

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.

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

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July 25, 2019 TELECONFERENCE BOARD MEETING

CALL TO ORDER

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

ROLL CALL

Board Members present: Chairman Greg Johnloz, Sam Baird, Jan Doughty, Terry Gleeson, Everette Hoyle, Cody Pearce, David Roe, Wayne Syrek and Michael Young.

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: No public was present.

APPROVAL OF APRIL 17, 2019 BOARD MINUTES

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

CHAIRMAN SELECTION

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

Waiver of Rule Moratorium

Brunetti announced the Department received the Waiver of Rule Moratorium and the topics this would possibly affect.

1. Commercial Panelized Construction – HB2756:
 - Board member Hoyle entertained a motion to allow the Department to move forward with the waiver to update Rules to add HB2756; motion seconded by Board member Johnloz and the Board voted unanimously to accept.
2. International Building codes- Change from 2009 to 2018:

- Board member Roe entertained a motion to allow the Department to begin the process of updating the building codes; motion seconded by Board member Johnloz and the Board voted unanimously to accept.

3. Update / Elimination of Existing Rules:

- Gleeson entertained a motion to allow the Department to update and/or eliminate existing Rules; motion seconded by Board member Roe and the Board voted unanimously to accept.

CALL TO PUBLIC

No Public.

NEXT BOARD MEETING DATE

Wednesday, October 15, 2019.

ADJOURNMENT

Chairman Baird thanked the Board members for their attendance. The meeting adjourned at 1:30 p.m.