

BOARD OF MANUFACTURED HOUSING

February 15, 2023



Arizona Department of Housing

AGENDA



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

Date: **Wednesday, February 15, 2023, 1:00 P.M.**
1400 W. Washington St., Room 1102
Phoenix, AZ 85007

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Director Serviss - introduction and conversation with Board Members
- IV. 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.
- V. Annual Selection of Board Chair (Assistant Deputy Director)
- VI. Review and Action on Abbreviated Minutes of October 25, 2022 meeting
- VII. Legislative Proposal Update (Assistant Deputy Director)
- VIII. Staffing Update (Assistant Deputy Director)
- 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 virtual link 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 25, 2022
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

October 25, 2022 BOARD MEETING via Zoom

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 and Gregory Johnloz. Absent: Everette Hoyle, Wayne Syrek and Michael Young.

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

Public: Henrietta Nations and Ken Anderson

CALL TO PUBLIC

Henrietta Nations approached the Board for clarification in regards to Salesforce system and Board Member term and selection due to the upcoming governor election.

APPROVAL OF April 20, 2022 BOARD MINUTES

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

FINANCIAL REPORTS:

Brunetti presented the September 2022 financial report. Board Member Daniels requested for the Department to review the year to date total fees for plan review and installation permits.

DIVISION UPDATES

Brunetti provided an update on the recently hired staff and future positions that the Department is seeking approval from the Arizona Department of Administration (ADOA).

Augustine Acosta and Ted Caviness recently joined the Department. Acosta was hired as a Licensing Auditor and Caviness is the new Plan Reviewer.

Brunetti offered an overview of the agency's use of the Salesforce platform in response to Nations's inquiry to the Board. In addition Brunetti provided a status update on the progress of resolving the issues encountered with the new system.

Brunetti informed the Board Members of the Inspection Service Agreement (ISA) currently the Department has forty nine jurisdictions in partnership and three contracts pending.

The Department will provide an update of the Native Tribal Land that are participating in the ISA program.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for January 18, 2023.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:39 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 2023 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2022 through JUNE 30, 2023

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)	\$ 1,125.00	\$ 563.00
	M-9C	Manufacturer of Manufactured Homes	\$ 1,125.00	\$ 563.00
	M-9E	Master, includes license scopes of M-9A and M-9C	\$ 2,000.00	\$ 1,000.00
RETAILER/ DEALER/ BROKER	D-8	Retailer of Mobile Homes and Manufactured Homes	\$ 750.00	\$ 375.00
	D-8B	Broker of Mobile Homes and Manufactured Homes	\$ 562.00	\$ 281.00
	D-10	Retailer of FBBs	\$ 750.00	\$ 375.00
	D-12	Master, includes license scopes of D-8, D-8B, and D-10	\$ 1,500.00	\$ 750.00
INSTALLER	I-10C	General Installer	\$ 750.00	\$ 375.00
	I-10D	Installer of Attached Accessory Structures	\$ 562.00	\$ 281.00
	I-10G	Master, includes license scopes of I-10C and I-10D	\$ 1,350.00	\$ 675.00
SALESPERSON	NA	Employee/Agent of a licensed Retailer/Dealer/Broker	\$ 270.00	\$ 135.00

PLAN FEES	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 220.00 <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	STATE ISSUED PERMIT FEE	ISA FEE
Mobile/Manufactured Home	\$ 450.00 each <i>Includes 3 Inspections</i>	\$ 450.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	\$ 450.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
FBB – classroom	\$ 2.25/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (Mobile/Manufactured Home and FBB)	\$ 82.00 each	
FBB Special Use	\$ 120.00 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
Manufacturer facility	\$ 105.00 per HUD Label
Installation re-inspection or additional inspection not covered by permit (Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use)	\$ 150.00 each
HUD Manufacturer in-plant inspection FBB Manufacturer in-plant inspection	\$ 105.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 150.00 each

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$ 15.00 each
Modular Manufacturer Certificate	\$ 51.00 each
Reconstruction Certificate	\$ 51.00 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

2023
BOARD MEETING
SCHEDULE



2023 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 18, 2023~~ rescheduled to February 15, 2023
 - April 19, 2023
 - July 19, 2023
 - October 18, 2023