



**Matthew G. Bevin**  
Governor

**K. Gail Russell, Secretary**  
Public Protection Cabinet

**H.E. Corder II, Director**  
Kentucky Real Estate Authority

**Kentucky Board of Home Inspectors**  
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**VOTING MEMBERS**  
Welford "Bud" Wenk, Chair  
Mitch Buchanan, Vice Chair  
Steven Cunningham  
Larry Joe Walden  
Paul Ogden

**STAFF**  
Nathan L. Burton, Board Administrator  
Heather L. Becker, General Counsel

**\*SPECIAL MEETING\***

**March 20, 2019**  
**10:00**

**BOARD MEETING MINUTES**

A special meeting of the Board of Home Inspectors was held at 656 Chamberlin Avenue, Suite B in Frankfort, Kentucky on March 20, 2019.

**MEMBERS PRESENT**

Welford "Bud" Wenk, Chair,  
Mitch Buchanan, Vice Chair  
Steve Cunningham  
Larry Joe Walden  
Paul Ogden

**KENTUCKY REAL ESTATE AUTHORITY**

Heather L. Becker, General Counsel  
Nathan Burton, Board Administrator  
Harold E. Corder, Executive Director

**GUESTS**

Bart Bowman- Initial Applicant  
Janet Bowman  
Brad Easley- Easley Home Inspection Services  
Steve Keeney- PLI

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**CALL TO ORDER AND GUEST WELCOME**

Board Chairman Wenk called a special meeting of the Kentucky Board of Home Inspectors to order at 10:10 a.m. on March 20, 2019. All five (5) board members were present, and a quorum was established. Guests in attendance were welcomed. General Counsel Heather Becker reminded the Board to follow the agenda in order, as the meeting was a special meeting. Each board member formally introduced themselves to the guests in attendance.

**Review and Approval of Meeting Minutes**



A motion was made by Vice Chair Buchanan and seconded by member Cunningham to approve the regular February 19, 2019 minutes. The motion carried.

### **Review Financial Report**

The board reviewed the financial report on the current status of the fiscal claims for the board. There was no action necessary to approve.

### **Licensure Report**

Previous Board Administrator Haley Bradburn gave the licensure report. As of March 20, 2019 there are four hundred eighty-one (481) Active Licensees, one (1) active pending renewal with two (2) pending late renewals or reinstatements. In addition, there are nine (9) inactive licensees, and twelve (12) pending initial applications. The total licensure report being five hundred five (505) licensees.

### **Complaint Review Committee**

The Complaint Review committee gave its recommendation to the Board as to two pending consumer complaints.

- 18-KBHI-008- The committee recommended dismissal of the complaint because the complaint failed to state an actionable license law violation by the respondent.
- 18-KBHI-013- The committee recommended the licensee be disciplined for a violation of 815 KAR 6:030, Section 2(10)(a).

Member Steven Cunningham gave the Committee's recommendations in the form of a motion, and Vice Chair Buchanan seconded. All in favor, the motion passed.

### **Education Committee Report**

The education committee recommended that the following classes be approved for the hours indicated below. The board voted on each course separately.

- **Code of Ethics**- 1 Hour- *A motion to accept the course and the hours allotted was made by Larry Walden, and seconded by Mitch Buchanan. The motion carried.*
- **How to perform Roof Inspections**- 3 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Paul Ogden. The motion carried.*
- **Safe Practices for the Home Inspector**-2 hours – *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Steve Cunningham. The motion carried.*
- **Residential Standards of Practice**- 3 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Paul Ogden. The motion carried.*
- **Boosting Your Credibility with Infrared**-1 hour- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Steve Cunningham. The motion carried.*
- **Chimneys, Vents, & Fireplaces**-2 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Mitch Buchanan. The motion carried.*
- **Introduction to Cracks & Structural Indicators**- 2 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Mitch Buchanan. The motion carried.*

- **EIFS, Stucco & MSV+ Water Intrusion**-2 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Steve Cunningham. The motion carried.*
- **The Next Level of Defect Recognition**-2 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Steve Cunningham. The motion carried.*
- **Finding and Reporting Defects in a Home Inspection**-6 hours- *A motion to accept the course and the hours allotted was made by Larry Walden, seconded by Mitch Buchanan. The motion carried.*

Member Walden made a motion to defer the following course for administrative approval upon receipt of necessary documentation. It was seconded by Mitch Buchanan. The motion carried.

- **Modern Marketing: How to Win Over Millennial Agents and Buyers in 2019**- 2 hours

Member Walden moved to deny the approval of the following course, due to it being outside the scope of Home Inspections, with the motion being seconded by Steve Cunningham. The motion carried.

