

BOARD OF MANUFACTURED HOUSING

October 25, 2022



Arizona Department of Housing

AGENDA



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

Date: **Tuesday, October 25, 2022, 1:00 P.M.**

Virtual link:

Join Zoom Meeting

<https://us02web.zoom.us/j/83534692676?pwd=U1F0eHo4bzduVDhUNFdiZlhtTVQyZz09>

Meeting ID: 835 3469 2676

Passcode: 741394

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 20, 2022 meeting
- V. Financial Report – review and discussion
- VI. Division Updates (Assistant Deputy Director)
 - a. Staffing
 - b. Salesforce
 - c. ISA roster and training initiatives
- VII. 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.

April 20, 2022
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 20, 2022 BOARD MEETING via Zoom

CALL TO ORDER

Chairman Roe called the meeting to order at 1:03 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels, Terry Gleeson, Everette Hoyle, Gregory Johnloz and Michael Young. Absent: Jan Doughty and Wayne Syrek

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

Public: Ken Anderson

CALL TO PUBLIC

No comment from Public.

APPROVAL OF January 19, 2022 BOARD MINUTES

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

FINACIAL REPORTS:

Brunetti presented the February 2022 financial report.

RULE UPDATE:

Brunetti informed the Board that the 5 year review was submitted on March 28, 2022 which was due by June 2022. The Department is now waiting for a hearing to be scheduled.

LEGISLATIVE PROPOSAL UPDATE:

Brunetti provided a recap of changes attached to House Bill 2165. The proposed updates addressed clarifying the language for factory built buildings to coincide with the new license classification descriptions, updating the language concerning the civil penalties applied by the Department on behalf of HUD and modifying the fingerprint requirement for the licensing section. Changes will go into effect August 2022.

E-Licensing Solution & Digital Plan Review

Brunetti provided an update on the new E-Licensing Solution that was launched on February 24, 2022. The new portal streamlines the online licensing, permitting, inspection and plan review processes. The system is functional with some workarounds. The Department is currently working with the Developers to have issues resolved.

FEE SCHEDULE

Brunetti presented the Department's recommendations to meet the 95-105 percent recovery cost. Brunetti informed the Board about the need to hire for three positions in the upcoming months. The three positions are for a Plan Reviewer, Auditor and IT Support.

Chairman Roe made a motion to approve the following fee changes:

Manufactured Home Installation Permit fee from \$360.00 to \$450.00 which covers three inspections and each additional inspection fee from \$120.00 to \$150.00.

IPIA Plant Inspection from \$85.00 to \$105.00.

Plan Review from \$175.00 to \$220.00

Installation Certificates from \$10.00 to \$15.00.

Licensing fees to increase by approximately 30% as presented for new licenses and license renewals.

Motion seconded by Board member Johnloz and the Board voted unanimously to accept.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for July 20, 2022.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:55 p.m.

