

**VIRGINIA MANUFACTURED HOUSING BOARD
MEETING
January 14, 2010
Main Street Centre
600 East Main Street, Suite 300
Richmond, VA 23219
10:00 a.m.**

Board Members Present : Ava Lewis, Vice Chairman
James W. Roncaglione
Walter K. Hughes, Sr.
William H. Moody
William B. Toombs
Eric Anderson
Ben Flores
Gina M. Burgin
Lorenzo E. Dyer, Secretary to the Board

Board Members Absent : Michael C. Nickell, Chairman

Public Representation	:	Larry Heffner	<u>Staff</u>
		Patty Heffner	Emory Rodgers
		Patricia Braxton-Kelly	Clinton Wallace
		Ron Dunlap	Debra Winston-Bowles
			Valrae Negley
			Janice Firestone
			Steven Jacks

A. Call to Order/Roll/Determination of a Quorum.

The Virginia Manufactured Housing Board meeting was held in Richmond, Virginia, Thursday, January 20, 2010. Vice-Chairman Lewis called the meeting to order at 10:00 a.m. Lorenzo E. Dyer, Secretary to the Board performed the roll call and a quorum was present.

B. Approval of the Minutes.

Corrections need to be made to page three of the minutes of September 17, 2009.

A motion was made by Eric Anderson and seconded by William H. Moody to accept the minutes from the Board's meeting of September 17, 2009. The Minutes were accepted as written by a unanimous vote.

C. Public Comment.

Ron Dunlap thanked the Virginia Manufactured Housing Board for changing the meeting dates for Board meetings to the second Thursday of the month effective January 1, 2010 for future meetings.

Patricia Braxton-Kelly made comments to the Board during the public comment period.

The Board requested staff to prepare a letter to Ms. Braxton-Kelly stating the Board's gratitude for appearing and speaking during the Public Comment period.

Eric Anderson made a motion to amend the Agenda to add Patricia Braxton-Kelly to the Agenda under New Business, Item G-3. Walter K. Hughes, Sr. seconded the motion. Vice-Chairman Lewis called the question and the motion carried by a unanimous vote.

D. Committee Reports.

1. Educational Program Committee

The Educational Program Committee plans to meet in the month of February, 2010. A report will be presented to the Board at the next scheduled meeting on March 11, 2010.

E. Report of the Secretary/Associated Director/Deputy Director Reports.

A report was made concerning the retirement of Constance Randolph-Williams. Eric Anderson made a motion to have staff draft a letter of appreciation and order a plaque to be presented to Constance for her services provided to the Board. William H. Moody seconded the motion. Vice-Chairman Lewis called the question and the motion carried by a unanimous vote.

A report was presented to the Board in reference to the expiration of Terms for some Board Members. A copy of the By Laws was provided for clarification to Board members.

Manufacturer Installers Class Report:

The Manufactured Home Installers Training Program report was presented to the Board concerning the training program administered by the State Building Code Administrative Office to train Installers of manufactured homes in the State of Virginia.

Additional training will be offered to the Building Code Officials in the State of Virginia.

Consumer's Complaint Report:

A report was presented to the Board on the status of the Manufactured Housing Consumer Complaints as of December 21, 2009.

Dealer Lot Inspections Report:

Due to the budget and time constraints, there are anticipated plans and developments, as listed in the board package, to change dealer lot inspections conducted by the State Building Code Administrative Office (SBCAO).

Champion Homes Report:

A report of Champion Homes Enterprise filing for Chapter 11 Bankruptcy was presented to the Board.

F. Old Business.

1. Case - Larry and Patty Heffner.

The Heffner complaint was submitted to the State Building Code Administrative Office in August, 2004. The case was before the Virginia Manufactured Housing Board during its regular meeting held September 17, 2009. The Board reviewed the issues of the original complaint document. After review, the Board requested the claimant to provide estimates for the cost of repairs for the exterior vinyl/siding bubbling, roof/water stains running down interior walls, fireplace/separating from the wall and for the guest bath/shower stall. The Board requested at least two estimates from qualified contractors. Estimates were presented to the Board for review from Lowe's, Steward Construction, Davis Quality Improvements and Crews Home Sales. After much discussion, Eric Anderson made a motion to award Larry and Patty Heffner the amount of \$20,000.00 to cover damages. Walter K. Hughes, Sr. seconded the motion. Vice-Chairman Lewis called the question and the motion carried by a unanimous vote.

G. New Business.

1. Approval of the Manufactured Housing Licensing and Transaction Recovery Fund Regulations.

After discussion, Walter K. Hughes, Sr. made a motion to accept the Final Proposed Manufactured Housing Licensing and Transaction Recovery Fund Regulations to be approved as presented. The motion was seconded by Ben Flores. Vice-Chairman Lewis called the question and the motion carried by a unanimous vote.

2. Theodore E. Ruffin, Jr. – Dealer/Currently under Investigation.

Theodore E. Ruffin, Jr. is involved in a previous case with Mr. Ada Phillips. This case is still under investigation. It was discovered that Ruffin opened another dealership. The second dealership that Mr. Ruffin opened is now out of business as well. An update on Mr. Ruffin will be presented at the next schedule meeting.

3. Patricia Braxton-Kelly.

Patricia Braxton-Kelly does not have a case with the SBCAO. The home was purchased in 2000 and was brought to our office's attention in 2007. Ms. Braxton-Kelly did not provide proof of contacting the dealer or manufacturer within the warranty period. The Regulation states that there is a one-year warranty period. During the one-year time period, no documentation was presented to the SBCAO that contact was made to the dealership or manufacturer. Ms. Braxton-Kelly appeared at one of the Board meeting and the Board required staff to research the case. Staff contacted the manufacturer, the manufacturer visited Braxton-Kelly's site. The visit by the manufacturer was not authorized by the Board or by the SBCAO. This was never a case before the Board or in the SBCAO.

H. Future Meeting Date and Location.

The next meeting date and location is scheduled for Thursday, March 11, 2010 at 10:00 a.m., Department of Housing and Community Development, Main Street Centre, 600 East Main Street, Suite 300, 12th Floor Board Room South, Richmond, VA 23219.

I. Adjournment.

The meeting was adjourned at 11:50 a.m. on a motion made by Ben Flores and seconded by Eric Anderson. The motion carried by a unanimous vote.