

**MINUTES**  
**ALABAMA REAL ESTATE APPRAISERS BOARD**  
**RSA UNION STREET**  
**SUITE 370**  
**MONTGOMERY, AL 36104**  
**September 10, 2025**

**MEMBERS PRESENT:**

Mr. Chad Anderson (Chairman)  
Mrs. Melanie Housh (Vice-Chairman)  
Mr. Timothy Mills  
Mr. Randall Kyles  
Mr. Mark Palmer  
Mr. Bill Mackey  
Mr. Roger Ball  
Mr. A.J. Smith (left at 10:00 am)  
Mr. Drew Watson (arrived at 9:14 am)

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Mrs. Lisa Brooks, Executive Director  
Ms. Neva Conway, Legal Counsel  
Mrs. Carolyn Greene, Executive Secretary  
Mr. Jimmy Green, Investigator

**GUESTS PRESENT:**

Mr. Sam Adams

- 1.0 Mr. Chad Anderson, Chairman, called the meeting to order at 9:05 a.m. Mrs. Carolyn Greene, Executive Secretary, recorded the minutes. The meeting was held in Suite 300 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 December 31, 2024, and updated on July 11, 2025, in accordance with the Alabama Open Meetings Act.
- 2.0 The meeting was opened with prayer by Mr. Smith and the Pledge of Allegiance led by Mrs. Housh.
- 3.0 Mr. Anderson asked for a voice roll to establish a quorum. Board members present were Mr. Chad Anderson, Mr. Bill Mackey, Mr. Randall Kyles, Mr. Tim Mills, Mrs. Melanie Housh, Mr. Ball, Mr. Mark Palmer, Mr. A. J. Smith and Mr. Drew Watson. No members were absent. A quorum was established.
- Mr. Anderson welcomed the guest, Mr. Sam Adams, and asked him to introduce himself.
- 4.0 On motion by Mr. Mills and second by Mr. Palmer, the regular minutes for July 10, 2025, were approved as written. Motion carried by unanimous vote.

On motion by Mr. Mills and second by Mr. Palmer, the amended minutes for May 8, 2025, were approved as written. Motion carried by unanimous vote.

At this time, Ms. Conway opened nominations for the Chairman position. Mr. Ball nominated Mr. Anderson for Chairman and Mrs. Housh for Vice-Chairman. Mr. Mackey seconded the motion. Hearing no further nominations, Ms. Conway closed the nominations and called for a vote. On motion by Mr. Ball and second by Mr. Mackey, the Board voted to re-elect Mr. Anderson as Chairman and Mrs. Housh as Vice-Chairman by unanimous vote.

- 5.0 Ms. Conway reminded the Board that the ALJ's recommendation in the case of AB-23-51, Mr. James Lester (G01286), will be taken up later in the meeting.
- 6.0 Ms. Conway informed the Board that she had to refile the Administrative Code changes for the Bias course and AMC forms.
- 7.0 On motion by Mr. Mills and second by Mr. Ball, the following applications were voted on as listed. Motion carried.
- 7.1 **Trainee Real Property Appraiser application approved:** Mary Rebecca Allred. **Application deferred:** Austin Smith. **Applications denied:** None.
- 7.2 **State Registered Real Property Appraiser applications approved:** None. **Applications deferred:** None. **Applications denied:** None.
- 7.3 **Licensed Real Property Appraiser application approved:** Stacey Rooks (Recip)(MS). **Applications deferred:** None. **Applications denied:** None.
- 7.4 **Certified Residential Real Property Appraiser applications approved:** Greg Fanin, Brian Long, and Travis Douglas Walde (Recip)(GA). **Application deferred:** None. **Applications denied:** None.
- 7.5 **Certified General Real Property Appraiser application approved:** Crystal Brooks (Recip)(TN), Alonzo Bryant (Recip)(GA), John Danielson (Recip)(MI), Timothy Kuhn (Recip)(FL), Nicholas Lukacs (Recip)(GA), and Thomas Lynn Whitelaw (Recip)(FL). **Applications deferred:** None. **Applications denied:** None.
- 7.6 **Mentor applications approved:** Ami McKinney and Chad Merschman. **Application deferred:** None. **Applications denied:** None.
- 7.7 **Trainee Real Property Appraiser Experience Logs for Review: Logs reviewed:** None. **Log Reviews deferred:** Maurice David Bell, Joseph Gall and Anna Weekly.

