

**NEBRASKA REAL PROPERTY APPRAISER BOARD  
NRPAB OFFICE MEETING ROOM, FIRST FLOOR  
NEBRASKA STATE OFFICE BUILDING  
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

**November 18, 2021 Meeting Minutes**

**A. OPENING**

Chairperson Christopher Mustoe called to order the November 18, 2021 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairperson Mustoe announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at [www.nebraska.gov](http://www.nebraska.gov) on November 9, 2021. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material ([https://appraiser.ne.gov/board\\_meetings/](https://appraiser.ne.gov/board_meetings/)). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Christopher Mustoe of Omaha, Nebraska, Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, and Cody Gerdes of Lincoln, Nebraska were present. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespor, and Business and Education Program Manager Katja Duerig, who are all headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

Chairperson Mustoe reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Downing moved to adopt the agenda as printed. Board Member Luhrs seconded the motion. With no further discussion, the motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Board Member Luhrs moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Downing seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Due to a conflict of interest, Board Member Downing recused herself from discussion, and left the meeting room at 9:04 a.m.

Board Member Walkenhorst moved to come out of executive session at 9:46 a.m. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Gerdes, and Mustoe voting aye.

Board Member Downing returned to discussion and to the meeting room at 9:46 a.m.

#### **G. WELCOME AND CHAIR'S REMARKS**

Chairperson Mustoe said, "Roger, thanks for coming so I have someone to welcome. It's been a fast year, hope it's wrapping up well for everyone. Let's move on to the minutes." Roger Morrissey was the only member of the public in attendance.

#### **H. BOARD MEETING MINUTES**

##### **1. APPROVAL OF OCTOBER 21, 2021 MEETING MINUTES**

Chairperson Mustoe asked for any additions or corrections to the October 21, 2021 meeting minutes. With no discussion, Chairperson Mustoe called for a motion. Board Member Luhrs moved to adopt the October 21, 2021 meeting minutes as presented. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

#### **I. DIRECTOR'S REPORT**

##### **1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS**

###### **a. Real Property Appraiser Report**

Director Kohtz presented ten charts outlining the number of real property appraisers as of November 18, 2021 to the Board for review. The Director reported that he had no specific comments and asked for questions or comments. There was no discussion.

###### **b. Temporary Real Property Appraiser Report**

Director Kohtz presented three charts outlining the number of temporary credentials issued as of October 31, 2021 to the Board for review. The Director asked for any questions or comments. There was no further discussion.

###### **c. Supervisory Real Property Appraiser Report**

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of November 18, 2021 to the Board for review. The Director reported that he had no comments and asked for any questions or comments. There was no discussion.

###### **d. AMC Report**

Director Kohtz presented two charts outlining the number of AMCs as of November 18, 2021 to the Board for review. The Director reported that he had no comments and asked for any questions or comments. There was no discussion.

##### **2. DIRECTOR APPROVAL OF APPLICANTS**

###### **a. Real Property Appraiser Report**

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between October 6, 2021 and November 8, 2021. The Director asked for any questions or comments. There was no further discussion.

**b. Education Activity and Instructors Report**

Director Kohtz presented the Education Activities and Instructors Report showing education activities and instructors approved by the Director for the period between October 6, 2021 and November 8, 2021. The Director asked for any questions or comments. There was no further discussion.

**3. 2021-22 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS**

Director Kohtz presented the 2021-22 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director guided the Board to goals related to Administration. The Director reported that the cable and mount for the Meeting OWL Pro device had been received, and installation will take place soon. Director Kohtz informed the Board that Department of Administrative Services Buildings Division will install the camera, and it will take only a few hours. The Director moved on to a request for an estimate from the OCIO for a translator between the NRPAB Database and ASC Federal Registries for Real Property Appraisers and for AMCs. No update nor estimate has been provided, said the Director. Director Kohtz announced that the OCIO is finishing an estimate for work to upgrade the AMC Interface in the NRPAB Database and build an online AMC renewal application. Director Kohtz asked for any questions or comments. With no further discussion, Chairperson Mustoe invited the Director to proceed to Financial Report and Considerations.

