



Appraisal News



Northern California Chapter of the Appraisal Institute

Dawn M. Molitor, SRA

President's Message

Chapter Revisions: Educational Pricing Structure

This past week, I had the pleasure of taking Standard Courses 410 & 420, sponsored by our Chapter.

Arlen C. Mills, MAI, SRA, was the sole instructor of Course 410. He was joined later by instructor, James A. Bautovich, MAI, for Course 420. Both were knowledgeable, entertaining (as best the subject matter would allow), and enlightening. Each is a wonderful instructor and excep-



Dawn Molitor

tional *professional* in our field and have dedicated their lives to enriching our *profession*.

Each time I take Standard Courses 410 & 420, I develop a greater understanding: 1) concerning the 'rules and guidelines' I am expected to adhere to by law, and, 2) of what it means to be a member of the Appraisal Institute, both to the public and the *profession*.

See "President," page 2

Streamlined Appraisal Forms In the Automated Underwriting Process



Thursday, June 10 • Holiday Inn Bay Bridge - Emeryville

This seminar was developed to provide appraisers with the most current information on the automated underwriting process. Upon completing the seminar, attendees will demonstrate familiarity with the major components of automated underwriting. They may conclude that working with an automated underwriting system will help them reach conclusions more rapidly, report conclusions in a more efficient format, save money and free up time for additional work!

Topics include:

- ▶ illustrations of Fannie Mae's Desktop Underwriter System and Freddie Mac's Loan Prospector System;
- ▶ the appraiser's value in automated underwriting;
- ▶ answers to concerns with respect to USPAP and the valuation process;
- ▶ the differences between streamlined and traditional forms;
- ▶ specifically-designed forms that are required to be completed as part of the automated underwriting process;

See "Spotlight," page 6

HUB MEETING & PAST PRESIDENT'S NIGHT

THURSDAY, MAY 20

Location: Casa Munras Garden Hotel
700 Munras, Monterey
Directions 831/375-2411

Workshop: 4:00pm

Topic: *Residential Markets*

Panelists: **John Hughes**, Manager of Acquisitions and Land Development, Citation Homes

John Landis, Institute for Regional and Urban Planning, UC Berkeley

Oz Erickson, Emerald Properties

Social: 6:00pm

Dinner: 7:00pm

Topic: *See Insert*

Price: AI Members Non-Members

Workshop only: \$28 \$33

Dinner only: \$28 \$33

Both: \$28 \$33

Reservations & Payment:

Advanced reservations are required to ensure adequate seating and workshop materials. Simply fax a completed copy of the address portion of this newsletter to the Chapter Office at 415/398-4259 by Monday, May 17. Please indicate the names of any guests that you are bringing. Cancellations without penalty must be received by noon on Monday, May 17. Cancellations received after noon on May 17 and "no-shows" will be charged unless we are able to re-sell your reservation. Reservations received after the cut-off date and walk-ins cannot be guaranteed. Attendees staying for the dinner will have a choice of Rib Eye Steak or Seafood Brochette. Please indicate your meal selection on your reservation form prior to faxing it to the Chapter Office. Payment will be collected at the door. We reserve the right to substitute speakers under circumstances beyond our control.

About the Workshop:

The Bay Area residential real estate market will be the focus of the Northern California Chapter's May HUB workshop. We are all aware of the market forces that have resulted in strong price escalations

See "HUB Meeting," page 3

Subchapter Meeting Info

EAST BAY SUBCHAPTER

THURSDAY, JUNE 10

Location: Hs. Lordships
Berkeley Marina

Workshop: 4:00pm

Topic: *LoopNet: Real Estate Resources on the Internet*

Presenter: Brian Collins, LoopNet Representative

Social: 6:00pm

Dinner: 7:00pm

Topic: TBA

Price: AI Members Non-Members

Workshop only: \$25 \$30

Dinner only: \$25 \$30

Both: \$25 \$30

Reservations & Payment:

Advanced reservations are required to ensure adequate seating and workshop materials. Simply fax a completed copy of the address portion of this newsletter to the Chapter Office at 415/398-4259 by Monday, June 7. Please indicate the names of any guests that you are bringing. Cancellations without penalty must be received by noon on Monday, June 7. Cancellations received after noon on June 7, and "no-shows" will be charged unless we are able to re-sell your reservation. Reservations received after the cut-off date and walk-ins cannot be guaranteed. Attendees staying for the dinner will have a choice of chicken or beef. Please indicate your meal selection on your reservation form prior to faxing it to the Chapter Office. Payment will be collected at the door. We reserve the right to substitute speakers under circumstances beyond our control.