The Board reviewed the application for a Trainee license submitted by Austin Smith. After much discussion, on motion by Mr. Smith and second by Mr. Mills, the Board voted to defer this application until after January 2026. Motion carried by unanimous vote. The Board also asked Mrs. Greene to see if Mr. Smith if he has obtained a Mentor.

- 8.0 Mrs. Brooks presented the Finance report for August 2024-2025. She reported that the Board was 92% into Fiscal Year 2025 and 54% into budget expenditures and that there were no negative trends that could not be reconciled at this time.

On motion by Mr. Mills and second by Mr. Watson, the Board voted to approve the Finance Report. Motion carried by unanimous vote.

Mrs. Brooks presented the renewal report for Board information. She reported that 669 appraisers have renewed as of September 9, 2025. Of that total, 318 appraisers have renewed online and 33 have mailed in paper renewals.

- 9.0 On motion by Mr. Mills and second by Mr. Mackey, the following education courses and instructor recommendations on the September Education agenda were approved, deferred, or denied as indicated. Motion carried by unanimous vote.

#### **APPRAISAL INSTITUTE – AL/MS**

##### **New Application:**

- (CE) The Appraiser's Guide to the New URAR – 7 Hours - Classroom  
(Instructor: Jason Ferris)  
**Both Course and Instructor Approved**

#### **APPRAISAL INSTITUTE – CHICAGO**

##### **New Applications:**

- (CE) Reporting Market Analysis and Better Understanding the New URAR – 4 Hours - Classroom  
(Instructors: Betty Cagle, Jason Ferris, Woody Fincham, Mark Freitag, Scott Hartman, Alan Hummel, Mark Linne, Jennifer Marshall, Lisa Gulden, Jared Preisler, Mark Smeltzer, Craig Steinley and Larry Wright)  
**Both Course and Instructors Approved**
- (CE) Essentials of Effective Communication – 3 Hours - Classroom  
(Instructor: Nicholas Pilz)  
**Both Course and Instructor Approved**
- (CE) Online Appraiser's Guide to the New URAR – 7 Hours - Online  
(Instructor: Mark Freitag)  
**Both Course and Instructor Approved**

#### **APPRAISER ELEARNING LLC**

##### **New Applications:**

- (CE) "Cents and Sensibility": Bringing Clarity and Confidence to the Cost Approach – 4 Hours - Classroom  
(Instructor: Cathy Putegnat)  
**Both Course and Instructor Approved**

- (CE) Into the Arena – Expert Roles in Litigation Support – 3 Hours - Classroom  
(Instructors: Thomas Humphreys and Craig Capilla)  
**Both Course and Instructors Approved**
- (CE) The Appraiser's Guide to the New URAR – 7 Hours - Classroom  
(Instructors: Bryan Reynolds, Thomas Humphreys and Joel Baker)  
**Both Course and Instructors Approved**

#### **CALYPSO CONTINUING EDUCATION**

##### **New Application:**

- (CE) Victorian Era Architecture for Real Estate Professionals - 4 Hours – Online  
(Instructor: Francis Finigan)  
**Both Course and Instructor Approved**

#### **DENNIS BADGER & ASSOCIATES, INC.**

##### **New Applications:**

- (CE) Appraiser's Guide to the New URAR – 7 Hours - Classroom  
(Instructor: Dennis Badger)  
**Both Course and Instructor Approved**
- (CE) Valuation Bias and Fair Housing Laws and Regulations – 7 Hours - Classroom  
(Instructor: Dennis Badger)  
**Both Course and Instructor Approved**

#### **INTERNATIONAL RIGHT OF WAY ASSOCIATION**

##### **New Application:**

- (CE) The Valuation of Partial Acquisitions –24 Hours - Classroom  
(Instructor: Christina Thoreson)  
**Both Course and Instructor Approved**

