Andy Beshear
Governor

Jacqueline Coleman
Lieutenant Governor

Ray A. Perry
Secretary

D.J. Wasson
Deputy Secretary

PUBLIC PROTECTION CABINET
Kentucky Division of Real Property Boards
Kentucky Board of Home Inspectors
500 Mero Street, 2NE09
Frankfort, KY 40601
Phone: (502) 782-0563

August 5, 2025
10:30 A.M. ET

Kentucky Board of Home Inspectors
Meeting Minutes

A meeting of the Kentucky Board of Home Inspectors was held on August 5, 2025, at the Mayo-Underwood Building, Frankfort, KY 40601, Conference Room 229, and by videoconference.

Members Present
Mark Hiten
James Chandler
Josh Crepps
Laura Disney
Ralph Halcomb

Staff Present
Patrick Riley
Tracy Carroll
Leah Redden
Seth Branson
Drea Helton

Call to Order
Member Hiten called the meeting of the Kentucky Board of Home Inspectors to order at 10:30 A.M. ET.

Approval of Minutes
Member Chandler moved to approve the June 24, 2025, meeting minutes as presented. Member Crepps seconded the motion. Having all in favor, the motion carried. Member Chandler moved to approve the July 28, 2025, meeting minutes as presented. Member Crepps seconded the motion.

Having all in favor, the motion carried.

Licensure Report
Leah Redden reported that the board currently has 512 active licensees and 14 inactive licensees.

Division of Real Property Boards Update
Executive Director Carroll looks forward to working with KBHI board members on the revision of regulations. Budget was presented in the board packet.

Financial Report
Tracy Carroll informed the board the financial report was provided in the board packet for review.

Division of Real Property Boards Legal Update
General Counsel Patrick Riley stated that the new staff attorney, Ms. Danielle Haddad, will start on August 18, 2025. She worked for the AOC previously.

Application Committee Report
Member Chandler moved to recommend the approval of initial applications of A.G., L.G., D.K., B.K., N.W., N.B., D.U., T.G., and S.L. Member Hiten seconded the motion. Having all in favor, the motion carried.

Member Hiten moved to recommend the approval of the reactivation of J.G. and to grant a waiver for the KY Law and Report Writing course until October 28, 2025. Member Chandler seconded. Having all in favor, the motion carried.

Education Committee Report
Member Halcomb moved to recommend the approval of the American Home Inspector Training continuing education course, Electrical Basics. Member Crepps seconded. Having all in favor, the motion carried.

Complaint Committee Report
Member Hiten moved to amend the recommendation of the Complaint Review Committee and to recommend the perfection of the complaint in the matter of 25-KBHI-003 by the Complainant and then to request a response in 25-KBHI-003 from the Respondent. Member Disney seconded. Having all in favor, the motion carried.

Licensee Requests
None.

Closed Session
None.

New Business
Director Tracy Carroll thanked all staff members for gathering all necessary informational materials and navigating logistics in preparing for the Regulatory Retreat. Board Member Crepps requested follow-up information on the issue of contracts from certain third-party entities prohibiting the ability for home inspectors to contract—citing to an issue occurring across the nation. Deputy Director Florence provided follow up on investigations that will be forthcoming in the next few months.

Recess
Member Chandler made a motion to enter recess for lunch at 10:45 A.M. ET. The motion was seconded by Member Disney. Having all in favor, the motion carried.

Reconvene
Member Chandler made a motion to reconvene from recess at 1:00 P.M. ET. The motion was seconded by Member Disney. Having all in favor, the motion carried.

Regulatory Retreat and Discussion (Part 1)
Chairperson Hiten provided opening statements for the Board members in attendance as the Regulatory Retreat and Discussion section of the agenda commenced. Chairperson Hiten advised that all regulations would be reviewed and assessed including regulation definitions, licensing requirements, standards of conduct, complaints & discipline, and education, testing requirements, & education providers. Mr. Hiten outlined the protocols and procedures for the regulation review including time limits for comments from both board members and any members of the public upon being recognized. Chairperson Hiten reminded everyone that they represent the home inspection profession and the Commonwealth of Kentucky.

Member Hiten then stated the Board was going to discuss the first two regulations today: including definitions and licensing requirements for this afternoon portion of the meeting.

The Board first reviewed 831 KAR 2:001 ("Definitions for 831 KAR Chapter 2"). Upon review, no changes were initially suggested for the present list of definitions. General Counsel Riley inquired about the propriety of a code of ethics included somewhere in the regulations, as authorized by KRS 198B.704(3)(c). Member Crepps suggested adding a code of ethics definition that would later be applicable to both the Board and licensees. Member Crepps advised that he had already completed a rough draft for review.

