favor of motion with aye.

IV. Agenda Item IV: Financials

The Financials were review by the Board members. Mr. Kanopsic made a motion to approve the financials, Mr. Trammell seconded and all board members voted in favor of motion with aye.

October Available Cash	\$379,066.28
Revenue	\$2,250.00
Salary Expense	(\$3,927.79)
AETN Expense	(\$1,666.66)
Postage/Cell Phone	(\$107.76)
Utilities & Rent	(\$625.00)
Board Member Travel	(\$860.10)
Background Checks	(\$286.00)
Refunds	(\$375.00)
Total of Expense	(\$2,275.64)
Burn Rate of	(\$1,355.29)

V. Agenda Item V: Review of New Applicants

The board reviewed three new applicants and four applicants tabled from previous meetings

1. Boyd Bass –All Board members agreed that more information was needed about his prior convictions. Mr. Kanopsic reviewed his Illinois criminal record and said that he had issues with Mr. Bass’ trespassing charge. Ms. Chavis asked Ms. London to request from Mr. Bass court documents showing that his past convictions have been resolved. Mr. Neal made a motion to table Mr. Bass’ application until court documents are received showing the

resolution of all convictions and to also have the name of his insurance agent listed on his Certificate of Insurance. Mr. Downum seconded the motion and all Board members voted to approve tabling the application.

2. Michael Coover –After reviewing Mr. Coover’s application, Board members noted that the Certificate of Insurance did not have the agent’s name and signature. Mr. Neal motioned to approve the application pending receipt of the missing information. The motion was seconded by Mr. Kanopsic and all Board members voted in favor of the motion with aye.
3. Jeffrey Gorman
and
4. Matt Grigg –After the Board members reviewed Mr. Gorman and Mr. Grigg’s applications, Mr. Kanopsic made a motion to approve both applicants; Mr. Neal seconded and all Board members voted in favor of the motion with aye.
5. Jordan Graves –Board members discussed that the Texas training certificates that the applicant submitted were not Arkansas approved courses. Mr. Pace and Ms. Chavis mentioned the hunting violations that appeared on his background check. Mr. Kanopsic did not see the misdemeanor hunting violations as a problem. Ms. Chavis asked Ms. London to notify the applicant about the Board’s decision that he did not submit Arkansas approved training courses with his application. Mr. Neal made a motion to deny approval of Mr. Graves’ application since he did not submit approved Arkansas courses and to advise him that he can request a variance. Mr. Downum seconded the motion and all Board members voted to deny approval of the application.

VI. Agenda Item VI Status of Complaints

Julie Chavis, Assistant Attorney General, reported on updates to the old complaints.

OLD COMPLAINTS

1. McCormick
 - a. Mr. McCormick has not returned his signed Consent Agreement.
2. Bevill
 - a. Ms. Chavis has contacted the complainant’s attorney to find out what his expectations are.
3. Hall
 - a. Ms. Chavis is still working on this complaint.
4. Williams
 - a. Ms. Chavis said Mr. Gray had complained that the garage floor sloped toward the kitchen door and exhaust fumes could kill occupants which made the buyer cancel their contract. Ms. Chavis thinks the complaint should be dismissed. The seller has Mr. Williams report about the sloping floor and fumes. As a reference to the violations, Mr. Neal quoted Sect. 402.2.B of the Rules and Procedures of the Arkansas Home Inspector Registration Board, which reads as follows:
*Inspectors shall act in good faith toward each client and other interested parties.
Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.*
Ms. Chavis said Mr. Williams overstated the significance of the problem and Mr. Downum stated that Mr. Williams was also incorrect. Mr. Neal moved that a Consent Agreement be sent to Mr. Williams. Ms. Chavis said Mr. Williams has eight

complaints dating back to 2013 and all involved stating code violations on his home inspection reports. He also had stated items that were outside the scope of his duty as an inspector. Ms. Chavis asked the Board members to review the Kelly complaint and determine if it is a legitimate complaint. The remaining complaint files of Mr. Williams were divided among Board members for further review with three files given to Ms. London to write letters to the involved complaint participant.

