

Virginia Manufactured Housing Board Meeting
Meeting Minutes
Thursday, September 12, 2019
Glen Allen, Virginia

Members Present

Mr. Walter S. Cleaton, Chair
Mr. David C. Bridges, Vice Chair
Mr. Scott Montgomery
Ms. Shawna Cheney
Mr. Sean Hicks
Mr. James W. Roncaglione
Mr. James Trepinski

Staff Present

Ms. Cindy Davis
Ms. Jennifer Tolley
Mr. Eric Leatherby
Mr. Jeff Brown
Mr. Justin Bell, OAG
Mr. Travis Luter

The meeting of the Virginia Manufactured Housing Board (Board) was called to order by Chairman Mr. Walter Cleaton at approximately 10:10 a.m. All members were present with the exception of Mr. Keith Hicks and Ms. Cindy Ferreira Tomlin.

Mr. Cleaton introduced and welcomed new Board member, Mr. Scott Montgomery from Skyline Champion who is a manufacturer representative.

Approval of the Minutes - A motion was made to approve the minutes from the December 13, 2018 Board meeting by Mr. Roncaglione and seconded by Mr. Bridges. The motion passed unanimously.

Public Comments - There were no Public Comments.

New Business #1 – License application of a sales person with a felony conviction. The Board reviewed documents submitted by sales person applicant Ms. Julia Tyree who had been convicted of a felony Possession of Cocaine with Intent to Distribute on June 13, 2000. The documents included a letter from the Department of Corrections stating that Ms. Tyree had successfully completed the period of supervised probation on April 6, 2001. A motion was made to approve Ms. Tyree’s application by Mr. Bridges and seconded by Mr. Sean Hicks. The motion passed unanimously.

New Business #2 - The Board reviewed the revised Manufactured Housing Licensing & Transaction Recovery Fund Regulations, which were adopted July 1, 2019. Mr. Leatherby explains how to read the changes in the regulations. Mr. Cleaton says he has already asked Mr. Grumbine, who was present, to send out a blast email to all of the VAMMHA contacts he has with a copy of the new regulations. Mr. Grumbine agreed.

New Business #3 – Mr. Robert B. McEntee, Senior Assistant Attorney General, Division of Debt Collection handed out an information packet and led a discussion on the debt collection process in which the Board could recoup funds paid out of the Transaction Recovery Fund.

Mr. Bridges asked Mr. McEntee if we can we recover both the recovery fund pay out and the disciplinary fines? Mr. McEntee says yes, as long as you contain both amounts in the same order.

Mr. Bridges asks if we can review and go through the checklist for the IFF, making sure it's complete. Mr. Bell says I don't see why we couldn't incorporate that into our current policies.

Mr. Bridges asks if we can develop a template for administrative orders so when we do the motion we have a template to go by and can simply insert dollar amounts, and include attorney's fees etc. Mr. Bell and Mr. Hicks will get together and work on something, maybe some examples before the next meeting.

It was also suggested that an item should be added to the application for a license asking if the applying company is active with the State Corporation Commission. Mr. McEntee suggested that when a company applies for a license from the Board, that staff should check the SCC website to ensure that the company is still active and in good standing. We could ask the question in our licensing system and add a box asking people to swear they are in good standing with the SCC without have to make it a legal requirement.

Mr. Leatherby was instructed by the Board to submit the Final Orders for a consumer complaint case heard at the December 13, 2018 Board meeting to Mr. McEntee's office, to begin the debt collection process.

Mr. Roncaglione asked if there was a Statute of Limitations regarding judgements by the Board that are more than three years old. Mr. McEntee said that in general there is not a statute of limitations. Mr. Leatherby referenced a 2013 judgement by the Board, and was advised to send the final orders to Mr. McEntee for review.

Committee Reports – There were no committee reports.

Report of the Secretary/Associate Director/Deputy Director Reports – The Board was directed to Tab #6 of the Board package which showed a cash balance sheet of the Manufactured Housing Transaction Recovery Fund as of July 30, 2019.

The Deputy Director of the Division of Building and Fire Regulation, Cindy Davis, provided an update on the 2018 code update cycle. DHCD is working with several stakeholder on a Housing Technology Group to support new technology and more affordable housing. The group recently developed a powerpoint presentation to aid in educating local officials on affordable housing, including manufactured housing and industrialized buildings VHDA and VAMMHA are working on project in Danville to rezone a property to allow manufactured homes and install a new class of manufactured homes.

Old Business – None.

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Future Meeting Date and Location: 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, February 13, 2020
10:00am

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

The Board adjourned at approximately 11:50 a.m.

Approved: July 9, 2020



Chair, Virginia Manufactured Housing Board



Secretary, Virginia Manufactured Housing Board