

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

Date: **Wednesday, January 20, 2021; 1:00 P.M.**

Teleconference

602-753-1025, Passcode 330208

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 review a matter or ask that a matter be placed on a future agenda.
- IV. Annual Selection of Board Chairman (Assistant Deputy Director)
- V. Review and Action on Abbreviated Minutes of October 21, 2020 meeting
- VI. Financial Report – review and discussion
- VII. Rule Change Update (Assistant Deputy Director)
 - a. Building Codes
 - b. Installer License Scopes
- VIII. Installer Training Initiative (Assistant Deputy Director)
- IX. Department Staffing Update (Assistant Deputy Director)
- X. Adjournment

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, and may appear via the teleconference number set forth above. 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 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.

BOARD OF MANUFACTURED HOUSING

April 21, 2021



Arizona Department of Housing

AGENDA



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

Date: **Wednesday, April 21, 2021; 1:00 P.M.**

Zoom Meeting

Link to join meeting:

<https://us02web.zoom.us/j/89011169034?pwd=Mk5hd3BGRVVQOHg4d0V3ZmtYUFpaZz09>

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 review a matter or ask that a matter be placed on a future agenda.
- IV. Review and Action on Abbreviated Minutes of January 20, 2021 meeting
- V. Financial Report – review and discussion
- VI. Rule Change Update (Assistant Deputy Director)
- VII. Fee Structure – pursuant to A.R.S. §41-4010 (A) (4). Determine fees for Fiscal Year 2022 beginning July 1, 2021 and ending June 20, 2022.
- VIII. Adjournment

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, and may appear via the teleconference number set forth above. 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 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.

January 20, 2021

ABBREVIATED

MINUTES



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.

\\

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.

FINANCIAL REPORTS



**ARIZONA DEPARTMENT OF HOUSING
MONTHLY SUMMARY REPORT**

FEBRUARY 2021

PLAN REVIEW:						
	Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD
PLAN REV. - FBB	47	298	334	\$7,275.00	\$71,150.00	\$66,500.00
PLAN REV. - MH	5	110	108	\$2,625.00	\$20,600.00	\$21,325.00

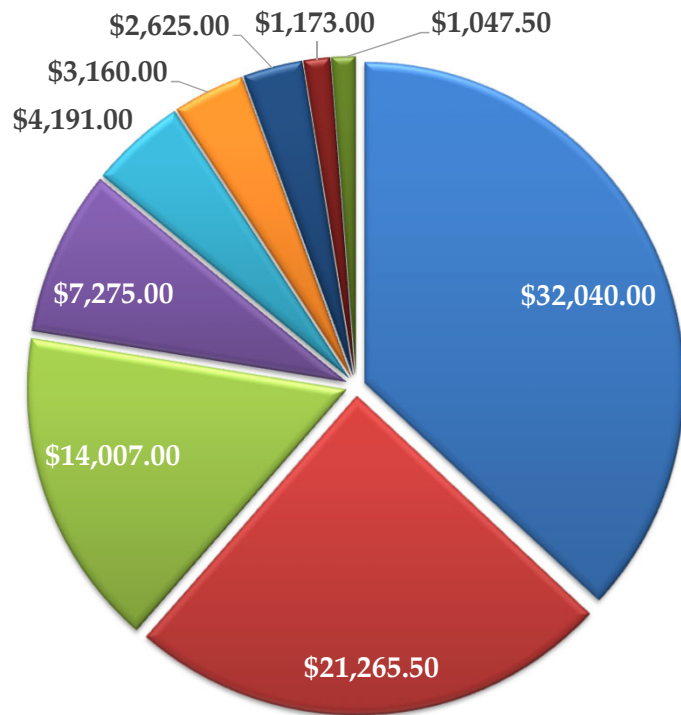
INSTALLATION PERMITS:						
	Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
MH	89	851	1065	\$32,040.00	\$306,360.00	\$383,400.00
FBB	50	198	264	\$14,007.00	\$82,683.00	\$110,411.00

