

MINUTES
ALABAMA REAL ESTATE APPRAISERS BOARD
RSA UNION STREET
SUITE 370
MONTGOMERY, ALABAMA
November 17, 2011

MEMBERS PRESENT:

Mr. Joseph Lundy (Chairman)
Mr. Kenneth D. Wallis, III (Vice-Chairman)
Mr. Fred Crochen
Mr. Joseph Lambert
Mrs. Dot Wood
Mr. Chris Pettey
Mrs. Cornelia Tisher
Mr. Mark Moody
Mr. Chester Mallory arriving at 8:29 a.m.

MEMBERS ABSENT:

None

OTHERS PRESENT:

Mrs. Lisa Brooks, Executive Director
Ms. Neva Conway, Legal Counsel
Mrs. Carolyn Greene, Executive Secretary
Mr. Sam Davis, Investigator
Mr. Joe Dixon, Investigator

GUESTS PRESENT:

None.

- 1.0 With quorum present Mr. Joseph Lundy, Chairman, called the meeting to order at 8:19 a.m. Mrs. Carolyn Greene, Executive Secretary, recorded the minutes. The meeting was held in the 3rd Floor Conference Room of the RSA Union Building, 100 N. Union Street, Montgomery, Alabama. Prior notice of the meeting was posted on the Secretary of State's website on January 24, 2011 in accordance with the Alabama Open Meetings Act.
- 2.0 The meeting was opened with prayer by Mr. Crochen and followed by the Pledge of Allegiance, led by Mr. Wallis.
- 3.0 Members present were Mr. Joseph Lundy, Mr. Chris Pettey, Mr. Fred Crochen, Mrs. Dot Wood, Mr. Kenneth Wallis III, Mrs. Cornelia Tisher, Mr. Joseph Lambert, Mr. Mark Moody and Mr. Chester Mallory.
- 4.0 On motion by Mr. Lambert and second by Mr. Crochen, the regular

minutes for September 15, 2011 were approved as written. Motion carried by unanimous vote.

5.0 Ms. Conway included the following new filings on Complaint # AB-08-131 (Donald W. Manuel, R00460) for Board information:

- Petitioner's First Amended Petition for Review
- Notice of Appearance of Ms. Conway on behalf of the Board members
- Motion to Dismiss the Amended Complaint filed by the Plaintiff
- Order from the Circuit Court of Jefferson County

Ms. Conway presented Recommendation of the Administrative Law Judge in the matter of Mr. Cleabron Pullum, AB-10-47.

At this time Ms. Conway was excused for the Board to consider the recommendation. With Mr. Lundy recusing, on motion by Mrs. Wood and second by Mr. Wallis, the Board voted to adopt the Finding of Fact. Motion carried by unanimous vote.

6.0 There was no Legislative Report to present at this time.

7.0 On motion by Mrs. Wood and second by Mrs. Tisher the following applications were voted on as listed. Motion carried by unanimous vote.

7.1 **Trainee Real Property Appraiser application approved:** Sean Thomas Almeida, Gary J. Englade, Jonathan C. Entrek, Shawn Wannetta Green, Alicia Lucas, James O'Neil and Tyler Stewart Payne. **Applications deferred:** None. **Applications denied:** None.

7.2 **State Registered Real Property Appraiser applications approved:** None. **Applications deferred:** Darlene Daugherty. **Applications denied:** Randy S. Mink.

7.3 **Licensed Real Property Appraiser application approved:** Michael C. Bisig (Recip.)(GA), Sellers Payne, and William B. Sheffield (Recip.)(GA). **Applications deferred:** None. **Applications denied:** None.

7.4 **Certified Residential Real Property Appraiser applications approved:** Charlotte Beube, Preston L. Chase (Recip.)(NC), Annice Christina Corley (Recip.)(GA), Barry Neal Hickman, Jason R. King, Scott David Roberts (Recip.)(GA), Mary Elizabeth Rutledge (Recip.)(GA), Natalie H. Thompson (Recip.)(GA), Hendrik van Duyvendijk (Recip.)(LA), and Danny Lee Walker (Recip.)(IL). **Applications deferred:** Philip Brantley. **Applications denied:** None.

