

BOARD OF MANUFACTURED HOUSING

February 4, 2025



Arizona Department of Housing

AGENDA



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

Date: **Tuesday, February 4, 2025, 1:00 P.M.**
1700 W. Washington St., Room 104
Phoenix, AZ 85007

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. Annual Selection of Board Chair
- V. Review and Action on Abbreviated Minutes of October 16, 2024 meeting
- VI. Sunset Audit and Agency Continuation Update – *discussion only*
- VII. Legislative Proposal and Rule Change Update – *discussion only*
- VIII. Installation Training Session – *discussion only*
- IX. Staffing Update – *discussion only*
- X. 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.

October 16, 2024
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

October 16, 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, Everette Hoyle, Gregory Johnloz, and Michael Young.

Absent: Kory Beickel

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretary Ayde Sanchez and Ashley Solis.

CALL TO PUBLIC

Tom Dunn addressed the Board to thank the Department for attending the Sedona Convention with MHIA.

APPROVAL OF APRIL 17, 2024 BOARD MINUTES

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

STAFFING UPDATE

Brunetti presented to the Board recently hired staff members that filled the following positions three (3) Installation Inspectors, two (2) FBB Inspectors, two (2) Plan Examiners, and 2 Retail Auditor/Investigators. At this time the Department does not intend to hire additional Inspectors as they are still training and it is unclear if additional staff is needed once they are fully trained.

AUDIT RESULTS

Brunetti informed the Board that the Sunset Audit Review has concluded and the results have been published. Overall the Department of Manufactured Housing did an outstanding job. The Auditors had three (3) recommendations for the Department which only two (2) related to the Board. The two recommendations related to the Board are fee setting and language to be reviewed and corrected for Rule requirement for 41-4030, 41-4032 and 41-4036. The Department has declined to accept the recommendation regarding fee setting as the Board is responsible for establishing fees. The Department intends to review the Rules and revise the language to submit a bill to have the Statutes updated in the upcoming session.

LEGISLATIVE PROPOSAL

Brunetti informed the Board that there would likely be legislative changes in the upcoming session. One of the changes will include the removal of the Board's requirement to create Rules for 41-4030, 41-4032 and 41-4036. If the proposed legislative changes do not move forward, a Rule change may be required in the near future in order to address those statutory requirements. Brunetti also indicated that a Rule change may be necessary in order to adjust bond requirements and updated building codes. Brunetti informed the Board that there is an initiative that could result in legislative changes that would add the oversight of Manufactured/Mobile Home Parks to OMH, and if successful, a new license scope may be required.

BOARD CONFIRMATION UPDATE

Brunetti informed the Board Members that all terms are expired and currently under "Holdover" status and are awaiting for Senate confirmation.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for January 15, 2025.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:59 p.m.

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~~

rescheduled to February 4, 2025

• April 16, 2025

• July 16, 2025

• October 15, 2025