**MCKISSOCK LP**  
**New Applications:**

- (CE) 4-Hour National Valuation Bias and Fair Housing Laws and Regulations  
- 4 Hours - Classroom  
(Instructors: Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bone, Dan Bradley, Dan Tosh, Greg Stephens, Howard Kanter, John Dingeman, Josh Walitt, Julie Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pamela Teel, Robert Frazier, Robert Luciani, Stephanie Tuley, Steve Maher, Tony Pistilli and Wally Czekalski)  
**Both Course and Instructors Approved**
- (CE) Live Webinar: 4-Hour National Valuation Bias and Fair Housing Laws and Regulations - 4 Hours - Online  
(Instructors: Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bradley, Diana Jacob, Greg Stephens, Jo Traut, John Dingeman, Josh Walitt, Julie Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pamela Teel, Philicia Lloyd, Rob Abelson, Robert Frazier, Rob McClelland, Stephanie Tuley and Steve Maher)  
**Both Course and Instructors Approved**
- (CE) 7-Hour National Valuation Bias and Fair Housing Laws and Regulations  
- 7 Hours - Classroom  
(Instructors: Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bone, Dan Bradley, Dan Tosh, Greg Stephens, Howard Kanter, John Dingeman, Josh Walitt, Julie Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pamela Teel, Robert Frazier, Robert Luciani, Stephanie Tuley, Steve Maher, Tony Pistilli and Wally Czekalski)  
**Both Course and Instructors Approved**
- (CE) 7-Hour National Valuation Bias and Fair Housing Laws and Regulations  
- 7 Hours- Online  
(Instructor: Jo Traut)  
**Both Course and Instructor Approved**
- (CE) Live Webinar: 7-Hour National Valuation Bias and Fair Housing Laws and Regulations - 7 Hours - Online  
(Instructors: Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bradley, Diana Jacob, Greg Stephens, Jo Traut, John Dingeman, Josh Walitt, Julie Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pamela Teel, Philicia Lloyd, Rob Abelson, Robert Frazier, Rob McClelland, Stephanie Tuley, and Steve Maher)  
**Both Course and Instructors Approved**
- (LIC) 8-Hour National Valuation Bias and Fair Housing Laws and Regulations - 8 Hours- Online  
(Instructors: Jo Traut and Dan Bradley)  
**Both Course and Instructors Approved**

- (LIC) 8-Hour National Valuation Bias and Fair Housing Laws and Regulations  
- 8 Hours - Classroom  
(Instructors: Dan Bradley, Diana Jacob, Greg Stephens, Josh Walitt, Kelly Yeatts, Kevin Hecht, Mel Black, Pamela Teel, Pat Kelly, Rob McClelland, and Sam Martin)  
**Both Course and Instructors Approved**
- (LIC) Live Webinar: 8-Hour National Valuation Bias and Fair Housing Laws and Regulations - 8 Hours - Online  
(Instructors: Dan Bradley, Diana Jacob, Greg Stephens, Josh Walitt, Kelly Yeatts, Kevin Hecht, Mel Black, Pamela Teel, Pat Kelly, Rob McClelland, and Sam Martin)  
**Both Course and Instructors Approved**

#### **THE CE SHOP**

##### **New Applications:**

- (CE) Valuation Bias and Fair Housing Laws and Regulations – 7 Hours – Online  
(Instructors: Rebecca Jones and Justin Merrill)  
**Both Course and Instructors Approved**
- (LIC) Valuation Bias and Fair Housing Laws and Regulations – 8 Hours – Online  
(Instructors: Rebecca Jones and Justin Merrill)  
**Both Course and Instructors Approved**

#### **REQUEST FOR CONTINUING EDUCATION CREDIT**

- From Mr. James Faulkner, III, a request for credit for attending the International Association of Assessing Officers 'Fundamentals of Mass Appraisal'. On motion by Mr. Mills and second by Mr. Mackey, the Board voted to grant 7 hours continuing education credit to Mr. Faulkner. Motion carried by unanimous vote.
- From Mr. Curtis Newsom, a request for credit for attending The American Society of Appraisers '2024-2025 7-Hour National USPAP Update Course'. On motion by Mr. Mills and second by Mr. Mackey, the Board voted to grant 7 hours continuing education credit to Mr. Newsom. Motion carried by unanimous vote.
- From Mr. Kingsley Moore, a request for credit for attending International Association of Assessing Officers 'Course 102 – Income Approach to Valuation'. On motion by Mr. Mills and second by Mr. Mackey, the Board voted to grant 7 hours continuing education credit to Mr. Moore. Motion carried by unanimous vote.

The Board discussed giving Board members and Mr. Green credit for attending the Association of Appraiser Regulatory Officials pre-conference training. On motion by Mr. Kyles and Mr. Watson the Board voted to grant credit for the 4 hours of attendance at this training. Motion carried by unanimous vote.

The Board discussed credit for attending AARO conferences. Seven hours continuing education credit can be granted to Board members or Investigators attending any AARO conference and the CLEAR course held in conjunction with the AARO meeting.

The Board discussed granting Board members and Mr. Green credit for attending the Alabama Association of Regulatory Boards CIT training. On motion by Mr. Kyles and Mr. Watson the Board voted not to grant credit for the four hours of this training. Motion carried by unanimous vote.

