

**A G E N D A**  
BOARD OF MANUFACTURED HOUSING  
Arizona Department of Housing

Date: **Wednesday, April 17, 2019; 1:00 P.M.**  
Arizona Department of Housing  
1110 West Washington, Suite 280 (2<sup>nd</sup> Floor) Phoenix, AZ 85007

**1:00 P.M.**

- I. Call to Order (Chairman)
  - II. Roll Call (Secretary)
  - III. Call to the Public

Public Comments - Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
  - IV. Review and Action on Abbreviated Minutes of January 16, 2019 meeting
  - V. Departmental Information – discussion only – *Standing Item*

Topics for this meeting:

    - a. Invoicing Policy Update
    - b. Collaborative Meeting with Installers – ground set drainage and installation testing
    - c. Legislative Session – panelized construction
  - VI. Permit Extension – review, discussion and possible action
  - VII. Bond/Cash Deposit Requirements – review, discussion and possible vote to obtain waiver to change rule
  - VIII. Request for Educational Grant - requests from Manufactured Housing Industry of Arizona and Manufactured Housing Communities of Arizona – review, discussion and possible action
  - IX. Intergovernmental Agreement Report – review, discussion – *Standing Item*
  - X. Financial Report – review, discussion – *Standing Item*
  - XI. Rules – No item for discussion
  - XII. Fee Structure – pursuant to A.R.S. §41-4010 (A) (4). Determine fees for Fiscal Year 2020 beginning July 1, 2019 and ending June 30, 2020.
    - a. Presentation by Department
    - b. Review, discussion and possible action
  - XIII. Announcements of future meeting dates and other information concerning the Board.
  - XIV. Adjournment
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Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public at the Board's office, at 1110 West Washington, Suite 280 (2<sup>nd</sup> Floor), Phoenix, Arizona. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email [Ayde.Sanchez@azhousing.gov](mailto:Ayde.Sanchez@azhousing.gov) for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

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DRAFT

**A G E N D A**  
**BOARD OF MANUFACTURED HOUSING**  
**Arizona Department of Housing**

Date: **Wednesday, January 16, 2019; 1:00 P.M.**  
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1110 West Washington, **Suite 280 (2<sup>nd</sup> Floor)** Phoenix, AZ 85007

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**1:00 P.M.**

- I. Call to Order (Chairman)
  - a. Introduction of Tara Brunetti, Deputy Director for Manufactured Housing Division
- II. Roll Call (Secretary)
- III. Annual Selection of Board Chairman from Current Membership (Chairman)
- IV. Review and Action on Abbreviated Minutes of October 17, 2018 meeting
- V. Departmental Information – discussion only – *Standing Item*

Topics for this meeting:

- a. Update on restructuring of the Manufactured Housing Division
    - 1. Administrative Assistant – Amanda Duncan
    - 2. Complaints Manager – Esperanza Padilla
    - 3. Compliance Administrator to oversee licensing, dealer sales audits, investigations and complaints – Donna Grant promoted.
  - b. Collaborative Meeting with Installers – November, 2018
  - c. Update on IT projects for manufactured housing
- VI. Call to the Public

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- VII. Intergovernmental Agreement Report – review, discussion, and possible action. – *Standing Item*
- VIII. Financial Report – review, discussion, and possible action. – *Standing Item*
- IX. Rules – review, discussion, and possible action.
- X. Recovery Fund – review, discussion, and possible action – *Standing Item*
  - a. Recovery Fund Summary: Credits, debits, balance
- XI. Announcements of future meeting dates and other information concerning the Board.
- XII. Adjournment

DRAFT

**A G E N D A**  
BOARD OF MANUFACTURED HOUSING  
Arizona Department of Housing

Date: **Thursday, July 25, 2019; 1:00 P.M.**

Teleconference

**602-753-1025, Passcode 330208**

**1:00 P.M.**

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Review and Action on Abbreviated Minutes of April 17, 2019 telephonic meeting
- IV. Waiver of Rule Moratorium – review, discussion and possible action  
Rule change topics:
  - a. Commercial Panelized Construction
  - b. International Building Codes - change from 2009 to 2018
  - c. Update/elimination of existing rules
- V. Adjournment

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**AMENDED A G E N D A**  
BOARD OF MANUFACTURED HOUSING  
Arizona Department of Housing

Date: **Wednesday, April 17, 2019; 1:00 P.M.**

Teleconference

**602-753-1025, Passcode 330208**

**1:00 P.M.**

- I. Call to Order (Assistant Deputy Director, Manufacturer Housing)
- II. Roll Call (Secretary)
- III. Selection of Interim Chairman (Assistant Deputy Director, Manufactured Housing)
- IV. Review and Action on Abbreviated Minutes of January 16, 2019 meeting
- V. Request for Educational Grant - requests from Manufactured Housing Industry of Arizona and Manufactured Housing Communities of Arizona – review, discussion and possible action
- VI. Fee Structure – pursuant to A.R.S. §41-4010 (A) (4). Determine fees for Fiscal Year 2020 beginning July 1, 2019 and ending June 30, 2020.
  - a. Presentation by Department
  - b. Review, discussion and possible action
- VII. Adjournment

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**1:00 P.M.**

- I. Call to Order (Interim Chairman)
  - II. Roll Call (Secretary)
  - III. Review and Action on Abbreviated Minutes of April 17, 2019 telephonic meeting
  - IV. Possible Action to Select Chairperson for the Board – review, discussion and possible action
  - V. Waiver of Rule Moratorium – review, discussion and possible action
    - a. Commercial Panelized Construction
    - b. International Building Codes - change from 2009 to 2018
    - c. Update/elimination of existing rules
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