



**REAL ESTATE APPRAISER
APPLICATION ADVISORY COMMITTEE MEETING
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
March 4, 2015**

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-2)**
- B) Approval of Minutes of January 20, 2015 (3-6)**
- C) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - 2) Department and Staff Updates
 - 3) Other Informational Items
- D) Signing of Reports - Discussion**
- E) Consider Rescinding Motion from January 20, 2015 Meeting in the Matter of Sondra Brancel (7-11)**
- F) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, or Any Reports Mailed or Received After Preparation of the Agenda (12)**
 - 1) Geoffrey Lasco
 - 2) Paul Lichte
 - 3) Paul Richters
 - 4) Barbara Schreiber
 - 5) Bran Carter
 - 6) Surinder Johl
 - 7) Brady Steel
 - 8) Susan Wandschneider
- G) Items Added After Preparation of Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Credentialing Matters
 - 4) Practice Matters
 - 5) Legislation/Administrative Rule Matters

- 6) Liaison Report(s)
- 7) Informational Item(s)
- 8) Appearances from Requests Received or Renewed
- 9) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

H) Public Comments

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
January 20, 2015**

PRESENT: Frank Hopp (*via GoToMeeting*), Peter Moegenburg (*via GoToMeeting*)

EXCUSED: Marla Britton, Thomas Kneesel, David Wagner

STAFF: Tom Ryan, Executive Director; and Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Frank Hopp, Vice Chair, called the meeting to order at 10:04 A.M. Two (2) members were present.

ADOPTION OF AGENDA

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to approve the minutes of December 2, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

VICE CHAIR

NOMINATION: Peter Moegenburg nominated Frank Hopp for the Office of Vice Chair. Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Frank Hopp was elected as Vice Chair.

SECRETARY

NOMINATION: Frank Hopp nominated Peter Moegenburg for the Office of Secretary. Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Peter Moegenburg was elected as Secretary.

2015 ELECTION RESULTS	
Committee Chair	Marla Britton
Vice Chair	Frank Hopp
Secretary	Peter Moegenburg

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

CREDENTIALING LIAISON

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to affirm the Chair’s appointment of Frank Hopp, whose authority includes but is not limited to review of qualifying education for equivalency. Motion carried unanimously.

DRAGAN RADJENOVIC

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to refer the matter involving Dragan Radjenovic to the Division of Legal Services and Compliance. Motion carried unanimously.

REVIEW AND CONSIDERATION OF APPLICANTS’ APPRAISAL EXPERIENCE AND APPRAISAL REPORTS, OR ANY RECEIVED AFTER PREPARATION OF THE AGENDA

THOMAS HITTMAN JR.

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standard 1 as set forth in the appraisal review reports for each property. Motion carried unanimously.

MELISSA SWAMP

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standard 1 as set forth in the appraisal review reports for each property. Motion carried unanimously.

DANIEL BRUNOW

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to table this matter and request two additional Appraisal Reports, not Restricted Appraisal Reports. Motion carried unanimously.

SANDRA BRANCEL

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to recommend denial of the appraisal reports. **Reason for Denial:** Failure to comply with USPAP Standard 2.3 in that applicant is not acknowledged and her contribution is in no way referenced in the context of the report. Motion carried unanimously.

FRANCIS HOLZER

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

DANIEL KJOLSING

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to rescind the motion recommending denial on this matter from the July 9, 2014 meeting and request three complete reports with a date of review after January 2014. Motion carried unanimously.

ASHLEY HINKENS

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

NICHOLAS HATCH

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

ELAINE VANDERSLICE

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

SCOTT HEINBERG

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

MOTION TO RESCIND THE DENIAL IN THE APPLICATION MATTER OF BRIAN SMITH

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to rescind the motion from the October 22, 2014 meeting recommending denial of the application of Brian Smith. Motion carried unanimously.

ADJOURNMENT

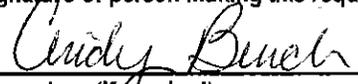
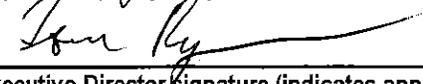
MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:08 P.M.

DRAFT

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Amber Cardenas Paralegal, Business Credentialing		2) Date When Request Submitted: 2/25/15 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date: • 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Advisory Committee			
4) Meeting Date: 3/4/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Rescind Motion Consider Rescinding Motion from 1/20/15 Meeting in the Matter of Sandra Brancel	
7) Place Item in: <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The appraisal reports of Sondra Brancel, applicant for a Certified General Appraisal credential (App# 518822), were reviewed and found to have USPAP violations regarding her signed reports. At the January 20, 2015 committee meeting a motion was made to recommend denial based on the USPAP violations. The Department sent out a notice of denial letter dated February 9, 2015. After receipt of the denial, Ms. Brancel contacted the Department to explain that the missing signatures resulted from a technical glitch with the PDF program. Ms. Brancel sent recovered copies of the original signed reports which were submitted to the committee member who had done the original review of her reports. Per the committee member's review of the recovered reports, it appears that the applicant did sign the reports submitted for experience credit as the reports do now appear to meet USPAP standards and the rejection of her candidacy can be reversed to acceptance. Therefore, the previous motion for denial needs to be rescinded and the Department will send the applicant a notice that the denial is being rescinded.			
11) Authorization			
s/ Amber L. Cardenas		2/25/2015	
Signature of person making this request 		Date 2/25/15	
Supervisor (if required) 		Date 2/25/15	
Executive Director Signature (indicates approval to add post agenda deadline item to agenda) Date /			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