About the Workshop:

LoopNet is the leading provider of Commercial Real Estate Data over the internet. Founded in 1995 and located in Burlingame, LoopNet offers the power of internet networking and unparalleled exposure for commercial real estate listings. LoopNet currently receives over \$196 million of new properties for sale and over 3.6 million square feet of new properties for lease everyday. LoopNet allows interested parties to list and search its database of commercial real estate listings for free via its web site at (www.loopnet.com). User friendly search screens allow for searches based on many parameters, such as location, property type, square footage, price, etc. Find out how to effectively use this powerful resource to increase your productivity and save time with data collection by attending this workshop. Applications for 2-hours of OREA, AI and SBE CEC are being submitted. Attendees seeking CE must arrive by the 4:00pm start time. Partial credit is not available.

About the Dinner Topic:

Details in the June issue of Appraisal News.

OREA: Did you know...

All of OREA's forms and instructions are available for downloading, including the *Change Notification and Miscellaneous Requests* form (REA 3011) from their web site at www.orea.ca.gov or www.orea.cahwnet.gov.

The OREA Licensing Division has recently taken steps to streamline application processing, with a focus on customer service. As a result, even though regulations allow for a 90-day application processing time, almost all applications are now being processed in less than 30 days.

SIERRA SUBCHAPTER

JUNE 16

Location: Stockton Radisson

Workshop: 4:00pm

Topic: *1999 San Joaquin and Stanislaus Counties RE Update & Forecast*

Social: 6:00pm

Dinner: 7:00pm

Speaker: Ray Learn, Regional Sales Representative, Transamerica Intellitech

Dinner Topic: Overview of New (and Old) MetroScan Features and How to Use Them

Prices: AI Members Non-Members

Workshop only: \$25 \$30

Dinner only: \$25 \$30

Both: \$25 \$30

About the Workshop:

This annual update workshop will focus primarily on San Joaquin and Stanislaus counties with emphasis on Stockton and Modesto. A panel of specialists will speak on industrial properties, retail, office multi-family and the residential market.

More details and registration information will appear in the June issue of *Appraisal News*.

President, from page 1

Both instructors were a positive reminder of the amount of dedication required to be a true *professional*.

'*Profession*,' as noted in Course 420, applies to individuals engaged in vocations meeting certain criteria. To have the appraisal of real estate recognized as a *profession*, the Appraisal Institute (previously the AIREA and Society) established educational programs, admission standards, and enforceable codes of ethics. The Appraisal Institute (AI) and the concept of *professionalism* are the topic of this article.

Since our inception as a merged Chapter, the Northern California Board of Directors has officially met twice. Your Board is comprised of a wonderful mixture of *professionals* from each merged Chapter, of designated and associate members who willfully and successfully are striving to dissolve any barriers physically existing or perceptually existing out of our pasts, to create a flourishing Chapter.

In striving toward this goal, the educational pricing issue was at the forefront. The question was, "Should the NorCal Chapter keep the prior pricing structure that consisted of two tiers, i.e.: NorCal Chapter members received a discount compared to fees paid by 'all others'?"

By the end of a well debated, open, honest, and *professional* discussion, the conclusion was to create a new two-tiered pricing structure where any Appraisal Institute member receives the same discount for NorCal education as well as other professional events (i.e., Subchapter dinner or lunch meeting). Therefore, only non-AI members will pay non-discounted tuition fees. The

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President

continued from page 2

reasoning is two-fold: 1) it takes a considerable amount of effort, creativity, and volunteers to develop and present these educational offerings and events, and, 2) to encourage membership.

The cost of being, at minimum, an affiliate member of the Appraisal Institute is easily returned in the difference in pricing for a member versus a non-member with attendance at several courses or seminars. Also, membership in the Chapter and Appraisal Institute offers local committees to assist associates through the designation process, marketing in the membership directory, and government lobbying efforts in Sacramento and DC, and, most importantly, the collaboration of a *professional* organization that serves the community and its livelihood — something a person cannot obtain alone.

