

**HOME INSPECTION
ADVISORY COMMITTEE**

**Minutes of February 10, 2004
Public Session**

CALL TO ORDER

The meeting of the Home Inspection Advisory Committee was called to order by Chairman Michael Fitzpatrick at 10:00 a.m. in the Union Conference Room, third floor, 124 Halsey Street, Newark, New Jersey. All parties were duly notified of the time, date and place and all pertinent material had been provided.

SUNSHINE LAW ANNOUNCEMENT

Joseph Grabowy, read the statement required by Chapter 231, Laws of 1975, known as the Open Public Meetings Act, and announced that notice of the meeting was prepared in the office of the Committee and mailed to the Secretary of State, the Star Ledger, the Courier Post, the Bergen Record and the Atlantic City Press.

ROLL CALL

CMs present:

Michael Fitzpatrick
Thomas Kraeutler
Robert Corrado

CMs absent: Randy Ortiz

Others present:

Arthur Russo, Executive Director, Olga E. Bradford, Deputy Attorney General, and staff members Joseph Grabowy, Ernest Gonzalez, Lynn Craddock, Robert Welsh, and six members of the public.

REPORT OF THE EXECUTIVE DIRECTOR

ED Russo stated that the most current listing of licensed home inspectors is posted on the Committee's website.

The Committee discussed issuing a notice to pending applicants advising them of the June 30, 2004 deadline for grandfather licensure applications. This notification should be mailed out no later than March.

The Committee reviewed a listing of licensed home inspectors whose required certificates of insurance had expired. The Committee, on a motion by VC Corrado, second by CM Kraeutler, unanimously voted to issue Notification of Expired Certificate of Insurance letters to the licensees informing them of their obligation to supply this information and advising that failure to do so may result in disciplinary action, including the suspension of their home inspection licenses. Additionally, the Committee, on a motion by VC Corrado, second by CM Kraeutler, unanimously voted to issue Provisional Orders of Discipline (POD) to those licensees who fail to respond to the Notification letters within fifteen (15) days of the receipt of the letter. The POD would provisionally suspend the licensee's home inspection license and impose a civil penalty of \$500.00 for failure to secure the requisite insurance.

The Committee reviewed the draft Consumer Information Brochure. Chairman Fitzpatrick will discuss the Division's concerns with Deputy Director Anthony Miragliotta.

The Committee reviewed a draft affidavits of employment and on-site direct supervision. After a brief discussion, the Committee modified the affidavits.

A discussion arose surrounding the sequencing of taking the National Home Inspector Examination during the licensing process. The Committee concluded that an applicant can take the examination during any point of the licensure application process, but proof of passing the examination must be submitted to the Committee office prior to Committee review.

The Committee noted the recently adopted regulations regarding the licensing of professional engineers as home inspectors.

The Committee noted the Division of Law billing invoice.

The Committee noted the licensing statistics for the record.

Incoming Correspondence

The following correspondence was tabled until the next meeting:

Ron Gorter

**RE: Inspector's Licensing
(January 20, 2004)**

Michael Rindos

**RE: Need to modify home inspection legislation
(January 20, 2004)**

Susan E. Sobieski

**RE: Licensed home inspectors
(January 15, 2004)**

APPROVAL OF MINUTES

September 23, 2003

The Committee, on a motion by CM Kraeutler, second by VC Corrado, unanimously voted to approve the minutes of September 23, 2003 as amended.

October 14, 2003

The Committee, on a motion by VC Corrado, second by CM Kraeutler, unanimously voted to approve the minutes of October 14, 2003 as written.

November 12, 2003

The Committee, on a motion by VC Corrado, second by CM Kraeutler, unanimously voted to approve the minutes of November 12, 2003 as written.

December 9, 2003

The Committee, on a motion by CM Kraeutler, second by VC Corrado, unanimously voted to approve the minutes of December 9, 2003 as written.

APPEARANCE BY SCHOOL REPRESENTATIVES OFFERING THE APPROVED

HOME INSPECTION CURRICULUM AND THE NJ DEPARTMENT OF EDUCATION

The Board met with representatives from the five approved schools and discussed the progress of the approved home inspection curriculum. Various concerns and suggestions were made to improve the effectiveness and delivery of the curriculum.

MOVE TO EXECUTIVE SESSION

The Committee unanimously voted to enter into Executive Session for the purpose of completing the Executive Session agenda.

RETURN TO PUBLIC SESSION

On a motion contained within the Executive session minutes, the Committee re-entered into Public Session for the purpose of adjournment.

ADJOURNMENT

The Committee unanimously voted to adjourn at 2:00pm.

APPROVED BY:

Michael Fitzpatrick
Chairman

Arthur Russo
Executive Director