**J. FINANCIAL REPORT AND CONSIDERATIONS – NOVEMBER 2021**

**1. APPROVAL OF OCTOBER RECEIPTS AND EXPENDITURES**

The receipts and expenditures for October were presented to the Board for review in the Budget Status Report. Director Kohtz indicated that expenditures for the month of October totaled \$22,571.95, which amounts to 25.05 percent of the budgeted expenditures for the fiscal year; 33.70 percent of the fiscal year has passed. The Director then turned the Board's attention to revenues. Revenues reported for October were \$34,541.46, and total revenues amount to 27.55 percent of the projected revenues for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger for October. The Director informed the Board that two entries marked REAL PROP APP BD-UP were revenues sent to the Nebraska State Treasurer as unclaimed property funds. Chairperson Mustoe inquired whether the agency attempted to refund these amounts. Director Kohtz replied affirmatively, and reported that the other party did not supply a W-9 form required for the funds to be returned. If unclaimed property is not claimed within three years, it must be sent to Nebraska State Treasurer per statute. There was no further discussion.

Director Kohtz presented three graphs showing expenses, revenues, and cash balance. The Director once again pointed out the expenditures and revenues for the month of October for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director then remarked that the cash balance for the AMC Fund is \$314,320.16, the Appraiser Fund is \$375,514.64, and the overall cash balance for both funds is \$689,834.80. Chairperson Mustoe asked if the agency's high cash balance is due to the OCIO not working on NRPAB Database projects. Director Kohtz remarked that low technology related expenses contribute to the high cash balance, but it is more so due to low expenses from 2020 in general. Chairperson Mustoe thanked the Director and indicated that the Board is well positioned for future technology projects. Director Kohtz agreed and noted that it is important to have estimates from OCIO for the next round of projects before the end of the fiscal year, so the agency can budget accordingly. The Director asked for any questions or comments. There was no further discussion.

Board Member Walkenhorst moved to accept and file the October 2021 financial reports for audit. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

## **2. PER DIEMS**

Director Kohtz informed the Board that he had no per diem requests for this meeting and asked if any board members had a request for the Board to consider. There was no further discussion.

## **3. BLPM NESPOR NOTARY APPLICATION**

Director Kohtz presented a memo requesting that the Board consider providing funds for the renewal of BLPM Nespor's notary commission. The Director informed the Board that BLPM Nespor acts as a notary public for real property appraiser applicants on occasion, and that it is not uncommon for Nebraska State agencies to have a notary public in the office. Board Member Walkenhorst remarked that this seems a reasonable expense. Board Member Walkenhorst brought attention to page J.23, which details the expenses for renewal of a notary commission in Nebraska, and noted that the Surety Bond fee is \$40.00, not \$30.00, as stated on the memo. Director Kohtz acknowledged that this is a typo; the correct amount requested is \$40.00. Board Member Walkenhorst inquired about the \$4.00 Association Dues fees, which is marked "personal expense." BLPM Nespor reported that this fee is for membership in the Nebraska Notary Association and is not required for renewal of her notary commission. Board Member Walkenhorst opined that it is logical for the Board to also pay this expense; all board members agreed. Board Member Walkenhorst moved to approve payment of BLPM Nespor's notary commission in the amount of \$98.66 to cover the renewal application fee, surety bond fee, notary stamp cost, and Nebraska Notary Association membership fee. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

## **K. GENERAL PUBLIC COMMENTS**

Chairperson Mustoe asked for any public comments. Roger Morrissey appeared before the Board and said, "It's great to be here." There were no other general public comments.

## **L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS: No discussion.**

## **M. UNFINISHED BUSINESS**

### **1. OPEN 2ND CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE POSITION**

Director Kohtz reported that no applications have been received at the Governor's office for the open 2nd Congressional District Certified Real Property Appraiser Representative position to date. The Director asked for any questions or comments. There was no discussion.

## **N. NEW BUSINESS: No discussion.**

## **O. LEGISLATIVE REPORT AND BUSINESS**

### **1. NEBRASKA REAL PROPERTY APPRAISER ACT UPDATE**

#### **a. 2022 Update to Nebraska Real Property Appraiser Act Summary**

Director Kohtz presented the 2022 Update to Nebraska Real Property Appraiser Act Summary to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ03236. The Director asked for any questions or comments. There was no further discussion.