When I took this position as President, two of my goals were to bring all of us together in the formation of a new Chapter, and to focus on NorCal/AI membership and retention. Your Board,

Central Cal Approves Merger With NorCal

It's official, March 1, 1999, the Central California Chapter of the Appraisal Institute announced that the vote to merge with the NorCal Chapter was successful! Per Tim Simon, MAI, Central California Chapter President, the merger will become effective January 1, 2000.

You may recall that the original merger plan voted on by the NorCal merging Chapters included the Central Cal Chapter. Therefore, no additional voting requirements are necessary for this merger to occur. At present, two dual members already serve in leadership positions for the NorCal Chapter: Mitch Dunchee, MAI, Board of Directors, and Scott Rurik, MAI, NorCal Region I representative. The NorCal Chapter officers would like to extend their appreciation to these individuals, as well as Dave Hamilton, MAI, for their support of the merger.

The NorCal Chapter would like to congratulate and welcome all the incoming Central Cal Chapter members! We look forward to meeting you, and work-

and its decision to create a new two-tiered educational pricing structure has begun to prove their honest commitment to solidifying our membership in this merged Chapter, fostering continued goodwill with other AI Chapters, as well as promoting membership in the Appraisal Institute.

It is your Board's belief (and whole heartedly, my own) that this pricing modification goes beyond money and is instead a symbol of the NorCal Chapter's commitment to recognize that all members of the Appraisal Institute are our colleagues.

In addition, the price variation will serve as an incentive for those practicing non-member individuals to see the multitude of benefits in joining such a *professional* organization as the Appraisal Institute, if their pursuit is to become a *professional real estate appraiser*.

The educational price structure change becomes effective May 1, 1999.

"If you (we) want to be the greatest company (Chapter/organization), you have to start acting like one today."

— Tom Watson, Sr., founder, IBM

ing with your officers through the merger process, as the year progresses. In the meantime, if the NorCal Chapter office, or I, can be of service to you, do not hesitate to call upon us for assistance.

— Dawn Molitor, SRA

Sierra Chapter Bids Farewell To Executive Secretary

Good-Bye, Darcy; Thank You!

Our many thanks and best wishes go out to Darcy Krajewski, as she is leaving this summer to relocate out of state. Darcy has been the Executive Secretary for the Sierra Chapter since 1993, and she has been an asset not only to the Sierra Chapter, but to the Appraisal Institute as a whole. Those who have had the pleasure to work directly with Darcy over the last six years cannot say enough good things about her. We will certainly miss Darcy's assistance in chapter operations, but we will miss her friendship even more.

— John Hillas, SRA

1998 President, Sierra Chapter

HUB Meeting

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throughout the region and may ultimately lead to a housing shortage. This workshop will consist of a panel of experts in the residential real estate industry to discuss the forces and future trends in this dynamic market. While home value trends will certainly be a topic, other items to be covered include trends in subdivision development costs, project financing, and emerging markets.

Our panel of speakers is scheduled to include representatives from Citation Homes and Emerald Properties, and a professor with the Institute for Regional and Urban Planning of the University of California at Berkeley.

This workshop will appeal to both residential as well as commercial appraisers. Attendees will have an opportunity to ask questions of those involved in the development community. Fully understanding the markets we work in makes for the highest quality appraisals and make you as a professional appraiser stand out. Stay abreast of this fast moving real estate market by attending this informative workshop.

Applications for 2-hours of OREA, AI and SBE CEC are being submitted. Attendees seeking CE must arrive by the 4:00pm start time. Partial credit will not be available.

About the Dinner Topic

See Insert

About Past Presidents' Night

This year, we want to encourage all past presidents of the former San Francisco Bay Area, East Bay, Golden Gate, Northern California, San Jose, Monterey Bay and Sierra Chapters to attend one of our quarterly HUB Meetings.

Our May 20 Meeting has been specifically designated as Past Presidents' Night. If you are a past president, we hope you will join us to share some of your past experiences with old friends, former colleagues, new members, associates and affiliates.

