

DRAFT Minutes of the North Carolina Home Inspector Licensure Board

January 10, 2025

The regular meeting of the North Carolina Home Inspector Licensure Board (“Board”) was held 9:00 AM on Friday, January 10, 2025, in person at 1429 Rock Quarry Rd. Suite 105, Raleigh, NC 27699 and by video teleconference via Webex.

The following members of the Board were present at location:

Chair David Dye

The following members of the Board were present via Webex.

William “Bill” Morris Robert Roegner Derrick Johnson Connie Corey
Chad Abbott

David Price called in via phone to the Webex

D. Arthur Hall was absent.

Gina M. Von Oehsen Cleary from the North Carolina Department of Justice, Attorney General’s Office was present at location as counsel for the Board.

Kyle Heuser Assistant General Counsel from North Carolina Office of the State Fire Marshal was present via Webex.

The following staff members from the North Carolina Office of the State Fire Marshal, Engineering Division were present at location:

Mike Hejduk Sam Whittington Bonnie Bentley

The following staff members from the North Carolina Office of the State Fire Marshal, Engineering Division were present via Webex:

Rich Hall Katherine Vincent Beth Williams Jeff Griffin
Rodney Daughtry Anna Basile Sarah Barcnas

The following members of the public were present via Webex:

Eric Coates Lee Langston Wilson Fausel Bonnie Gregory

Introduction

Chair David Dye called the meeting to order and provided opening remarks.

Connie Corey read the Ethics Awareness and Conflict of Interest Reminder.

Chair Dye recused himself of voting on case 1049 Polich under the Investigation Review Committee's agenda.

Approval of Minutes

October 10, 2024, Regular Meeting Minutes

William "Bill" Morris motioned to approve the October 10, 2024, regular meeting minutes.

Connie Corey seconded the motion. Motion carried.

Mike Hejduk shared the six Board-Identified Priorities from October's Strategic Planning Session below:

Strategic Priority 1: Standardizing Inspection Summary to Improve Consumer Trust

Strategic Priority 2: Reducing Complaints by 10% Over Four Years

Strategic Priority 3: Developing Pre-Drywall Inspection Standards

Strategic Priority 4: Modernizing the Licensing and Application Process

Strategic Priority 5: Adopting Emerging Technologies in Inspections

Strategic Priority 6: Strengthening Legislative Relationships and Advocacy

Staff Report

Hejduk shared activity statistics for FY 2024-2025 2nd quarter on the table below. Hejduk stated that licenses and applications are following the industry trend.

HILB	Total FY 2022-2023	Total FY 2023-2024	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2024-2025
Licensees	2,072	1,993	1,577	1,805			1,805
Applications	378	342	69	69			138
Pre-Licensing	286	300	60	57			117
Military/Spouses	97	90	16	17			33
Criminal History	35	37	6	8			14
Exam eligibilities	385	390	69	69			138
Exams taken	430	403	71	83			154
Exams passed	266	252	45	61			106
Licenses issued	294	242	38	68			106
Complaints	54	50	13	11			24
Disciplinary actions	15	16	9	4			13

Hejduk stated that 17 percent of licensees responded to the annual home inspector survey. Results of the survey were shared with the Board.

Sarah Barcenas shared the status of late renewal refunds due to Hurricane Helene and/or technical difficulties. 12 late fees refunds have been requested.

Kyle Heuser stated the invitation for bid on remote proctoring and eBook will be in the controller's office by close of business January 10, 2025.

Hejduk shared that paper exams continue to be held at NC State University McKimmon Center.

Rich Hall and Katherine Vincent shared that since ceasing exam reviews only one (1) person has needed help understanding the review sheet containing results.

Rodney Daughtrey shared that the bid for the new update course will be open until the close of business January 10, 2025. Once bids are received and evaluated the results will be discussed during the next Education Committee meeting and then shared with the Board.