IN PLANT INSPECTION:						
	Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
MH MFG.	12	94	24	146	\$1,047.50	\$ 7,686.25
Number of Homes Labeled	Single	Double	Triple	Quad	Five	TOTAL
	32	180	10	0	0	222
PRODUCTION TREND:	2021	2020	2019	2018	2017	2016
January	224	289	264	192	221	173
February	222	270	239	215	220	178
March		275	281	268	236	201
April		255	261	224	197	210
May		200	310	250	219	218
June		225	272	256	242	244
July		191	243	195	177	153
August		204	291	267	260	215
September		221	249	231	225	220
October		262	315	254	247	196
November		212	237	252	223	206
December		187	197	193	189	212
YTD TOTAL	446	2791	3159	2797	2656	2426

CERTIFICATES:								
	Certificates Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD	Certificates Reported	YTD
INSTALLATION	316	3172	3829	\$3,160.00	\$31,720.00	\$38,290.00	357	2428
FBB MFG.	23	804	392	\$1,173.00	\$41,004.00	\$19,992.00	26	220

LICENSING:

	New Licenses Issued	YTD Lic. Issued	Current Total Fees Generated	YTD Fees Generated	Current Total Licensees	Prior Year Total Licensees
MANUFACTURERS	0	8	\$0.00	\$6,912.00	86	82
DEALERS	1	28	\$566.00	\$17,726.00	277	270
SALES PERSONS	14	121	\$2,884.00	\$24,926.00	643	680
INSTALLERS	1	16	\$741.00	\$10,002.00	113	101
<i>*Includes late renewals</i>	Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD		
MANUFACTURERS	7	50	\$3,487.00	\$22,881.00		
DEALERS	34	168	\$9,894.00	\$54,562.25		
SALES PERSONS	47	308	\$5,201.50	\$34,402.00		
INSTALLERS	8	63	\$2,683.00	\$21,640.50		


FEBRUARY 2021 REVENUE BREAKDOWN

- MH PERMITS
- RENEWED LICENSES
- FBB PERMITS
- FBB PLAN REVIEW
- NEW LICENSES
- INST. CERTIFICATES
- MH PLAN REVIEW
- FBB MFG. CERTIFICATES
- MH INSPECTIONS

EXPENSE & REVENUE REPORT:

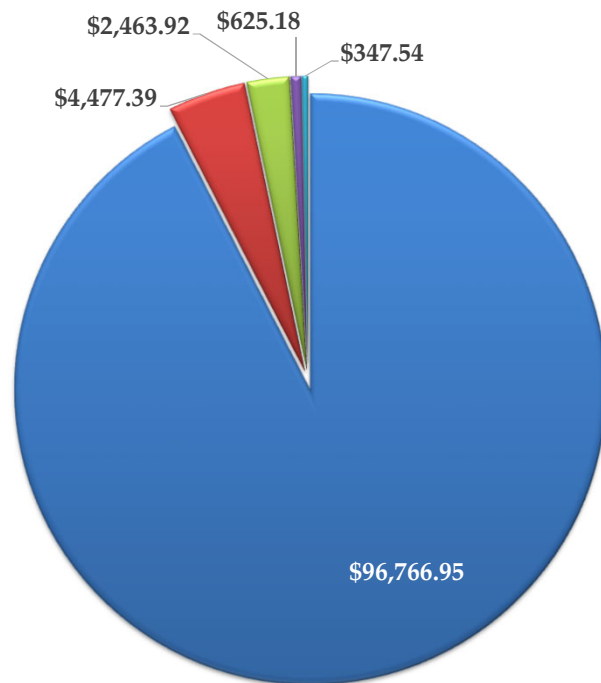
	OMH Fee's Generated	YTD Revenue	Prior YTD Revenue	Current Expenditures	YTD Expenditures	Prior YTD Expenditures	Estimated Annual Revenue	Estimated Annual Expenditures
	\$ 86,784.00	\$ 754,255.00	\$ 838,361.25	\$ 104,680.98	\$ 1,047,423.01	\$ 1,020,687.88	\$ 1,131,382.50	\$ 1,571,134.52

CONSUMER RECOVERY FUND

	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance
	\$ 2,560.00	\$0.00	\$ 156.15	\$ 633,694.68

CONSUMER & LICENSING EDUCATIONAL EXPENDITURES

	Recovery Fund Ending Balance	Interest Earned	Available for Grants (75% of Interest)
FY 20	\$ 593,627.45	\$ 9,008.15	\$ 6,756.11

