

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 17, 2018 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, Everette Hoyle, Gregory Johnloz, and Wayne Syrek. Absent: Cody Pearce and Joseph Stegmayer.

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

Public Present: Ken Anderson (“Anderson”), Manufactured Housing Industry of Arizona (MHIAZ); David Roe, Clayton Homes; and Marci Mitchell, Ameri-Fab.

APPROVAL OF APRIL 26, 2017 AND MAY 10, 2017 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 Hoyle; and the Board voted unanimously to accept.

ANNUAL SELECTION OF CHAIRPERSON FOR THE BOARD

Board member Gleeson made a motion that Sam Baird be re-elected as Chairman; seconded by Board Member Johnloz; Board voted unanimously to approve the motion. Chairman Sam Baird will serve for calendar year 2018.

DEPARTMENTAL INFORMATION

Blake provided an overview of the following highlights:

1. Introduction of new Director Carol Ditmore and Reginald Givens, Assistant Deputy Director of Operations.
2. Staff changes at the Department.
3. Update on 2017 required Annual Installer Training and plan for 2018 training dates, venues and fee.
4. Update on IT projects for manufactured housing.

5. Update on previous Board-approved rule package.
6. Update on Arizona Management System deployment.
7. Legislative update on Executive Budget, bills from stakeholders (*Manufactured Housing Communities of Arizona and Arizona Association of Manufactured Homes and RVs*), and proposed Realtor bill.
8. 2018 annual Modular Building Institute Convention (MBI) to be held in March 2018 in Florida.
9. Manufactured Housing Consensus Committee(MHCC) meeting to be held in April 2018 in Washington, DC.
10. Manufactured Housing Institute (MHI) annual Congress to be held in April 2018 in Las Vegas.

CALL TO PUBLIC

Anderson addressed the Board to announce the recent Governor's Proclamation that January 2018 is Manufactured Housing Month.

INTERGOVERNMENTAL AGREEMENT REPORT

Blake presented reports for March 2017 through November 2017 and reported that as of November 2017, the Department maintains agreements with 73% of all counties and 60% of all cities/towns.

FINANCIAL REPORT

Blake presented the monthly financial reports for March 2017 through November 2017, and a Relocation Fund Summary as of the end of December 2017. Chairman Baird requested that year-to-date ("YTD") totals be added to page 2 of the financial report under the headings for Production Report and Certificates as a reference to prior and current YTD trends.

RULE

Blake presented a draft proposal for a rule change submitted to the Department by MHIAZ recently. MHIAZ is seeking a substantive change to the Consumer Recovery Fund statutes. The Department will review the proposal and provide feedback to MHIAZ.

RECOVERY FUND

Blake provided an update on the Recovery Fund ("Fund") balance as of November 29, 2017 and potential claims against the Fund. Blake reported a recent check received from Superior Court for restitution from a criminal court case that was deposited into the Fund.

The Board reviewed and discussed the Complaints Verified Inspection Summary report and requested that going forward this report to include all consumer complaint cases verified by Department staff for the current fiscal year. Board members also reviewed and discussion the Complaints Verified Inspection Detail Summary report and requested that going forward this report should include only open cases.

NEXT BOARD MEETING DATE

Wednesday, April 18, 2018. This is the meeting to review financial data and set annual fees beginning July 1, 2018. Board members decided that quarterly meeting should be calendared and at the Chairman's discretion, a thirty day notice to cancel any meeting should be issued to Board members.

ADJOURNMENT

Chairman Baird thanked the Board members for their attendance and the Department for the Board packet and reporting. The meeting adjourned at 2:18 p.m.