10.0 There was no disciplinary report to review at this time.

Ms. Conway discussed with the Board the investigative status charts. Ms. Conway reported that 9 new Appraiser complaints and 1 new Appraisal Management Company (AMC) complaint were received since the July 2025 Board meeting, 2 complaints were dismissed, and no complaints were settled, leaving a total of 33 open complaints.

11.0 The Board reviewed Probable Cause Report **AB-24-27**. With Mr. Ball recusing, on motion by Mr. Kyles and second by Mr. Mills, the Board voted that probable cause does exist and to set this case for a hearing. Motion carried by unanimous vote.

12.0 The Board reviewed the Consent Settlement Order on **AB-24-10**. With Mr. Ball and Mr. Smith recusing, on motion by Mr. Mills and second by Mr. Palmer, the Board voted to approve this Consent Settlement Order. Motion carried by unanimous vote.

The Board reviewed the Consent Settlement Order on **AB-24-21, AB-24-22, AB-24-23 and AB-24-24**. With Mr. Anderson, Mr. Watson, and Mrs. Housh recusing, on motion by Mr. Mills and second by Mr. Kyles, the Board voted to approve this Consent Settlement Order. Motion carried.

The Board reviewed the Consent Settlement Order on **AB-24-19 and AB-25-02**. With Mr. Anderson recusing, on motion by Mr. Mills and second by Mr. Kyles, the Board voted to approve this Consent Settlement Order. Motion carried by unanimous vote.

13.0 The following reciprocal license was issued since the July Board meeting: Crystal Brooks (G)(TN), Alonzo Bryant (G)(GA), John Danielson (G)(MI), Timothy Kuhn (G)(FL), Nicholas Lukacs (G)(GA), Stacey Rooks (L)(MS), Travis Douglas Walden (R)(GA), and Thomas Lynn Whitelaw (G)(FL).

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 There were no administrative items to discuss at this time.

17.0

The Board discussed the Review Appraiser contracts. Ms. Conway is adding the state required clauses to the contracts and will send them to contract review.

Ms. Conway discussed the Executive Director search. She stated that around 20 resumes had been received to date and that all resumes received by the September 30<sup>th</sup> cutoff will be mailed to all Board members. The committee, comprised of Mr. Ball, Mr. Palmer, Mr. Mills and Mr. Anderson, will need to meet on November 5<sup>th</sup> at 3:00 pm. The Disciplinary Committee will meet at 1:00 pm on November 5<sup>th</sup>.

On motion by Mr. Ball and second by Mr. Palmer, the Board voted to enter Executive Session at 11:10 a.m. to discuss the Administrative Law Judge's Recommendation in AB-23-51, James E. Lester. Motion carried by unanimous vote. Board members in favor were Mr. Anderson, Mr. Mills, Mr. Kyles, Mr. Mackey, Mrs. Housh, Mr. Watson, Mr. Ball, and Mr. Palmer. The meeting will resume in 30 minutes. Ms. Conway, Mrs. Housh, Mr. Kyles, Mr. Green, and Mrs. Greene left the room for these deliberations.

On motion by Mr. Watson and second by Mr. Mills, the Board voted to re-enter regular session at 11:34 a.m. Motion carried. Board members in favor of the motion were Mr. Anderson, Mr. Mills, Mr. Mackey, Mr. Watson, Mr. Ball, and Mr. Palmer.

On motion by Mr. Mills and second by Mr. Mackey, the Board voted to adopt the Administrative Law Judge's Findings of Facts, Conclusions of Law and Recommendation but added that Mr. Lester pay the administrative fine of \$3000 within 30 days, complete an approved fifteen hour USPAP course with exam, within 90 days, that cannot be used for continuing education, and that this be a public reprimand. Motion carried. Those in favor were Mr. Ball, Mr. Anderson, Mr. Mills, Mr. Mackey, Mr. Watson and Mr. Palmer. Board members recusing and not voting were Mr. Kyles and Mrs. Housh.

18.0

There was no new business to discuss at this time.

19.0

At 11:38 a.m., on motion by Mr. Mills and second by Mr. Palmer, the Board voted to adjourn the regular Board meeting. Motion carried by unanimous vote.

The Board's tentative meeting schedule for the remainder of 2025 is November 6, 2025, held in the RSA Union 3<sup>rd</sup> Floor Conference Room, 100 Union Street, Montgomery, AL 36104.

Sincerely,



Carolyn Greene Executive Secretary  
/cg

**APPROVED:**

Chad Anderson, Chairman