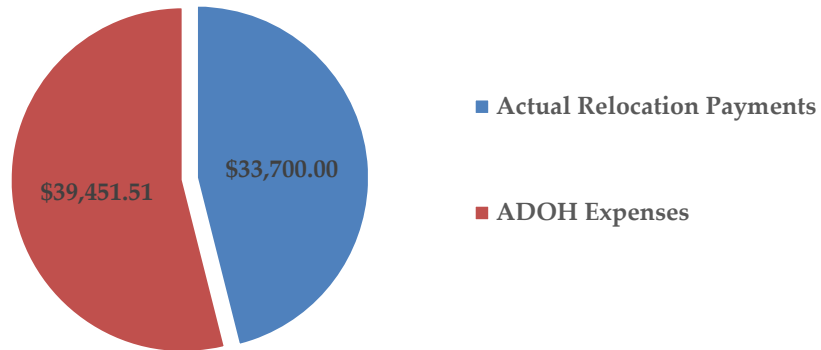
**FEBRUARY 2021 EXPENDITURE BREAKDOWN**

- PAYROLL
- OPERATING
- TRAVEL
- EQUIPMENT
- PROFESSIONAL SERVICE

RELOCATION FUND SUMMARY

BEGINNING BALANCE		YTD EXPENDITURES		ENDING BALANCE	
As of 02/01/2021	\$7,653,142.90		AMOUNT	As of 02/28/2021	\$7,655,249.66
		Actual Relocation Payments	\$33,700.00		
		ADOH Expenses	\$39,451.51		
		Total Expenses	\$73,151.51		

RELOCATION FUND EXPENSES YTD FY21
AS OF FEBRUARY 2021



FY 22 FEE RECOMMENDATION



MANUFACTURED HOUSING - BOARD FEE PRESENTATION

Plan A

FY2022 FORECASTED	BUDGET	% of Total	BOARD APPROVED FEES	Total Budget
Installation Inspections	\$ 615,840.00	36%	\$ -	\$ -
IPIA Plant Inspections	\$ 497,873.33	29%	\$ -	\$ -
Licensing	\$ 332,081.60	19%	\$ 281.43	\$ 281.43
Plan Review	\$ 105,233.33	6%	\$ -	\$ -
Insignias	\$ 58,893.33	3%	\$ -	\$ -
Operations Support	\$ 116,362.65	7%	\$ -	\$ -
	\$ 1,726,284.25	100%		\$ 281.43

FY2021 EXPENSE	FORECASTED
Payroll & ERE	\$ 1,279,057.20
Professional Services	\$ 55,577.47
Travel	\$ 198,104.57
Capital	\$ 1,243.28
Non-Capital Exp	\$ 359,509.37
Operations Support	\$ 116,362.65
	\$ 2,009,854.54

	FY21 PROJECTED FEE REVENUE		Plan B	
			FY22 BUDGET 105%	Adjusted Fee
Installation Inspections	\$ 666,063.00		\$ 646,632.00	\$ 378.00
IPIA Plant Inspections	\$ 129,427.13		\$ 522,767.00	\$ 89.25
Licensing	\$ 341,023.13		\$ 348,685.68	N/A
Plan Review	\$ 145,638.90		\$ 110,495.00	\$ 183.75
Insignias/Certificates	\$ 560,298.00		\$ 61,838.00	\$ 10.50
Operations Support	\$ -		\$ -	
	\$ 1,842,450.16	91.67%	\$ 1,690,417.68	

	Plan C	
	FY22 BUDGET 95%	Adjusted Fee
\$	585,048.00	\$ 342.00
\$	472,979.67	\$ 80.75
\$	315,477.52	N/A
\$	99,971.67	\$ 166.25
\$	55,948.67	\$ 9.50
\$	-	
\$	1,529,425.52	

	FY21 Projection		Current Fees
Installation Inspections	1,711	11.23%	\$ 360.00
IPIA Plant Inspections	5,857	38.44%	\$ 85.00
Licensing	1,180	7.74%	\$ 289.00
Plan Review	601	3.95%	\$ 175.00
Insignias/Certificates	5,889	38.65%	\$ 10.00