Update for The Appraisal Of Real Estate

Members who purchased *The Appraisal of Real Estate* before January 1999 can obtain a four-page insert showing changes made to Chapter 17 of the text in later printings. To obtain an insert, call 312/335-4449 or visit:

www.appraisalinstitute.org.

Members On The Move

Myron L. Blanton, MAI, SRA

Myron L. Blanton, RE Appraiser
2609 Surrey Avenue
Modesto, CA 95355
209/557-0567
FAX 209/577-2279
myronapp@hotmail.com

Dana Coggin, SRA

Mann Associates
3100 Mowry Avenue, Suite 205
Fremont, CA 94538
510/790-2345
FAX 510/790-1826

Steven C. Lederer, SRA

2411 Old Crow Canyon Road
Suite 185
San Ramon, CA 94583
925/838-0706
FAX 925/838-0382

Designated Members Can Promote Areas of Specialization Via Web Site

Good news is worth sharing. Did you know, for example, that designated members can highlight up to five areas of specialization in connection with their online listing under "Find An Appraiser"? Or that they can order a Member Profile, in essence a resume or personal marketing piece, which will be displayed in conjunction with their listing?

The Keywords and Member Profile features are two options available that cost very little yet will enhance every designated member's online listing. A third feature allows for a link between the Appraisal Institute's web site and the member's home page. The cost of the Member Profile is \$80, the Keyword Enhancement feature is \$20, and the Home Page Link is \$20. A fourth feature, linking a member's listing to his or her e-mail address is free.

To take advantage of these great marketing tools, visit the National web site www.appraisalinstitute.org and click on "Find an Appraiser". At the bottom of that page are links to order the forms for each of these enhancements. Questions can be directed to Chris Freeborn at cfreeborn@appraisalinstitute.org or 312/335-4452.

Members in the News

Member Speaks on Canadian Inn Valuation

NorCal Member **Michael Yovino-Young, MAI, SRA**, was a featured speaker at the 1999 Northwest B&B Conference in Victoria, British Columbia in early March. With 394 inns from two Canadian provinces and six western U.S. States, his presentation was directed to existing inn owners and concerned the valuing and pricing of inns for sale. Examples of market activity in California, Alaska, Washington State and Canada focused on the wide range of prices paid for small inns. Michael was also a speaker at an earlier conference of the California Association of B&B Innkeepers held in Santa Barbara last January.

Thank You!

Special thanks to **Charmaine Cheuk, Sara Cohn, Art Troy, and Art Lombard, MAI**, for rising extra early recently to assist with registration at offerings of Courses 410/420 and Appraisal Review: Income Properties.

Subchapter Leadership Shines

Hats off to our Subchapter Leadership! **Ann O'Rourke, SRPA, SRA, Bruce Hahn, SRA, Greg Stephens, Bill Range, Steve Castellanos, MAI, SRA, and Ron Zeller, MAI**, have developed 5 new and timely workshops just this year! Thanks to them, many of you received an update on USPAP, now know what type of hardware & software you need to run your office more efficiently, had an opportunity to share your concerns about the new EB MLS and learned ways to search for real estate data on the internet. Please continue to show your support for their efforts by attending local subchapter meetings. Stay tuned for more informative topics throughout the year.

Helping Associate Members

A number of members are helping our Associate Members on their path toward designation. Appreciation is extended to **Wayne Prescott, MAI, Gary Fulbright, MAI, Dorothy McDonald, MAI, and Patrick O'Malley, MAI**, who served as proctors for the recent Comprehensive Exam held in Millbrae.

NC Chapter Represented at YAC Meeting

Jan Kleczewski, MAI, represented the Northern California Chapter at the Young Advisory Council (YAC) Meeting held in March in Washington, DC. Watch for a summary of the meeting in a future issue of *Appraisal News*.

Reappointed to ASB

Arlen C. Mills, MAI, SRA, has been reappointed to The Appraisal Foundations's Appraisal Standards Board (ASB) as the Vice Chair for 1999.

1999 Designated Membership Categories

Active Member: An individual in good standing who holds an Appraisal Institute designation and is not classified as a Life Member, Honorary Member, Inactive Member or Retired Member.

