

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

February 26, 2020 TELECONFERENCE BOARD MEETING

CALL TO ORDER

Assistant Deputy Director Brunetti called the meeting to order at 10:00 a.m.

ROLL CALL

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

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Assistant Attorney General Valerie Marciano; Board Secretaries Ayde Sanchez and Amanda Duncan.

Public Present: No public present or on phone

APPROVAL OF JANUARY 15, 2020 BOARD MINUTES

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

RULE CHANGE PROPOSAL

The Department and Board members reviewed and discussed proposed amended changes to Rule 102 and 502. Board member Johnloz entertained a motion to accept the proposed Rule changes; motion seconded by Board member Doughty and the Board voted unanimously to accept.

ANNOUCEMENTS

No announcements.

NEXT BOARD MEETING DATE

Wednesday, April 15, 2020. This is the meeting to review financial data and set annual fees beginning July 1, 2020.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 10:12 a.m.

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 15, 2020 BOARD MEETING

CALL TO ORDER

Assistant Deputy Director Tara Brunetti called the meeting to order at 1:00 pm.

ROLL CALL

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

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

Public Present: Ken Anderson, Kelsey Lundy from Compass Strategies (on behalf of Katerra).

CHAIRMAN SELECTION

Chairman Johnloz entertained a motion to elect David Roe as the new Chairman for the Arizona Board of Manufactured Housing; seconded by Board Member Gleeson; Board voted unanimously to approve the motion. Chairman David Roe will serve as chairman for calendar year 2020.

APPROVAL OF JULY 15, 2019 BOARD MINUTES

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

Departmental Information

Department provided an overview of the following highlights:

1. Department Staff Changes:
 - Mark Hellum- Installation Inspector
 - Sean Adams- IPIA & Installation Inspector Supervisor
 - Ryan Paris- Promoted to ISA Representative
2. Collaborative meeting with Installers scheduled to take place on February 5, 2020.

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CALL TO PUBLIC

Kelsey Lundy with Compass Strategies, on behalf of Katerra, had no specific comments regarding the draft for proposed rule changes. Offered a thank you to the Board and Department in regards to the proposed rule changes.

RULE CHANGE PROPOSAL

The Department and Board members reviewed and discussed proposed rule changes. Board member Gleeson entertained a motion to accept the proposed rule changes; motion seconded by Board member Doughty and the Board voted unanimously to accept.

FINANCIAL REPORT

Brunetti presented the monthly financial report for November 2019 and Relocation Fund Summary as of the end of November 2019.

Action Item: Chairman Roe requested that the Department verify the expense totals for the Relocation Fund Summary.

ANNOUNCEMENTS

No Announcements

NEXT BOARD MEETING DATE

Wednesday, April 15, 2020.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:28 p.m.

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

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October 21, 2020 ZOOM BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:02 p.m.

ROLL CALL

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

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Deputy Director Reginald Givens (Givens); Assistant Deputy Director, Tara Brunetti (Brunetti); Inspector Administrator, David Meunier, Communications Officer, Janelle Johnson, Board Secretary Ayde Sanchez and Amanda Duncan.

Public Present: Ken Anderson (“Anderson”), Manufactured Housing Industry of Arizona (MHIAZ)

CALL TO PUBLIC

No comment from Public.

APPROVAL OF April 15, 2020 BOARD MINUTES

Chairman Roe (“Roe”) 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.

FINANCIAL REPORT:

Brunetti presented the monthly financial report for the month of September 2020 and the Relocation Fund Summary. Board member Doughty questioned the amount noted for estimated annual expenditures and Brunetti emphasized to the Board Members that the amount provided is not the actual expenditures it is an estimated amount provided.

Action Item:

- Board member Doughty requested all pages of the board packet to be numbered for easier reference.
- Chairman Roe requested a list of the commonly type of violations found when the Department performs an Audit.

RULE CHANGE PROPOSAL

Brunetti provided an update on the proposed Rule change package approved by the Board back in July in regards to the panelized construction and building codes. The proposed Rule changes were deemed inappropriate by GRRC for the building code section and require supplement to be filed. Upon approval the Department will post an announcement on the Department's website to provide the date of implementation on all new Plans submittals.

Brunetti brought to the Board members attention the need to correct the language and scope of work permitted under the I-10C and I-10G Installer license classification. The Department's current license scopes do not allow our licensee's to perform work on commercial use factory built buildings. The Department proposed the following changes to be made:

I-10C license scope to include all work currently permitted under the I-10G license classification which would now allow licensees with an I-10C to perform attached accessories on mobile/manufactured homes and residential factory built buildings.

I-10D license scope to remain the same.

I-10G license scope of work to remain the same but will also allow licensee to perform work on commercial use factory built buildings.

Chairman Roe ("Roe") entertained a motion to accept the proposed rules changes and license classification scopes as presented by the Department; Board member Johnloz made motion to accept; motion seconded by Board member Daniels and the Board voted unanimously to accept.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for Wednesday, January 20, 2021.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:38 p.m.

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ARIZONA BOARD OF MANUFACTURED HOUSING

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April 15, 2020 TELECONFERENCE BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:00 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Jay Daniels, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Cody Pearce and Wayne Syrek.

Absent: Michael Young

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

Public Present: Ken Anderson (“Anderson”), Manufactured Housing Industry of Arizona (MHIAZ)

CALL TO PUBLIC

No comment from Public.

INTRODUCTION OF NEW BOARD MEMBER

Chairman Roe introduced new Board member, Jay Daniels (Daniels). Board member Daniels is a representative for the Residential Factory Built Buildings.

APPROVAL OF FEBRUARY 26, 2020 BOARD MINUTES

Chairman Roe (“Roe”) 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.

RULE CHANGE PROPOSAL

Brunetti provided an update on the Rule Change package submission. The Department will be hosting a meeting on May 1, 2020 via Zoom for the public to make any suggestions and/or commentaries the proposed Rule Change. Information about the meeting has been posted on the Department’s website.

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FEE SCHEDULE

Chairman Roe and Board Members reviewed the Department's fee recommendations proposed for the 2021 fiscal year.

Board member Johnloz entertained a motion to leave all FY21 fees the same; motion seconded by Board member Hoyle; and the Board voted unanimously to accept.

Chairman Roe and Board member Gleeson brought to the Department's attention the ability to change the timeframe permitted on a permit extension. Brunetti explained to the Chairman and Board Members that in order to change the time permitted it would require a Rule Change. Brunetti will follow up with Chairman Roe about the possibility to review this matter as the Board had previously reviewed and approved the proposed Rule Change.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for Wednesday, July 15, 2020.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:29 p.m.