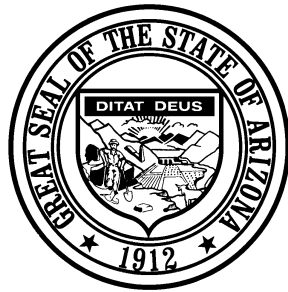


BOARD OF MANUFACTURED HOUSING

August 10, 2016



Arizona Department of Housing

AGENDA



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

Date: **Wednesday, August 10, 2016; 1:00 P.M.**
Arizona Department of Housing
1110 West Washington, **Suite 280 (2nd Floor)** Phoenix, AZ 85007

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 (2nd 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).

Those wishing to address the Board need not request permission in advance; however, the Board suggests that no more than three (3) people address the Board during the "Call to the Public" on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. If appropriate, actions on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or schedule the matter for further discussion at a later date.

The agenda is subject to change up to 24 hours prior to the meeting. Please call **602-364-1433** or email 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.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Review and Action on Court Reporter Transcript and Abbreviated Minutes of April 20, 2016, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
(Additional discussion topics may include: personnel updates, procedural changes, action items from previous Board Meetings, and/or industry news)
- V. Call to the Public

Public Comments (Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance; however, must complete a form available at <http://www.dfbls.az.gov/omh/board.aspx> or at the meeting. 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.)
- VI. Construction Loans – review, discussion, and possible action.
- VII. Financial Report – review, discussion, and possible action. – *Standing Item*
- VIII. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary

- IX. Fee Structure – review, discussion, and possible action – *Standing Item*
- X. Announcements of future meeting dates and other information concerning the Board.
- XI. Adjournment

April 20, 2016
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 20, 2016 BOARD MEETING

CALL TO ORDER

Chairman Baird called the meeting to order at 1:01 pm.

ROLL CALL

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

Board Members absent: Lloyd Strode.

Department of Fire, Building and Life Safety (“Department”) Staff: Interim Director, Debra Blake; Assistant Attorney General, Frankie Shinn-Eckberg and Board Secretary, Ayde Sanchez.

INTRODUCTION OF NEW BOARD MEMBER

Chairman Baird introduced new Board member, Cody Pearce (“Pearce”). Pearce is the President and co-founder of Cascade Financial Services and has been in the manufacturing housing industry for many years.

INTRODUCTION OF MICHAEL TRAILOR

Blake introduced Michael Traylor (“Traylor”), the Director of Arizona Department of Housing. Blake and Traylor have been working together on the consolidation of Office of Manufactured Housing with ADOH. Traylor is excited to have OMH become part of his organization and is looking forward to helping the manufactured housing industry prosper in Arizona.

APPROVAL OF JANUARY 27, 2016 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Board member Stegmayer made motion to accept; motion seconded by Board member Johnloz; and the Board voted unanimously to accept.

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DEPARTMENTAL UPDATES

Blake informed the Board that the executive budget submitted to the Governor's office on January 15th had not yet been voted on by the House nor the Senate but may be heard very soon. The executive budget includes the consolidation of the Department. Assuming the executive budget is approved the only immediate staffing change is to hire an additional installation inspector to ensure service levels remain consistent allowing consumers to occupy their homes timely.

Arizona Public Service Electric Company ("APS") policy change:

The Department had a great success challenging an APS policy that defined manufactured homes as temporary installations. APS has a program that offers any of their customers up to \$10,000 towards the cost of bringing electrical service to the home site; however, only for homes that are considered a permanent foundation. Blake was able to provide information and explain the federal law that even though the home sits above ground, it is a permanent foundation system. APS committee reviewed and approved a policy change that now includes manufactured homes as permanent foundations.

Mohave County ordinance update:

As presented at a previous Board meeting, Mohave County was in the process of reviewing an ordinance that would strictly limit the age of a manufactured home to seven years from its date of construction to be installed within their jurisdiction. Blake prepared a letter for the Board of Supervisors citing the legal opinion received from the Arizona Office of the Attorney General that supported age limits on HUD-labeled homes as a violation of HUD preemption. Ken Anderson, President of Manufactured Housing Industry of Arizona, attended the meetings readdressing this issue. The Board of Supervisors voted five to one in favor of not restricting the year.

2016 Installation Training

The installation training sessions are scheduled to begin this month and will wrap up at the end of October. Last year the Department had a great success in getting all licensees to attend the training; no licenses were revoked.

REQUEST FOR EDUCATIONAL GRANT

Susan Brenton ("Brenton"), the Executive Director of Manufactured Housing Communities of Arizona petitioned the Board for \$5,775.00 from the Consumer Recovery Fund educational monies to help cover the cost for supplies needed for the upcoming conference.

Chairman Baird entertained a motion to accept donating \$5,775.00 from educational grant monies; Board member Gleeson made motion to accept; motion seconded by Board member Stegmayer; and the Board voted unanimously to accept.

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LEGISLATIVE UPDATE

Blake provided a copy of the bills that have been submitted this legislative year that affect the Department and address mobile home parks. Blake was hoping House Bill 2200 would have gotten more support and movement as it addressed increasing the dollar amounts for relocation assistance provided to homeowners. The Department is maintaining copies of relocation contracts that exceed the statutory dollar amount for assistance to share with stakeholders for their consideration of the bill in an upcoming legislative session.

FINANCIAL REPORT

Blake presented the January and February 2016 financial reports.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$430,000 as of March 30th. At this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

Per request made at the previous Board meeting, Blake provided the statutory basis and explanation of the Recovery Funds from both the Registrar of Contractors and the Department. The statutes require differences in how claims against the bonds are handled. The Department is required to subrogate to the claim of the consumer recovery fund against the bond; Registrar of Contractors allows the consumer to go directly to the licensee's bond.