Honorary Member: Every past President of the Society of Real Estate Appraisers (Society), the American Institute of Real Estate Appraisers (AIREA) and the Appraisal Institute in good standing shall be an Honorary Member of the Appraisal Institute and shall enjoy all the rights and privileges of Active Members.

Inactive Member: An individual in good standing who holds a designation from the Appraisal Institute and who because of poor health, physical disability, or family obligation or responsibility is temporarily unavailable for employment in any business activity which is subject to the Standards of Professional Appraisal Practice and/or the Code of Professional Ethics. An Inactive Member shall not use his or her

membership designation.

Semi-Retired Member: An individual in good standing who holds a designation from the Appraisal Institute, is at least 60 years of age, and earns no more than \$14,500 each calendar year from business activity which is subject to the Standards of Professional Practice and/or the Code of Professional Ethics. Semi-Retired Members, who are current in the payment of their dues, shall enjoy all the rights and privileges of Active Members.

Retired Member: An individual in good standing who holds a designation from the Appraisal Institute, does not engage in any business activity subject to the Standards of Professional Appraisal Practice and/or the Code of Professional Ethics and either is at least 60 years of age or is permanently disabled. Retired Members, who are current in the payment of their administrative fee, shall enjoy all the rights and privileges of Active Members.



Your Opinion Counts

Copies of the Appraisal Institute's draft Strategic Plan were discussed at recent Subchapter Meetings. **Region I Directors Ron Garland, MAI, SRA, and Dave Hamilton, MAI,** attended meetings in Berkeley, Monterey and San Jose to gather feedback on the draft. The Strategic Planning Committee wants to know:

- ▶ Are we on track?
- ▶ Are there areas that need to be addressed that have not been covered?
- ▶ Do we have an appropriate view of the dynamic changes occurring in the profession?
- ▶ What services can the Appraisal Institute provide that will help our members to be profitable in a changing environment?
- ▶ What other steps should be taken to ensure that our members are both recognized as the best, most competent appraisers?
- ▶ What can we do to support the professional and personal aspirations of the designated, associate and affiliate members?

All members are encouraged to contact the Chapter Office for a copy of the draft plan. Your comments written on the draft can be forwarded to John Ross, Appraisal Institute, EVP at 312/335-4488 FAX. You can also email your thoughts to jross@appraisalinstitute.org.

National Gets New E-mail Addresses

The Appraisal Institute headquarters changed its email system in late March. The new address format will be the person's first initial, followed by the last name, followed by @appraisalinstitute.org. (Example: rhamburger@appraisalinstitute.org.)

Retraction

In the former San Jose Chapter's Fall 1998 newsletter, an article titled "Associate Members Courses Needed Report" incorrectly stated that **Larry Levy, SRPA, SRA,** needed to take Course 110: Appraisal Principles, Course 120: Appraisal Procedures and Course 540: Report Writing & Valuation Analysis.

As a designed member, Mr. Levy should not have been classified as an associate needing the stated courses.

On the National Scene

VP Nominees for 2000 Announced

Four members have been nominated for the position of Appraisal Institute Vice President in 2000.

The nominees are:

Alan E. Hummel, SRA
West Des Moines, Iowa

Ben D. Loughry, MAI
Ft. Worth, TX

Thomas A. Motta, MAI, SRA
Masontown, W. VA

Sara Schwarzentraub, SRA
La Mesa, CA

Additional information on each of the nominees appeared in the April issue of *Appraiser News in Brief* and can be found on the National web site.

Support for any of these nominees should be directed to any of the Chapter Officers or Regional Representatives.

Deadlines & Guidelines

The newsletter submission deadline is noon on the 5th of the preceding month. All submissions for the June, 1999 issue must be received by noon on May 5.

We reserve the right to reject or edit classified ads. Ads are limited to 40 words. A \$40 publishing fee must accompany submission from non-affiliates. Advertising is complimentary for AI members and affiliates. Ads will be printed on a space available basis. The Appraisal Institute assumes no responsibility for the reliability of ads other than to publish them.

What's New?

