



## December 18, 2024 DC Board of Real Estate Appraisers Meeting Minutes

**\*\*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov) \*\***

The District of Columbia Board of Real Estate Appraisers held its regularly scheduled meeting on Wednesday, December 18, 2024, at 10:00am via virtual.

The meeting was called to order by Tamora Papas, Chair, at 10:04 am, and attendance was taken.

### **Attendance**

Board Members Present: Tamora Papas, Andrew Sullivan, Marty Skolnik, Anthony Bolling

Staff: Brittney Cheshier, Board Administrator; Leon Lewis, Program Manager; Kevin Cyrus, Education Coordinator; Jacqueline Noisette, Deputy Administrator, Business and Professional Licensing Administration; Nicole Bramstedt, Legislative Affairs Specialist

Legal Counsel: Marc Neilsen, Attorney, Office of the General Counsel

Public Member(s): Lauren Sams, The CE Shop  
Anthony Scerbo, Office of the Open Government

### **Agenda Item: Comments from the Public**

None.

### **Agenda Item: Executive Session**

At approximately 10:34am, the following motion was made:

Upon a motion duly made by Mr. Sullivan and properly seconded by Mr. Bolling, the Board unanimously voted to enter into closed session pursuant to the authority of D.C. Official Code Section 2-575(b)(4)(A) to seek the advice of counsel, D.C. Official Code Section 2-575(b)(9) to discuss disciplinary matters, and D.C. Official Code Section 2-775(b)(13) to deliberate upon a decision in an adjudication action or proceeding and to discuss:

Technical Applications  
Complaints

The public session of the meeting was resumed at 11:00 am

### **Agenda Item: Draft Minutes, November 20, 2024**



Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Bolling, the Board voted unanimously to approve the draft minutes dated November 20, 2024.

**Agenda Item: Application for Licensure Recommendations**

Upon motion duly made by Mr. Sullivan, and properly seconded by Mr. Skolnik the Board voted unanimously to approve the December 18, 2024, application list administratively approved by OPL staff, attached hereto, and made a part of the December 18, 2024, minutes.

**Agenda Item: Technical Applications**

Upon motion duly made by Mr. Sullivan, and properly seconded by Mr. Bolling the Board voted unanimously to extend the deadline for work product submission for applicant Robert Burns, until February 2025.

Upon motion duly made by Mr. Sullivan, and properly seconded by Mr. Bolling the Board voted unanimously to approve the reciprocity application for Brett Suszek, with a follow up request for a letter of good standing from Arizona.

Upon motion duly made by Mr. Sullivan, and properly seconded by Mr. Bolling the Board voted unanimously to approve the reinstatement application for Steven Kurtz.

**Agenda Item: Complaints**

None.

**Agenda Item: Education Committee Report**

Upon a motion duly made by Mr. Sullivan and properly seconded by Mr. Bolling, the board voted unanimously to approve the attached education report for December 18, 2024.

**Agenda Item: Budget Update**

Program Manager, Leon Lewis, provided an update on the Real Estate Appraisal Fund.

**Agenda Item: Correspondence**

Program Manager, Leon Lewis, informed the board of a survey that was sent out for the Course Approval Program (CAP).

**Agenda Item: Old Business**

Legal counsel Marc Nielsen provide an update on the education requirements for fair housing requirement that will be in place by January 1, 2026. Expected date for publishing the requirements is January, or February 2025.

**Agenda Item: New Business**

The Board was advised to confirm their attendance to the ACTS conference scheduled for April 2025 in San Antonio, TX. Board members were advised to submit hotel reservations for this conference.



The Board was advised about the upcoming training: Navigating the ASC Policy Statements for Effective Regulatory Compliance. Board members were advised to confirm their attendance.

Upon a motion duly made by Mr. Sullivan and properly seconded by Mr. Bolling, the board voted unanimously to approve the proposed meeting dates for 2025. The scheduled meetings will be held the third Wednesday of each month, except for August recess. The board voted to schedule the April meeting for April 23, 2025, due to DC Emancipation Day falling on the normal meeting day. The meeting dates are as follows:

January 15, 2025  
February 19, 2025  
March 19, 2025  
April 23, 2025  
May 21, 2025  
June 18, 2025  
July 16, 2025  
**August 2025 (Recess)**  
September 17, 2025  
October 15, 2025  
November 19, 2025  
December 17, 2025

**Agenda Item: Next Meeting**

The next scheduled regular meeting is January 15, 2025, via ZOOM.

**Agenda Item: Adjournment**

Upon motion duly made by Mr. Sullivan and properly seconded by Mr. Bolling, the Board unanimously voted to adjourn. Meeting adjourned at 11:08 am.

Respectfully submitted,

*Tamora K Papas*

Tamora Papas, Chair  
Date: December 18, 2024

Recorder/transcriber: Brittney Cheshier