Blake provided the licensing bond amounts for Department licensees as found in Rule R4-34-502. The Board directed the Department to: 1) include D8B broker licensees in the bond requirements; and 2) align installer bond amounts with the minimum bond required by HUD for installation-default states it oversees.

DFBLS Action Item: Statutory change recommended to Arizona Revised Statutes 41-2179 (A) to remove the bond exemption for a broker of manufactured homes, mobile homes, or residential factory-built buildings. The exemption will remain for salesperson licensees.

DFBLS Action Item: Initiate a request for exemption to the Rule moratorium, or in the alternative include as part of an upcoming Rule packet the bond amount changes listed below to ensure consumer protections.

- All Installer class licenses = \$10,000
- Add a bond for D8B licenses = \$25,000

DFBLS Action Item: Add construction loans topic to next Board Agenda.

FEE STRUCTURE

The Department reported that it would not make any recommendations to adjust fees for the upcoming 2017 fiscal year due to the changes in the operating costs related to the consolidation.

Chairman Baird entertained a motion that public and charter schools pay 50 percent of the published rate for installation permits and that the discount be noted on the Fee Schedule; Board member Hoyle made motion to accept; motion seconded by Board member Johnloz; and the Board voted unanimously to accept.

DFBLS Action Item: Update FY17 Fee Schedule to reflect installation permit discount for public and private school.

CALL TO PUBLIC

No requests to address the Board were submitted or heard.

NEXT BOARD MEETING DATE

Wednesday July 20, 2016

ADJOURNMENT

The meeting was adjourned at 2:41 p.m.

**Court Transcript
available on line:
www.dfbls.az.gov**

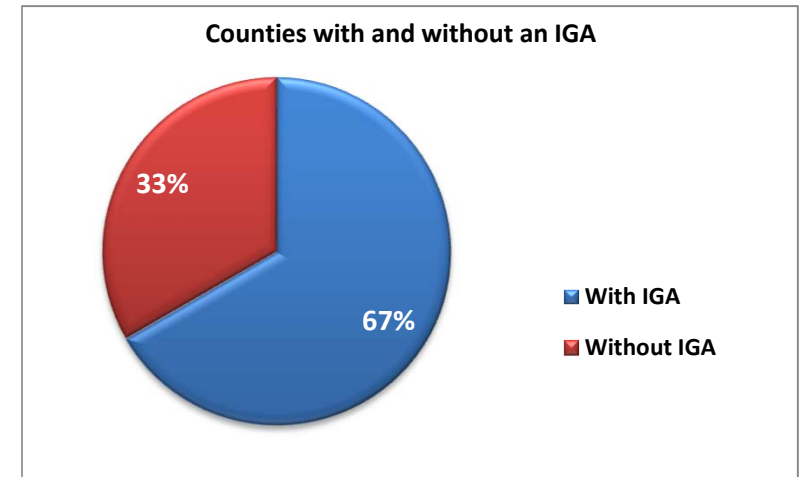
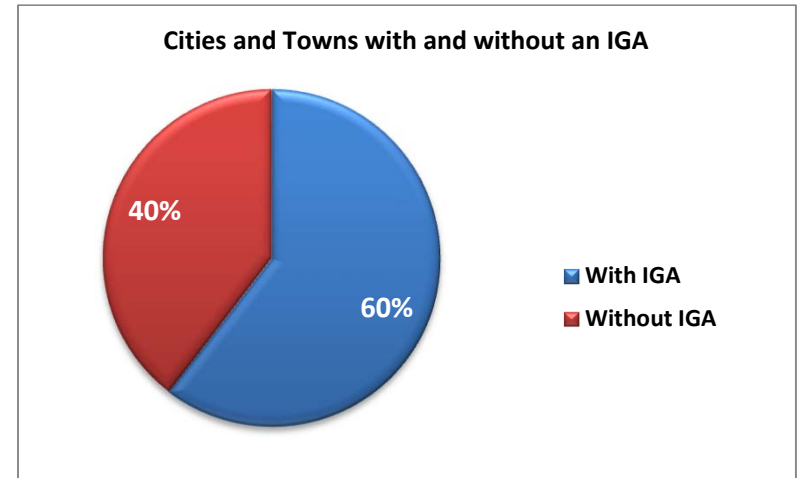
INTER GOVERNMENT AGREEMENT (IGA) REPORT



- **February 2016**
- **March 2016**
- **April 2016**
- **May 2016**

February 2016 Agreement Activity		
New Agreements	0	
Renewed Agreements	0	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	2	
IGA Partners	With IGA	Without IGA
Cities & Towns	55	36
	With IGA	Without IGA
Counties	10	5
Total Current IGA's	65	
Audited	0	

IGA's Terminated
 Guadalupe (Monthly reports & audit response)
 Yavapai County (Resource issues)

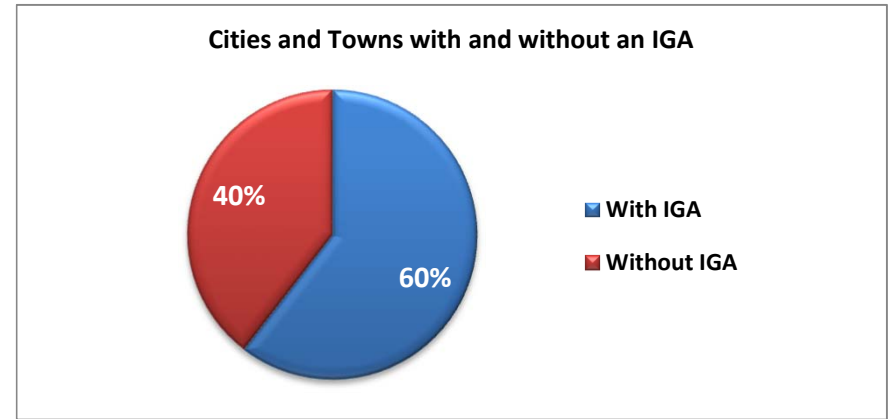


IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	43	447	\$ 10,666.68	\$ 113,337.96
FBB Permits	3	20	\$ 2,516.20	\$ 11,134.53