Lump Sum Average; not by license class

FEE SCHEDULE





**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

PHONE: 602771-1000 FAX: 602-771-1002
WWW.AZHOUSING.GOV

FEE SCHEDULE FOR 2021 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2020 through JUNE 30, 2021

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

<u>LICENSING FEES</u>				
	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

<u>PLAN FEES</u>	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 175.00 <i>Includes up to 1 hour of plan review time</i>
Plan Review	\$ 125.00 hour <i>Each additional hour</i>

<u>MOBILE HOME LANDLORD TENANT PETITION</u>	
DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

<u>INSTALLATION TRAINING</u>	
DESCRIPTION	FEE
Installation Training OMH Installer and Registrar of Contractor: Qualifying Party or Corporate Officer	\$ 100.00

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$ 360.00 each <i>Includes 3 Inspections</i>	Up to \$ 360.00 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 each	
FBB Special Event	\$ 120.00 each	
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 85.00 per HUD Label
Installation re-Inspection or additional not covered by permit (MFG, FBB, Rehabilitation, and Special Event)	\$ 120.00 each
Other MFG facility	\$ 85.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 120.00 each

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

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 or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$.50 each

2021 BOARD MEETING SCHEDULE



2021 MH 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, 2021 via teleconference***
- ***April 21, 2021 via Zoom***
- ***July 21, 2021***
- ***October 20, 2021***

BOARD OF MANUFACTURED HOUSING

January 20, 2021



Arizona Department of Housing

AGENDA



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

Date: **Wednesday, January 20, 2021; 1:00 P.M.**

Teleconference

602-753-1025, Passcode 330208

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 review a matter or ask that a matter be placed on a future agenda.
- IV. Annual Selection of Board Chairman (Assistant Deputy Director)
- V. Review and Action on Abbreviated Minutes of October 21, 2020 meeting
- VI. Financial Report – review and discussion
- VII. Rule Change Update (Assistant Deputy Director)
 - a. Building Codes
 - b. Installer License Scopes
- VIII. Installer Training Initiative (Assistant Deputy Director)
- IX. Department Staffing Update (Assistant Deputy Director)
- X. Adjournment

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, and may appear via the teleconference number set forth above. 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 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.

October 21, 2020 ABBREVIATED MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

October 21, 2020 ZOOM BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:02 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Jay Daniels, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Cody Pearce, Wayne Syrek and Michael Young.

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Deputy Director Reginald Givens (Givens); Assistant Deputy Director, Tara Brunetti (Brunetti); Inspector Administrator, David Meunier, Communications Officer, Janelle Johnson, Board Secretary 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 April 15, 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:

Brunetti presented the monthly financial report for the month of September 2020 and the Relocation Fund Summary. Board member Doughty questioned the amount noted for estimated annual expenditures and Brunetti emphasized to the Board Members that the amount provided is not the actual expenditures it is an estimated amount provided.

Action Item:

- Board member Doughty requested all pages of the board packet to be numbered for easier reference.
- Chairman Roe requested a list of the commonly type of violations found when the Department performs an Audit.

RULE CHANGE PROPOSAL

Brunetti provided an update on the proposed Rule change package approved by the Board back in July in regards to the panelized construction and building codes. The proposed Rule changes were deemed inappropriate by GRRC for the building code section and require supplement to be filed. Upon approval the Department will post an announcement on the Department's website to provide the date of implementation on all new Plans submittals.

Brunetti brought to the Board members attention the need to correct the language and scope of work permitted under the I-10C and I-10G Installer license classification. The Department's current license scopes do not allow our licensee's to perform work on commercial use factory built buildings. The Department proposed the following changes to be made:

I-10C license scope to include all work currently permitted under the I-10G license classification which would now allow licensees with an I-10C to perform attached accessories on mobile/manufactured homes and residential factory built buildings.

I-10D license scope to remain the same.

I-10G license scope of work to remain the same but will also allow licensee to perform work on commercial use factory built buildings.

Chairman Roe ("Roe") entertained a motion to accept the proposed rules changes and license classification scopes as presented by the Department; Board member Johnloz made motion to accept; motion seconded by Board member Daniels and the Board voted unanimously to accept.

ANNOUCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for Wednesday, January 20, 2021.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:38 p.m.