7.5 **Certified General Real Property Appraiser applications approved:** Paul David Agruso (Recip.)(TX), Joseph E. Anderson (Recip.)(GA), Michelle Susan Clark (Recip.)(GA), Stephen T. Crosson (Recip.)(TX), Decker D. Dickson (Recip.)(GA), Sherrie L. Ford (Recip.)(GA), John Fore Guinn (Recip.)(GA), Raymond A. Higgins (Recip.)(GA), Adam Lair,

(Recip.)(LA), Charles J. Lentz (Recip.)(GA), Virginia Lord (Recip.)(GA), Patrick F. Maroney (Recip.)(FL), David G. Pope (Recip.)(NC), Bradley M. Rivers, David C. Singleton, Larry J. Tapanen (Recip.)(OR), Philip Ray Thomas (Recip.)(GA), Joey Vegliacich, Henry G. Wilbanks, Jr. (Recip.)(LA), Larry W. Word (Recip.)(GA), Joseph A. Yarbrough and Gregory K. Zieba (Recip.)(TN). **Applications deferred:** Daniel T. Enslin. **Applications denied:** None.

- 7.6 **Mentor applications approved:** Chris Todd Jones, Timothy Rau, Kristina White and Steve York. **Application deferred:** None. **Applications denied:** None.

Mr. Pettey discussed exempt/non-licensed applicants.

- 8.0 Mr. Mallory presented the final Finance report for fiscal year 2011 and stated that the Board was 75% into budget expenditures. Mr. Mallory also stated that the Board was 8% into FY 12 and 8% into budget expenditures and that there were no negative trends that could not be reconciled at this time.

Mr. Pettey reported on the Finance Committee meeting. Mr. Pettey explained the 5-year plan handouts.

Mr. Pettey also reported that the Finance Committee had recommended a license fee increase. Mrs. Wood moved to increase the license fees immediately by \$50. Mr. Mallory seconded the motion. Those in favor of the motion were Mr. Mallory, Mrs. Wood and Mrs. Tisher. Those opposed to the motion were Mr. Wallis, Mr. Crochen, Mr. Moody, Mr. Lundy, Mr. Pettey and Mr. Lambert. Motion failed.

Mr. Pettey moved to increase the license fees immediately by \$60. Mr. Lambert seconded the motion. Those in favor of the motion were Mr. Mallory, Mr. Wallis, Mr. Crochen, Mr. Moody, Mr. Lundy, Mr. Pettey, Mr. Lambert and Mrs. Tisher. Mrs. Wood opposed the motion. Motion carried.

On motion by Mr. Wallis and second by Mr. Crochen, the Board voted to amend the Administrative Code to provide for a \$60 immediate license fee increase and to have Ms. Conway file for emergency adoption of the change. Those in favor of the motion were Mr. Mallory, Mr. Wallis, Mr. Crochen, Mr. Moody, Mr. Lundy, Mr. Pettey, Mr. Lambert and Mrs. Tisher. Mrs. Wood opposed the motion. Motion carried.

On motion by Mr. Lambert and second by Mr. Crochen, the Board voted to approve the Financial Report. Motion carried by unanimous vote.

- 9.0 On motion by Mr. Mallory and second by Mr. Lambert, the following education courses and instructor recommendations were approved, deferred, or denied as indicated. Motion carried by unanimous vote.

AMERICAN SOCIETY OF FARM MANAGERS & RURAL APPRAISERS

- (CE) 7 Hour National USPAP Course 2012-2013 (A114) - 15 Hours – Classroom
(Instructor: TBA)
Both Course and Instructor Approved

APPRAISAL INSTITUTE – ALABAMA CHAPTER

- (CE) Appraising Alabama Forest Land & Timber – 7 Hours – Classroom
(Instructor: Robert Parker)
Both Course and Instructor Approved

APPRAISAL INSTITUTE – NATIONAL CHAPTER

- (LIC) Real Estate Finance, Statistics and Valuation Modeling - 15 Hours – Classroom
(Instructor: Ken Lusht)
Both Course and Instructor Approved

- (LIC) 15-Hour National USPAP Course (2012-2013) - 15 Hours – Classroom
(Instructor: Thomas Kirby)
Both Course and Instructor Approved

- (CE) 7-Hour National USPAP Update Course (2012-2013) – 7 Hours – Classroom
(Instructor: Thomas Kirby)
Both Course and Instructor Approved

