

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General Building, Little Rock  
April 5, 2017**

Board Members participating:

Wayne Pace, Chairman	Robert Neal	Joe Kanopsic ( <i>Absent</i> )
Allen Trammell	Cheryl Payne-Nesuda ( <i>Absent</i> )	Bob Downum
Tom Allen	Anthony Utsey ( <i>Former Board Member</i> )	

Board Administrator: Charlotte London

Others Present:	Assistant Attorney General:	Julie Chavis
	AAREI Lobbyist:	Bob Balhorn
	Applicants:	Patrick Ellis
		Brian Garoutte

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

Meeting called to order at 9:30 a.m.

Mr. Pace welcomed Tom Allen to the Board and acknowledged the two reappointed Board members, Mr. Neal and Mr. Downum. Former Board member, Mr. Utsey, attended to assist with the transition of the Education Chairman's duties.

Roll call by Mr. Pace - All Board members present except Mr. Kanopsic and Ms. Payne-Nesuda. After roll call, Mr. Pace reminded Board members to not click on 'Reply All' when responding to emails from the Board's office. The reply should be sent only to the sender and not everyone on the email recipient list.

**II. Agenda Item II: Approval of April 5, 2017 Meeting Agenda**

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

**III. Agenda Item III: Approval of Minutes**

February 10, 2017 Minutes: Mr. Neal motioned to approve the February 10 minutes, Mr. Trammell seconded pending a correction is made in naming the Arkansas Realtors Association and not the Arkansas Real Estate Commission. All Board members voted in favor of motion with aye.

February 22, 2017 Minutes: Mr. Neal motioned to approve the February 22 minutes, Mr. Downum seconded and all Board members voted in favor of motion with aye.

March 1, 2017 Minutes: Mr. Neal motioned to approve the March 1 minutes, Mr. Trammell seconded and all Board members voted in favor of motion with aye.

**IV. Agenda Item IV: Financials**

The Board reviewed the Financials for February and March.

February Available Cash	\$419,684.97
Revenue	\$2,940.00
Salary Expense	(\$3,927.78)
AETN Expense	\$0.00
Postage/Office Phone	(\$246.81)
Utilities & Rent	(\$625.00)
Board Member Travel	\$0.00
Background Checks	(\$66.00)
Refunds	\$0.00
Total of Expense	(\$937.81)
Burn Rate of	(\$1,325.50)

March Available Cash	\$419,631.25
Revenue	\$3,810.00
Salary Expense	(\$5,681.59)
Postage/Office Phone	(\$53.72)
Utilities & Rent	(\$625.00)
Board Member Travel	(\$495.07)
Background Checks	(\$286.00)
Office Supplies	(\$28.32)
Professional Services	(\$949.50)
Total of Expense	(\$2,437.61)
Burn Rate of	(\$1,449.07)

Mr. Neal made a motion to approve the February Financials, Mr. Downum seconded and all Board members voted in favor of the motion with aye.

Mr. Neal made a motion to approve the March Financials, Mr. Downum seconded and all Board members voted in favor of the motion with aye. Mr. Neal said that he wanted to see the warrant list each month. Mr. Pace said the report is emailed each month from DFA. Ms. London said she will forward the last few months of reports to them and make sure they are on the recipient email list from DFA.

**V. Agenda Item V: Review of New Applicants**

The Board reviewed ten new applicants and two registration renewals.

- |                          |                              |
|--------------------------|------------------------------|
| 1. Mark Callahan         | 7. Ronald Marsh              |
| 2. Chad Lee Childress    | 8. James Earl Moody          |
| 3. Patrick Ellis         | 9. Grady Stimmel             |
| 4. Brian Garoutte        | 10. Jeff D. Writer           |
| 5. Nicholas A. Gigliello | 11. HI-1763 Doug Blankenship |
| 6. John Goodson, Jr.     | 12. HI-1790 Rex H. Rogers    |

3 & 10 -Mr. Neal motioned to approve the applications of Mr. Ellis and Mr. Writer, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

1. Mr. Callahan –Mr. Neal motioned to approve his application pending he provide documentation of the completion of 14 CE hours for 2016 and no more than 6 of those hours can be from online courses. Mr. Allen seconded the motion and all Board members voted in favor of the motion with aye. Mr. Allen asked the Board members if Arkansas had reciprocal agreements with other states regarding Home Inspector licensing. Mr. Pace answered no, there are no reciprocal agreements and just because an applicant is licensed as a Home Inspector in another state; it does not automatically mean that he would be licensed in Arkansas. All applicants in Arkansas still have to complete training that meets the Standards of Practice for Arkansas.
2. Mr. Childress –Mr. Neal motioned to approve his application with further discussion, Mr. Downum seconded. Mr. Neal said the applicant had checked ‘NO’ on his application where it asks if you have ever been convicted of a felony or misdemeanor. His background check showed a 2012 conviction for third degree assault on a family member. Mr. Neal said the applicant

should provide the Board with more information about the conviction. Ms. Chavis said he needs to provide documentation that his conviction has been resolved. Mr. Neal motioned to suspend his application until more information is provided.