BREAK 10:54-11:08

Mr. Neal asked Ms. Chavis about offering a Consent Agreement on the Gray complaint with a \$100.00 civil penalty. Mr. Neal motioned to have a Consent Agreement with a \$100.00 civil penalty sent to Mr. Williams on the Gray complaint. Mr. Downum seconded and all Board members voted in favor of the motion with aye. Ms. Chavis will send the agreement to Mr. Williams' attorney. Mr. Kanopsic reviewed the Kelly (selling agent) complaint against Mr. Williams. Mr. Neal motioned for a Consent Agreement to be mailed to Mr. Williams and Mr. Downum seconded. All Board members agreed that Mr. Williams had violated Rule 402.1 of the Rules and Procedures which could result in a fine of up to \$1,000.00 and a civil penalty and all members voted in favor of the motion with aye.

5. Koska
 - a. Board members discussed whether the application fee was to be refunded to Mr. Koska. Mr. Kanopsic motioned to deny a refund, Ms. Payne-Nesuda seconded and all Board members voted in favor of the motion with aye. Ms. Chavis said there was an open complaint against Mr. Koska pertaining to him performing home inspections without being licensed. Mr. Downum made a motion to have a letter sent to Mr. Koska stating that the complaint will be closed if he agrees he will no longer pursue an Arkansas license or perform any home inspections in Arkansas without a license.
6. Primm – Complaint was unfounded.

NEW COMPLAINTS

1. Wiles v HI-1583, Ron Allen – Ms. London was asked to notify the complainant and advise them to contact Mr. Allen in writing of by email and copy the correspondence to the Board.

VII. Agenda Item VII Continuing Education/Pre-Registration Courses

1. InterNACHI
 - a. How to Inspect Private Drinking Water Wells – Mr. Utsey motioned to deny approval of this course, Ms. Payne-Nesuda seconded and all Board members voted to deny approval with nay.
 - b. How to Inspect Tile Roofs
 - c. 10 Steps to Performing a Roof Inspection
 - d. How to Perform Roof Inspections
 - e. Gas Fireplace Inspections – Mr. Utsey motioned to approve courses b – e, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye.
 - f. 32 additional courses carried over from August had been reviewed by Mr. Utsey. Mr. Neal made a motion to approve 23 courses and deny approval to 9 courses. Mr. Kanopsic seconded and all Board members voted in agreement with aye.

The approved courses are listed separately at the end of the minutes.

2. InterNACHI New Instructor Resumes
 - a. Ronald Huffman – Mr. Utsey motioned to approve Mr. Huffman as an instructor, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
 - b. Kenton Shepard – Mr. Neal motioned to discuss Mr. Shepard further, Mr. Downum seconded and Mr. Neal stated that Mr. Shepard had several years of experience as a contractor. All Board members voted in favor of approval with aye.

Ms. Payne-Nesuda had to leave the meeting at 11:47

VIII. Agenda Item VIII New Business

1. Status of Transfer of Responsibilities
 - a. Continues as an ongoing process
2. Budget Hearing
 - a. Mr. Pace reported on the experience at the Budget Hearing and some of the questions and/or comments raised by the legislators.
3. Mr. Neal will look at the Board’s laptop and determine if a battery or new laptop is needed. It was noted that an external hard drive is needed for backup storage of files.
4. The AETN magazines, with the AHIRB photo and ad, were given to each of the Board members.
5. Ms. London informed the Board members about the DIS phone & email bill still charging the Board for the previous Director’s phone & email. Ms. London had notified DIS and the charges should be removed from the next bill.
6. Mr. Pace said he will contact the HI who asked about the legitimacy of a local builder offering ‘Free Improvement Inspections’ to buyers and sellers. Mr. Pace said he will discuss with the HI how or if the matter should be pursued further.
7. Ms. London informed the Board about the potential applicant who had failed the National Exam, but was going to take it again before the 12-month deadline to apply for a Home Inspector license. Mr. Pace and Mr. Downum both agreed that the potential applicant’s should get his application to the Board’s office within the 12-month deadline. Mr. Pace asked Ms. London to call the applicant and inform them of the decision.
8. Mr. Neal discussed if air quality inspections are considered a conflict of interest. He said that it is okay to be done as an outside service, but it is not within the scope of the Standards of Practice.