- (CE) Fundamentals of Separating Real & Personal Property from Tangible Business Assets – 15 Hours – Classroom
(Instructor: David Lennhoff)
Both Course and Instructor Approved

MCKISSOCK

- (CE) REO and Short Sale Appraisal Guidelines – Live Webinar – 4 Hours – Online
(Instructors: Dan Bradley and Tracy Martin)
Instructors Approved

- (CE) Introduction to Residential Green Building for Appraisers – Live Webinar – 4 Hours – Online
(Instructors: Dan Bradley and Tracy Martin)
Instructors Approved

- (CE) 7-Hour National USPAP Update Course 2012-2013 – 7 Hours – Online
(Instructor: Dan Bradley)
Instructor Approved

- (CE) The Changing World of FHA Appraising – Live Webinar – 7 Hours – Online
(Instructors: Dan Bradley and Tracy Martin)
Instructors Approved
- (CE) Appraising in a Post-HVCC World – Live Webinar – 4 Hours – Online
(Instructors: Dan Bradley and Tracy Martin)
Instructors Approved
- (CE) Introduction to Regression Analysis for Appraisers – Live Webinar – 4 Hours – Online
(Instructors: Dan Bradley, Tracy Martin and Susanne Barkalow)
Instructors Approved

NAIFA

- (CE) USPAP 2012-2013 – 7 Hours – Classroom
(Instructor: none)
Course Approved

REQUESTS FOR CONTINUING EDUCATION CREDIT

Edward F. Travis – Maximizing the Financial Advantages of Land Conservation – Alabama Department of Conservation & Natural Resources – 7 Hours
Credit Approved

The motion carried by unanimous vote.

10.0

The Board reviewed the following disciplinary reports.

AB 08-19 On September 15, 2011, the Board approved a Consent Settlement Order and suspended the license of a Birmingham, Alabama Certified General appraiser Gilbert P. Johnson, G00144. The six-month suspension is stayed and Licensee is on probation for 6 months. Licensee also agree to pay an administrative fine of \$1,000, complete a board approved 15 hour residential sales comparison appraisal course and submit logs of his appraisals to the Board during the probationary period. The violations were: Licensee had information that he was aware of located in his work file that a prudent peer would have considered relevant in the analysis of the market value of this property. Contained in the Licensee's work file was a copy of an MLS file showing that the property was listed for sale from 8/9/04 till 3/28/05 for \$409,000. Although not required to analyze this prior listing a prudent peer of the Licensee that possessed such knowledge would research, discover and reported any findings to justify why the property sold one day after the expiration of this listing, 3/29/05, for \$534,000. The Licensee failed to analyze the prior sale that took place on 3/29/05 or mention this prior listing or analyze how or why the property sold for \$125,000 more then it could have been purchased for one day prior. Licensee reported on

page 1 of 6 of his report that the subject property had been updated with “a newly finished bonus room above the garage.” Located in the Licensee’s work file was a copy of an MLS file when the property was listed for sale from 4/9/03 to 10/9/03, which states “suite over garage near completion.” This bonus room was still not completed at the time of the assignment. The area lacked floor covering, trim and did not have heating and air conditioning duct work or units. The square footage of the home would have been 3,895 square feet without the bonus room instead of the 4,500 square feet reported by the Licensee with the bonus room. The Licensee also stated in his report on page 1 of 6 that several updates had been made to the subject property, this is contradicted by photos from the MLS files from the 4/9/03 to 10/9/03 and 8/9/04 till 3/28/05 which show the same hardwood floors, bath and kitchen fixtures and counter tops and cabinets. Licensee used homes of superior quality that are located on view lots of higher value than the subject lot to justify the Licensee’s opinion of value. There were better more comparable sales available to the Licensee. Licensee fails to make needed adjustments to comparable sales for location, site, view and quality of construction. Licensee made unsupported adjustments for age, gross living area and basement area. Licensee fails to adjust for a swimming pool that is present on comparable sale number three. Licensee fails to mention and analyze a sale of subject property that took place on October 1, 2003 when the subject property sold for \$427,000. Licensee states on page 1 of 6 that there was a newly finished bonus room above the garage, trying to indicate an increase in square footage to help justify the large increase in value. The square footage of the home would have been 3,895 square feet without the bonus room instead of the 4,500 square feet reported by the Licensee with the bonus room. This partially finished area existed before the property sold on 3/29/05 and actually existed as far back as October 2003, (see MLS for listing from 4/9/03 to 10/9/03) and as indicated by realtor and current owner in interviews was not finished as late as October 2006 and was sloppily done.) Additional square footage was never finished completely and lacked heating and air-conditioning. Remodeling was purely cosmetic and home still has original appliances and fixtures. **Violations: §34-27A-20(a)(6), §34-27A-20(a)(7), Code of Alabama, 1975.**

