



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007  
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Roger Skaggs, Home Inspector • Peter Leeds, Home Inspector • Paul Staron, Home Inspector  
Kent Wilson, Public Member • Michael Kolejka, Architect

**MINUTES FOR**  
**HOME INSPECTOR RULES AND STANDARDS COMMITTEE SESSION MEETING**

Wednesday, September 7, 2022, beginning at 9:30 a.m.  
1110 W. Washington, Board Room 245A  
Phoenix, AZ 85007

1. **CALL TO ORDER** – The Committee convened at 9:32 am, adjourned for a break at 11:35 am, reconvened at 11:47 am, and adjourned at 1:45 pm.
2. **ROLL CALL**

**COMMITTEE MEMBERS PRESENT**

Peter Leeds  
Paul Staron  
Roger Skaggs

**COMMITTEE MEMBERS ABSENT**

Michael Kolejka  
Kent Wilson

**ASSISTANT ATTORNEY GENERAL PRESENT**

Deanie Reh, Esq. (telephonic)

**BOARD STAFF PRESENT**

Judith Stapley- Executive Director  
Kurt Winter – Deputy Director  
Julie Pham- Licensing Manager  
Orlene Loera- Enforcement Manager  
Hayden Weber – Executive Assistant

3. **CALL TO THE PUBLIC**

Members of the public may address the Committee during this Call to the Public for no more than **3 minutes**. Pursuant to A.R.S. § 38-431.01(H), the Committee members are not allowed to discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. However, members may ask staff to review a matter or may ask that a matter be placed on a future agenda.

No one appeared before the Committee.

4. **ADOPTION OF MINUTES**

Review, Consideration and Possible Action on the following:

- A. Approve, modify and/or reject HIRSC Regular Session Minutes

1. June 15, 2022 Meeting Minutes

Mr. Staron moved and Mr. Skaggs seconded to approve minutes as written; motion carried 3-0.

**5. REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

**A. Home Inspector Standards of Professional Practice Revision (ongoing)**

1. Final standards revisions requested by AZ ASHI

The Committee concluded final revisions on the Standards of Professional Practice and will re-submit to the Arizona chapter of American Society of Home Inspectors (AZASHI) for review and adoption. Certified home inspector, Mr. Keith Smith was present for discussion. Certified home inspector, Mr. David Schwartz was present telephonically for discussion.

2. Public requested addition

The Committee reviewed a revision request for the Standards of Professional Practice by a member of the public.

The Committee declined to accept the revision.

**B. Possible Rules Clarification and/or Rules Revision to be incorporated into a Rules Package for recommendation to the Board (ongoing)**

1. Home Inspector Definitions A.A.C. R4-30-102

The Committee discussed revisions/additions to Home Inspector Definitions A.A.C. R4-30-102. Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

2. Home Inspector Certification A.A.C. R4-30-247

The Committee discussed revisions/additions to Home Inspector Certification A.A.C. R4-30-247. Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

3. Home Inspector Rules of Professional Conduct A.A.C. R4-30-301.01

The Committee discussed revisions/additions to Home Inspector Rules of Professional Conduct A.A.C. R4-30-301.01 items: A-B, C (3-5). Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

**C. Legislative and Rules Committee statutory changes discussed on 9/2/2022**

The Committee discussed revisions/additions to the Legislative and Rules Committee's most recent edits to A.R.S. §§ 32-102, 32-103, 32-111, 32-126 and 32-122.02. Board staff will present the Home Inspect Rules and Committee's new revisions/additions at the next Legislative and Rules Committee meeting on September 21, 2022. Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

D. EAC Member Recruitment and possible changes to EAC Member criteria

The Committee discussed revisions/additions to A.A.C. R4-30-120. Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

E. Guidelines and training requirements for “a Supervising Instructor”

The Committee continued discussion on guidelines and requirements for “a Supervising Instructor” per recent statutory revisions/edits to A.A.C. R4-30-102. Mr. Smith was present for discussion. Mr. Schwartz was present telephonically for discussion.

**6. COMMITTEE CHAIRMAN’S REPORT**

Nothing was discussed.

**7. FUTURE AGENDA ITEMS**

The Committee would like to continue discussion of EAC Member Recruitment and possible changes to EAC Member Criteria and guidelines and training requirements for “a Supervising Instructor.” Board Staff will present on issues seen in EAC member’s review of home inspector applicants to the Committee. The Committee will discuss possible revisions/additions to A.A.C. R4-30-301.61 concerning conflicts of interest between operating as a home inspector and realtor. The Committee would like to further discuss fingerprint clearance if there are any updates from the Board’s legal counsel concerning revocation and suspension.

**8. FUTURE MEETINGS – November 9, 2022**

**9. ADJOURNMENT**

Mr. Staron moved and Mr. Skaggs seconded to adjourn the meeting at 1:45 pm; motion carried 3-0.

**Google Chat**

Deanie

11:55 AM

Has the meeting resumed. I've lost the sound.

Deanie

12:14 PM

Pinal County Population: <https://worldpopulationreview.com/us-counties/az/pinal-county-population>

It is estimated to be 435,162

Deanie

1:24 PM

§ 41-1064. Licenses; renewal; revocation; suspension; annulment; withdrawal Currentness A. When the grant, denial or renewal of a license is required to be preceded by notice and an opportunity for a hearing, the provisions of this article concerning contested cases apply. B. When a licensee has made timely and sufficient application for the renewal of a license or a new license with reference to any activity of a continuing nature, the existing license does not expire until the application has

Deanie

1:26 PM

been finally determined by the agency, and, in case the application is denied or the terms of the new license limited, until the last day for seeking review of the agency order or a later date fixed by order of the reviewing court. C. No revocation, suspension, annulment or withdrawal of any license is lawful unless, prior to the action, the agency provides the licensee with notice and an opportunity for a hearing in accordance with this chapter. If the agency finds that the public health, safety or welfare imperatively requires emergency action, and incorporates a finding to that effect in its order, summary suspension of a license may be ordered pending proceedings for revocation or other action. These proceedings shall be promptly instituted and determined.

Signed this 9<sup>th</sup> day of November 2022,



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Peter Leeds, Acting Chair



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Judith Stapley, Executive Director