

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

January 16, 2019 BOARD MEETING

#### CALL TO ORDER

Chairman Baird called the meeting to order at 1:00 pm.

#### ROLL CALL

Board Members present: Chairman Sam Baird, Jan Doughty, Terry Gleeson, Gregory Johnloz, Cody Pearce, David Roe, Wayne Syrek, Absent: Richard Boles and Everette Hoyle

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Assistant Deputy Director, Tara Brunetti (Brunetti); Assistant Deputy Director, Reginald Givens (Givens); Assistant Attorney General Valerie Marciano; and Board Secretary, Ayde Sanchez.

Public Present: Ken Anderson (“Anderson”), Manufactured Housing Industry of Arizona (MHIAZ); Marci Mitchell, Ameri-Fab

#### APPROVAL OF October 17, 2018 BOARD MINUTES

Chairman Baird (“Baird”) entertained a motion to accept the prior Board Meeting Minutes; Board member Johnloz made motion to accept; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

#### CHAIRMAN SELECTION

Board member Gleeson made a motion that Sam Baird be re-elected as Chairman; seconded by Board Member Roe; Board voted unanimously to approve the motion. Chairman Sam Baird will serve for calendar year 2019.

#### DEPARTMENTAL INFORMATION

Department provided an overview of the following highlights:

Brunetti made a personal introduction to Board members. She is now the new Assistant Director for Manufactured Housing Division.

1. Department staff changes:
  - Amanda Duncan –Administrative Assistant
  - Esperanza Padilla –Complaints Manager
  - Donna Grant –Promoted to oversee licensing dealer sales audits, investigations and complaints.

2. Collaborative meeting with Installers took place in December 2018 and will be meeting in February 2019.

### **CALL TO PUBLIC**

Ken Anderson addressed the Board members in regards to the possibility of extending the timeframe on Installation Permit expiration date.

### **FEE SCHEDULE**

Brunetti presented the current fee schedule for the 2019 fiscal year. 2020 fiscal year fees will be discussed in the upcoming April meeting.

**Action Item:** Review 6 Month Extension Request fee.

**Action Item:** Provide via email two weeks prior to the April meeting fee recommendations for fiscal year 2020

### **FINANCIAL REPORT**

Brunetti presented the monthly financial reports for September, October and November 2018, and Relocation Fund Summary as of the end of November 1, 2018.

**Action Item:** Board member Doughty requested clarification on the Educational Fund balance increase for fiscal year 2018.

**Action Item:** Board member Roe requested a brief explanation on violation items on Dealer Audits.

**Action Item:** Chairman Baird requested for Relocation Fund Summary be removed from Board packet.

**Action Item:** Chairman Baird requested for Recovery Fund current balance.

### **ANNOUNCEMENTS**

Chairman Baird announced Board member Boles has retired and his seat will need to be filled.

### **NEXT BOARD MEETING DATE**

Wednesday, April 17, 2019.

### **ADJOURNMENT**

Chairman Baird thanked the Board members for their attendance. The meeting adjourned at 1:33 p.m.