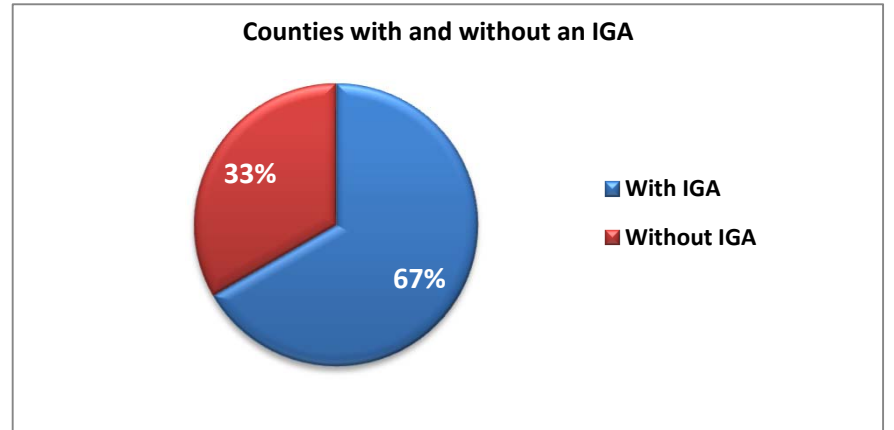
Report Completed By: Mike Muller

Date: 4/4/2016

March 2016 Agreement Activity		
New Agreements	0	
Renewed Agreements	0	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	0	
IGA Partners	With IGA	Without IGA
Cities & Towns	55	36
	With IGA	Without IGA
Counties	10	5
Total Current IGA's	65	
Audited	0	



IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	55	502	\$ 14,279.96	\$ 127,617.92
FBB Permits	3	23	\$ 1,052.00	\$ 12,186.53



Report Completed By: Mike Muller

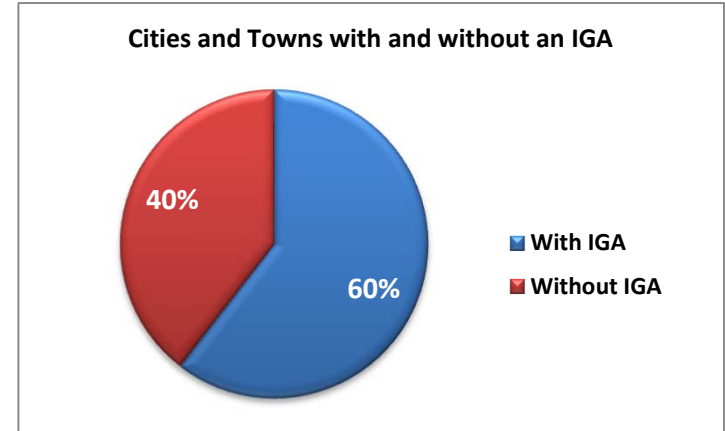
Date: 5/6/2016

April 2016 Agreement Activity

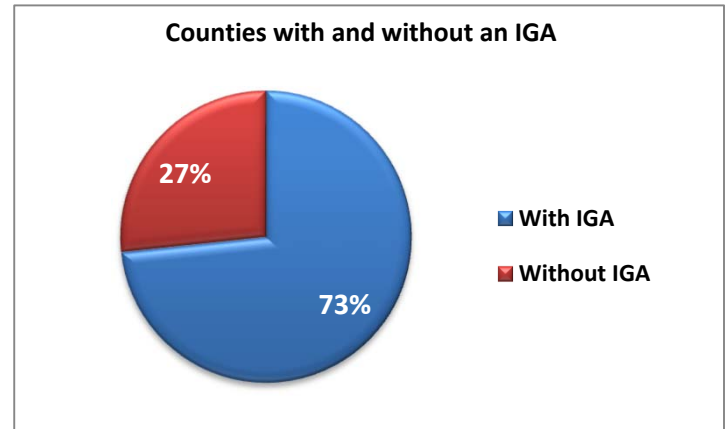
New Agreements	1	Graham addendum to inspect Greenlee Benson, Surprise
Renewed Agreements	2	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	0	

IGA Partners	With IGA	Without IGA
Cities & Towns	55	36
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	66	
Audited	8	

Clarkdale, Cottonwood, Williams, Tusayan, San Luis, Somerton, Yuma County, City of Yuma



IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	46	548	\$ 11,662.45	\$ 139,280.37
FBB Permits	2	25	\$ 660.00	\$ 12,846.53