1999 USPAP Available

If you have not yet attended a USPAP update and received a copy of USPAP 99, it's time to arm yourself. By law, all real estate appraisers must comply with USPAP regulations in accordance with the Financial Institutions Reform, Recovery and Enforcement Act of 1989. State Appraiser Certification and Licensing Boards; federal, state, and local agencies; appraisal services; and appraisal trade associations require adherence with USPAP. Contact Dave Dzwonkowski at 202/624-3056 or visit The Appraisal Foundation's web site at www.appraisalfoundation.org to order your copy today!

Surfin' On the Net

NORTHERN CALIFORNIA CHAPTER OF AI

NEW! <http://www.NorCal-AI.org>

APPRAISAL INSTITUTE (CHICAGO)

<http://www.appraisalinstitute.org>

THE APPRAISAL FOUNDATION

<http://www.appraisalfoundation.org>

FANNIE MAE

<http://www.FannieMae.com>

OFFICE OF REAL ESTATE APPRAISERS

<http://www.orea.ca.gov>

<http://www.orea.cahwnet.gov>

DEPARTMENT OF HOUSING & URBAN

DEVELOPMENT (HUD)

<http://hud.gov>

THE APPRAISAL SUBCOMMITTEE

<http://www.asc.gov>

If you have located an informative site for appraisal information, please notify the Chapter Office so we can expand this growing list of on-line information sources.

Spotlight

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- ▶ completing Forms 2055, 2065, 2075 and 2070 in compliance with Standard 2 of USPAP;
- ▶ controversial matters: level of inspection as well as elimination of the cost and income capitalization approaches;
- ▶ using quantitative analysis or qualitative analysis to report the sales comparison approach on Forms 2055 and 2065.

Join Sara Schwarzentraub, SRA, for this informative one-day seminar. She'll share with you the problems, pitfalls and opportunities of automated underwriting and its streamlined forms.

The seminar is approved for 7-hours of Appraisal Institute Continuing Education Credit. Applications for 7-hours of OREA and SBE CEC are being submitted. Partial credit will not be available. The tuition fee is \$145 for Appraisal Institute Members; \$185 for all others (non-members). We regret that faxed registrations cannot be processed. All registrants will receive a detailed confirmation letter and map.

Don't delay — register today!

One-Day FHA Seminar In the Works

Together with the Mortgage Bankers Association (MBA) and the National Society of Real Estate Appraisers (NSREA), the Appraisal Institute is developing a one-day multi-media seminar that concentrates on the changes to the HUD Handbook 4150.2 and the revised single-family appraisal report forms.

The seminar will prepare appraisers for the qualifying exam and help insure that appraisers continue to meet FHA requirements.

The seminar will be presented in many cities around the country. Watch for offerings in San Francisco, Los Angeles and Sacramento this summer. For registration information contact Bill Endsley at 312/335-4230 or: bendsley@appraisalinstitute.org.

E • D • U • C • A • T • I • O • N



A Look at 1999 Educational Offerings

Monterey Bay Seminar

May 21-22

Topics Include: USPAP Update (7-hours); Federal & State Laws and Regulations (4-hours); Report Writing Workshop (2-hours) and Q&A Panel Discussion (2-hours)

See registration brochure enclosed

Course 120: Appraisal Procedures

June 7-12

Instructors: Arlen C. Mills, MAI, SRA & Craig A. Owyang, MAI

Location: Monarch Hotel, Dublin

Tuition: \$455 Appraisal Institute Members

\$575 Non-Members

Streamlined Appraisal Forms in the

Automated Underwriting Process

June 10

Approved for 7-hours of Appraisal Institute CEC; applications for OREA & SBE CEC are being submitted

Instructor: Sara Schwarzentraub, SRA

Location: Holiday Inn Bay Bridge, Emeryville

Tuition: \$145 Appraisal Institute Members

\$185 Non-Members

Course 530: Advanced Sales Comparison & Cost Approaches

June 14-19

Instructors: Nelson Bowes, MAI & Virginia Messick, MAI

Location: Campbell Community Center, Campbell

Residential Consulting Seminar

Summer TBA

Lease Abstracts & Analysis Seminar

Summer TBA

Third and Fourth Quarter Course Offerings:

Course 310: Basic Income Capitalization

Course 700: Litigation Valuation Overview

Course 710: Eminent Domain - Part A

Course 430: Standards of Professional Practice - Part C

Course 510: Advanced Income Capitalization

Course 610: Cost Valuation of Small, Mixed-Use Properties

Course 330: Apartment Appraisal: Concepts and Applications

To receive advanced notification of these upcoming course offerings, contact the Chapter Office at 415/398-2876.