SANDRA BRANCEL

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to recommend denial of the appraisal reports. **Reason for Denial:** Failure to comply with USPAP Standard 2.3 in that applicant is not acknowledged and her contribution is in no way referenced in the context of the report. Motion carried unanimously.

FRANCIS HOLZER

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

DANIEL KJOLSING

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to rescind the motion recommending denial on this matter from the July 9, 2014 meeting and request three complete reports with a date of review after January 2014. Motion carried unanimously.

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SCOTT HEINBERG

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason for Denial:** Reports do not meet USPAP Standards 1 and 2 as set forth in the appraisal review reports for each property. Motion carried unanimously.

Cardenas, Amber L - DSPS

From: [REDACTED]
Sent: Wednesday, February 25, 2015 11:21 AM
To: Cardenas, Amber L - DSPS
Subject: RE: Question re: Sondra Brancel App# 518822

Amber –

I have reviewed all emails sent this morning regarding Sandra Brancel. It appears she did sign the reports submitted for experience credit, and they do now appear to meet USPAP standards. Therefore, the rejection of her candidacy can be reversed to acceptance.

Please let me know if there is any additional information I need to submit regarding her candidacy.

Regards,

Pete

Peter A. Moegenburg, MAI

[REDACTED]

 *Think before you print. Please consider the environment before printing this e-mail.*

From: Cardenas, Amber L - DSPS [REDACTED]
Sent: Wednesday, February 25, 2015 10:21 AM
To: Pete Moegenburg
Subject: RE: Question re: Sondra Brancel App# 518822

Hi Pete – I have received the emailed reports from Ms. Brancel. There are 4 emails from her which will follow. Please let me know if I can be of further assistance. Thank you.

Amber Cardenas
Paralegal, Business Credentialing

"The DSPS is committed to service excellence. Visit our survey at <https://www.surveymonkey.com/s/DSPSBusiness> to evaluate your experience with the DSPS."

From: Pete Moegenburg [REDACTED]
Sent: Wednesday, February 18, 2015 4:07 PM
To: Cardenas, Amber L - DSPS
Subject: RE: Question re: Sondra Brancel App# 518822

Amber

Have her submit the original (signed) reports. I will review them.

Pete

Peter A. Moegenburg, MAI
[REDACTED]

 *Think before you print. Please consider the environment before printing this e-mail.*

From: Cardenas, Amber L - DSPS [REDACTED]
Sent: Wednesday, February 18, 2015 3:54 PM
To: Pete Moegenburg
Subject: Question re: Sondra Brancel App# 518822

Good afternoon Pete:

I received a phone call from the above referenced applicant for a Certified General Appraisal credential. The Department sent her a denial letter 2/10/15 based on your review of her appraisal reports. According to your review worksheets, she was denied based on issues with her report certifications (USPAP 2 & 3 violations).

She called and informed me that she believes the lack of signature on her reports is a technical error due to a problem with their PDF software they used at the time she submitted her reports to DSPS. She states that their IT department was able to recover copies of the original reports that were sent to the clients which were signed.

As the USPAP certification expert, what do you think about this? If what she has told me about this computer error is what is wrong with her reports, would you be willing to look at the now recovered original reports to see if they did indeed meet the USPAP certification requirements?

Please let me know your thoughts. Thank you and have a good day!

Amber Cardenas

Paralegal, Business Credentialing

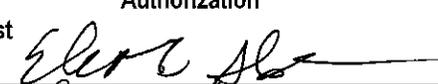
Safety and Professional Services
P.O. Box 9835
Madison, WI 53708-8935

"The DSPS is committed to service excellence. Visit our survey at <https://www.surveymonkey.com/s/DSPSBusiness> to evaluate your experience with the DSPS."

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Eleanor Shea, LPPA		2) Date When Request Submitted: 02/23/2015 <small>Items will be considered late if submitted after 12:00 p.m. and less than: ■ 8 work days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Committee			
4) Meeting Date: 03/04/2015	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? License applicants under consideration	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Consider whether to approve the following applicants: Brunow, Daniel Lasco, Geoffrey Lichte, Paul McMahon, Timothy Richters, Paul Schreiber, Barbara Carter, Bran Johl, Surinder Steel, Brady Wandschneider, Susan Ringhand, Robin			
11) Signature of person making this request		Authorization	Date
			2/23/15
Supervisor (if required)			Date
			2/23/15
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			