

VIRGINIA MANUFACTURED HOUSING BOARD MEETING

June 19, 2014

Virginia Housing Center

4224 Cox Road

Glen Allen, VA 23060

Members Present

Mr. Ben Flores, Chairman
Mr. Walter Cleaton
Mr. Allen W. Dudley
Mr. James W. Roncaglione
Mr. Jim Carver
Ms. Cindy F. Tomlin
Mr. David C. Bridges

Members Absent

Mr. Tom Satterwhite- Vice Chairman
Ms. Shawna J. Cheney

Staff Present

Emory Rodgers
Cindy Davis
Lorenzo Dyer
Eric Leatherby
Valrae Negley
James Flaherty, OAG

Visitors to Address the Board

Tyler Craddock - VAMMHA
Mr. Walter Hughes

The meeting of the Virginia Manufactured Housing Board was called to order by Vice-Chairman Flores at approximately 10:00 a.m.

The meeting moved to the introduction of new Board members who were present. Mr. David C. Bridges introduced himself and gave information concerning his background.

The meeting was turned over to the representative of the OAG, Mr. Jim Flaherty to conduct the election of officers as set forth in the by-laws. The election of officers proceeded as follows:

Secretary to the Board - Lorenzo E. Dyer was nominated; nominations were closed. The vote from the Board was unanimous.

Chairman of the Board - Ben Flores was nominated; nominations were closed. The vote from the Board was unanimous.

Vice- Chairman of the Board – Tom Satterwhite was nominated; nominations were closed. The vote from the Board was unanimous.

At the close of the voting the meeting was turned over to the Chairman Ben Flores.

A presentation was made by Emory Rogers, Deputy Director of the Division of Building and Fire Regulation recognizing the years of service for outgoing board member Mr. Walter Hughes. Mr. Rodgers cited the significant accomplishments of Mr. Hughes including that he was instrumental in the genesis of the Manufactured Housing Board. Mr. Rodgers then presented Mr. Hughes with a framed Certificate of Appreciation signed by Mr. William Shelton, Director of the Virginia Department of Housing and Community Development.

There was a motion to approve the minutes from the February 20, 2014 meeting by Mr. James Roncaglione. The motion was seconded by Ms. Cindy Tomlin. The motion carried unanimously.

Public comments were made by Tyler Craddock, Executive Director VAMMHA. He commented regarding HB 356. He also mentioned that dinner would be provided to Board members who attended the upcoming VAMMHA Convention being held in VA Beach.

Mr. Dyer presented information related to the PSA's that had been developed by the Board. Mr. Dyer stated that the plans for developing video presentations are still in place and when PR has them completed, they will be posted to the Manufactured Housing Board webpage.

Secretary Dyer provided information on the Consumer Guide Brochures and how they have been distributed to date. To date they have been being distributed to retail lots during routine dealer lot inspections and to Building Inspection Departments at regional meetings of their professional organization. All dealer lots that have not had DHCD staff visits by the end of June will have packets of brochures mailed to them. Ms. Negley also provided information that the brochure was available to download from the agency website.

There was no report submitted by the Secretary.

Emory Rodgers, Deputy Director submitted a report addressed to VAMHB concerning the regulatory activity, conditions in the industry and regulatory activity taking place at HUD and with the Consensus Committee.

Cindy Davis, Director of the State Building Codes Office reviewed information in the Board package related to the audit of the State Building Codes Office related to SAA functions. Ms. Davis also provided the most recent HUD approval of the State Plan.

No items were presented under Old Business.

New Business included Mr. James Flaherty conducting training to the Board on the Virginia Freedom of Information Act & Conflict of Interest Act

At the conclusion of the training Mr. Walter Cleaton asked the status of the IFF training that had been requested at a previous Board meeting held on August 1, 2013. The discussion was concerning whether members of the VAMHB would conduct Informal Fact-finding (IFF) Conferences. Mr. Cleaton stated that it was his understanding that additional information would be forthcoming and no additional information had been received.

After much discussion for the sake of clarifying the question and establishing the Board's position the following motions were put forth:

Motion by Mr. Walter Cleaton that Board members be contacted by staff to conduct any IFF Conferences. Motion was seconded by Mr. Jim Carver. That motion failed by a 4 to 2 vote.

After additional discussion a motion was made by Ms. Cindy Tomlin that staff inform the Board of future IFF Conference cases being conducted by staff to allow a board member to witness the process if they desired. Motion was seconded by Mr. Walter Cleaton. The Motion carried with a unanimous vote.

The next meeting will be scheduled for August 21, 2014 at the Virginia Housing Center, 4224 Cox Road, Glen Allen, VA.

Adjournment

There being no further business the meeting was adjourned.