We reserve the right to cancel or substitute dates, locations and/or instructors as necessary. Interested attendees are encouraged to register at least 37 days prior to the offering to help avoid possible cancellation.

URCEC Forms — A Thing of the Past

Uniform Requests for Continuing Education (URCEC) forms are no longer being issued for seminar and workshop attendance. As indicated at recent education offerings, the Appraisal Institute is attempting to go paperless! Therefore, it is extremely important that you comply with the following when attending local offerings:

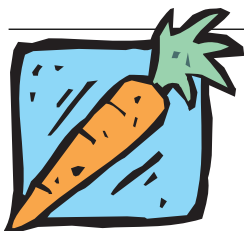
- ▶ remain in the room during instruction, so not to miss the random distribution of the sign-in sheets;
- ▶ provide your social security num-

ber when it is requested on registration/enrollment information.

Attendance records for designated members will automatically be updated after the completion of the offering.

Since this is still a new procedure, please be patient and allow National staff sufficient time to update your records. In addition, maintain a copy of your OREA or SBE certificate as proof of attendance.





Agenda for Associate Members Incentive to Pursue Designation

As an incentive to encourage Associate Members to pursue their designation requirements, the National Board of Directors approved a plan enabling General or Residential Associate Members submitting their demonstration appraisal report before December 31, 1999, to receive a set of Appraisal Institute coupons totaling \$250.

Upon submission of the demo report, the associate member will receive five coupons valued at \$50 each. These coupons may be used toward national educational offerings (those with the maroon binders) given on the National, Regional or Chapter level. In addition, coupons may be used toward the Comprehensive Exam or final level of experience review. The coupons will be valid until December 31, 2000. Only one coupon can be used per offering (or per application); the coupons are non-transferable.

All Associate Members in good standing should have received a special mailer regarding the discounts. If you did not receive notification, please contact Anna Vogt at 312/335-4148 or anna_vogt@ai.ccmil.com to verify that National has your correct mailing address in their system.

Chapter Admissions Committees Still Exist

Yes, the Chapter Admissions Committees still exist, but under a new name. All Chapters now have a *Chapter Membership Admissions, Development and Retention Committee*. The duties and responsibilities remain intact, but additional responsibilities to develop new membership and retain existing members have been added to the committees's job description.

Countdown for Associate Members

Residential associate members must complete all designation requirements by 12/31/99 or:

- ▶ Be required to successfully complete Course/Exam 500: Advanced Residential Form and Narrative Report Writing (applicable to those admitted prior to 1/1/93);
- ▶ Be required to successfully complete the Residential Comprehensive Examination prior to third/final level (applicable to those admitted prior to 7/1/96). [Note: A motion that recommends an alternative to the Comprehensive Examination until 12/31/00 will be included in the 45-Day Notice Material and presented at the June 1999 National Board of Director's Meeting.]

General associate members must complete requirements by 12/31/00 or:

- ▶ Be required to successfully complete Exam 520: Highest & Best Use and Market Analysis, and Exam 530: Advanced Sales Comparison and Cost Approaches (applicable to those admitted prior to 1/1/93). These exams may be challenged.
- ▶ Convert to the new "AQB Path" and will be required to submit the full 3,000 hours of Specialized Appraisal Experience for final level (applicable to those admitted prior to 7/1/96). Note: If credit has already been received for the first and/or second level, this credit *will not convert* to the final level, as those levels do not meet the same Standards criteria.
- ▶ The alternative to the college degree requirement will expire. Applicable to those admitted prior to 1/1/91.

All associate members must be a state-certified appraiser by 12/31/00 or be reclassified as an affiliate member. General associates must be general state-certified.

Need more information?

Contact Anna Vogt at 312/335-4184 or anna_vogt@ai.ccmil.com.