The Board then reviewed 831 KAR 2:020 ("Licensing requirements"). Member Crepps advised that 831 KAR 2:020 Section 1(1)(b) to move or eliminate the requirement for a passport photograph.

General Counsel Riley advised to delete as superfluous 831 KAR 2:020 Section 1(2)(e) regarding other state or local licensures, certifications, registration, or permits.

Member Crepps additionally suggested amending 831 KAR 2:020 Section 1 to allow for all documents and payments to be submitted through an online application ("electronic submission and accept e-signature").

Member Crepps suggested a state portion of the licensure examination be included in 831 KAR 2:020 Section 2 and Section 3 as drafted by Member Crepps in preparation for this meeting. Member Crepps advised that the inclusion of a state portion of the licensure examination would be integral—as well as state-specific education—for the reciprocity portion of the regulation in Section 3.

In reviewing Section 5 of 831 KAR 2:020, Member Chandler advised removing the requirement of supplying a licensee's home inspection report in renewal packet 831 KAR 2:020 Section 5(2)(e). Specifically, Member Chandler suggested removing subsections (3) and (4) in Section 5. General Counsel Riley and Member Crepps advised on the propriety of re-configuring 831 KAR 2:020 Section 5(c)(1) to create an (e) and (f) (with no wording changes).

General Counsel Riley advised removing 831 KAR 2:020 Section 6(2)(b). Board Members agreed that the $10 fee should be amended to $50 in 831 KAR 2:020 Section 6(2)(a).

General Counsel Riley also advised updating the $10 fee to $50 in 831 KAR 2:020 Section 7(2)(b). General Counsel Riley also advised the revision of the 5-year inactive-termination rule be amended to 10 years in 831 KAR 2:020 Section 7(3).

Recess

Member Chandler made a motion to enter recess at 2:30 P.M. ET. The motion was seconded by Member Disney. Having all in favor, the motion carried.

Reconvene

Member Chandler made a motion to reconvene from recess at 2:45 P.M. ET. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Regulatory Retreat and Discussion (Part 2)

In reviewing 831 KAR 2:020 Section 8(1), Member Crepps advised a more exhaustive list for grounds of denial or nonrenewal of licensure with "including but not limited to . . ." language. Member Crepps advised it should mirror the KREC regulation or the language in 831 KAR 2:030.

In reviewing 831 KAR 2:020 Section 8(4), Member Crepps advised more specificity should be added to indicate what "timely filed" denotes.

Finally, in reviewing 831 KAR 2:020 Section 9, General Counsel Riley advised that the address for the Board of Home Inspectors should be updated.

Motion for Next Meeting

Member Chandler made a motion to set the next session of the KBHI Regulatory Retreat for Monday, August 25, 2025, and the committee and main board meetings for Tuesday, August 26, 2025. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Approval Per Diem

1. Member Disney made a motion to approve the per diem and travel expenses for the ARC Meeting for Members Hiten and Chandler. Member Chandler seconded the motion. Having all in favor, the motion carried.
2. Member Disney made a motion to approve the per diem and travel expenses for the CRC Meeting for Members Chandler and Hiten. Member Chandler seconded the motion. Having all in favor, the motion carried.
3. Member Disney made a motion to approve the per diem and travel expenses for the ERC Meeting for Members Crepps and Halcomb. Member Chandler seconded the motion. Having all in favor, the motion carried.
4. Member Disney made a motion to approve the per diem and travel expenses for the KBHI Main Meeting for Members Disney, Crepps, Hiten, Chandler and Halcomb. Member Chandler seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 3:01 P.M. ET. Member Disney seconded the motion. Having all in favor, the meeting adjourned.

Next KBHI meetings will be held on Monday, August 25, 2025 (Regulatory Retreat – Second Session) and Tuesday, August 26, 2025 (KBHI Committee Meetings and Board Meeting).

Pursuant to KRS 324B.060, I, Tracy Carroll,

Executive Director for the Kentucky Real Estate Authority (KREA) and Division of Real Property Boards have reviewed and Approved the expenditures for the meeting of the Kentucky Board of Home Inspectors (the Board) held on August 5, 2025. This Approval is based upon my review of the expenditures as described in the minutes and in greater detail as on file with the KREA. I did not review, nor did I participate in discussions, deliberations, or decisions regarding the actions taken by the Commission at this meeting related to individual disciplinary matters, investigations, or applicant reviews.

The Commission approved the minutes of its meeting at its meeting held on August 5, 2025

Tracy Carroll

Date: 9/22/2025