Virginia Manufactured Housing Board Meeting
Monday, October 1, 2018

Virginia Housing Center
4224 Cox Road
Glen Allen, VA 23060

Draft Minutes

Members Present
Ms. Cindy Ferreira Tomlin, Chair
Mr. Walter S. Cleaton, Vice Chair
Mr. David C. Bridges
Ms. Shawna J. Cheney
Mr. Jon M. Gandy
Mr. Keith W. Hicks
Mr. Sean Hicks
Mr. James W. Roncaglione
Mr. James Trepinski

Staff Present
Ms. Cindy Davis
Mr. Jeff Brown
Ms. Eric Leatherby
Mr. Travis Luter
Mr. Terry Steen
Mr. Justin Bell, OAG

The meeting of the Virginia Manufactured Housing Board (Board) was called to order by Chairperson Ms. Cindy Tomlin at approximately 10:05 a.m. All members were present.

Ms. Tomlin introduced and welcomed two new Board members who are manufacturer representatives, Jim Trepinski and Jon Gandy.

Mr. Roncaglone made a motion for the election of officers to be held after Item H on the agenda. The motion was seconded by Mr.Cleaton and unanimously passed.

Public Hearing – Regarding revisions to the Manufactured Housing Licensing and Transaction Recovery Fund Regulations. There were no public comments.

Approval of the Minutes - A motion was made to approve the minutes from the August 24, 2017 Board meeting by Mr.Roncaglione and seconded by Mr. Cleaton. The motion passed unanimously.

Public Comments -There were no Public Comments.

New Business – License application of sales person with a felony conviction. The Board reviewed documents submitted by sales person applicant Mr. Eric Taylor had been convicted of a felony hit and run on August 14, 2008. Board member Mr. Jon Gandy, who works with Mr. Taylor recused himself from the discussion and vote on this matter. The Board discussed the merits of the case and Mr. Bridges made a motion to approve Mr. Taylors application. Mr. Keith Hicks seconded the motion. The motion passed unanimously.

Mr. Leatherby advised the Board that a consumer complaint had been submitted to the Board, via the Department of Housing and Community Development, that may require a hearing by the Board. It appears that a dealer has gone out of business, and had not paid the taxes on a home they had sold.

Committee Reports – There were no committee reports.

Report of the Secretary/Associate Director/Deputy Director Reports – The Deputy Director of the Division of Building and Fire Regulation, Cindy Davis, introduced DHCD staff present at the meeting. She announced that the 2015 edition of the Uniform Statewide Building Code was adopted September 4, 2018 and the Fire Prevention Code is expected to be adopted October 16, 2018.
The Director of the State Building Codes Office, Jeff Brown, reported that the State Building Codes Office has developed a training program which address the technical aspects and the regulatory requirements of the installation of manufactured homes. The program was presented in Wytheville earlier this year and plans are underway for additional presentations around the state.

Walter Cleaton introduced Mr. Randy Grumbine, Executive Director of the Virginia Manufactured & Modular Housing Association and Mr. Tyler Craddock, Executive Director of the Manufactured Housing Communities of Virginia.

The Board was also directed to Tab #5 of the Board package which showed a cash balance sheet of the Manufactured Housing Transaction Recovery Fund as of September 11, 2018.

Old Business – Mr. Leatherby directed the Board to Tab #6 of the Board package which showed a quarterly Debtor Balance Report from the Division of Debt Collection. This Division is attempting to recoup monies from a former manufactured home dealer who has failed to pay restitution in accordance with a final order issued by the Board. The Balance Report showed that to date, no monies have been recouped.

Mr. Leatherby directed the Board to Tab # 7 which showed the final orders from the Board previous meeting on August 24, 2017 in which the Board ruled against a dealer, ordering the dealer to reimburse a potential home buyer and also imposed a disciplinary fine. The former dealer has never responded to the Board's orders. However, Mr. Leatherby reported that as a result from a judgement from the Circuit Court of Spotsylvania County, the Manufactured Housing Transaction Recovery Fund has been receiving a monthly check for $100, paid by the former dealer. Mr. Bridges asked why the $100 checks were not reflected in the cash balance sheet in Tab #5? Subsequent to the October 1, 2018 meeting, the Department of Housing and Community Development's accounting office responded that the checks are reflected in the ending balance, but due to a clerical error had not been shown in the "Revenue" column.

Election of New Officers - Chairman: A motion was made by Ms.Tomlin and seconded by Mr. Roncaglione that Mr. Cleaton be elected Chairman of the Board. The motion passed unanimously.

Vice Chairman: A motion was made by Mr. Roncaglione and seconded by Mr. Sean Hicks that Mr. Bridges be elected Vice Chairman. The motion passed unanimously passed.

Secretary: A motion was made by Mr. Bridges and seconded by Ms. Tomlin that Mr. Leatherby be elected Secretary to the Board. The motion passed unanimously.

Next meeting: The proposed location, date and time of the next meeting of the Manufactured Housing Board will be as follows:

Location:
Virginia Housing Center
4224 Cox Road
Glen Allen, VA 23060

Date and Time:
Thursday, December 13, 2018
10:00

A motion was made for the Board to adjourn by Mr. Bridges and seconded by Mr. Keith Hicks and passed unanimously.

The Board adjourned at approximately 10:55 a.m.