



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

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David Swartz, Chairperson/Home Inspector • Peter Leeds, Home Inspector • Paul Staron, Home Inspector  
Andrew Everroad, Public Member • Clarence McAllister, Electrical Engineer

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

Tuesday, September 14, 2021, 9:30 a.m.  
1110 W. Washington, Conference Room #250  
Phoenix, Arizona 85007

1. **CALL TO ORDER** – 9:30am
2. **ROLL CALL**

**COMMITTEE MEMBERS PRESENT**

David Swartz – Chairperson/Home Inspector  
Andrew Everroad – Public Member  
Peter Leeds – Home Inspector  
Paul Staron – Home Inspector

**COMMITTEE MEMBERS ABSENT**

Clarence McAllister, Electrical Engineer

**BOARD STAFF PRESENT**

Judith Stapley – Executive Director  
Heather Broaddus – Deputy Director  
Kurt Winter – Assistant Director  
Julie Pham – Licensing Manager  
Douglas Parlin – Enforcement Manager

**ASSISTANT ATTORNEY GENERAL PRESENT**

Scott Donald, Esq.

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.

There were no calls to the public.

#### 4. ADOPTION OF MINUTES

Review, Consideration and Possible Action on the following:

- A. Approve, modify and/or reject May 4, 2021 minutes.

Mr. Leeds made a motion, seconded by Mr. Staron, to approve the May 4, 2021, minutes as drafted. The motion carried unanimously, 4-0.

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

- A. Discussion and possible recommended changes to A.A.C. R4-30-102(2) regarding the Arizona qualifications to be a parallel inspector

A Home Inspector, Curtis Kloc, was present, requested to speak and made a statement. Mr. Kloc provided a summary of his work experience in other jurisdictions. Mr. Kloc indicated that he is certified as a Home Inspector in multiple states and has been practicing for approximately 15 years. Mr. Kloc indicated that he has been licensed in Arizona for approximately eight months and is unable to provide parallel inspections because Arizona law requires a Home Inspector to be certified for three years before providing parallel inspections. Mr. Kloc requested that the Committee determine whether this requirement can be waived for Home Inspectors that have a plethora of experience.

The Committee deliberated and determined that it cannot waive the requirement that a Home Inspector must be certified in Arizona for three years before providing parallel inspections. It was the consensus of the Committee to look at changing Board rule to waive the requirement that a Home Inspector has to be certified in Arizona for three years for Home Inspectors that have a plethora of experience.

- B. Discussion regarding enforcement of the requirement of producing home inspection reports for parallel inspections

Mr. Staron summarized stating that many Home Inspectors do not produce reports for parallel inspections. Mr. Staron indicated that A.A.C. R4-30-247(6) requires a Home Inspector to produce a report for parallel inspections. The Committee deliberated and determined that it may be helpful if Board staff randomly selects a parallel inspection report as part of the Home Inspector application process. The Committee determined that this process may prompt Home Inspectors to complete a report for every parallel inspection. Additionally, the Committee discussed requiring Home Inspector applicants to submit all 30 parallel inspection reports as part of the application process. Arizona Society of Home Inspectors President, Roger Skaggs, was present and requested to speak. Mr. Skaggs suggested allowing applicants to store the 30 parallel inspection reports on a Board platform. Board staff explained that the Board does not currently have a platform to accommodate storing parallel inspection reports.

After deliberation, Mr. Leeds made a motion, seconded by Mr. Staron, to require Home Inspector applicants to submit all 30 parallel inspection reports. The Board's Assistant Attorney General, Scott Donald, clarified that the Committee cannot require a Home Inspector applicant to submit all 30 parallel inspection reports. Mr. Staron rescinded his second and Mr. Leeds rescinded the motion.

After further deliberation, Mr. Staron made a motion, seconded by Mr. Leeds, that Board staff randomly choose a parallel inspection report from the parallel inspection log submitted by the Home Inspector applicant. The Home Inspector applicant will be required to submit the randomly chosen report as part of the application process. The motion carried unanimously, 4-0.

- C. Questions from the Public: Does an individual need to be a certified home inspector to inspect pools and spas in Arizona?

Ms. Stapley summarized stating that the Board office was contacted by an individual requesting clarification as to whether a pool inspector had to be certified as a Home Inspector. The Committee deliberated and determined that it does not have jurisdiction over certified pool inspectors. The Committee noted that a Home Inspector is not required to inspect a pool or a spa. The Committee also noted that there are many organizations that offer pool inspector certification. The Committee took no action on this item.

- D. Staff Question: Should there be a preferred reporting software (or minimum requirements of reporting software) for the creation of home inspection reports for the home inspection industry?

Mr. Winter summarized stating that this item was agendaized for a previous meeting and was forwarded to a future meeting. Committee members deliberated and expressed concern with requiring specific software to create home inspector reports as technology is always changing. The Committee took no action on this item.

- E. Committee Question: What constitutes similar licensing standards among states (universal licensure)?

Mr. Swartz summarized stating that new Home Inspector schools are opening. Committee members asked whether parallel inspections are recognized with Universal recognition applications. Committee members discussed the requirements for Universal recognition applications. The Board's Assistant Attorney General, Scott Donald, and the Board's Executive Director, Ms. Stapley provided clarification of the requirements for Universal Recognition applicants. Board staff clarified that any Universal Recognition application must go the Governor's Office for review before the Board can deny the application.

*Mr. Leeds left the meeting at 10:56am.*

Committee members discussed the difference between reciprocity and Universal Recognition. Committee members took no action on this item.

- F. Committee member elections

Committee members took no action on this item.



G. Home Inspector Standards of Professional Practice Revision (ongoing)

Mr. Staron provided a summary stating that the Arizona Chapter of the American Society of Home Inspectors was working with Board staff to revise the Home Inspector standards of practice. Mr. Staron stated that subjects to be discussed include the following:

- Smoke detectors
- GFCI/AFCI electrical devices
- Kitchen appliances
- Garage door opener testing
- Solar systems (electrical and plumbing)
- Bedroom fire egress
- Dual pane window fogging
- Source and endpoints of systems
- Glossary

Mr. Staron explained the next steps in revising the standards of practice such as holding stake holder meetings. It was the consensus of the Committee to hold one more Committee meeting to review the draft standards of practice prior to holding a stake holder meeting.

**6. DIRECTOR'S REPORT**

Ms. Stapley briefly reviewed the Board's budget, the Board's digitization and elicense project and provided Home Inspector licensing and complaint statistics.

**7. COMMITTEE CHAIRMAN'S REPORT**

Nothing to Consider

**8. FUTURE AGENDA ITEMS**

Committee members requested that an item regarding fingerprinting through the Department of Public Safety be on a future Committee meeting agenda. Committee members requested that agenda item 5. A. and 5. G. be placed on a future Committee meeting agenda.

**9. FUTURE MEETINGS**

**10. ADJOURNMENT**

At 11:30 a.m. Mr. Staron made a motion, seconded by Mr. Everroad, to adjourn the meeting. The motion carried unanimously, 3-0.

  
David Swartz, Chairman