Report Completed By: Mike Muller

Date: 6/13/2016

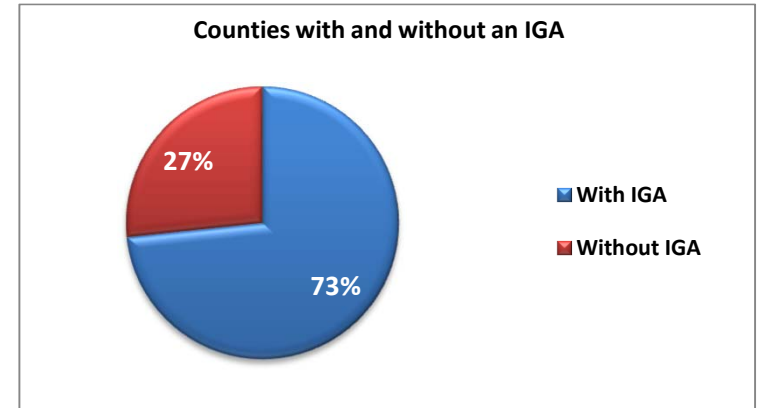
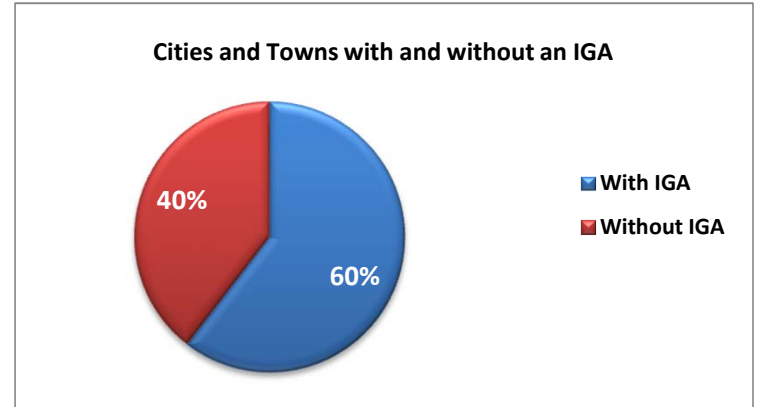
May 2016 Agreement Activity		
New Agreements	0	
Renewed Agreements	0	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	0	
IGA Partners	With IGA	Without IGA
Cities & Towns	55	36
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	66	
Audited	15	

Marana, South Tucson, Chino Valley, Prescott Valley, Williams, Tusayan, Buckeye, Tolleson, Gila County, El Mirage, Pinal County, Florence, Apache Junction, Eloy and Coolidge.

IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	42	590	\$ 10,952.12	\$ 150,232.49
FBB Permits	1	26	\$ 307.00	\$ 13,153.53

Report Completed By: Mike Muller

Date: 7/14/2016



MONTHLY FINANCIAL REPORTS



- **March 2016**
- **April 2016**
- **May 2016**
- **June 2016**

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

MARCH 2016

	MARCH Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	34	321	308	\$5,902.00	\$64,401.00	\$64,147.00
ENG. REPORT - MH	17	125	104	\$3,000.00	\$22,180.00	\$18,132.00
PERMIT REPORT:	MARCH Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	74	659	540	\$25,900.00	\$230,650.00	\$189,000.00
FBB	35	218	353	\$18,920.00	\$89,332.52	\$98,214.75
INSPECTIONS REPORT:	MARCH Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	15	116	15	82	\$9,719.40	\$ 68,329.35
FBB	8	49	2	1	\$671.19	\$ 3,801.85
CERTIFICATE REPORT (INSIGNIA) :	MARCH Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	364	3066	2546	\$3,640.00	\$30,660.00	\$25,460.00
FBB MANUFACTURER	90	515	361	\$4,590.00	\$26,265.00	\$18,411.00
LICENSING REPORT:	MARCH New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	62	61	\$0.00	\$2,592.00
DEALERS	5	24	228	226	\$2,994.00	\$13,004.00
SALES PERSONS	24	151	642	611	\$4,944.00	\$31,106.00
INSTALLERS	1	5	88	86	\$432.00	\$3,396.00

RENEWAL LICENSING REPORT: <small>includes late renewals</small>	MARCH Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	42	\$1,296.00	\$19,749.00
DEALERS	20	163	\$6,196.50	\$52,073.00
SALES PERSONS	52	314	\$5,819.50	\$35,766.75
INSTALLERS	10	68	\$3,485.00	\$21,157.50

	MARCH OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$97,509.59	\$714,463.97	\$645,438.64	\$101,044.04	\$752,311.07	\$644,935.79	\$952,618.63	\$1,003,081.43
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 10,901.86	\$ -	\$ 275.30	\$ 431,249.47				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 278,529.56	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

MARCH 2016

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	65	132	4	0	0	15	15

PRODUCTION TREND:	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	173	162	142	92	112	99	81	126	286	374	723
February	178	148	127	84	111	80	87	112	281	349	739
March	201	160	120	98	115	107	106	119	290	389	825
April		193	151	149	117	86	99	108	321	354	595
May		181	161	156	135	108	108	116	304	400	740
June		189	146	159	130	123	126	124	254	419	762
July		196	147	141	109	78	117	102	243	334	486
August		171	182	143	140	110	108	118	275	397	663
September		168	148	140	99	90	123	135	247	308	490
October		185	175	181	145	90	90	146	251	342	522
November		164	135	148	83	110	92	119	184	312	463
December		150	124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	3	1	1
COMPLAINTS:	Current	YTD	Prior
New Received	0	38	31
Closed/Reopened	0	1	1
Closed for the Month	2	36	27

20 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2016	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013		FBB Manufacturer 2016	FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013
January	282	266	277	185		90	35	35	37
February	276	266	220	156		39	17	17	59
March	288	272	203	159		76	20	10	44
April		290	243	176			44	22	38
May		268	238	194			34	85	44
June		244	253	248			21	18	31
July		332	223	200			20	35	56
August		326	232	221			6	46	96
September		284	258	181			49	58	95
October		325	268	226			60	16	85
November		328	224	251			96	22	35
December		295	231	196			13	33	43

