

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.

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ARIZONA BOARD OF MANUFACTURED HOUSING

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May 2, 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, Cody Pearce, David Roe Absent: Wayne Syrek

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

No Public Present

APPROVAL OF JANUARY 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 Hoyle; and the Board voted unanimously to accept.

DEPARTMENTAL INFORMATION

Blake provided an overview of the following highlights:

- a. New hire to manufactured housing in plant monitoring staff
- b. Interviewing for replacement position for installation inspector for Northern Arizona
- c. Collaborative Meeting with Installers
- d. Plan for 2018 Installer Training
- e. Update on IT projects for manufactured housing
- f. Update on Rules package
- g. Update on Arizona Management Deployment
- h. Legislative session

- i. Modular Building Institute Convention in March 2018
- j. Manufactured Housing Consensus Committee Meeting in September 2018
- k. Manufactured Housing Institute Congress in April 2019

CALL TO PUBLIC

No public present.

INTERGOVERNMENTAL AGREEMENT REPORT

Blake presented reports for December 2017 through February 2018 and reported that as of February 2018 the Department maintains agreements with 73% of all counties and 59% of all cities/towns.

FINANCIAL REPORT

Blake presented the monthly financial reports for December 2017 through February 2018, and a Relocation Fund Summary as of the end of March 30, 2018.

RECOVERY FUND

Blake provided an update on the Recovery Fund (“Fund”) balance of \$628,000.00 as of March 30, 2018. At this time there are no claims pending hearing.

Blake provided a verbal update on the current complaints opened and closed.

FEE

Department staff presented the budget for fiscal year 19 and expenditures. Recommendation were made to adjust fees appropriately by fee type to ensure the fees established by the Board each cover its own costs.

Johnloz entertained a motion to eliminate “Expedited Plan Review” from fee schedule; Board member Gleeson made motion to accept; motion seconded by Board member Hoyle; and the Board voted unanimously to accept.

Doughty entertained a motion to change MH Installation Permit fee to \$360.00, installation reinspection fee to \$120.00, IPIA inspections to \$85.00, Plan Review to \$175.00 and \$125.00 for each additional hour, all other fees will remain the same; Board member Gleeson made motion to accept; motion seconded by Board member Hoyle; and the Board voted unanimously to accept.

NEXT BOARD MEETING DATE

Wednesday, October 17, 2018.

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.

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ARIZONA BOARD OF MANUFACTURED HOUSING

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October 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, Richard Boles, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Wayne Syrek, David Roe Absent: Cody Pearce

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Assistant Deputy Director, Debra Blake (Blake); 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); Norman Ball, Cavco Industries

APPROVAL OF May 2, 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 Hoyle; and the Board voted unanimously to accept.

DEPARTMENTAL INFORMATION

Department provided an overview of the following highlights:

Ditmore provided a recap of the 2018 Arizona Housing Forum that took place in Tucson, on August 22nd -24th. Forum was a success and Manufactured Housing Industry was very pleased to have been able to attend and collaborate. Ditmore extended an invitation to the Board members to attend the “Changing our Thinking about Manufactured Housing in our Community” conference that scheduled to take place on Friday, November 9, 2018 at ASU Sky Song

Blake announced her retirement. Her last day with the Department is December 14, 2018. Chairman Baird thanked Blake for her years of service and being a very valuable asset to the Manufactured Housing Industry.

Blake informed Board members that at this time the Department does not intend to hire an Installation Inspector to replace Lon Clifton after his retirement for the Northern Arizona area. Installation Inspectors are currently performing Skype inspections and scheduling inspections at least twice a week in that area.

Collaborative meeting with the Installers and the Department took place on October 5, 2018. Various topics were discussed and a follow up meeting is scheduled to take place in November 2018.

Blake provided an update on the Manufactured Housing Consensus Committee Meeting that took place in September.

CALL TO PUBLIC

No comments made.

FINANCIAL REPORT

Blake presented the monthly financial reports for March through August 2018, and Relocation Fund Summary as of the end of August 1, 2018.

Action Item: Review Educational Fund total balance available for 2018 fiscal year. Provide update at next scheduled Board Meeting.

RULES

The Board was tasked to review the following Rules – R4-34-204 (classes of Installer licenses), 501 (license fees) and 502 (license bond amounts).

Board members discussed the three license classes and reviewed the scopes within each class. Johnloz introduced a motion not make any changes to the license scopes; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

Board members discussed its statutory responsibility to set fees annually, which it did at its April 2018 meeting. Johnloz introduced a motion to review fees at its April 2019 meeting and make no changes at this time; motion seconded by Board member Hoyle; and the Board voted unanimously to accept.

Board members discussed license bonds amounts. Johnloz entertained a motion to make no changes at this time; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

NEXT BOARD MEETING DATE

Wednesday, January 16, 2019.

ADJOURNMENT

Chairman Baird thanked the Board members for their attendance. The meeting adjourned at 2:25 p.m.