Sam Whittington shared that the Pre-Drywall inspection Advisory Committee meets monthly. The Committee made a site visit in December. Depending on the SOP Committee's decision for a new pre-drywall certification the Advisory Committee will provide a recommended draft pertaining to the certification if approved.

Chair Dye will write guiding principles for the Advisory Committee pertaining to pre-drywall inspections.

Hejduk recommended a joint public Education and Exam Committee meeting be held to discuss policy regarding processes for licensure.

Hejduk presented ~~the following information for~~ a recommendation that the Board approve a budget of \$150,000 for the redaction and reporting of home inspections to be submitted by every active licensee including over a 2-year review process. The budget amount would hire an administrative specialist and two subject matter experts through Temporary Solutions rather than through a contract as had been done previously.

David Price made a motion to approve a budget of \$150,000 to begin the process for reviewing reports of active licensees. Corey seconded the motion. Motion carried.

Application Evaluation Committee

Corey reported the Application Evaluation Committee met on December 30, 2024, via Webex.

Corey made a motion to approve the following 10 applicants to sit for the licensure exam. Derrick Johnson seconded the motion. Motion carried.

- Greg Bryant
- George Haas
- Scott Surridge
- Jason Hogan
- Alphonso Goss
- Michael Deese
- Scott Ekster
- Benjamin Kendig
- Joshua Freeman
- Christian Smith

Examination Committee

Rob Roegner reported the Committee did not meet.

Chair Dye recommended the Committee meet, research, make a recommendation, and develop an RFP for approval to outsource the revising of the licensure exam.

Board members, attorney Gina M. Von Oehsen Cleary, and staff discussed the steps needed to create an RFP (Request for Proposal) to outsource writing of the home inspector licensure exam questions. Cleary stated criteria will need to be clear when outsourcing along with an NDA (Non-disclosure agreement).

Chair Dye made a motion to allocate funds in the amount of \$125,000 towards the purpose of facilitating a meeting of subject matter experts with staff to develop a bank of new test questions for the licensure exam. Price seconded the motion. Motion carried.

Finance Committee

Treasurer Morris identified revenue, expenditures and fund balance for the fiscal year in the following tables.

Type	Unit	Count	Total
Application	\$35	103	\$3,605
Exam	\$80	164	\$13,120
License issue	\$160	108	\$17,280
Renewal	\$160	1,763	\$282,080
Late	\$30	274	\$8,220
Licensing Sub-Total			\$324,305
Course Approval	\$150	230	\$34,500
Course Renewal	\$75	21	\$1,575
Per Student Fee	\$5	21,416	\$107,080
Education Sub-Total			\$143,155
Grand Total			\$467,460

Month	Expenditures	Revenues	Fund Balance
Jul	\$ 30,612.44	\$ 33,495.00	\$ 2,439,051.77
Aug	\$ 68,577.97	\$ 119,935.00	\$ 2,487,526.24
Sep	\$ 98,482.07	\$ 323,460.00	\$ 2,661,147.14
Oct	\$ 141,502.28	\$ 435,815.00	\$ 2,730,481.93
Nov	\$ 170,954.01	\$ 457,575.00	\$ 2,722,790.20
Dec	\$ 215,628.11	\$ 468,460.00	\$ 2,689,001.10
Jan			
Feb			
Mar			
Apr			
May			
Jun			

Legislative Committee

Hejduk noted that bills concerning home inspectors did not move forward in the previous legislature session.

Roegner stated any proposals the Board would like to bring to the General Assembly need to be drafted for the OSFM legislative liaison. The liaison will bring the proposal forth to the legislature for the 2025-2026 session.

Chair Dye made a motion to request OSFM staff to resubmit the NCHILB portion of S463. Rogner seconded the motion. Motion carried.

Education Committee

Johnson reported the Committee met on December 12, 2024, via Webex. Daughtry shared the bullet points below.

