

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

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.