IX. Agenda Item IX Old Business

X. Agenda Item X Administrator’s Update to Board Members

1. Board members looked at sample HI registration cards and Ms. London told them the price quotes. The Board members decided to continue with the original hard plastic cards.
2. Ms. London was asked to check on the procedure for hiring temporary help during the registration renewal period. A cap of \$12.00 per hour was decided by the Board members. Mr. Kanopsic motioned to hire temporary extra help, Mr. Downum seconded and all Board members voted in favor of motion with aye.
3. Mr. Neal said the Renewal letters should go out before November 17th.

XI. Agenda Item XI Schedule Next Meeting

1. The next board meeting is Wednesday, December 14, 2016 @9:30 am

XII. Agenda Item XII Adjournment

Mr. Pace adjourned the meeting at 1:20 pm.

STATUS	PROVIDER	AHIB #	H R S		TITLE	EXPIRE	Subject Area
APPROVED	InterNACHI	CE-2016-25	4	Classroom	How to Perform Roof Inspections	11/1/2017	Roofing
APPROVED	InterNACHI	CEO-2016-26	4	Online	How to Perform Roof Inspections	11/1/2017	Roofing
APPROVED	InterNACHI	CE-2016-27	2	Classroom	10 Steps to Performing a Roof Inspection	11/1/2017	Roofing
APPROVED	InterNACHI	CEO-2016-28	2	Online	10 Steps to Performing a Roof Inspection	11/1/2017	Roofing
APPROVED	InterNACHI	CEO-2016-29	8	Online	Defect Recognition and Report Writing	11/1/2017	Report Writing
APPROVED	InterNACHI	CEO-2016-30	1 4	Online	Attic, Insulation, Ventilation and Interior	11/1/2017	Insulation and Ventilation
APPROVED	InterNACHI	CEO-2016-31	4	Online	How to Inspect Fireplaces, Stoves and Chimneys	11/1/2017	Fireplaces and Solid Burning Appliances
APPROVED	InterNACHI	CEO-2016-32	4	Online	How to Perform Residential Electrical Inspections	11/1/2017	Electrical
APPROVED	InterNACHI	CEO-2016-33	4	Online	How to Inspect Water Heater Tanks	11/1/2017	Plumbing
APPROVED	InterNACHI	CEO-2016-34	8	Online	Residential Plumbing Overview	11/1/2017	Plumbing
APPROVED	InterNACHI	CEO-2016-35	3	Online	Inspecting Foundation Walls and Piers	11/1/2017	Structural Systems
APPROVED	InterNACHI	CEO-2016-36	4	Online	Advanced Inspection of Crawlspace	11/1/2017	Structural Systems
APPROVED	InterNACHI	CEO-2016-37	8	Online	Log Home Inspection	11/1/2017	Structural Systems
APPROVED	InterNACHI	CEO-2016-38	4	Online	Structural Issues for Home Inspectors	11/1/2017	Structural Systems
APPROVED	InterNACHI	CEO-2016-39	3	Online	How to Perform Deck Inspections	11/1/2017	Exteriors
APPROVED	InterNACHI	CEO-2016-40	1 6	Online	Stucco and EIFS Inspection Training for Inspectors	11/1/2017	Exteriors
APPROVED	InterNACHI	CEO-2016-41	2	Online	How to Inspect for Moisture Intrusion	11/1/2017	Exteriors
APPROVED	InterNACHI	CEO-2016-42	1 6	Online	How to Perform Exterior Inspections	11/1/2017	Exteriors
APPROVED	InterNACHI	CEO-2016-43	1 2	Online	How to Inspect HVAC Systems	11/1/2017	Air Conditioning
APPROVED	InterNACHI	CEO-2016-44	2 1	Online	Advanced HVAC Training for Inspectors	11/1/2017	Air Conditioning
APPROVED	InterNACHI	CEO-2016-45	5	Online	25 Standards Every Inspector Should Know	11/1/2017	Other
APPROVED	InterNACHI	CEO-2016-46	2	Online	The House as a System	11/1/2017	Other
APPROVED	InterNACHI	CEO-2016-47	1 2	Online	How to Inspect Manufactured and Mobile Homes	11/1/2017	Other