- Train-the-trainer update
- Board Rule changes
- FY 2025-2026 Board-Developed Update Course
- Pre-Drywall Inspection Status
- Strategic Planning Meeting
- Michael Lawson – Pre-license 80-hour field trainer

Daughtry stated that the printing and mailing of the revised Standard of Practice (SOP) is in process and will be complete by the next Board meeting.

Cleary expressed appreciation to the Board and staff for the process of mailing the revised SOP.

Daughtry shared the following approved instructors to teach the update course for FY 2025-2026 license year:

- Bonnie Gregory
- Thomas Gregory
- Eric Coats
- Floyd Gibbs
- Ken Britian

Johnson made a motion to approve Michael Lawson as a pre-licensing field trainer. Corey seconded the motion. The motion carried.

Investigation Review Committee

Johnson reported the Committee met on December 5, 2024, and reviewed the following cases.

Consent Agreement

- **1032 Hardin #4076 (Hardison) – Bentley**
- **1034 Robertson #1729 (Harper) - Griffin**

- **1038 Hutchinson #4439 (Hackney) – Bentley**
- **1049 Polich #5534 (Ganfield) – Bentley**

Chair Dye made a motion to approve a consent agreement for **1032 Hardin**. Corey seconded the motion. Motion carried.

Johnson made a motion to approve a consent agreement for **1034 Robertson**. Corey seconded the motion. Motion carried.

Johnson made a motion to approve a consent agreement for **1038 Hutchinson**. Corey seconded the motion. Motion carried.

Johnson made a motion to approve a consent agreement for **1049 Polich**. Corey seconded the motion. Motion carried.

Chair Dye has recused himself of vote.

Letter of Caution

- **1055 Mossberg #5047 (Smith) – Griffin**

Johnson made a motion for Letter of Caution for **1055 Mossberg**. Corey seconded the motion. Motion carried.

Dismiss

- **995 Young #4085 (Steinbicker) – Whittington**
- **1047 Matthews #2987 / Blackman #5291 (Smith) – Bentley**
- **1051 Wallace #3268 (Meltzer) – Whittington**
- **1052 William #4432 (Rivers) – Whittington**
- **1053 Georgiev #3878 (Anderson) – Bentley**
- **1054 Delamar #84 (Holleran) – Griffin**

Johnson made a motion to dismiss cases **995 Young**, **1047 Matthews**, **1051 Wallace**, **1052 William**, **1053 Georgiev**, **1054 Delamar**. Corey seconded the motion. Motion carried.

Other Recommendations to the Board

- **836 Porter**

Johnson made a motion to resolve **836 Porter** by consent agreement. Corey seconded the motion. Chair Dye and staff discussed **836 Porter**. The motion carried.

Standards of Practice Committee

Committee met on January 6, 2025, and discussions addressed the results of the Strategic Planning Session.

Strategic Planning Session Report and Priorities

- Mission Statement
- Vision Statement
- Crawl space access – HILB reports

Corey made a motion to approve the following revisions to the proposed mission statement. Chair Dye seconded the motion. Motion carried.

“NCHILB promotes public safety and consumer confidence through professional regulation, so that home inspections seek to meet high standards of quality, reliability, and innovation.”

Corey made a motion to approve the following revisions to the proposed vision statement. Chair Dye seconded the motion. Motion carried.

“To be the leading authority in home inspection regulation, advancing industry standards through innovation, and striving to earn the confidence of homeowners across North Carolina.”

Corey shared the following revision to **11 NCAC 08 .1106 STRUCTURAL COMPONENTS (c)(3)**.

.1106 STRUCTURAL COMPONENTS

(c) The home inspector shall:

- (1) Probe structural components where deterioration is suspected;
- (2) Enter under floor crawl spaces, basements, and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected;
- (3) Report **access location(s), the methods used to inspect, if fully accessible or specific area(s) not accessible, to inspect under floor crawl spaces and attics; and**
- (4) Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components.

Corey made a motion to move forward with the changes made to rule **11 NCAC 08 .1106 STRUCTURAL COMPONENTS (c)(3)** which are to be discussed with the AG’s office attorney and OSFM attorney. Next step will be to bring forward to the Rules Review Committee. Chair Dye seconded the motion. Motion carried.

