

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### April 26, 2023 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, Kory Beickel, Jay Daniels, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Wayne Syrek and Michael Young.

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

Public: Ken Anderson

#### **CALL TO PUBLIC**

No public comment.

#### **APPROVAL OF FEBRUARY 15, 2023 BOARD MINUTES**

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

#### **STAFFING UPDATE**

Brunetti informed the Board about the three job opportunities posted for the Manufactured Housing & Building Division:

- Manufactured Housing Program Manager
- SAA Operations Technician
- Factory Built Building Inspector

#### **FEE SCHEDULE**

Brunetti presented to the Chairman and Board members the 2024 fiscal year fee recommendations.

Chairman Roe entertained a motion to accept to increase the following fees:

FBB Installation Permit to \$6.00LF for commercial use and \$3.00LF for a classroom per story.

Special Use Permit to \$250.00 each.

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IPIA Plant inspection/HUD Label to \$125.00 each.  
Installation Reinspection to \$175.00  
Plan Review to \$260.00  
Installation Certificate to 20.00 each.  
Modular Manufacturer and Reconstruction Certificate to \$65.00 each.  
Permit Extension to \$100.00

Board Member Doughty made motion to accept; motion second by Board Member Daniels and the Board voted unanimously to accept.

New fees for fiscal year 2024 will go into effect July 1, 2023.

**ANNOUNCEMENTS**

No announcements.

**NEXT BOARD MEETING DATE**

The next meeting is tentatively scheduled for October 18, 2023.

**ADJOURNMENT**

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:25 p.m.