

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 21, 2021 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, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Wayne Syrek and Michael Young. Absent: Jan Doughty

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Assistant 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.

APPROVAL OF JANUARY 20, 2021 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 Hoyle and the Board voted unanimously to accept.

FINACIAL REPORTS:

Brunetti presented the financial reports and it was noted that in February 2021 the number of permits issued year to date was slightly less than previous year due to COVID.

RULE CHANGE UPDATE:

Brunetti provided an update on the changes regarding to the Installer license classification scopes allowing an I-10G licensee to perform work on a commercial use factory built buildings (FBB’s). An oral proceeding open to the public has been scheduled for April 28th 2021 at 10am to go over the proposed changes and to document any feedback. GRRC study session is scheduled for June 29th 2021 and the hearing for approval of changes is set for July 7, 2021.

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FEE STRUCTURE

Givens presented to the Chairman and Board members the 2022 fiscal year fee recommendations. Givens projects the Department will be within the 95-100% coverage and is recommending fees to remain the same.

Chairman Roe (“Roe”) entertained a motion to keep all fees the same for fiscal year 2022; Board member Wayne made motion to accept; motion seconded by Board member Hoyle and the Board voted unanimously to accept.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for July, 21, 2021.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:26 p.m.

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 20, 2021 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, Wayne Syrek and Michael Young.

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); 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 the Public.

CHAIRMAN SELECTION

Board member Johnloz entertained a motion to elect David Roe as the 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 2021.

APPROVAL OF OCTOBER 21, 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:

Chairman Roe presented the November 2020 financial report.
No comments were made.

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RULE CHANGE UPDATE

Brunetti provided an update on the adopted building code changes. The adopted building codes will go into effect February 1, 2021. The Department will allow for an extension on currently approved plans upon submission of an extension request form available on the Department's website. The extension will be valid until May 1, 2021.

Chairman Roe inquired about the potential delay and backlog this may cause plan review. Brunetti informed the Board members that the Department is prepared to send plans to a Third Party to conduct plan review on behalf of the Department to ensure plans are being processed in a timely manner.

Brunetti also provided an update on the proposed Rule change regarding Department's Installer license scope classification. The proposal to GRRC is still in the process.

INSTALLER TRAINING INITIATIVE

Brunetti announced that the Department is currently working with the Inspection team to create new training for the Department's Installers and the local jurisdictions holding an Inspection Service Agreement (ISA). The training will incorporate commercial building installation guidelines and inspection process. Sean Adams & Ryan Paris will be conducting the training sessions online via Zoom throughout the year. Information regarding the training dates and registration will be made available on the Department's website.

DEPARTMENT STAFFING UPDATE

Brunetti was pleased to announce that Amanda Duncan was recently promoted to Permit & Licensing Specialist. The Department currently has the following positions posted:

- Administrative Assistant
- Auditor/Investigator

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for Wednesday, April 21, 2021.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:33 p.m.