FINANCIAL REPORTS



**ARIZONA DEPARTMENT OF HOUSING
MONTHLY SUMMARY REPORT**

SEPTEMBER 2022

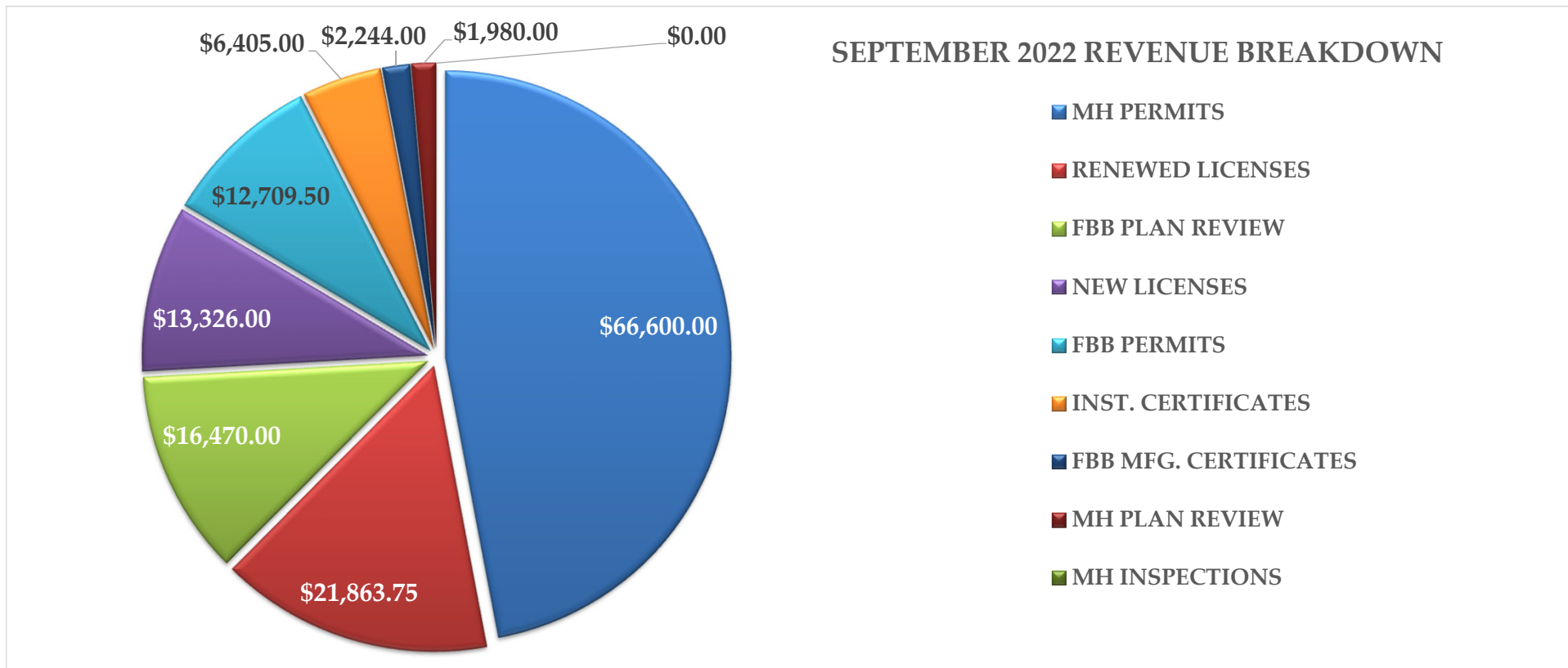
PLAN REVIEW:						
	Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD
PLAN REV. - FBB	35	138	75	\$16,470.00	\$48,690.00	\$41,750.00
PLAN REV. - MH	11	43	42	\$1,980.00	\$11,155.00	\$12,375.00

INSTALLATION PERMITS:						
	Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
MH	148	450	371	\$66,600.00	\$198,810.00	\$133,560.00
FBB	25	55	55	\$12,709.50	\$32,205.00	\$66,630.00

IN PLANT INSPECTION:						
	Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current HUD LABELS Fees Generated	YTD HUD LABELS Fees Generated
MH MFG.	14	44	25	46	\$0.00	\$ 85,575.00
Number of Homes Labeled	Single	Double	Triple	Quad	Five	TOTAL
	32	200	5	0	0	237
PRODUCTION TREND:	2022	2021	2020	2019	2018	2017
January	194	224	289	264	192	221
February	227	222	270	239	215	220
March	296	248	275	281	268	236
April	228	240	255	261	224	197
May	243	233	200	310	250	219
June	250	239	225	272	256	242
July	191	205	191	243	195	177
August	272	243	204	291	267	260
September	237	235	221	249	231	225
October		233	262	315	254	247
November		213	212	237	252	223
December		208	187	197	193	189
YTD TOTAL	2138	2743	2791	3159	2797	2656

