

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### May 10, 2017 TELECONFERENCE BOARD MEETING

#### CALL TO ORDER

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

#### ROLL CALL

Board Members present: Chairman Sam Baird, Terry Gleeson, Everette Hoyle, Gregory Johnloz, and Joseph Stegmayer. Absent: Jan Doughty, Cody Pearce, Luke Strode and Wayne Syrek.

Arizona Department of Housing (“Department”) Staff: Director, Michael Traylor (Traylor); Deputy Director, Debra Blake (Blake); Assistant Attorney General Valerie Marciano; Josh Tucker, Legislative Liaison; and Board Secretary, Ayde Sanchez.

No public members were present.

#### CALL TO PUBLIC

No public present.

#### FEE STRUCTURE

Blake provided an update on the legislative session and the progress of SB1218, The Board previously approved a FY18 fee schedule at its April 2017 meeting assuming the Office of Manufactured Housing (“OMH”) would be a fee-based/self-supporting Division of Housing if SB1218 was passed by the Legislature and signed by the Governor. She recommended to the Board that there be two Board approved fee schedules - one based on the prior Board vote and another based OMH remaining a General Fund supported Division and SB1218 not becoming law. The outcome of SB1218 would not be known until after the May 15<sup>th</sup> date required by Rule for the Board to set fees for the next fiscal year.

Board members discussed the fees that should be set assuming SB1218 did not pass as follows:

Board member Hoyle made a motion to charge a fifty-dollar return check fee; motion seconded by Board member Johnloz; and the Board voted unanimously to approve the motion.

Board member Gleeson made a motion to implement a \$153.00 Installation Inspection Cancellation Fee as follows:

1. Fee applies if cancellation not made by 7:30 a.m. on the date of the scheduled inspection; and
2. Fee applies if Inspector arrive at site to inspection and the work is not ready for inspection; and
3. No final approval will be given on the permit until the cancellation fee has been paid in full.

Motion seconded by Board member Hoyle; and the Board voted unanimously to approve the motion.

### **NEXT BOARD MEETING DATE**

Wednesday, July 19, 2017.

### **ADJOURNMENT**

The meeting adjourned at 1:19 p.m.