

AGENDA

MANUFACTURED HOUSING BOARD

Wednesday, February 14, 2024 - 10:00am

Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060

- I. Roll Call
- II. Approval of August 10, 2023 Minutes
- III. Public Comment
- IV. New Business
 - a. Publishing of Notices of Intended Regulatory Action (NOIRAs) for the MHLTRF Regulation (Jeff Brown item)
- V. Old Business
 - a. None
- VI. Committee Reports
- VII. Construction Regulation Administrator's Report (Brian Hilderbrand)
- VIII. Secretary's Report
 - a. Transaction Recovery Fund Balance Report
 - b. OAG Payment Balance Report - (FY 2023 Debtor Balance Report)
 - c. Staff proposed next meeting date - April 11, 2024
 - d. Staff proposed location - Virginia Housing Center (VHC)
- IX. Adjournment

VIRGINIA MANUFACTURED HOUSING BOARD

James Trepinski, Chair
(Manufacturer Representative)

Carey L. Allen
(Public Representative)

Stephan Geiser
(Manufactured Home Dealer Representative)

Keith W. Hicks
(Public Representative)

Sean D. Hicks
(Public Representative)

Daniel J. McCormick
(Public Representative)

James W. Roncaglione
(Director's Designee)

Robbie B. Rutherford
(Manufactured Home Dealer Representative)

Michael J. Sandkuhler, Vice-Chair
(Manufacturer Representative)

1 **VIRGININA MANUFACTURED HOUSING BOARD**
2 **MEETING MINUTES**
3 **August 10, 2023**
4 **Virginia Housing Center**
5 **4224 Cox Road, Glen Allen, Virginia 23260**
6
7

Members Present

Mr. James Trepinski
Mr. Michael Sandkuhler
Ms. Carey L. Allen
Mr. Stephen Geiser
Mr. James W. Roncaglione
Mr. Sean D. Hicks
Mr. Daniel J. McCormick
Mr. Robbie B. Rutherford

Members Absent

Mr. Keith W. Hicks

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9 Call to Order The meeting of the Manufactured Housing Board (“Board”) was
10 called to order at approximately 10:00 a.m. by Chair James Trepinski.
11
12 Roll Call The roll was called by Secretary Travis Luter and a quorum was
13 present. Mr. Justin I. Bell, legal counsel for the Board from the
14 Attorney General’s Office, arrived at 10:30 a.m.
15
16 Approval of Minutes The draft minutes of the February 9, 2023 meeting in the Board
17 members’ agenda package were considered. Mr. Roncaglione moved
18 to approve the minutes as presented. The motion was seconded by Mr.
19 Rutherford and passed unanimously.
20
21 Public Comment Chair Trepinski opened the meeting for public comment. Mr. Luter
22 advised that Randy Grumbine signed up to speak. Mr. Randy
23 Grumbine provided an industry update.
24
25 New Business Periodic Review of Regulations:
26
27 Mr. Kyle Flanders provided an overview of the amendment to the
28 Public Participation Guidelines presented in the agenda package. Mr.
29 Flanders asked that the Board consider approving the amended
30 regulation as written and presented in the agenda and to direct staff to
31 proceed with publishing the amended regulation to the Virginia
32 Register.
33
34 Mr. Rutherford made a motion to approve the amended regulation as
35 written and directed staff to proceed with publishing the amended

36 regulation to the Virginia Register. The motion was seconded by Ms.
37 Allen and passed unanimously.
38
39 Old Business Board counsel, Justin Bell, provided an update on the accounts in the
40 AG's Office Debtors Report.
41
42 Committee Reports None
43
44
45 Construction Regulation Brian Hilderbrand, Construction Regulation Administrator, provided
46 Administrator's Report an update on the cases being processed by SBCO department staff. He
47 also provided an update on the Off-Site Construction training being
48 provided throughout the Commonwealth.
49
50 New Business Stephan Geiser lead a discussion pertaining to increasing the limitation
51 of damages values in the §36-85.28.
52
53 Secretary's Report Mr. Luter provided the Board a revenue and current balance report for
54 the Transaction Recovery Fund ending June 30, 2023.
55
56 Mr. Luter provided the Board a FY 2023 Debtor's Balance Report for
57 the Transaction Recovery Fund provided by the AG's Office.
58
59 Mr. Luter informed the Board of the current caseload and that the next
60 meeting was scheduled for February 8, 2024.
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62 Adjournment There being no further business, the meeting was adjourned by proper
63 motion at approximately 11:00 am.
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Chair, Virginia Manufactured Housing Board
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Secretary, Virginia Manufactured Housing Board
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Department of Housing and Community Development

Virginia Manufactured Housing Transaction Recovery Fund (09253)

Quarterly Cash Balance Report

As of December 31, 2023

Beginning Balance - July 1, 2023		838,058.49
Revenue:		
Manufactured Home Assessment Fees	9,960.00	
Interest	8,755.55	
Total Revenue	<u>18,715.55</u>	
Expenses:		
Postage	0.00	
Travel	0.00	
Fiscal Services	0.00	
Individual Claims & Settlements	0.00	
Total Expenses	<u>0.00</u>	
Ending Balance:		<u>856,774.04</u>

Debtor Balance Report**Detail**

Interest As Of: 12/31/2023

Client: Department of Housing & Community Development
Main Street Centre 600 East Main Street, Suite 300
Richmond, VA 23219

Member: None

Status: All

Report Group: None

Sort Order: Debtor Name

Type: All

Debtor Name Claim No.	Ref. Acct. No.	Open Date	Initial Balance	Last Pmt Date	Principal Balance	Interest Balance	Fees Balance	Costs Balance	Other Balance	Current Balance
C & K Homes, Inc. 202000073.001	T-2018-06-Transaction Fund	01/16/2020	1,338.05		0.00	0.00	0.00	0.00	0.00	0.00
Court: RICGD - City of Richmond General District Court -- For: Final Order 12-13-18 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2020 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2020 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
C & K Homes, Inc. 202000073.002	D-2018-06-Disciplinary Fine	01/16/2020	10,400.00		8,000.00	2,282.96	2,400.00	0.00	0.00	12,682.96
Court: RICGD - City of Richmond General District Court -- For: Final Order entered 1-23-19 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2023 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702015.001	T-2014-14 Transaction Recovery	11/29/2017	28,600.00	06/01/2023	22,000.00	6,111.78	5,345.00	0.00	0.00	33,456.78
Court: RICGD - City of Richmond General District Court -- For: Claimant: Terry Tatum-Final Order-3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702015.002	D-2014-14 Disciplinary	11/29/2017	2,600.00		2,000.00	555.62	600.00	0.00	0.00	3,155.62
Court: RICGD - City of Richmond General District Court -- For: Claimant: Terry Tatum-Final Order 3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 05/16/2019 302 - JUDGMENT -- Status Code: 302 -- Status Date: 05/16/2019 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702016.001	T-2016-01 Transaction Recovery	11/29/2017	20,800.00	06/01/2023	16,000.00	4,444.85	3,935.00	0.00	0.00	24,379.85
Court: RICGD - City of Richmond General District Court -- For: Claimant:Elia Devora-Final Order 6-30-16 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702016.002	D-2016-01 Disciplinary	11/29/2017	3,250.00		2,500.00	694.52	750.00	0.00	0.00	3,944.52