CERTIFICATES:								
	Certificates Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD	Certificates Reported	YTD
INSTALLATION	427	1256	1244	\$6,405.00	\$18,840.00	\$12,440.00	260	795
FBB MFG.	44	131	360	\$2,244.00	\$6,681.00	\$18,360.00	31	69

LICENSING:						
	New Licenses Issued	YTD Lic. Issued	Current Total Fees Generated	YTD Fees Generated	Current Total Licensees	Prior Year Total Licensees
MANUFACTURERS	3	11	\$3,375.00	\$11,825.00	108	93
DEALERS	3	10	\$2,250.00	\$7,246.00	296	299
SALES PERSONS	18	44	\$4,860.00	\$11,496.00	576	609
INSTALLERS	3	10	\$2,841.00	\$8,937.00	129	120
<i>*Includes late renewals</i>	Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD		
MANUFACTURERS	7	22	\$4,628.00	\$13,900.75		
DEALERS	22	56	\$11,014.50	\$26,416.50		
SALES PERSONS	30	89	\$4,421.25	\$13,257.50		
INSTALLERS	4	17	\$1,800.00	\$7,350.00		

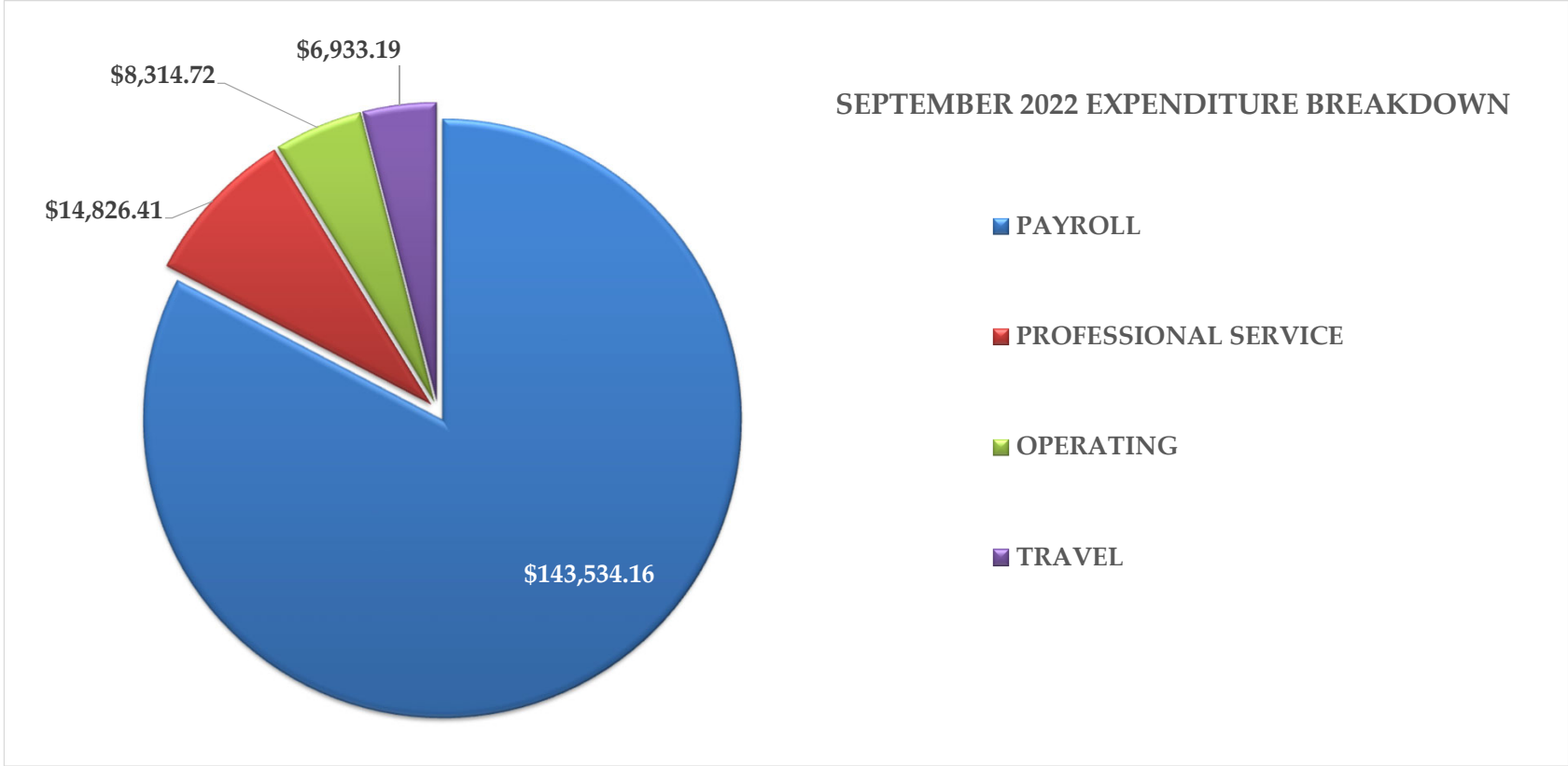


EXPENSE & REVENUE REPORT:						