3. Mr. Ellis *(See decision directly below the list of new applicants)*.
4. Mr. Garoutte –Mr. Trammell said that he could determine if the phone number listed on the applicants Certificate of Insurance was a local number. Other Board members said the number was for his insurance carrier. Mr. motioned to approve the application, Mr. Allen seconded and all Board members voted in favor of the motion with aye.
5. Mr. Gigliello –Mr. Neal motioned to approve his application, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
6. Mr. Goodson - Mr. Neal motioned to approve his application, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
7. Mr. Marsh –Mr. Neal motioned to approve his application pending receipt of his insurance agent’s name, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
8. Mr. Moody - Mr. Neal motioned to approve his application, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
9. Mr. Stimmel –Mr. Neal said the applicant should provide documentation showing that he has completed an 80-hour Pre-registration training course. Mr. Trammell motioned that Mr. Stimmel’s application be suspended until the next meeting pending he has provided documentation of the completion of the 80-hour training, Mr. Neal seconded and all Board members voted in favor of the motion with aye.
10. Mr. Writer *(See decision directly below the list of new applicants)*.
11. Mr. Blankenship (Registration Renewal) –Mr. Neal said he needs to complete a Certificate of Abstinence showing that he has not performed any fee-paid home inspections during the time that his licensed had lapsed. Mr. Neal motioned to approve his renewal pending receipt of the notarized document, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
12. Mr. Rogers (Registration Renewal) - Mr. Neal said he needs to complete a Certificate of Abstinence showing that he has not performed any fee-paid home inspections during the time that his licensed had lapsed. Mr. Neal motioned to approve his renewal pending receipt of the notarized document, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

**BREAK** 10:36 – 10:48

**VI. Agenda Item VI Status of Complaints**

**1. OLD COMPLAINTS**

- a. Kyndal & John Wiles vs Ron Allen, HI-1583 *(2/2/2017-Notification letter mailed to Home Inspector, Mr. Allen responded by email dated 2/11/2017)* Ms. Chavis said she has not seen the Home Inspection report yet. She needs to review it before giving her opinion.

- b. Margaret Washburn vs Jerry Hoffman, HI-1500 (2/2/2017-Notification letter mailed to Home Inspector, Mr. Hoffman responded by email dated 2/27/2017) Mr. Neal motioned for dismissal of the complaint with caution, Mr. Downum seconded and all Board members voted in favor of the motion to dismiss with aye. Mr. Neal said that he will write letters to the complainant and present his findings at the next Board meeting.
- c. James Williams vs Richard Mobley, HI-1497 (2/2/2017-Notification letter mailed to Home Inspector, Mr. Mobley responded by email on 2/10/2017) Mr. Neal recommended dismissal of the complaint and made a motion to dismiss, Mr. Downum seconded and all Board members voted in favor of the motion to dismiss with aye.
- d. Beville – (Gubanski vs State of Arkansas) Hearing was held on February 22, 2017. The decision to uphold the dismissal of the complaint was confirmed. Update: Ms. Chavis has sent a letter to Mr. Gubanski’s attorney, Mr. Montgomery, requesting a status update on whether there would be an appeal or not. Mr. Montgomery said he had not met with Mr. Gubanski. Ms. Chavis is still waiting on a response on the status.
- e. Hall - Ms. Chavis continues to work on this complaint. She has talked with a representative from the Engineer’s Board and was told that they would not take any action against Mr. Hall until AHIRB takes action. Mr. Pace asked if there was a way to distinguish (on the AHIB website), a Registered Home Inspector with the same name from the un-registered. Mr. Neal said he will add a comment on the website to inform clients about the legitimate Home Inspector in Cabot.
- f. John Williams, HI-1581 – Ms. Chavis said she sent a Consent Agreement to Mr. Williams’ attorney and is waiting on a response.

**2. NEW COMPLAINTS**

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

- 1. Professional Home Inspection Institute (3 CE Courses-Renewal Requests)
  - a. Advanced Home Inspection-Module1: Structure, Exteriors and Roofing (4 Hrs)
  - b. Advanced Home Inspection-Module 2: Plumbing and Electrical (4 Hrs)  
Mr. Utsey said the above courses were combined categories that should be re-submitted as separate categories. Mr. Pace said digital data should also be included as part of each course presentation. Mr. Neal motioned to approve the courses, Mr. Allen seconded and all Board members voted in favor of the motion with aye.
  - c. Radon Measurement Certification (4 Hrs)  
Mr. Utsey denied approval for this course because it did not meet the Standards of Practice for Arkansas.
- 2. Professional Home Inspection Institute (Pre-Registration Course -Renewal Request)
  - a. Advanced Residential Home Inspection (80 Classroom Hrs)  
Mr. Utsey said more information was needed before making a decision on this course.
- 3. National Property Inspections, Inc. (Pre-Registration Course -Renewal Request)
  - a. Property Inspection and Business (120 Classroom Hrs)  
Mr. Utsey said more information was needed before making a decision on this course.