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

APRIL 2016

	APRIL Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	24	345	348	\$4,376.00	\$68,777.00	\$72,449.00
ENG. REPORT - MH	15	140	114	\$3,119.00	\$25,299.00	\$19,963.00
PERMIT REPORT:	APRIL Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	79	738	605	\$27,650.00	\$258,300.00	\$211,750.00
FBB	8	226	369	\$3,509.00	\$92,841.52	\$106,901.75
INSPECTIONS REPORT:	APRIL Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	11	127	12	90	\$6,528.00	\$ 74,857.35
FBB	4	53	0	1	\$204.00	\$ 4,005.85
CERTIFICATE REPORT (INSIGNIA) :	APRIL Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	185	3251	2795	\$1,850.00	\$32,510.00	\$27,950.00
FBB MANUFACTURER	30	545	416	\$1,530.00	\$27,795.00	\$21,216.00
LICENSING REPORT:	APRIL New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	1	4	62	62	\$864.00	\$3,456.00
DEALERS	2	26	231	230	\$998.00	\$14,002.00
SALES PERSONS	13	164	636	613	\$2,678.00	\$33,784.00
INSTALLERS	1	6	89	87	\$741.00	\$4,137.00

RENEWAL LICENSING REPORT: includes late renewals	APRIL Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	45	\$1,543.00	\$21,292.00
DEALERS	11	174	\$3,407.25	\$55,480.25
SALES PERSONS	38	352	\$4,377.50	\$40,144.25
INSTALLERS	8	76	\$2,244.00	\$23,401.50

	APRIL OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$65,618.75	\$780,082.72	\$717,465.02	\$159,395.28	\$911,706.35	\$751,950.16	\$936,099.26	\$1,094,047.62
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 6,557.35	\$ -	\$ 459.36	\$ 437,806.82				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 278,529.56	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

APRIL 2016

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	67	143	0	0	0	11	12

PRODUCTION TREND:	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	173	162	142	92	112	99	81	126	286	374	723
February	178	148	127	84	111	80	87	112	281	349	739
March	201	160	120	98	115	107	106	119	290	389	825
April	210	193	151	149	117	86	99	108	321	354	595
May		181	161	156	135	108	108	116	304	400	740
June		189	146	159	130	123	126	124	254	419	762
July		196	147	141	109	78	117	102	243	334	486
August		171	182	143	140	110	108	118	275	397	663
September		168	148	140	99	90	123	135	247	308	490
October		185	175	181	145	90	90	146	251	342	522
November		164	135	148	83	110	92	119	184	312	463
December		150	124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	7	2	0

COMPLAINTS:	Current	YTD	Prior
New Received	4	42	34
Closed/Reopened	0	1	1
Closed for the Month	0	36	36

24 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2016	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013		FBB Manufacturer 2016	FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013
January	282	266	277	185		90	35	35	37
February	276	266	220	156		39	17	17	59
March	288	272	203	159		76	20	10	44
April	294	290	243	176		26	44	22	38
May		268	238	194			34	85	44
June		244	253	248			21	18	31
July		332	223	200			20	35	56
August		326	232	221			6	46	96
September		284	258	181			49	58	95
October		325	268	226			60	16	85
November		328	224	251			96	22	35
December		295	231	196			13	33	43

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

MAY 2016

	MAY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	24	369	386	\$5,752.00	\$74,529.00	\$77,565.00
ENG. REPORT - MH	18	158	124	\$1,800.00	\$27,099.00	\$22,632.00
PERMIT REPORT:	MAY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	87	825	689	\$30,450.00	\$288,750.00	\$241,150.00
FBB	13	239	384	\$10,128.50	\$102,970.02	\$118,805.78
INSPECTIONS REPORT:	MAY Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	14	141	10	104	\$3,144.81	\$ 78,002.15
FBB	4	57	0	1	\$266.44	\$ 4,272.29
CERTIFICATE REPORT (INSIGNIA) :	MAY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	358	3609	3081	\$3,580.00	\$36,090.00	\$30,810.00
FBB MANUFACTURER	7	552	434	\$357.00	\$28,152.00	\$22,134.00
LICENSING REPORT:	MAY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	2	6	64	62	\$1,728.00	\$5,184.00
DEALERS	2	28	230	223	\$1,132.00	\$15,134.00
SALES PERSONS	23	187	647	609	\$4,738.00	\$38,522.00
INSTALLERS	0	6	88	87	\$0.00	\$4,137.00

RENEWAL LICENSING REPORT: includes late renewals	MAY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	5	50	\$2,702.25	\$23,994.25
DEALERS	14	188	\$3,900.75	\$59,381.00
SALES PERSONS	32	384	\$3,630.75	\$43,775.00
INSTALLERS	5	81	\$1,542.00	\$24,943.50

	MAY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$74,852.50	\$854,935.21	\$793,238.56	\$105,321.12	\$1,017,027.47	\$800,397.73	\$932,656.59	\$1,109,484.51
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 12,383.00	\$ -	\$ 1,156.00	\$ 447,362.47				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 278,529.56	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

MAY 2016

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	69	148	1	0	0	14	10

PRODUCTION TREND:	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	173	162	142	92	112	99	81	126	286	374	723
February	178	148	127	84	111	80	87	112	281	349	739
March	201	160	120	98	115	107	106	119	290	389	825
April	210	193	151	149	117	86	99	108	321	354	595
May	218	181	161	156	135	108	108	116	304	400	740
June		189	146	159	130	123	126	124	254	419	762
July		196	147	141	109	78	117	102	243	334	486
August		171	182	143	140	110	108	118	275	397	663
September		168	148	140	99	90	123	135	247	308	490
October		185	175	181	145	90	90	146	251	342	522
November		164	135	148	83	110	92	119	184	312	463
December		150	124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	12	2	1