Public Comment

Lee Langston brought forward concerns regarding Home Cloud conducting unlicensed home inspections and asked what actions the Board was taking.

Chair Dye stated that progress is being made and cannot be shared due to confidentiality.

Cleary thanked Langston for providing information to Chairman Dye and encouraged evidence to be submitted to Hejduk as Executive Director.

Unfinished Business

Hejduk shared the Strategic Priorities listed below need additional edits before being published on the NCHILB webpage.

Strategic Priority 1: Standardizing Inspection Summary to Improve Consumer Trust

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Hejduk thanked the Board for authorizing funding for report reviews. Cleary stated that reports should be redacted.

Price brought forward concerns of timing for pre-drywall inspections and conflicting schedules with builders.

Chair Dye suggested that if using the guiding principles moves forward, then the SOP committee is to develop and approve guidelines for inspectors to follow.

New Business

Cleary presented the proposed changes to the Bylaws as stated in Article 6. Chair Dye made a motion to approve the amended highlighted changes to the following Bylaws. Corey seconded the motion. The motion carried.

ARTICLE II. OFFICERS AND DUTIES

Section B; Election of Officers:

A Nominating Committee will be created by the Chairperson of the Board with its function being to nominate all officer candidates. The Nominating Committee will present its recommendations to the Board at its first regular meeting after July 1 of the election year at which time elections will be held. Other nominations from the floor can be placed into nomination from any Board member. In the event that more than two candidates are nominated for any one office and a greater than fifty percent (50%) majority vote is not obtained for any one candidate, then a second vote shall be taken on the two leading candidates and the candidate receiving the greatest number of votes shall be deemed the winner. All Board members present in person, by telephone conference and by electronic remote means will be eligible to vote. No absentee voting will be permitted.

The newly elected officer's term will begin at the end of the election meeting. The term of each officer shall be one year. Officers shall serve until a successor is elected and installed.

Officers of the Board shall be eligible for re-election once, except Secretary.

ARTICLE V. MEETINGS

Section C; Quorum:

A quorum shall consist of a majority of the members of the Board present in person, by telephone conference and by electronic remote means. A quorum of any committee shall consist of a majority of all the members of the committee present in person, by telephone conference and by electronic remote means.

Section D; Voting:

The vote of a majority of those Board members present in person, by telephone conference and by electronic remote means shall be sufficient to decide matters before the Board provided a quorum is present. The Chairperson of the Board shall not be required to vote except when necessary to break a tie. However, the Chairperson may vote on any matter. The Chairperson may not vote twice, creating a tie and then breaking it.

No Board member shall participate in the decision of any matter in which they have a personal or financial interest sufficient to influence his or her vote.

Section E; Meetings by Telephone Conference or Other Electronic Means

All meetings, including regular meetings, may be held in person, by telephone conference or other electronic remote means in accordance with Chapter 143, Article 33C of the North Carolina General Statutes. Meetings conducted by telephone conference or other electronic remote means shall be held in accordance with the procedures outlined in Robert's Rules of Order in the same manner as non-telephone meetings, except that each member shall identify him or herself when speaking when appearing by phone, and during voting each member shall verbally indicate his or her vote.

Chair Dye made a motion to ratify anything that changed prior. Corey seconded the motion. The motion carried.

Executive Session

Chair Dye made a motion to go into executive closed session at 11:00 AM pursuant N.C. Gen. Stat. § 143-318.11(3). Corey seconded the motion. Motion carried. The Board subsequently returned to open session.

Adjournment

Price made a motion to adjourn. Corey seconded the motion. The motion carried.

Sincerely,

A handwritten signature in black ink, reading "Robert B. Roegner". The signature is written in a cursive style with a large, stylized "R" at the beginning.

Secretary, N.C. Home Inspector Licensure Board

DRAFT