AB 10-35; AB 10-36 On September 15, 2011, the Board approved a Consent Settlement Order and assessed an administrative fine against Mobile, Alabama Certified Residential Appraiser Stacey G. Wade (R01009). Licensee agreed to pay a \$1,350 fine for violations in two residential appraisals. **AB 10-35 Violations:** Licensee failed to prepare and develop an appraisal report/assignment according to the published standards of HUD/FHA, which were required as part of the Scope of Work. Licensee failed to state and analyze complete sales data within the Sales Comparison Approach. Licensee analyzed a site improvement (detached garage) within the total estimate of cost-new in the Cost Approach. Licensee failed to analyze the GLA difference between the Subject and listings and the list price to sale price ratio for the listings in the Listings Analysis. Licensee failed to prepare and develop the appraisal report to HUD/FHA appraisal standards. Licensee failed to

prepare an accurate Location Map addendum within the report. Licensee failed to prepare an accurate Flood Map addendum within the report. Licensee stated the intended user as the client/lender and failed to state HUD/FHA also as one of the intended users. Licensee failed to state the additional use of the appraisal report was to support FHA's decision to provide mortgage insurance on the real property that was the subject of the appraisal. Licensee analyzed the location of the Subject and comparables as "Average", when market data did not support all having the same or similar characteristics and attributes of location. Licensee failed to state and analyze the seller concessions in Comparable #2 and Comparable #3. Licensee failed to accurately analyze the accrued depreciation, due to including a site improvement cost within the dwelling cost new calculations/figures. The accrued depreciation was calculated from the non-credible total estimate of cost new. Licensee failed to state an accurate census tract number. Licensee failed to state the accurate FEMA map number within the appraisal report. Licensee provided a Flood Map addendum, which did not contain the map where the Subject is located. Licensee stated in the Sales Comparison Approach, the proximity to the Subject for Comparables #1, #2, #3, #4 and Listings #1, #2, #3 were not accurate. Licensee provided a Location Map addendum, which did not accurately locate the Subject and some of the listings & a comparable. Licensee failed to provide support for the opinion of site value, within the appraisal report. Licensee failed to provide the list price to sale price ratio for the listings used within the Listings Analysis section. Licensee failed to explain the exclusion of the Income Approach within the appraisal report. Licensee failed to train the Trainee, in the proper development and reporting of an appraisal in accordance with USPAP.

AB 10-36 Licensee did not have a "true copy" of the appraisal report in the workfile. Licensee failed to prepare and develop an appraisal report/assignment according to the published standards of HUD/FHA, which was required as part of the Scope of Work. Licensee failed to analyze the oil and mineral rights being retained by the seller within the appraisal report. Licensee failed to analyze complete sales data within the Sales Comparison Approach. Licensee failed to prepare an accurate Location Map addendum within the report. Licensee analyzed the location of the Subject and comparables as "Average", when market data did not support all having the same or similar characteristics and attributes of location. Licensee failed to state an analysis of the actual age difference between the Subject and comparables. Licensee failed to state and analyze, the above ground swimming pool with a wooden deck in Comparable #1. Licensee failed to state and analyze, the seller's concessions and the fencing for Comparable #2. Licensee failed to state and analyze, the barn and shed for Comparable #3. Licensee failed to state and analyze, the fenced back lawn area for Comparable #4. Licensee failed to state and analyze, the sales concessions for Comparable #5. Licensee failed to state and analyze, the shed for Comparable #6. Licensee stated the Zoning Description in the Site/Zoning Description as Residential, which is a general term and does not describe the actual zoning description. Licensee stated in the Sales Comparison Approach, the proximity to the Subject in Comparables #4 and #6 that was not accurate. Licensee failed to accurately locate Comparable #4 and Comparable #6 on the