	OMH Fee's Generated	YTD Revenue	Prior YTD Revenue	Current Expenditures	YTD Expenditures	Prior YTD Expenditures
	\$ 141,598.25	\$ 502,384.75	\$ 366,701.35	\$ 173,608.48	\$ 546,539.53	\$ 536,448.61

CONSUMER RECOVERY FUND				
	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance
	\$ 4,270.00	\$0.00	TBD	\$ 720,429.40

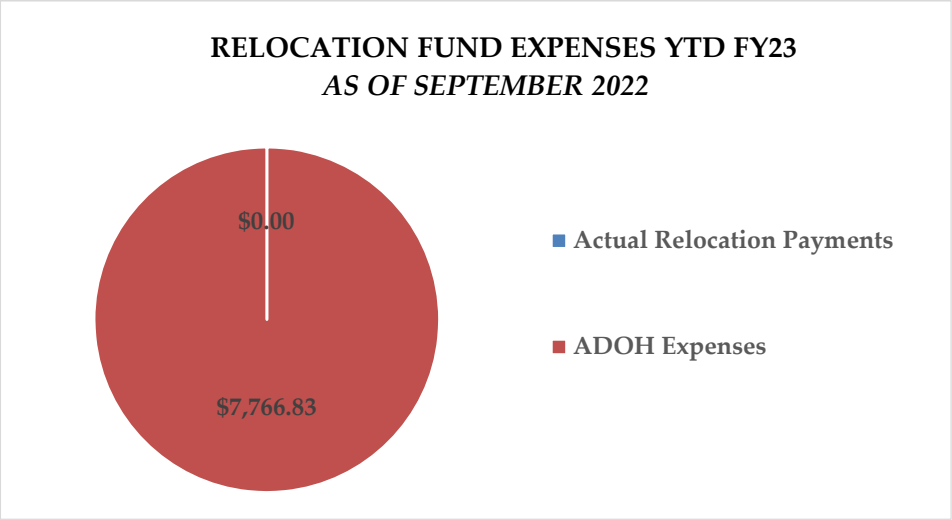
CONSUMER & LICENSING EDUCATIONAL EXPENDITURES			
	Recovery Fund Ending Balance	Interest Earned	Available for Grants (75% of Interest)
FY 22	\$ 708,871.54	\$ 2,373.97	\$ 1,780.48

SEPTEMBER 2022 EXPENDITURE BREAKDOWN



RELOCATION FUND SUMMARY

BEGINNING BALANCE		YTD EXPENDITURES		ENDING BALANCE	
As of 09/01/2022	\$7,671,280.44		AMOUNT	As of 09/30/2022	\$7,681,383.66
		Actual Relocation Payments	\$0.00		
		ADOH Expenses	\$7,766.83		
		Total Expenses	\$7,766.83		



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***
- *April 19, 2023***
- *July 19, 2023***
- *October 18, 2023***