COMPLAINTS:	Current	YTD	Prior
New Received	5	47	38
Closed/Reopened	0	1	1
Closed for the Month	1	37	37

28 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2016	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013		FBB Manufacturer 2016	FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013
January	282	266	277	185		90	35	35	37
February	276	266	220	156		39	17	17	59
March	288	272	203	159		76	20	10	44
April	294	290	243	176		26	44	22	38
May	262	268	238	194		49	34	85	44
June		244	253	248			21	18	31
July		332	223	200			20	35	56
August		326	232	221			6	46	96
September		284	258	181			49	58	95
October		325	268	226			60	16	85
November		328	224	251			96	22	35
December		295	231	196			13	33	43

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

JUNE 2016

	JUNE Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	35	404	428	\$5,664.00	\$80,193.00	\$83,762.00
ENG. REPORT - MH	20	178	144	\$2,550.00	\$29,649.00	\$24,282.00
PERMIT REPORT:	JUNE Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	140	965	797	\$49,000.00	\$337,750.00	\$278,950.00
FBB	12	251	396	\$9,126.00	\$112,096.02	\$124,839.78
INSPECTIONS REPORT:	JUNE Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	14	155	10	112	\$9,391.55	\$ 87,393.70
FBB	0	57	0	1	\$0.00	\$ 4,272.29
CERTIFICATE REPORT (INSIGNIA) :	JUNE Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	503	4112	3487	\$5,030.00	\$41,120.00	\$34,870.00
FBB MANUFACTURER	18	570	475	\$918.00	\$29,070.00	\$24,225.00
LICENSING REPORT:	JUNE New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	6	63	62	\$0.00	\$5,184.00
DEALERS	5	33	232	226	\$2,830.00	\$17,964.00
SALES PERSONS	14	201	653	614	\$2,884.00	\$41,406.00
INSTALLERS	1	7	86	83	\$432.00	\$4,569.00

RENEWAL LICENSING REPORT: includes late renewals	JUNE Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	8	58	\$3,564.00	\$27,558.25
DEALERS	19	207	\$6,407.00	\$65,788.00
SALES PERSONS	48	432	\$5,356.00	\$49,131.00
INSTALLERS	2	83	\$678.50	\$25,622.00

	JUNE OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$103,831.05	\$958,766.26	\$880,142.42	Not yet available	Not yet available	Not yet available	\$958,766.26	Not yet available
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 14,733.79	\$ 5,775.00	\$ 694.79	\$ 456,321.26				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 278,529.56	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

JUNE 2016

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	64	295	5	0	0	14	10

PRODUCTION TREND:	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	173	162	142	92	112	99	81	126	286	374	723
February	178	148	127	84	111	80	87	112	281	349	739
March	201	160	120	98	115	107	106	119	290	389	825
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July		196	147	141	109	78	117	102	243	334	486
August		171	182	143	140	110	108	118	275	397	663
September		168	148	140	99	90	123	135	247	308	490
October		185	175	181	145	90	90	146	251	342	522
November		164	135	148	83	110	92	119	184	312	463
December		150	124	129	111	115	88	100	147	241	377

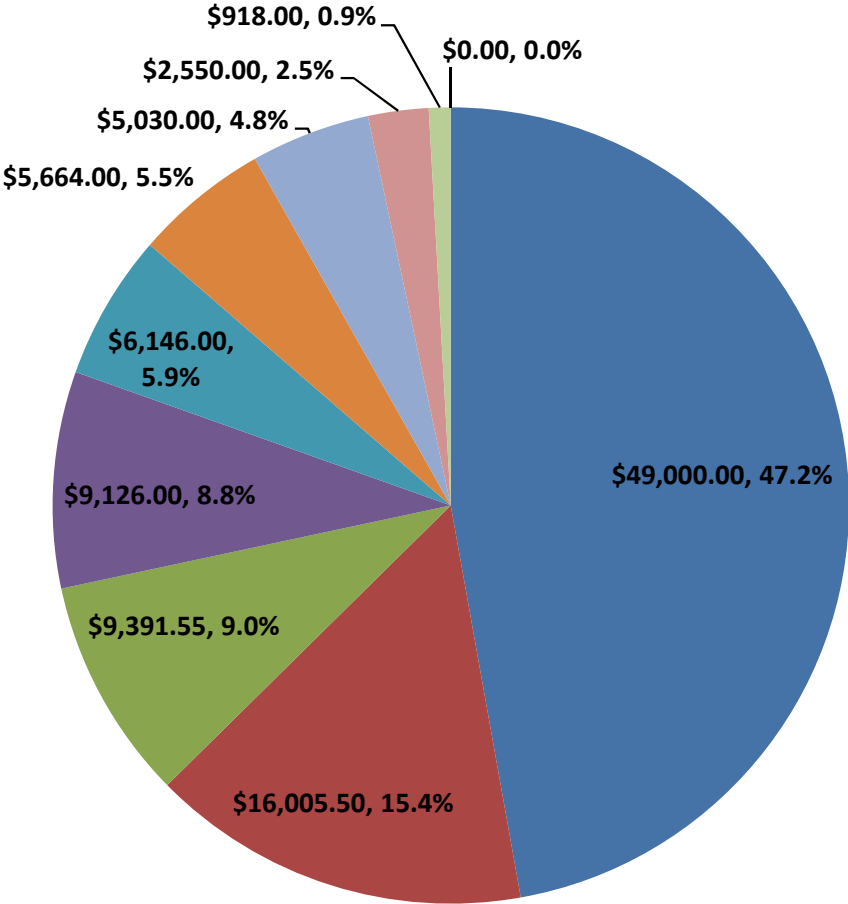
AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	8	2	1