4. InterNACHI (46 CE Courses – See Attachment A for a list of courses and the Board’s decision concerning each course)
5. AAREI (1 CE Course – 2 Hrs)
  - a. SS2017 ElectricalMr. Neal motioned to approve this course, Mr. Allen seconded and all Board members voted in favor of the motion with aye.

**VIII. Agenda Item VIII New Business**

1. Mr. Balhorn spoke to Board members about a recent licensing bill that was presented to Legislators that could have affected the Board if it had passed. He also spoke of another bill that would have provided licensing reciprocity between states, but it, also, did not pass.
2. AHIRB Advertising –Mr. Neal motioned to suspend ideas for advertising until the next Board meeting, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
3. Mr. Pace spoke with Board members about doing something to get to a point where more Home Inspectors are coming into the profession instead of leaving. He spoke of either requiring additional education or having an apprenticeship program where new licensees could work with experienced Home Inspectors for a few weeks to learn more about what is needed to become successful in their jobs. Mr. Allen said the Board needs to have Home Inspectors with higher expectations.
4. Mr. Pace said the Board needs to go through all of the boxes of Home Inspection reports that are in the office and maybe consider hiring a retired Home Inspector to review them.

**IX. Agenda Item IX Old Business**

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

1. Insurance renewal letters for April were mailed 3/15/2017.
2. Ms. London told Board members about an error she made when she sent an email to a registration renewal applicant with an incorrect late fee amount.

**XI. Agenda Item XI Schedule Next Meeting**

1. The next Board meeting will be a Teleconference on Wednesday, May 3, 2017 at 8:00 a.m.

**XII. Agenda Item XII Adjournment**

The meeting adjourned at 1:35 p.m.

**Attachment A**

<b>Course #</b>	<b>CONTINUING EDUCATION COURSE</b>	<b>HRS</b>	<b>BOARD'S DECISION</b>
1	Residential Standards of Practice	3	Not Approved
2	Code of Ethics	1	Not Approved
3	Meth House Hazards and Remediation	10	Not Approved
4	How to Perform Mold Inspections	12	Not Approved
5	Lead-Safe Work Practices for Home Inspectors	2	Not Approved
6	How to Inspect Private Drinking Water Wells	12	Not Approved
7	Home Energy Blower Door Training	3	Not Approved
8	Inspecting Commercial HVAC Systems	2	Not Approved
9	Exterior Safety for Inspectors and Contractors	2	Not Approved
10	Appliance Inspection for Home Inspectors	8	Not Approved
11	Advanced Electrical Inspection Training	4	<b>Approved</b>
12	Fundamentals of Inspecting the Exterior	4	Not Approved
13	General Roof Inspection	2	<b>Approved</b>
14	Inspecting Tile Roofs	2	<b>Approved</b>
15	Inspecting Slate Roofs	3	<b>Approved</b>
16	Inspecting Metal Roofs	2	<b>Approved</b>
17	Inspecting Asphalt Shingle Roofs	8	Not Approved
18	Inspecting Wood Shingle and Shake Roofs	2	<b>Approved</b>

**Attachment A – Cont.**

Course #	CONTINUING EDUCATION COURSE	HRS	BOARD'S DECISION
19	Advanced Radon Measurement Service Provider	28	Not Approved
20	Advanced Mold Inspection Training	12	Not Approved
21	How to Perform Tree Inspections	7	Not Approved
22	Indoor Air Quality for Inspectors	1	Not Approved
23	How to Perform Wind Mitigation Inspections	16	Not Approved
24	Wind and Hail Property Damage	4	<b>Approved</b>
25	Inspecting Commercial Electrical Systems	6	Not Approved
26	Calculating Envelope Energy Loss	2	Not Approved
27	Residential Structural Design for Home Inspectors	19	<b>Approved</b>
28	Inspecting Foundation Walls and Piers	3	<b>Approved</b>
29	How to Perform Deck Inspections	1	<b>Approved</b>
30	Customer Service & Communication for Inspectors	4	Not Approved
31	Home Inspection Business	6	Not Approved
32	How to Inspect Septic Systems	10	Not Approved
33	Inspecting Portable Fire Extinguishers	1	Not Approved
34	Inspecting HVAC Energy Efficiency for Inspectors	8	Not Approved
35	Infrared Thermography Inspection Training	5	Not Approved
36	How to Perform Energy Audits	24	Not Approved
37	How to Inspect Pools and Spas	8	Not Approved
38	Ladder Safety Training	1	<b>Approved</b>
39	Inspecting the Means of Egress	4	Not Approved
40	Wood Destroying Organism Inspection	12	Not Approved

41	Safe Practices for the Home Inspector	4	Not Approved
42	Green Building Inspection	8	Not Approved
43	Energy Movement for Inspectors	2	Not Approved
44	Commercial Property Inspection Prerequisite	8	Not Approved
45	Comfort and Climate for Inspectors	1	Not Approved
46	Building Science and Infrared Thermal Imaging for Inspectors	5	Not Approved