

**VIRGININA MANUFACTURED HOUSING BOARD**  
**MEETING MINUTES**  
**July 9, 2020**  
**Virtual Meeting**

<https://vadhcd.adobeconnect.com/lbbca/>

Members Present

Members Absent

Mr. Walter S. Cleaton, Chairman  
Mr. David C. Bridges, Vice-Chairman  
Ms. Shawna J. Cheney  
Mr. Keith Hicks  
Mr. Sean D. Hicks  
Mr. Scott Montgomery  
Mr. James W. Roncaglione  
Mr. James Trepinski

- Call to Order                      The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Acting Secretary Travis Luter.
- Roll Call                              The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was present.
- Training Session                      Adobe Connect Training:  
  
Mr. Luter introduced DHCD staff working to help facilitate the virtual meeting and the tasks each performed. Mr. Luter then turned the meeting over to Stephen Reynolds to lead a brief training session. Mr. Reynolds provided an overview of the Adobe Connect platform features and offered to answers questions from the attendees.
- Election of Secretary                      Chair Cleaton called for nominations for Secretary. Mr. Cleaton nominated Travis Luter for Secretary. The nomination was seconded by Mr. Roncaglione. Chair Cleaton called for additional nominations for Secretary; hearing none, he closed the nominations. A vote was taken and Mr. Luter was unanimously elected as Secretary.
- Approval of Minutes                      The draft minutes of the September 12, 2019 meeting in the Board members’ agenda package were considered. Mr. Cleaton moved to approve the minutes as presented. The motion was seconded by Mr. Roncaglione and passed unanimously.
- Approval of Minutes                      The draft minutes of the June 25, 2020 meeting in the Board members’ agenda package were considered. Mr. Roncaglione moved to approve

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the minutes as presented. The motion was seconded by Mr. K. Hicks and passed unanimously.

Public Comment

Chair Cleaton opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak.

Chair Cleaton allowed Mr. Grumbine to provide an industry update during the public comment portion of the meeting.

New Business

Shelia Marie Davis (Belcher) Salesperson License:

After Sheila Marie Davis (Belcher) provided the Board an overview and explanation of her situation, followed by a few questions from Board members, Ms. Davis' application for a salesperson license was reviewed and considered by the Board. Mr. K. Hicks moved to approve Ms. Davis' application for a salesperson license. The motion was seconded by Mr. S. Hicks and passed unanimously.

Discussion of Technical Errors/Corrections related to the 2009 Regulation Adoption:

Jennifer Tolley, Construction Regulation Administrator for DHCD, provided an overview of the errors related to the retention amounts, the minimum balance amount of the Transaction Recovery Fund, and the maximum amount a claimant can claim against the Transaction Recovery Fund in the adoption of the 2009 Manufactured Housing Licensing and Transaction Recovery Fund Regulations. She further explained the need to ensure the regulations match the law. After a brief discussion, the Board directed Ms. Tolley to fast track the changes needed to correct the regulations.

Use of the Transaction Recovery Funds by the SBCO:

Ms. Tolley provided an overview of the permission granted to SBCO to use up to five percent (5%) of the balance of the Transaction Recovery Fund for the "*purposes of providing educational programs to consumers, code officials, and the manufactured housing industry and to pay department staff expenses for conducting investigations and preparing reports and findings for the Board.*" She further explained that the provision expired July 1, 2011. Ms. Tolley asked the Board to lift the expiration date and grant SBCO access the funds as indicated for the purposes indicated on an annual basis.

After discussion, the Board directed Ms. Tolley to provide a detailed request that included specifically how the funds would be used and

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bring the request to the next meeting for review and consideration by the Board.

Virginia Manufactured Housing Board Policy #1:

Mr. Luter provided the Board a copy of a draft policy, Virginia Manufactured Housing Board Policy #1, and explained that the policy required the Board Secretary to schedule a meeting of the Board to review and consider a license application pursuant to section 13VAC6-20-170 of the Code of Virginia within ninety (90) days of receipt of the application. Currently the Board has an unwritten policy not to convene a meeting solely for reviewing and considering a license application. The proposed new policy would require the Board to meet within ninety (90) days.

During discussions on the proposed policy, a suggestion was made to consider the use of a temporary license as means to provide a response to the applicant in a more timely fashion rather than adopting a Board policy.

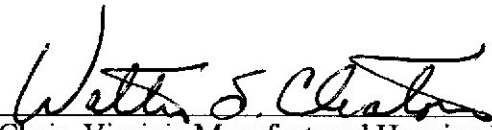
Note: The current regulation allows an applicant to operate for up to one (1) year while awaiting approval of the Board.

After further discussion, Mr. Bridges moved to approve Virginia Manufactured Housing Board Policy #1 as presented. The motion was seconded by Mr. K. Hicks and passed unanimously.

Old Business	None
Committee Reports	None
Secretary's Report	<p>Mr. Luter provided the Board a FY 2020 revenue report for the Transaction Recovery Fund.</p> <p>Mr. Luter provided the Board a current balance report for the Transaction Recovery Fund.</p> <p>Mr. Luter provided the Board a Debtor's balance report for the Transaction Recovery Fund provided by the AG's Office.</p> <p>Mr. Luter informed the Board of the current caseload and that the next meeting was scheduled for November 12, 2020.</p>
Adjournment	There being no further business, the meeting was adjourned by proper motion at approximately 11:50 a.m.

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Approved: November 12, 2020



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Chair, Virginia Manufactured Housing Board



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Secretary, Virginia Manufactured Housing Board