COMPLAINTS:	Current	YTD	Prior
New Received	1	48	41
Closed/Reopened	0	1	1
Closed for the Month	1	38	41

28 open/active complaints

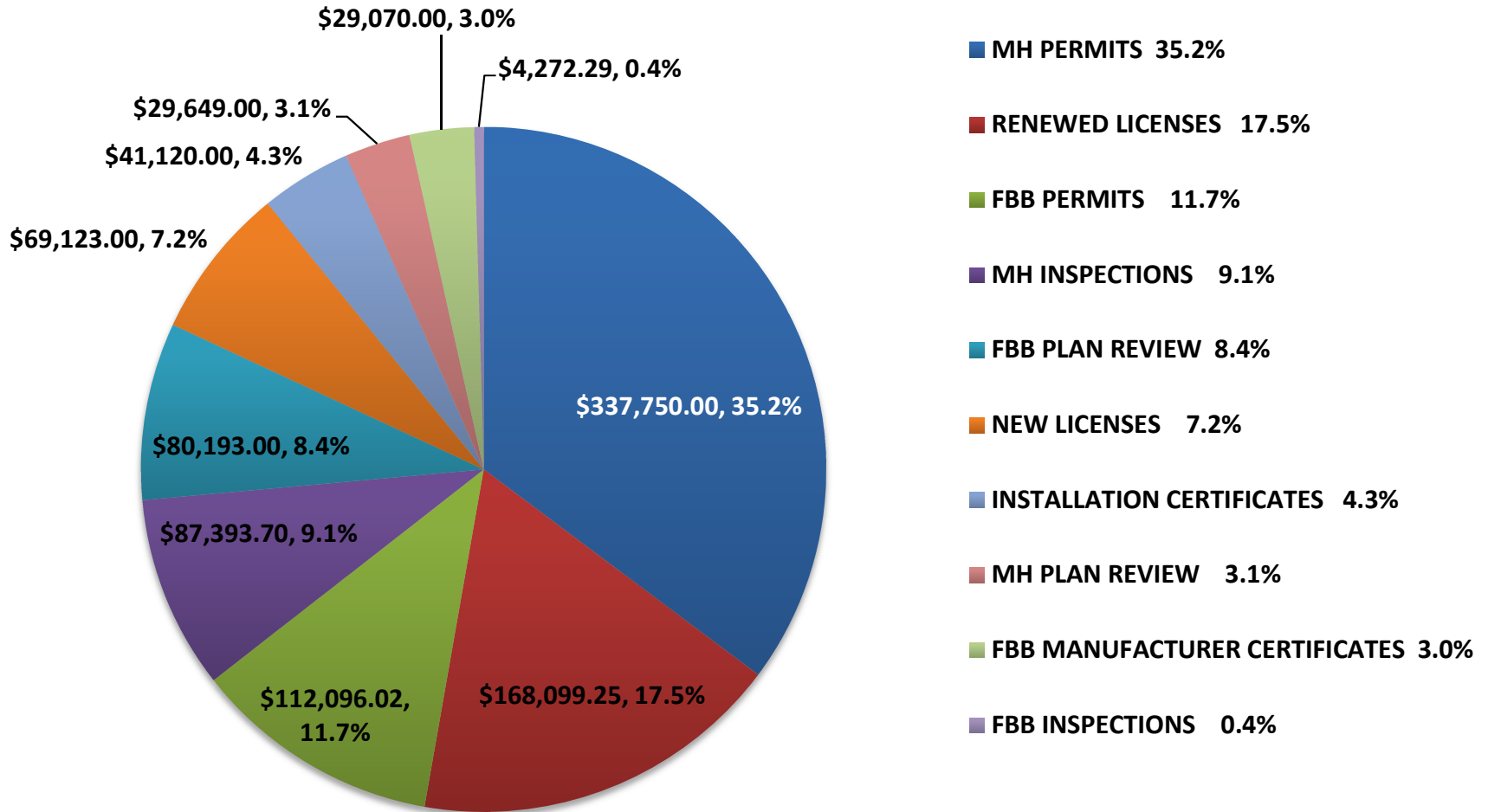
Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2016	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013		FBB Manufacturer 2016	FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013
January	282	266	277	185		90	35	35	37
February	276	266	220	156		39	17	17	59
March	288	272	203	159		76	20	10	44
April	294	290	243	176		26	44	22	38
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August		326	232	221			6	46	96
September		284	258	181			49	58	95
October		325	268	226			60	16	85
November		328	224	251			96	22	35
December		295	231	196			13	33	43

JUNE 2016 REVENUE BREAKDOWN



- MH PERMITS 47.2%
- RENEWED LICENSES 15.4%
- MH INSPECTIONS 9.0%
- FBB PERMITS 8.8%
- NEW LICENSES 5.9%
- FBB PLAN REVIEW 5.5%
- INSTALLATION CERTIFICATES 4.8%
- MH PLAN REVIEW 2.5%
- FBB MANUFACTURER CERTIFICATES 0.9%
- FBB INSPECTIONS 0.0%

FY16 YTD REVENUE BREAKDOWN as of JUNE 2016



JUNE 2016 EXPENDITURE BREAKDOWN

NOT YET AVAILABLE



RECOVERY FUND



RECOVERY FUND SUMMARY

CREDITS		DEBITS		BALANCE	
Balance as of 6/30/16	\$457,059.26	ACTUAL CLAIM	CLAIM AMOUNT	New Balance	\$457,379.94
Prior Month's Cash Bond Interest Earned	\$320.68	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$457,379.94	POTENTIAL CLAIMS	CLAIM AMOUNT	Remaining Balance	\$457,379.94
		Claims that have been scheduled for hearing and are awaiting hearing date	\$0.00		
		Claims not yet scheduled for hearing	\$0.00		
		TOTAL	\$0.00		