Last Call for Courses 210 and 500

If you are an Associate Member in pursuit of your SRA designation and you need either Course 210: Residential Case Study or Course 500: Advanced Residential Form and Narrative Report Writing, we need to hear from you! The clock is ticking as we near the 12/31/99 deadline for many of you to complete your designation requirements. Residential Associates who are unable to complete their requirements may be subject to additional coursework and/or examinations. Note: The 12/31/99 deadline does not apply to all Residential Associates. See "Countdown" (above) for details.

Become An Appraisal Institute Instructor!

Instructor Leadership & Development Conference Rosemont, IL May 21-23

If you are interested in becoming an approved Appraisal Institute instructor, the first step is to attend the Instructor Leadership & Development Conference (formerly known as the Qualifying Instructor Workshop). The conference is open to any designated member and is designed to assess the instruction/communication skills of each potential instructor.

The purpose is to review educational principles and practices that will prepare the participants to effectively teach Appraisal Institute courses and seminars. Continuing education hours are granted for attendance, but the goal is to attract attendees who are looking for a rewarding experience, as well as the prestige of being an AI instructor.

This year's conference will feature training for Courses 110, 310, 410/420, 500, 540 and Seminars. The registration fee is \$150. Note: Participants must select one program based on qualification criteria. It is not possible to attend a workshop for more than one category.

Contact the Chapter Office at 415/398-2876 or Lisa@NorCal-AI.org for qualifications and an application form. Specific questions should be directed to Sue Siradas, Supervisor, Faculty Division at 312/335-4233.

Welcome New Associate Member

Yvonne Broszus

Hulberg & Associates
One Almaden Boulevard, Suite 700
San Jose, CA 95113
408/279-1520
FAX 408/279-3428
yvonne@hulberg.com

Associate on the Move

Joe Roster

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Looking Ahead

- May 20 Board Meeting
— Monterey
- May 20 HUB Workshop/Meeting
— Monterey
- May 21-22 Monterey Bay Seminar
— Monterey
- June 7-12 Course 120
— Dublin
- June 10 East Bay Workshop/
Meeting
— Berkeley
- June 10 Streamlined Forms
— Emeryville
- June 16 Sierra Subchapter
— Stockton
- June 14-19 Course 530
— Campbell
- June 21-30 National Meetings
— Orlando
- July 30-31 Course 430
— TBA
- October 21 Fall Conference
— San Francisco

Appraisers Wanted

Appraiser: Established Firm needs an experienced licensed and certified commercial appraiser. Must be a quality-oriented team player and want to work. Competitive fee split, medical and 401K. Mail or fax resumes with a cover letter to Robert Ford & Associates, Inc., 121 Rue de Yoe, Modesto, CA 95354. Phone 209/524-4391. FAX 209/524-9614.

“Commercial” Appraiser position available with established Stockton appraisal firm. We are seeking a person who is eager to learn, is seeking excellence, and has good writing and computer skills. MAI designation or MAI Associate (candidate) membership helpful but not required. We offer a good working/learning environment and competitive fee split compensation. Please mail or fax resume to: The Bramwell-Smith Company, 2025 W. March Lane, Suite 1, Stockton, CA 95209. FAX 209/478-4451.

Real Estate Analyst Position Available for Bank of America in Pleasant Hill, CA. Responsibilities include real estate analysis in various U.S. markets. Commercial appraisal experience preferred, but not required. Good writing and computer skills required. Fax or e-mail resume to: Joe Rivera, FAX 925/356-1604, e-mail: Joseph.M.Rivera@Bankamerica.com.

High Energy and Hard Working Commercial Appraisers Needed. Applicant must have form and narrative appraisal experience. WordPerfect and Argus knowledge a plus. Properties located throughout the Bay Area. Please fax resume to 800/364-8087.

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Information on Monterey Bay Seminar May 22 - 22 enclosed

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Mark Your Choice!

Please mark the appropriate boxes below when registering for the MAY Hub (5/20), or JUNE East Subchapter Meeting (6/10). *Carefully check all that apply.*

I am a: AI Member Non-member

I will attend: 5/20 Workshop 5/20 Dinner 5/20 Both

HUB dinner preference: Rib Eye Seafood Brochette

I am a Past President: Yes Chapter _____ Year ____

I will attend: 6/10 Workshop 6/10 Dinner 6/10 Both

EB Dinner Preference: Beef Chicken

