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NEW MEXICO BOARD OF REAL ESTATE APPRAISERS

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February 7, 2005

Ms. Virginia M. Gibbs, Chairman
Appraisal Subcommittee
200K. Street NW, Suite 310
Washington, DC 20006

FEB 15 2005

Dear Ms. Gibbs:

This is response to your November 22, 2004 letter in regard to the field review performed by the Appraisal Subcommittee on September 14th and 15th 2004.

First, I would like to apologize for the delay in responding to your concerns as noted in your letter. I took over the position of Board Administrator for the Real Estate Appraisers and the Private Investigator and Polygraph Boards on November 8, 2004. I have been working diligently with both Boards in order to learn and address concerns in a timely manner.

The following is the Board's response to your concerns in the order presented in your letter:

- **New Mexico does not offer an easy extension to temporary practice permit holders.**

The Board office will present a draft rule at the April 15, 2005 Board meeting for board approval of the following:

"Upon written request by the licensee to the board office, the licensee will be granted a 30-day extension after expiration of a temporary license."

- **New Mexico failed to submit accurate appraiser records to the ASC for inclusion in the National Registry of State Certified and Licensed Appraisers.**

Roberta Perea, Administrative Assistant; corrected all (23) expiration dates and entered (62) licensees who were not previously reported.

Roberta Pam with assistance from Vicki Ledbetter, went into the system and corrected all license types, (2).

With updated computer software Roberta Perea worked with ASC staff to ensure that correct and complete data is sent on a monthly basis.

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- **New Mexico approved distance education courses that failed to conform to the Appraiser Qualifications Board ("AQB!") criteria.**

This issue is to be addressed at the April 15, 2005 Board meeting. Courses, which do not conform to AQB standards, will be presented to the Board for their review and ultimate removal from the Board's approved list.

A discussion item will be placed on the agenda at the April 15, 2005 Board meeting on what measures can be made to insure that AQB standards are being followed when approving continuing education courses in the future.

- **New Mexico is not investigating and resolving all complaints in a timely manner.**

The department has assigned a staff member from the compliance section to each board to track and follow up on disciplinary issues (NCA's, Settlements, etc.)

- **The Department needs to develop and employ a reporting system to the ASC regarding the disciplinary actions taken by the Board**

Renee Rnmero, the previous Board Administrator, was up to date on sending disciplinary actions to the ASC. Since a new Board Administrator was appointed there has been one Board meeting held on January 14, 2005. Disciplinary actions will be sent by mail 30 days after each board meeting. Board meetings are held quarterly.

- **The Board needs to make a housekeeping amendment to its regulations to reflect a change in AQB criteria.**

Draft rule will be presented to the Board at its April 15, 2005 regular meeting to reflect the change in AQB criteria as noted in your November 22, 2004 audit letter.

I will send you a follow-up to this letter to address the issues, as indicated within this letter, that are to be presented at the April 15, 2005 Board meeting.

Once again I'd like to apologize for the delay, please let me know if I can be of further assistance or answer any other concerns you may have.

Sincerely,



Mary James
Board Administrator