Location Map addendum. Licensee failed to provide the list price of the Subject at the time of the appraisal within the Subject section of the appraisal report. Licensee failed to explain the line item, net and gross adjustments, when they exceeded FHA's guidelines. Licensee failed to provide adequate information needed for the lender/client to replicate the cost figures and calculations in the Cost Approach. Licensee failed to provide analysis of property being on the market for eight (8) months with a list price of \$150,000, a contract price of \$140,000 and the value opinion is \$160,000. Licensee stated a lump sum adjustment in the Cost Approach, without providing information as to the items analyzed within the adjustment. Licensee failed to provide their own photos of Comparables #2, #4 and #6 within the appraisal report, which is a guideline for FHA appraisals. Licensee failed to provide a legible street map showing the location of the Subject and comparables. The map provide was of a large general area, which was not a legible street map showing the actual location of the Subject and comparables. Licensee failed to completely summarize the Scope of Work performed or not performed in preparing and developing a HUD/FHA appraisal. The report lacked the complete credible expectations of an appraisal report prepared for HUD/FHA use. Licensee failed to explain the exclusion of the Income Approach within the appraisal report. **Violations: Scope of Work Rule, Record Keeping of Ethics Rule, Standard 1, Standard 2, USPAP 2010- 2011 Ed.; §780-X-9-.01 (2)(b)(1)(ii), REAB Administrative Code.**

Ms. Conway discussed with the Board the investigative status charts. Ms. Conway informed the Board 20 new complaints were received since the September 2011 Board meeting, 9 complaints were dismissed, and 3 complaints were settled, leaving a total of 81 open complaints.

Mr. Lundy suggested holding disciplinary hearings that are to be before the Board on the Wednesday and Thursday for the next few board meetings. The Board agreed with Mr. Lundy's suggestion.

11.0 The Board reviewed Probable Cause Report **AB-10-96**: With Mrs. Wood recusing, on motion by Mr. Lambert and second by Mr. Mallory, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does not exist and to issue a Letter of Counsel. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-10-102**: With Mr. Wallis and Mr. Lambert recusing, on motion by Mrs. Wood and second by Mr. Mallory, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does exist and to set this case for hearing. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-10-103 companion to AB-10-104**: With Mrs. Wood recusing, on motion by Mr. Lambert and second by Mrs. Tisher, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does not exist and to dismiss this case. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-10-104 companion to AB-10-103**: With Mrs. Wood recusing, on motion by Mr. Lambert and second by Mrs. Tisher, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does not exist and to dismiss this case. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-10-110, AB-10-111 and AB-10-112**: With Mr. Lundy and Mrs. Wood recusing, on motion by Mr. Wallis and second by Mr. Mallory, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does exist and to set this case for hearing. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-10-118**: With Mr. Lambert and Mr. Lundy recusing, on motion by Mrs. Wood and second by Mr. Moody, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does exist and to set this case for hearing. Motion carried by unanimous vote.

The Board reviewed Probable Cause Report **AB-11-22**: With Mr. Wallis recusing, on motion by Mr. Lambert and second by Mr. Moody, the Board voted to accept the Disciplinary Committee's recommendation that probable cause does not exist and to dismiss this case. Motion carried by unanimous vote.

12.0 The Board reviewed Consent Settlement Order on **AB-10-14 companion to AB-10-15**. With Mr. Pettey and Mrs. Wood recusing, on motion by Mr. Lambert and second by Mr. Moody, the Board voted to approve this Consent Settlement Order. Motion carried by unanimous vote.

The Board reviewed Consent Settlement Order on **AB-10-15 companion to AB-10-14**. With Mr. Pettey and Mrs. Wood recusing, on motion by Mr. Lambert and second by Mr. Moody, the Board voted to approve this Consent Settlement Order. Motion carried by unanimous vote.

