



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

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007  
(602) 364-4930 FAX: (602) 364-4931 <https://btr.az.gov/>

David Swartz, Chairperson/Home Inspector • Peter Leeds, Home Inspector • Paul Staron, Home Inspector  
Aaron Green, Public Member • Michael Kolejka, Architect

**NOTICE AND AGENDA FOR**  
**HOME INSPECTOR RULES AND STANDARDS COMMITTEE SESSION MEETING**

Thursday, November 18, 2021, beginning at 9:30 a.m.  
1110 W. Washington, Conference Room #240  
Phoenix, AZ 85007

The Arizona Board of Technical Registration will hold a HIRSC meeting, open to the public at the Board's office, located at 1110 W. Washington, Suite 240, Phoenix, AZ 85007.

The Committee may discuss, consider or take action on any item on the agenda, and at the discretion of the Committee, agenda items may be taken out of order.

The majority or a quorum of the Committee may vote to hold an Executive Session to review confidential records exempt by law from public inspection, pursuant to A.R.S. § 38-431.03(A)(2); to obtain legal advice regarding any of the items on the agenda, pursuant to A.R.S. § 38-431.03(A)(3); or to discuss or consult with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation pursuant to A.R.S. § 38-431.03(A)(4). All examination material, transcripts education records, reference forms and applications are confidential pursuant to A.R.S. § 32-129(A), and all investigation files are confidential and not subject to inspection until the matter is final and a hearing notice is issued (A.R.S. § 32-129(B)).

Pursuant to the Americans with Disabilities Act, people with disabilities may request a reasonable accommodation by contacting Kurt Winter at (602) 364-4883. Requests for reasonable accommodations should be made as early as possible to allow time to accommodate the request. The Board may not be able to accommodate requests made less than 36 hours prior to the scheduled meeting.

Concerns Relating to Meetings held at the Board and COVID-19

At this time, the Board will proceed with all scheduled public meetings and the public is still welcome to attend in person. However, COVID-19 may prevent those otherwise wishing to attend from doing so. The Board is therefore allowing individuals to attend remotely to ensure the public's right to attend and listen to the Board's deliberations and proceedings per A.R.S. § 38-431.01(A) and A.R.S. § 38-431(4).

In order to maintain a cohesive meeting, the Board asks that those wishing to attend remotely make Board staff aware in advance. The Board utilizes Google Meetups for its remote meetings, which requires the meeting host (the Board) to 'invite' members to participate, hence the need for Board staff to know who wishes to attend in advance.

If you wish to attend a meeting remotely, please contact Kurt Winter via email at:

[kurt.winter@azbtr.gov](mailto:kurt.winter@azbtr.gov)

Board staff posts meeting agendas on its website, the AZBTR's lobby (suite 240) and the meeting board located in the main entrance of the ADEQ building (1110 W. Washington St. Phoenix AZ 85007) in accordance with 38-431.02. The Board suggests reviewing any meeting agenda before requesting a Google Meetup invitation.

Please note that all meetings are recorded and the recordings posted on the Board's website within three working days after the meeting in accordance with A.R.S. § 38-431.01(E).

**1. CALL TO ORDER**

**2. ROLL CALL**

**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.

**4. ADOPTION OF MINUTES**

Review, Consideration and Possible Action on the following:

A. Approve, modify and/or reject September 14, 2021 minutes.

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

- A. HIRSC Member Terms
- B. Staff question: Can a guest house/casita/grandma flat be considered a separate residential dwelling unit and be listed separately from the main dwelling on a parallel inspection log to fulfill the requirements of R4-30-247(6)?
- C. 'Parallel Inspector Affidavit' Revision
- D. Home Inspector Standards of Professional Practice Revision (ongoing)
- E. Possible Rules Revision and Rules Package
- F. Consider Rescinding Substantive Policy Statements related to Home Inspectors

**6. DIRECTOR'S REPORT**

- A. Budget
- B. Digitization of Board's Physical Documents
- C. Online Transition
- D. Board Staff Update
- E. Board Composition and Member Update
- F. Licensing Numbers
- G. Enforcement Numbers

**7. COMMITTEE CHAIRMAN'S REPORT**

Historic Overview of Home Inspector Licensing in Arizona

**8. FUTURE AGENDA ITEMS**

**9. FUTURE MEETINGS**

**10. ADJOURNMENT**