#### **b. REQ03236\_November 4, 2021**

Director Kohtz presented REQ03236\_November 4, 2021 to the Board for consideration. The Director guided the Board's attention to page O.12. At the recommendation of ASC Policy Manager Jenny Tidwell, the language, "from an accredited degree-awarding community college, college, or university," is stricken in relation to College-Level Examination Program requirements for credentialing as a certified residential real property appraiser. Public member Roger Morrissey requested permission to speak. Chairperson Mustoe granted permission to Mr. Morrissey. Mr. Morrissey asked where one would take a CLEP exam. Director Kohtz replied that a Google search yields numerous online providers of such exams. Chairperson Mustoe remarked that this information should be shared with potential applicants. Director Kohtz reported that CLEP exams are included as one of the options on the public documents outlining the requirements for credentialing as a certified residential real property appraiser. Chairperson Mustoe expressed satisfaction with the information provided in the existing documents. The Director asked for any questions or comments about the bill draft. Director Kohtz was asked if a motion is required at this time. The Director responded that no motion is needed as the Board will complete its final review of REQ03236 at the December meeting. There was no further discussion.

### **2. TITLE 298**

Director Kohtz reported no update from the Governor's Policy and Research Office regarding the changes to Title 298, but that he is hopeful for one soon. The Director asked for any questions or comments. There was no further discussion.

### **3. OTHER LEGISLATIVE MATTERS**

Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

**P. ADMINISTRATIVE BUSINESS**

**1. GUIDANCE DOCUMENTS:** No discussion.

**2. INTERNAL PROCEDURAL DOCUMENTS:** No discussion.

**3. FORMS, APPLICATIONS, AND PROCEDURES**

Director Kohtz presented four applications related to the Board's education program: the Application for Approval as a Continuing Education Activity in Nebraska, Application for Renewal as a Continuing Education Activity in Nebraska, Application for Approval as a Qualifying Education Activity in Nebraska, and Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska. The Director informed the Board that these revised applications incorporate changes made with the Board's adoption of Guidance Document 21-04. BLPM Nespor noted that there is an unnecessary apostrophe after "students" on the third line, and an unnecessary comma after "means" on the first line, in the text under "Supervisory Real Property Appraiser and Trainee Course Information" on the first page of each application (P.1, P.6, P.9, P.14). Director Kohtz agreed that these are errors and recommended that the Board consider these applications with amendments to correct the errors. With no further discussion, Board Member Luhrs moved to approve the Application for Approval as a Continuing Education Activity in Nebraska, Application for Renewal as a Continuing Education Activity in Nebraska, Application for Approval as a Qualifying Education Activity in Nebraska, and Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska as amended to remove the apostrophe and comma from page one of each application. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**Q. OTHER BUSINESS**

**1. BOARD MEETINGS**

**a. Virtual Conferencing Format for December, January, and February Meetings**

Director Kohtz made a request to hold the December, January and February meetings by virtual conferencing. The Director noted that Appraisal Subcommittee policy managers will attend the February meeting as part of their State Off-site Assessment of the Board's programs and have requested to attend virtually. Director Kohtz asked if there were any questions or concerns about holding meetings via virtual conferencing. Board Member Luhrs expressed support for the plan to hold the next three meetings via virtual conferencing. Chairperson Mustoe asked if the public can attend such meetings virtually. Director Kohtz responded that the public has the choice to attend virtually or in-person in the meeting room, as do board members. The Director said that our WebEx license will allow for everyone who wants to attend virtually to be able to. BLPM Nespor inquired about how executive session works during a virtual meeting. The Director stated that, as hosts of the WebEx meeting, staff members should be able to remove attendees from the meeting and noted that agency staff will test this and other logistics before the December meeting. If needed, the Board could move executive session to the end of the meeting, said Director Kohtz. With no further discussion, Board Member Downing moved to hold the December, January, and February regular meetings by virtual conferencing. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

## **2. CONFERENCES/EDUCATION**

### **a. Kohtz Fall AARO Conference Report**

Director Kohtz reported that he attended the Fall AARO Conference October 15th through the 18th in Washington, D.C. Much of the discussion centered on the Covid-19 pandemic; protected classes, diversity, biases, and discrimination; USPAP compliance and appraiser credibility; technology advancements in government and in real property appraisal practice; and appraisal modernization. The Director noted the following highlights:

- The Appraisal Subcommittee (“ASC”) opened up the conference, and summarized the impact that the Covid-19 pandemic has had on the industry and the ASC. The ASC reported that the State Off-site Assessments have been very successful and may become a permanent option for the ASC to review State programs in the future.
- TAF also reported that it approved a grant program of up to \$500,000 for PAREA start-ups and is currently investigating the possibility of partnering with corporate America to provide financial assistance to defray the cost of appraisal education, PAREA, and the first year of membership in an appraisal sponsoring organization.
- The 7-Hour USPAP Update course for 2022-23 now contains two full hours of education related to bias and avoiding discrimination.
- The AQB also provided an update on the PAREA program. To date, no PAREA programs have been approved, but the AQB has received five preliminary concepts from potential providers. The Pathway to Success Conditional Grants are available as an incentive to education providers for the development of PAREA programs.
- A presentation was given on appraiser and appraisal credibility.
- Fannie Mae also made a presentation on appraiser and appraisal credibility, bias in appraisal practice, and the future of the real property appraiser profession.
- A presentation was given on AMC USPAP and state requirement compliance. According to the presenter, USPAP compliance reviews are perceived by AMCs as a strain on their resources; however, AMCs acknowledge the potential benefits of USPAP compliance reviews include improved quality, improved compliance, reduced risk, reduced revision requests, increased revenue, and increased productivity. Differences between State requirements, particularly related to appraisal reviews, cause issues for AMC compliance with laws and regulations.

- A presentation was given on the common appraisal violations investigated by the State of Minnesota Department of Commerce Appraisal Licensing Division.
- A presentation was given on the changing landscape of inspections and the role of technology. Apps are being developed for live video and audio communication with the client or property owner for questions and discussion, and to be used to observe areas, take photographs, and take measurements. Director Kohtz commented on the ease of use of the apps and the accuracy.
- A presentation was given on GLA accuracy and the differences between traditional hand-drawn floorplans and digital floorplans.

Director Kohtz asked for any questions or comments related to the Fall 2021 AARO Conference. There was no further discussion.

**3. MEMOS FROM THE BOARD:** No discussion.

**4. QUARTERLY NEWSLETTER**

**a. Fall 2021 Edition of The Nebraska Appraiser**

Director Kohtz presented the Fall 2021 Edition of The Nebraska Appraiser to the Board for review. The Director asked for any questions or comments. Chairperson Mustoe returned discussion to the virtual meeting format and asked if holding meetings by virtual conferencing will become a regular occurrence. Director Kohtz reported that the Open Meetings Act only allows for half of an agency's meetings to be held via hybrid-virtual conferencing. Board Member Walkenhorst inquired whether the Fall 2021 Edition of The Nebraska Appraiser acknowledges that the next three meetings will be held via hybrid-virtual conferencing. The Director remarked that the first page of the newsletter shows the upcoming meeting schedule, which also indicates that any meeting held by virtual conferencing will be stated as such in the public notice for that meeting. Director Kohtz added that the meeting method will be very clearly published in the public meeting notice. BLPM Nespor brought attention to the feature article, and commented that before next fall, the Board should provide notice that a \$20.00 fee will be assessed for online renewal applications submitted with an incorrect bank account and/or routing number. The Director informed the Board that this information could be added to the current article. Chairperson Mustoe opined that this should be included in this newsletter; this information will still be relevant at the time the newsletter is sent. Director Kohtz informed the Board that a statement of notice that a \$20.00 fee will be assessed for online renewal applications submitted with an incorrect bank account and/or routing number will be added. The Director asked for any other questions or comments related to the newsletter. There was no further discussion. Board Member Luhrs moved to approve the Fall 2021 Edition of The Nebraska Appraiser as amended to include a statement of notice that a \$20.00 fee will be assessed for online renewal applications submitted with an incorrect bank account and/or routing number in the feature article. Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.



## **5. APPRAISAL SUBCOMMITTEE**

### **a. ASC Board Approves Fiscal Year 2022**

Director Kohtz presented a publication from the ASC announcing its Board has approved Fiscal Year 2022 budget. The Director announced that the ASC will once again provide funds to State programs to advance the appraiser regulatory field, and mentioned improvements and/or expansion of the appraiser and AMC compliant process, improvements to data submitting process, participation in trainings, expansion of appraiser credentialing opportunities, and other areas as proposed by State agencies as options. The Director asked for any questions or comments. There was no discussion.

