MEETING SUMMARY
NEW YORK STATE BOARD OF REAL ESTATE APPRAISAL
October 10, 2025

I. CALL TO ORDER, INTRODUCTIONS and OFFICIAL ATTENDANCE

The meeting was called to order at 1:30 pm. S. Roefaro announced that this is an open meeting of the New York State Board of Real Estate Appraisal. S. Roefaro introduced himself as the Chair, welcomed new members John Zukowski and William Waltenbaugh, and performed roll call: a quorum was achieved. The official attendance was as follows:

BOARD MEMBERS
Stephen Roefaro, Chair
Susan D. Baldwin
Shanelle Washington
William Waltenbaugh
John Zukowski

DEPARTMENT OF STATE STAFF
Jodi DeLollo
Emily Lupe
Shannon Maguire
Kelly Latham
David Mossberg
Ernest Delaney
Alison Lacy
Candy Burchett

II. DEPARTMENT REPORTS

A. **Enforcement – E. Delaney** reported the department received 71 new appraiser complaints and completed 53 investigations from November 2024 to the present. Dispositions included 17 cases closed for no violation, 3 for no jurisdiction, 2 resolved, 1 withdrawn, and 30 referred to counsel with a recommendation for disciplinary action. The current caseload is 18 cases.

Of the new complaints, 19 were Fannie Mae referrals. Following investigation of the Fannie Mae cases, 6 were closed for no violation, 1 for no jurisdiction, 4 were referred to counsel, and 8 remain under investigation. During the report, W. Waltenbaugh and S. Roefaro inquired about the specific nature of these violations and whether they included complaints against appraisal management companies (AMCs). E. Delaney clarified that only one complaint in the current period was against an AMC. The board expressed interest in seeing a further breakdown of violation categories for Fannie Mae referrals, which E. Delaney agreed to prepare for the next meeting.

B. **Processing Report – E. Lupe** reported licensing statistics for September 2024 and September 2025. There was a 3.5% decrease in the number of licensees between the two years, which is consistent with previous reports.

C. **Education Update** – **A. Lacy** stated that the Bureau of Educational Standards conducted 62 audits for January 2025 through August 2025. 44

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auditees complied; of the remaining 18, eight submitted consent orders and ten were sent to administrative hearings.

III. NEW BUSINESS

A. **PAREA Update - D. Mossberg** - The board discussed the Practical Application of Real Estate Appraiser experience (PAREA) as an alternative licensing pathway. A motion to approve the Notice of Proposal was made by W. Waltenbaugh and seconded by S. Baldwin. A second motion for the Notice of Adoption (after public comment period) was made by S. Baldwin and seconded by J. Zukowski. Both motions passed.

B. **AQB update – D. Mossberg -** To comply with federal requirements effective January 1, 2026, the board discussed adding an eight-hour Valuation Bias and Fair Housing course. The motion for the Notice of Proposal was made by S. Washington and seconded by S. Baldwin. The motion for the Notice of Adoption was made by W. Waltenbaugh and seconded by S. Baldwin. Both motions passed.

C. **Clarification on Continuing Education - A. Lacy** clarified that appraisers renewing on or after January 1, 2026, must complete the Valuation Bias and Fair Housing course. The requirement is seven hours for first renewal and four hours for subsequent renewals.

D. **Next Board Meeting Date** – The board discussed moving the tentative November 12th date to the first week of December due to member conflicts.

IV. PUBLIC COMMENT

V. ADJOURNMENT –

S. Roefaro asked for a motion to adjourn. S. Washington seconded, the meeting was adjourned at 11:30 a.m.