

**REAL ESTATE APPRAISER ADVISORY COMMITTEE**

Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

MINUTES OF MEETING

The agenda for this meeting was filed with the Office of the Lieutenant Governor, as required by Section 92-7(b), Hawaii Revised Statutes.

Date: Wednesday, December 3, 2014

Time: 10:00 a.m.

Place: Queen Liliuokalani Conference Room  
King Kalakaua Building  
335 Merchant Street, 1<sup>st</sup> Floor  
Honolulu, Hawaii 96813

Present: Paul Cool, Industry Member, Chairperson  
George Leong, Financial Institution Member  
Brian J. Walther, Industry Member  
Patrick Yamada, Financial Institution Member  
James Paige, Deputy Attorney General  
Alan Taniguchi, Executive Officer  
Lori Nishimura, Secretary

Excused: James Wong, Public Member

Absent: Richard Stellmacher, Industry Member, Vice-Chairperson

Guest: Robert F. Converse  
Donna I. Gutierrez

Call to Order: There being a quorum present, the meeting was called to order at 10:00 a.m. by Chairperson Cool.

Additions/  
Revisions to the  
Agenda: None.

Approval of the  
October 3, 2014  
Meeting Minutes: After discussion, it was moved by Mr. Walther, seconded by Mr. Leong, and unanimously carried to approve the October 3, 2014 meeting minutes as circulated.

New Business:      a.      Review of Applications

1.      GUTIERREZ, Donna I.

The Committee reached consensus to skip this agenda item until Ms. Gutierrez arrives to the meeting.

2.      SAWYER-AUGER, Jeannine N.

Mr. Walther stated that he reviewed the State Licensed Appraiser (“SLA”) application of Jeannine N. Sawyer-Auger and concluded that she meet all requirements for SLA license and recommends approval. After discussion, it was moved by Mr. Walther, seconded by Mr. Yamada, and unanimously carried to approve the SLA application for license of Jeannine N. Sawyer-Auger.

b.      Review of Courses

After discussion, it was moved by Mr. Walther, seconded by Mr. Yamada, and unanimously carried to approve the following courses, based on the initial review and recommendations by Mr. Walther:

**Index#      Course Provider, Title & Approved Hours:**

14-208      Appraisal Institute  
Supervisory Appraiser / Trainee Appraiser Course  
5 CE w/exam  
4 CE w/o exam

14-210      Appraisal Institute  
Real Estate Finance, Value, and Investment  
Performance  
7 CE w/o exam

After discussion, it was moved by Chairperson Cool, seconded by Mr. Yamada, and unanimously carried to approve the following course, based on the initial review and recommendation by Chairperson Cool:

**Index#    Course Provider, Title & Approved Hours:**

14-209    Marshall & Swift  
             Commercial Cost Approach Certification  
             15 CE w/exam

After discussion, it was moved by Mr. Yamada, seconded by Mr. Leong, and unanimously carried to ratify the approval of the following CAP approved courses:

**Course Provider:        Appraisal Institute**

**Index #:    Course Title & Approved Hours:**

14-203    Online 2014-2015 15-Hour National USPAP  
             Equivalent Course  
             15 QE w/exam  
             15 CE w/exam  
             14 CE w/o exam

**Course Provider:        Dynasty School**

**Index #:    Course Title & Approved Hours:**

14-211    2014-2015 7-Hour Equivalent USPAP Update Course  
             7 CE

14-212    2014-2015 15-hour Equivalent USPAP Course  
             15 QE w/exam  
             15 CE w/exam  
             14 CE w/o exam

14-213    General Appraiser Market Analysis and Highest  
             and Best Use  
             15 QE w/exam  
             15 CE w/exam  
             14 CE w/o exam

**Course Provider:        McKissock , LP**

**Index #:    Course Title & Approved Hours:**

14-204    A Review of Disciplinary Cases – Live Webinar  
             3 CE

- 14-205 Appraisal of Land Subject to Ground Leases  
7 CE
- 14-206 Expert Witness for Commercial Appraisers  
12 CE
- 14-207 Fundamental Concepts of Analysis  
7 CE

At 10:07 a.m., Ms. Gutierrez was welcomed by the Committee; the Committee returned to the following agenda item.

a. Review of Applications

1. GUTIERREZ, Donna I.

Chairperson Cool stated that he reviewed the Certified Residential Appraiser (“CRA”) application of Donna I. Gutierrez and that she is here today to discuss and answer any questions by the Committee concerning her application; she requested that her “mentor”, Mr. Converse be present in executive session.

At 10:09 a.m., it was moved by Mr. Leong, seconded by Mr. Walther, and unanimously carried for the Committee to enter into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with HRS section 92-5(a)(1), and to consult with the Board’s attorney on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities in accordance with HRS section 92-5(a)(4).

EXECUTIVE SESSION

At 10:25 a.m., it was moved by Mr. Leong, seconded by Mr. Yamada, and unanimously carried for the Committee to move out of Executive Session.

After discussion, it was moved by Chairperson Cool, seconded by Mr. Leong, and unanimously carried to approve the CRA application for license of Donna I. Gutierrez.

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c. Legislation

None.

Unfinished

Business: None.

Correspondence: None.

Announcements: None.

Next Meeting: Wednesday, February 4, 2015  
10:00 a.m.  
Queen Liliuokalani Conference Room  
King Kalakaua Building  
335 Merchant Street, 1<sup>st</sup> Floor  
Honolulu, Hawaii 96813

Adjournment: There being no further discussion, the meeting adjourned at  
10:27 a.m.

Taken and recorded by:

/s/ Lori Nishimura

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Lori Nishimura  
Secretary

Reviewed and Approved by:

/s/ Alan Taniguchi

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Alan Taniguchi  
Executive Officer

AT:ln

12/10/14

Minutes approved as is.

Minutes approved with changes. See Minutes of \_\_\_\_\_.