### **b. ASC Initiates Legal and Policy Review of Real Estate Appraisal Standards and Appraiser Qualification Criteria**

Director Kohtz presented a media release titled, “ASC Initiates Legal and Policy Review of Real Estate Appraisal Standards and Appraiser Qualification Criteria,” to the Board for review. The Director informed the Board that federal requirements are being reviewed to determine whether they ensure and promote fairness, equity, objectivity, and diversity, in both appraisals and in the training and credentialing of appraisers. Director Kohtz asked for any questions or comments. There was no discussion.

### **c. ASC notice of Funding Availability**

Director Kohtz presented the ASC notice of Funding Availability and said he had no specific comments. The Director asked for any questions or comments. There was no discussion.

### **d. ASC June 2, 2021 Meeting Minutes**

Director Kohtz presented the ASC June 2, 2021 Meeting Minutes and said he had no specific comments. The Director asked for any questions or comments. There was no discussion.

## **6. THE APPRAISAL FOUNDATION**

### **a. TAF November Newsletter**

Director Kohtz presented The Appraisal Foundation’s November newsletter to the Board for review and said he had no specific comments. The Director asked for any questions or comments. There was no discussion.

### **b. The Latest on PAREA**

Director Kohtz presented The Appraisal Foundation announcement titled, “The Latest on PAREA.” The Director remarked that he covered this information in the Fall AARO Conference Report, and he had no additional comments. Director Kohtz asked for any questions or comments. There was no further discussion.

### **c. ASB Public Meeting: February 17, 2022 – Virtual**

Director Kohtz announced that the ASB plans to hold a virtual meeting on February 17, 2022. The Director asked for any questions or comments. There was no discussion.

**d. TAF BOT Public Meeting: April 28-30, 2022 – San Diego, CA**

Director Kohtz reported that The Appraisal Foundation Board of Trustees is to meet in San Diego, CA on April 28-30, 2022. The Director asked for any questions or comments. There was no discussion.

**7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS**

**a. AARO Quarterly Update – November 2021**

Director Kohtz presented the November 2021 AARO Quarterly Update and said he had no specific comments. The Director asked for any questions or comments. There was no discussion.

**8. IN THE NEWS: No discussion.**

Break from 10:34 a.m. to 10:43 a.m.

Due to a conflict of interest, Board Member Downing recused herself from discussion, and left the meeting room at 10:43 a.m.

Board Member Luhrs moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Walkenhorst seconded the motion. The time on the meeting clock was 10:43 a.m. The motion carried with Luhrs, Walkenhorst, Gerdes, and Mustoe voting aye.

Board Member Downing returned to discussion and to the meeting room at 10:54 a.m.

Board Member Luhrs moved to come out of executive session at 11:27 a.m. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER**

Board Member Luhrs moved to take the following actions for the applicants as listed:

**CG21019 / Send redacted copy of USPAP Compliance Review Report obtained to assist the Board with evaluation of real property appraisal practice experience submitted by the applicant and invite to an informal meeting. Assign Board Members Walkenhorst and Gerdes and authorize Walkenhorst and Gerdes to request that applicant complete a revised appraisal report as determined by Walkenhorst and Gerdes. Send redacted copy of USPAP Compliance Review Report to supervisory real property appraiser and request a written response.**

**CG21020 / Send Box Butte County report to a qualified disinterested third party certified appraiser for completion of a UPSAP compliance review assignment to assist the Board with evaluation of real property appraisal practice experience.**

Board Member Walkenhorst seconded the motion. Motion carried with Luhrs, Walkenhorst, Gerdes, and Mustoe voting aye. Board Member Downing recused herself.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY**

The Board reviewed an applicant for renewal of registration as an appraisal management company. Board Member Luhrs moved to take the following action for the AMC applicant as listed:

**NE2016005 / Approve for renewal of registration as an Appraisal Management Company. Send advisory letter.**

Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**E. CONSIDERATION OF COMPLIANCE MATTERS**

Board Member Luhrs moved to take the following actions for compliance matters:

**21-08 / Dismiss with prejudice.**

**21-05 / Ongoing.**

**21-06 / Dismiss without prejudice.**

Board Member Walkenhorst seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS: No discussion.**

**R. ADJOURNMENT**

Board Member Luhrs moved to adjourn the meeting. Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye. At 11:30 a.m., Chairperson Mustoe adjourned the November 18, 2021 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on December 3, 2021, in compliance with Nebraska Revised Statute § 84-1413 (5).