- **Sewer Scope Inspections**-3 hours

- **AHIT** (prelicensing provider application)

The Board deferred this course for administrative approval upon receipt of confirmation from the provider that a Kentucky licensed home inspector would be present during the course's required home inspections.

### **Applications Committee Report**

Member Wenk, Chair of the Applications Committee, reported the following committee recommendations:

Eleven (11) Initial License applications were reviewed. Seven (7) of the Eleven were recommended for approval, with the other four (4) deferred for administrative approval after necessary documentation was supplied.

Two (2) License Renewal Applicants were reviewed. One (1) was approved, and the other recommended deferred for administrative approval after necessary documentation was supplied.

FBI Prescreen- The Board directed counsel to notify the prospective applicant's criminal background check did not act to disqualify the applicant from future licensure. The Board directed counsel to draft a conditional pre-screening letter approving of the applicant's criminal background check for past charges and/or convictions. The Board directed counsel to exclude from the pre-screening authorization any conduct which occurs after the date of the Board's review.

Member Wenk made a motion to accept the recommendations of the Applications Committee, and Paul Ogden Seconded. The motion carried.

### **Legal Report**

Counsel Becker shared that the Board has not received any new complaints in the past month. Regarding the administrative regulation filings, the regulations were referred to the Subject Matter Committee, which

has until April 5<sup>th</sup> to take the regulations up. If no action is taken on the proposed administrative regulations, they will go into effect the end of the day on April 5<sup>th</sup>.

The Board raised the question on when we, as the Board, would need to start with the regulation change regarding renewals, and Counsel Becker stated that the regulations would be effective for any applications received after the effective date of April 5<sup>th</sup>, 2019. Chair Wenk made a motion to make the change in fees the same as the effective date of the regulations. Steve Cunningham Seconded the motion.

### **Board Administrator Report**

Board Administrator Haley Bradburn gave the Board Administrator report:

- The board received a letter for reinstatement from a previous licensed Home Inspector who practices in Indiana. The licensee is asking if there is reciprocity with the Indiana, or a way to waive the requirements of licensure since he was previously licensed. *Board Chair Wenk stated that the Board does not currently have any reciprocal agreements, though he directed counsel and the Board Administrator to review reciprocity provisions with Kentucky's surrounding states. Regarding reinstatement, the licensee is beyond the reinstatement period, and to be licensed he will have to retake the licensing examination and apply as an initial applicant. The Board directed counsel to communicate the Board's decision.*
- FBI update for License #246905- Board Administrator Haley Bradburn stated that the licensee had submitted a previous Affidavit for the FBI requirement, and that as the FBI has come back for the Board to review. The Board stated there was not an issue regarding licensure on the report and directed the Board Administrator to communicate the same to the licensee.
- PSA Language Follow Up- During the February Board meeting, the Board Administrator stated that a Public Service Announcement that had previously been drafted by the Board was located, and she presented the same for the Board members to review. The Board requested time to review the PSA, and no action was taken. The Board deferred the matter to the next meeting.
- Miss Bradburn advised the Board that this is the last meeting that she will be acting as the Board Administrator, as she has taken another position. The new Board Administrator will be Nathan Burton, and she has full confidence that he will do well in the role.

### **Real Estate Authority Executive Director Comments**

Executive Director Harold Corder spoke briefly, mentioning that we are on track with the website redesign, and the entire KREA's regulation reform.

### **Board Chair Comments**

Board Chairman Wenk brought up the discussion for a quarterly newspaper to be established for the licensee's benefits. Such topics as Board Actions, Minutes, Reports, and other misc. items were suggested as the topics of the newsletter. Board Administrator Nathan Burton stated he had worked on a template Newsletter for the KREC, and he can provide it at the April Board Meeting for suggestions. Counsel Becker stated she and Nathan will work to bring samples and templates to the board at the April Meeting.

- **Real Estate Collaboration Meeting Update-** In March of 2019, the Kentucky Real Estate Authority brought Board Members from the four boards associated in order to "get on the same

page” with each other. Paul Ogden went as a representative, and states that as a whole the KREA wants to strive to be a more cohesive group of real estate professionals. There are future meetings, but he is unsure at this time when those will be.

### **New Business**

There was no new business at this time

### **Open Forum- Public Comments**

There were no Public Comments at this time

### **Travel and Per Diem**

Steve Cunningham made a motion to accept the travel and the per diem of the board, and Mitch Buchanan seconded.

### **Meeting Adjournment**

As Executive Session was not held, and there was no further business to discuss, Steve Cunningham moved to Adjourn at 11:46 a.m. The motion was seconded by Mitch Buchanan.