Complaints Verified Inspections Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to Mfg	Verified to Dlr	Verified to Installer	Possible Recovery Fund?	Purchase Agreement Amount if Recovery Fund Claim filed	Recovery Fund NOTE
11/20/2015	2/2/2016	2016-034	Danalewich	Marana	Cavco Industries Durango Division Lic. 8022	Homes Direct of Arizona LLC Lic. 8493	U.S. Mobile Home Transport Lic. 7218 & 7781	Yes	\$97,447.53	Dealer license is valid STATUS: Correction period in process
12/23/2015	3/24/2016	2016-035	Knight	Yuma	Cavco Industries Durango Division Lic. 8022	Fairbrook Homes LLC Lic. 8112	Gary Skaggs Trucking Lic. 8518	Yes	\$138,506.16	Dealer license is valid STATUS: Correction period in process
None during fourth quarter										

Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to: Manufacturer, Dealer and/or Installer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
11/20/15	2/2/16	2016-034	Danalewich	Marana	Verified to Manufacturer: Cavco Industries Durango Division, Lic. #8022	Yes	\$97,447.53	Dealer license is valid STATUS: Inspection report issued 2/29/16
					Dining Room floor crowned			
					Seams in underlayment in dining room & kitchen			
					Floor squeeks in 2 locations			
					Cracks in siding at bottom corner at kitchen window and bottom corner of back door			
					Sliding door does not close into frame without using excessive force			
					Verified to Installer: U.S. Mobile Home Transport, Lic. 7218 & 7781			
					Floor squeeks in 2 locations			
12/23/15	3/24/16	2016-035	Knight	Yuma	Verified to Dealer: Fairbrook Homes LLC Lic. 8112	Yes	\$138,506.16	Dealer license is valid STATUS: Inspection report issued 3/30/16
					No drawers under main bath vanity			
					No lazy susan turntable at kitchen corner cabinet			
					Did not receive wide drawers under cook top for pots and pans			
					Island between kitchen and living room not yet installed			
					Connection for TV not in correct location			
					No chandelier over dining room table			
					Incorrect type closet at hallway - s/g guest closet ILO linen closet			
					Corner cabinet in master bedroom only has 2 drawers and 2 doors.			
					No upper corner cabinet area to set TV in master bedroom,			
					Verified to Installer: Gary Skaggs Trucking, Lic. 8518			
					Concrete cracked from heavy trucks			
					Guest bath toilet does not drain properly			

FEE SCHEDULE





DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
1110 W. WASHINGTON, SUITE 100
PHOENIX, AZ 85007
(602) 364-1003 OFFICE
(602) 364-1052 FAX
www.dfbls.az.gov

FEE SCHEDULE FOR 2017 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2016

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-2144(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Factory-built-buildings (FBB) and subassemblies	\$ 864.00	\$ 432.00
	M-9C	Manufactured (MFG) Homes	\$ 864.00	\$ 432.00
	M-9E	Master, includes M-9A and M-9C	\$ 1,358.00	\$ 679.00
RETAILER/ DEALER/ BROKER	D-8	Retailer Mobile/MFG Homes	\$ 566.00	\$ 283.00
	D-8B	Broker Mobile/MFG Homes	\$ 432.00	\$ 216.00
	D-10	Retailer FBB or FBB Subassemblies	\$ 566.00	\$ 283.00
	D-12	Master, includes D-8, D-8B, and D-10	\$ 864.00	\$ 432.00
INSTALLERS	I-10C	General Installer	\$ 432.00	\$ 216.00
	I-10D	Installer of Attached Accessory Structures	\$ 432.00	\$ 216.00
	I-10G	Master, includes I-10C and I-10D	\$ 741.00	\$ 370.00
SALESPERSON	NA	Employee of a licensed Retailer/Dealer/Broker	\$ 206.00	\$ 103.00

PLAN FEES	
DESCRIPTION	FEE
Standard Plan Review	
Application Submittal and Plan Review	\$150.00 Includes up to 1 hour of plan review time
Plan Review	\$119.00 hour Each additional hour
EXPEDITED Plan Review	
Expedited Application and Plan Review	\$269.00 Includes up to 1 hour of plan review time
Expedited Plan Review	\$238.00 hour Each additional hour

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$10.00 each
Modular Manufacturer Certificate	\$51.00 each
Reconstruction Certificate	\$51.00 each

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$350.00 each <i>Includes 3 Inspections</i>	Up to \$ 350.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	\$ 450.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
FBB – classroom	\$ 2.25/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (MFG and FBB)	\$ 82.00	
FBB Special Event	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00 <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation Re-Inspection (MFG, FBB, Rehabilitation)	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training <i>OMH Installer: Qualifying Party or Corporate Officer Registrar of Contractor; Participant in the Installation Certificate Program: Qualifying Party or Corporate Officer</i>	\$ 100.00

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	FEE
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$.50 each
All refunds are subject to a fee of	\$ 59.00 each

2016
BOARD MEETING
SCHEDULE



2016 OMH BOARD MEETING SCHEDULE



*All meetings are tentatively scheduled
the 3rd Wednesday of each calendar
quarter, beginning at 1:00 p.m.*

**Date and time is subject to change at the
discretion of the Chairman of the Board.**

- ~~**January 20, 2016**~~

Rescheduled to January 27, 2016

- **April 20, 2016**

~~**July 20, 2016**~~

Rescheduled to August 10, 2016

- **October 19, 2016**