

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
76 Northern Ave, Gardiner, Maine

MAINE BOARD OF REAL ESTATE APPRAISERS  
**PUBLIC MEETING**  
**March 5, 2024**  
**MINUTES**

<b><u>MEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Wendy Boston, Chair	Cathy Pendergast, Administrator
Nathan Shipley, Complaint Officer	John Belisle, Assistant Attorney General
Alan Johnson, Vice-Chair	Regina Ritchie, Licensing Supervisor
Russell Barrows	Kaleigh Kennedy, Office Specialist I
Jacques Weinstein	Shara Chesley, Office Specialist I
<b><u>MEMBERS ABSENT</u></b>	<b><u>OTHERS PRESENT</u></b>
	<u>None</u>

**Location:** 76 Northern Ave. Gardiner ME

**Start:** 9:02 a.m.

**Adjourn:** 10:44 a.m.

**I. CALL TO ORDER**

The meeting was called to order by the Chair at 9:02 a.m.

**II. AGENDA MODIFICATIONS**

None.

**III. MINUTES REVIEW AND APPROVAL**

A motion was made by Barrows and seconded by Weinstein to approve the January 2, 2024 minutes as presented. Unanimous.

**IV. ADUDICATORY HEARING**

2023-REA-19191 Brian C. Underwood

Recording started at 9:05 a.m.

Hearing officer- Mark Terison opened the hearing at 9:05 a.m. Brian C. Underwood was present, represented by self. AAG Katie Johnson presented the Board's case.

Public deliberations were conducted at the close of the hearing.

A motion was made by Barrows and seconded by Weinstein that a preponderance of the evidence showed a violation of Board Rule Chapter 220 § 2(1) & (3) for failing to complete 14 hours of continuing education approved by the Board or the Appraiser Qualifications Board in the 2022 calendar year and prior to license renewal, in violation of 10 M.R.S. § 8003(5-A)(A)(5). Disciplinary sanctions include a WARNING and \$200 civil penalty. Unanimous.

A motion was made by Johnson and seconded by Barrows to allow Chair Boston to sign the Decision and Order when it is written. Unanimous.

Hearing ended at 9:35 a.m. Recording was stopped.

## **V. COMPLAINT PRESENTATIONS**

2023-REA-19594- A motion was made by Weinstein and seconded by Barrows to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19605- A motion was made by Barrows and seconded by Weinstein to dismiss. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19612- A motion was made by Johnson and seconded by Barrows to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19661- A motion was made by Barrows and seconded by Johnson to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

## **VI. ADMINISTRATOR'S REPORT**

The administrator shared with the Board an email regarding a GSE update of Unacceptable Appraisal Practices. No action was taken.

The administrator discussed with the Board an Appraisal Review Inquiry. The Board indicated a license would be required in Maine to conduct review appraisals as outlined in the email inquiry.

The administrator discussed with the Board an updated experience investigation form which conforms with the 2024 edition of USPAP. The revised form will be used going forward as part of the application process for initial licensure and upgrades.

The administrator discussed with the Board an Experience Requirements Memo. No action was taken.

The administrator reviewed with the Board the Board Meeting Rules of Conduct.

## **VI. PUBLIC COMMENT**

None.

## **VII. MEETING SCHEDULE**

The next meeting is currently scheduled for Tuesday, April, 2, 2024.

## **VIII. ADJOURN**

A motion was made by Shipley and seconded by Barrows to adjourn the meeting. Unanimous. Being no further board business, the meeting was adjourned at 10:44 a.m.