13.0 The following reciprocal licenses were issued since last meeting: Paul David Agruso (Recip.)(TX), Joseph Ehlinger Anderson (Recip.)(GA), Michael Chadwick Bisig (Recip.)(GA), Preston L. Chase (Recip.)(NC), Michelle Susan Clark (Recip.)(GA), Annice Christina Corley (Recip.)(GA), Stephen Thomas Crosson (Recip.)(TX), Decker Davenport Dickson (Recip.)(GA), Sherrie Lannette Ford (Recip.)(GA), John Fore Guinn (Recip.)(GA), Raymond Alton Higgins (Recip.)(GA), Adam R. Lair (Recip.)(LA), Charles Joseph Lentz (Recip.)(GA), Virginia Lord (Recip.)(GA), Patrick Francis Maroney (Recip.)(FL), David Gardner Pope (Recip.)(NC), Bradley Mendel Rivers (Recip.)(GA), Scott David Roberts (Recip.)(GA), Mary Elizabeth Rutledge (Recip.)(GA), William Bradford Sheffield (Recip.)(GA), Larry Jay Tapanen (Recip.)(OR), Philip Ray Thomas (Recip.)(GA), Natalie Hope Thompson (Recip.)(GA), Hendrik van Duyvendijk (Recip.)(LA), Larry William Word (Recip.)(GA), Danny Lee Walker (Recip.)(IL), Henry Gregg Wilbanks, Jr. (Recip.)(LA), and Gregory K. Zieba (Recip.)(TN).

14.0 The Temporary Permit report was provided to the Board for their information.

15.0 The Appraisal Management report was provided to the Board for their information.

16.0 Mrs. Brooks included the following for Board information:

- Letters to Mrs. Jackie Graham, State Personnel Director, and Mr. Walter J. Coker, IV, regarding the reclassification of the Accountant I position to a part-time Account Clerk position, for Board information.
- Renewal report as of November 16, 2011
- Letter from James D. Andrews, Vice President of Sales, ACO STAR, announcing that Iron Data Solutions has acquired ACO Information Services, LLC as of October 28, 2011. Mrs. Brooks advised the Board that she is talking with the state Information Services Division regarding services that they have available.

Mrs. Brooks also advised the Board that Mrs. Karen Harlow, Legal Research Assistant, would retire effective December 1, 2011. She will return to the agency at the end of February in a part-time/retired capacity.

17.0 Mr. Lundy discussed changing the Administrative Code to require Appraisal Management Companies registered in Alabama to inform the Board how they determine their fees. The Board asked Mrs. Brooks to write all registered Appraisal Management Companies to inquire about their fee determinations. The data gathered will be for informational purposes only.

On motion by Mr. Wallis and second by Mrs. Wood, the Board instructed Ms. Conway to amend the Administrative Code to provide for privacy of the information gathered from the Appraisal Management Companies. Motion carried by unanimous vote.

The following Administrative Rules were presented for permanent adoption by the Board and asked the Board to approve filing for final adoption of the rules as published in the Administrative Monthly:

- 780-X-1-.01 Purpose
- 780-X-1-.02 Composition and Selection of Board
- 780-X-1-.04 Officers
- 780-X-2-.01 Definition of Terms
- 780-X-4-.02 Application and License Fees
- Chapter 780-X-9 Classification of Real Estate Appraisers
- 780-X-16-.02 Checklist
- 780-X-16-.04 Application for Reciprocal Appraiser License
- 780-X-17 Appraisal Management Company

- 780-X-18 Appraisal Management Company Forms
- 780-X-18-.06 Appraisal Management Company Surety Bond Form

Mr. Wallis moved for final adoption of the rules as published. Mr. Crochen seconded the motion. Motion carried by unanimous vote.

18.0 Mr. Wallis asked the staff to look into the feasibility of the Board going paperless within 3 years.

Mrs. Wood discussed outsourcing investigations.

Mrs. Wood discussed **California investigations** and asked the Disciplinary committee to do research and report on the procedure in January. Mrs. Wood also asked that all Disciplinary Committee members be present at the January committee meeting.

19.0 At 10:49 a.m., on motion by Mr. Lambert and second by Mr. Moody, the Board voted to adjourn. Motion carried by unanimous vote. The Board's meeting schedule for 2012 is January 19, March 15, May 17, July 19, September 20 and November 15, 2012 in the 3rd Floor Conference Room of the RSA Union Building, 100 North Union Street, Montgomery, Alabama.

Sincerely,

Carolyn Greene
Executive Secretary

APPROVED: _____
Joseph Lundy, Chairman