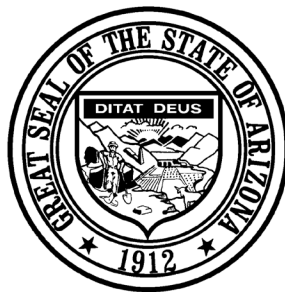


BOARD OF MANUFACTURED HOUSING

October 16, 2024



Arizona Department of Housing

AGENDA



A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, October 16, 2024, 1:00 P.M.**

Meeting link:

<https://us02web.zoom.us/j/89440122609?pwd=r2ogpCnxFeXsONOWyuJ2cpdNC5Pqa3.1>

Passcode: 738322

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Call to the Public
Public Comments - Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to review a matter or ask that a matter be placed on a future agenda.
- IV. Review and Action on Abbreviated Minutes of April 17, 2024 meeting
- V. Staffing Update – *discussion only*
 - a. Factory and Installation Inspection Programs
 - b. Retailer Lot Audits
 - c. Plan Review
- VI. Audit Results – *discussion only*
 - a. Fee Setting per §41-4010 (A)(4)
 - b. Rule requirement for §41-4030, 41-4032, 41-4036
- VII. Legislative Proposal and Rule Change Update – *discussion only*
- VIII. Board Confirmation Update – *discussion only*
- IX. Adjournment

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public via the location set forth above. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email Ayde.Sanchez@azhousing.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

April 17, 2024
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 17, 2024 BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:00 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Jay Daniels, Jan Doughty, Terry Gleeson, Gregory Johnloz, and Michael Young.

Absent: Kory Beickel and Everette Hoyle

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Angenique Castaneda; Board Secretary Ayde Sanchez and Amanda Duncan.

APPROVAL OF JANUARY 24, 2024 BOARD MINUTES

Board member Gleeson entertained a motion to accept the prior Board Meeting Minutes; Board member Doughty made a motion to accept and the Board voted unanimously to accept.

STAFFING UPDATE

Brunetti presented to the Board the MHBD Staff Analysis for Fiscal Year 2025. The Department intends to hire twelve full time employees. These positions would include 3 Installation Inspectors, 1 FBB Inspector, 2 Plan Examiners, 2 Auditor/Investigator, and 4 Administrative Support.

FEE SCHEDULE

Brunetti presented the Department’s fee recommendations to meet the 95-105 percent recovery cost.

Chairman Roe made a motion to approve plan B with the exception of the permit fee as follows:

Manufactured Home Installation permit \$650.00 (includes 3 inspections)

IPIA Plant Inspection \$150

Installation Reinspection \$175.00

Licensing to increase to \$1,258.55 and the license renewal fee is 50% of the licensing fee

Plan Review \$380.00

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Installation Certificates \$20.00 each

Mobile Modular and Reconstruction Certificates \$65.00 each

Permit Extension \$100.00

Admin Fee \$10.00 each item

Board member Johnloz second the motion to accept and the Board voted unanimously to accept.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for July 17, 2024.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:44 p.m.

STATUTE REVIEW



§41-4010 Powers and duties of board

4. Establish a schedule of fees, payable by persons, licensees or owners of units regulated by this chapter, for inspections, licenses, permits, plan reviews, administrative functions and certificates so that the total annual income derived from such fees will not be less than ninety-five percent and not more than one hundred five percent of the anticipated expenditures for the administration of the activities described in this subsection.

**The Board meets this requirement on an annual basis.

§41-4030 Trust and escrow requirements for dealers that are not also owners of mobile home parks; rules; exemptions

R. The board shall adopt separate rules for dealer trust and escrow accounts trust and escrow accounts. At a minimum, these rules shall contain trust and escrow account requirements for the following:

1. Recordkeeping.
2. Administration.
3. Service fees or charges.
4. Deposits.
5. Advances or payments out of trust and escrow accounts.
6. Closing or termination of sales transactions.
7. Auditing or investigation of trust or escrow account complaints.

**These instructions are already contained within other sections of §41-4030.

§41-3032 Cosmetic complaints; process; walk-through; definition

C. The board shall adopt rules establishing procedures for complaints filed pursuant to this section, including rules for determining the date of installation of a new manufactured home.

**These procedures are contained within HUD requirements.

§41-4036 Repairs; complaints

C. The board shall adopt rules establishing procedures for scheduling repair and replacement of complaint items.

**These procedures are contained within HUD requirements.

FEE SCHEDULE





**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

PHONE: 602-771-1000 FAX: 602-771-1002
WWW.AZHOUSING.GOV

FEE SCHEDULE FOR 2025 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2024 through JUNE 30, 2025

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Manufacturer of Factory-Built Buildings (FBBs)	\$ 1,375.00	\$ 687.50
	M-9C	Manufacturer of Manufactured Homes	\$ 1,375.00	\$ 687.50
	M-9E	Master, includes license scopes of M-9A and M-9C	\$ 2,500.00	\$ 1,250.00
RETAILER/ DEALER/ BROKER	D-8	Retailer of Mobile Homes and Manufactured Homes	\$ 950.00	\$ 475.00
	D-8B	Broker of Mobile Homes and Manufactured Homes	\$ 762.00	\$ 381.00
	D-10	Retailer of FBBs	\$ 950.00	\$ 475.00
	D-12	Master, includes license scopes of D-8, D-8B, and D-10	\$ 2,000.00	\$ 1,000.00
INSTALLER	I-10C	General Installer	\$ 950.00	\$ 475.00
	I-10D	Installer of Attached Accessory Structures	\$ 762.00	\$ 381.00
	I-10G	Master, includes license scopes of I-10C and I-10D	\$ 1,850.00	\$ 925.00
SALESPERSON	NA	Employee/Agent of a licensed Retailer/Dealer/Broker	\$ 370.00	\$ 185.00

PLAN FEES	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 380.00 <i>Includes up to 1 hour of plan review time</i>
Plan Review	\$ 125.00 hour <i>Each additional hour</i>

MOBILE HOME LANDLORD TENANT PETITION	
DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training MHBD Installer: Qualifying Party or Corporate Officer	\$ 100.00

PERMIT FEES	
DESCRIPTION	PERMIT FEE
Mobile/Manufactured Home	\$ 650.00 each <i>Includes 3 Inspections</i>
FBB – residential	\$ 650.00 per story <i>Includes 3 Inspections</i>
FBB – commercial	\$ 6.00/LF per story <i>Includes 3 Inspections</i>
FBB – classroom	\$ 3.00/LF per story <i>Includes 3 Inspections</i>
6 Month Extension on Permit (Mobile/Manufactured Home and FBB)	\$ 100.00 each
FBB Special Use	\$ 250.00 each <i>Includes 1 Inspection</i>
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>

INSPECTION FEES	
DESCRIPTION	FEE
Installation re-inspection or additional inspection not covered by permit (Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use)	\$ 175.00 each
HUD Manufacturer in-plant inspection FBB Manufacturer in-plant inspection	\$ 150.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 175.00 each

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$ 20.00 each
Modular Manufacturer Certificate	\$ 65.00 each
Reconstruction Certificate	\$ 65.00 each
HUD Label	\$125.00 each

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	FEE
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$.50 each

2025
BOARD MEETING
SCHEDULE



2025 MH BOARD MEETING SCHEDULE



**All meetings are tentatively
scheduled the 3rd Wednesday of
each calendar quarter, beginning at
1:00 p.m.**

***Date and time is subject to change
at the discretion of the Chairman
of the Board.***

- *January 15, 2025***
- *April 16, 2025***
- *July 16, 2025***
- *October 15, 2025***