

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### April 17, 2024 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, Gregory Johnloz, and Michael Young.

Absent: Kory Beickel and Everette Hoyle

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

#### **APPROVAL OF JANUARY 24, 2024 BOARD MINUTES**

Board member Gleeson entertained a motion to accept the prior Board Meeting Minutes; Board member Doughty made a motion to accept and the Board voted unanimously to accept.

#### **STAFFING UPDATE**

Brunetti presented to the Board the MHBD Staff Analysis for Fiscal Year 2025. The Department intends to hire twelve full time employees. These positions would include 3 Installation Inspectors, 1 FBB Inspector, 2 Plan Examiners, 2 Auditor/Investigator, and 4 Administrative Support.

#### **FEE SCHEDULE**

Brunetti presented the Department’s fee recommendations to meet the 95-105 percent recovery cost.

Chairman Roe made a motion to approve plan B with the exception of the permit fee as follows:

Manufactured Home Installation permit \$650.00 (includes 3 inspections)

IPIA Plant Inspection \$150

Installation Reinspection \$175.00

Licensing to increase to \$1,258.55 and the license renewal fee is 50% of the licensing fee

Plan Review \$380.00

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Installation Certificates \$20.00 each

Mobile Modular and Reconstruction Certificates \$65.00 each

Permit Extension \$100.00

Admin Fee \$10.00 each item

Board member Johnloz second the motion to accept and the Board voted unanimously to accept.

**NEXT BOARD MEETING DATE**

The next meeting is tentatively scheduled for July 17, 2024.

**ADJOURNMENT**

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:44 p.m.