



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
PO Box 9020, Olympia, Washington 98507-9020

WASHINGTON STATE REAL ESTATE APPRAISER COMMISSION  
REGULAR MEETING MINUTES

**DATE:** November 15, 2019

**TIME:** 9:00 A.M.

**PLACE:** Department of Licensing  
Business & Professions Division  
405 Black Lake Blvd SW  
Building 2, Conference Room 2108  
Olympia, WA 98502

**MEMBERS PRESENT:** Jeffrey Lembeck, Chair  
Michael Munson, Vice Chair  
Brent Palmer, Commissioner  
Dean Potter, Commissioner  
Mary Howells, Commissioner  
Arvel Hale, Commissioner

**MEMBERS ABSENT:** None

**DOL STAFF PRESENT:** Jerry McDonald, Administrator Real Estate Programs  
Lynn Briscoe, Assistant Administrator Real Estate Programs  
Dee Sharp, Program Manager Appraisers/AMC  
Tambra McCowan, Professional Licensing Manager  
Bryce Thomson, Customer Service Specialist

**1. CALL TO ORDER**

Jeff Lembeck, Chair, called the Real Estate Appraiser Commission meeting to order at 9:00 A.M. Commission Members and Department of Licensing Appraiser Program Manager introduced themselves.

**1.1 Approval of Agenda:**

**MOTION:** It was moved and seconded to approve the agenda. Motion passed.

**1.2 Approval of Previous Meeting Minutes:**

**MOTION:** It was moved and seconded to approve August 16, 2019, meeting minutes. Motion passed.

## 2. REPORTS

### 2.1 State of the Program:

Dee Sharp

Dee Sharp gave a report on the state of the program to include appraiser population, appraiser program functions, applications, licensing, complaint cases, program budget, legislative update, Appraisal Subcommittee's next visit, current and upcoming commission vacancies, and upcoming events.

### 2.2 2019 AARO Fall Conference

Dee Sharp

Dee Sharp reported the highlights of the 2019 Fall Association of Appraiser Regulatory Officials (AARO) Conference held October 18-21 in Washington, DC. Some highlights include:

- AARO is moving towards providing education focused on Title XI Compliance for regulators managing Appraiser and AMC programs.
- Discussion among AARO members regarding Evaluations and Bifurcated Appraisals.

### 2.3 Technology Modernization Update:

Lynn Briscoe

Lynn Briscoe, Assistant Administrator, Real Estate programs reported that the new Department licensing system for external customers and internal staff replacing an old legacy system went live on November 4, 2019. Members of the Commission and audience discussed the new system and their experiences when interacting with it. Ms. Briscoe also reported the remaining professions in Real Estate would be going live in the next phase projected for Summer/Fall 2020.

### 2.3 AQB Exposure Draft Discussion (PAREA)

Jeffrey Lembeck

Chair Lembeck reported that the AQB has an exposure draft out on PAREA "Practical Applications for Real Estate Appraiser" that the Appraiser industry should be aware of. The Commission discussed the possibilities and potential ramifications of virtual experience for trainees.

**MOTION:** It was moved and seconded to accept the reports. Motion passed.

## 3. OLD BUSINESS

### 3.1 Hybrid (bifurcated) Appraisals:

Chair Lembeck

Chair Lembeck reminded the commission that it had discussed this topic at its last meeting, then called for any further discussion pertaining to hybrid or bifurcated appraisal assignments. Commission and Department discussed an FAQ that had been collaboratively prepared by Dee Sharp and John Brennan of the Appraisal Foundation. Commissioner Palmer suggested additional language for the FAQ.

**MOTION:** It was moved and seconded to have the Department post the new FAQ regarding hybrid and bifurcated appraisal assignments posted to the DOL/Appraiser website. Motion passed.

### 3.2 Appraiser Applicant/Trainee Experience Log workgroup update

Chair Lembeck

Chair Lembeck reported there has been no progress from the workgroup on creating a checklist-type experience log to replace the narrative experience log that is currently used. The Commission

discussed this topic and collectively determined the workgroup would not continue its work at this time.

### **3.3 WAC Inactive status workgroup update**

**Commissioner Potter**

Commissioner Potter gave an update on the Inactive Status workgroup that has been formed to revise the Appraiser WAC for the inactive status that will be available to appraisers by September 1, 2020. The Commission discussed what members and how many commissioners should be involved in this workgroup. The Commission decided to modify the workgroup, which will now consist of Commissioners Dean Potter and Arvel Hale along with Department staff, Lynn Briscoe and Dee Sharp. Workgroup plans to meet before the end of the year and the Department plans to file the CR 101 in the coming weeks.

## **NEW BUSINESS**

### **4.1 2020 Commission Meeting Schedule**

**MOTION:** It was moved and seconded to hold the 2020 Real Estate Appraiser Commission meetings as follows, provided acceptable locations can be found. Motion passed.

- February 21, 2020 in Spokane, WA
- May 15, 2020 in Olympia, WA / Thurston County to coincide with ASC Review Report
- August 21, 2020 in Leavenworth, WA
- November 20, 2020 in Issaquah, WA.

### **4.2 Election of Officers**

The Commission nominated Brent Palmer as Chair and Dean Potter as Vice Chair for 2020.

**MOTION:** It was moved and seconded to appoint Brent Palmer, Chair; and, Dean Potter, Vice Chair for 2020. Motion passed.

## **4. OPEN FORUM**

Members of the audience discussed current topics with the Commission, including bifurcated appraisal assignments, AQB changes, inactive status, and inactive fees.

## **5. ACTION ITEMS.**

**5.1 Hybrid (bifurcated) Appraisals:** Approved FAQ being posted to the DOL/Appraiser website.

**5.2 WAC Inactive Workgroup:** Workgroup to meet before end of year to discuss language. Department to file CR 101 before end of year.

**5.3 Commission Vacancies:** Department staff and Commission workgroup to review applications and interview applicants to identify replacements of Commission members whose terms expire over the next several months.

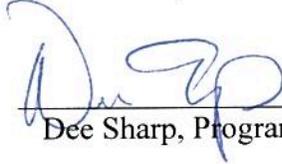
**5.4 Commission Quorum:** Check work groups to determine if any are establishing a quorum.

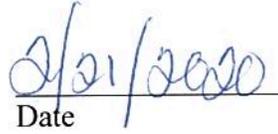
6. **ADJOURNMENT**

There being no other business, the meeting was adjourned by Chair Lembeck at 11:40 a.m.

**MOTION:** It was moved and seconded to adjourn the Meeting. Motion passed.

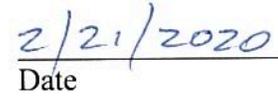
Submitted by:

  
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Dee Sharp, Program Manager

  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
Brent A. Palmer, Commissioner Chair

  
\_\_\_\_\_  
Date