FINANCIAL REPORTS



**ARIZONA DEPARTMENT OF HOUSING
MONTHLY SUMMARY REPORT**

NOVEMBER 2020

PLAN REVIEW:						
	Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD
PLAN REV. - FBB	38	193	228	\$7,800.00	\$42,000.00	\$46,325.00
PLAN REV. - MH	11	79	62	\$3,325.00	\$13,775.00	\$12,100.00

INSTALLATION PERMITS:						
	Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
MH	114	546	697	\$41,040.00	\$196,560.00	\$250,920.00
FBB	21	90	112	\$11,625.00	\$46,491.00	\$72,299.00

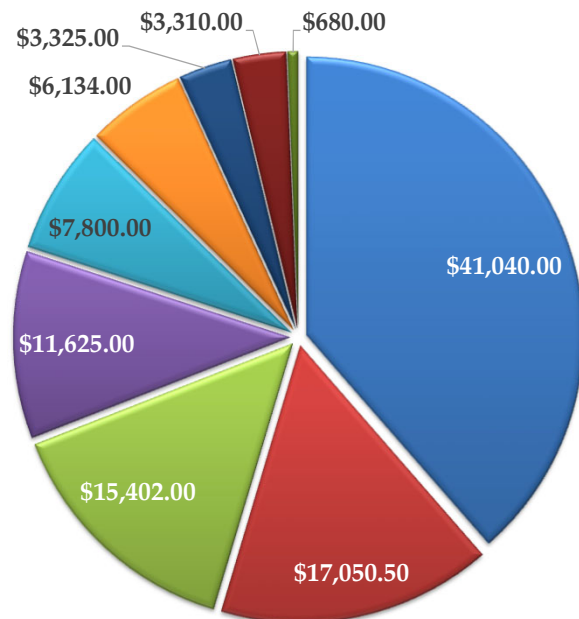
IN PLANT INSPECTION:						
	Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
MH MFG.	11	59	13	145	\$680.00	\$ 6,235.00
Number of Homes Labeled	Single	Double	Triple	Quad	Five	TOTAL
	53	152	6	1	0	212
PRODUCTION TREND:	2020	2019	2018	2017	2016	2015
January	289	264	192	221	173	162
February	270	239	215	220	178	148
March	275	281	268	236	201	160
April	255	261	224	197	210	193
May	200	310	250	219	218	181
June	225	272	256	242	244	189
July	191	243	195	177	153	196
August	204	291	267	260	215	171
September	221	249	231	225	220	168
October	262	315	254	247	196	185
November	212	237	252	223	206	164
December		197	193	189	212	150
YTD TOTAL	2604	3159	2797	2656	2426	2067

CERTIFICATES:								
	Certificates Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD	Certificates Reported	YTD
INSTALLATION	331	1894	2570	\$3,310.00	\$18,940.00	\$25,700.00	279	1388
FBB MFG.	302	489	317	\$15,402.00	\$24,939.00	\$16,167.00	20	143

LICENSING:						
	New Licenses Issued	YTD Lic. Issued	Current Total Fees Generated	YTD Fees Generated	Current Total Licensees	Prior Year Total Licensees
MANUFACTURERS	2	6	\$1,728.00	\$5,184.00	86	74
DEALERS	2	22	\$864.00	\$13,868.00	279	261
SALES PERSONS	10	82	\$2,060.00	\$16,892.00	655	671
INSTALLERS	2	7	\$1,482.00	\$4,569.00	105	98
<i>*Includes late renewals</i>	Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD		
MANUFACTURERS	4	32	\$1,836.00	\$14,395.00		
DEALERS	19	96	\$6,449.75	\$31,336.50		
SALES PERSONS	40	189	\$4,609.25	\$21,243.75		
INSTALLERS	12	33	\$4,155.50	\$11,233.00		

AUDITS:			
	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	10	0	0

COMPLAINTS			
	New Received	YTD	Prior YTD
	2	15	6



NOVEMBER 2020 REVENUE BREAKDOWN

- MH PERMITS
- RENEWED LICENSES
- FBB MFG. CERTIFICATES
- FBB PERMITS
- FBB PLAN REVIEW
- NEW LICENSES
- MH PLAN REVIEW
- INST. CERTIFICATES
- MH INSPECTIONS

EXPENSE & REVENUE REPORT:

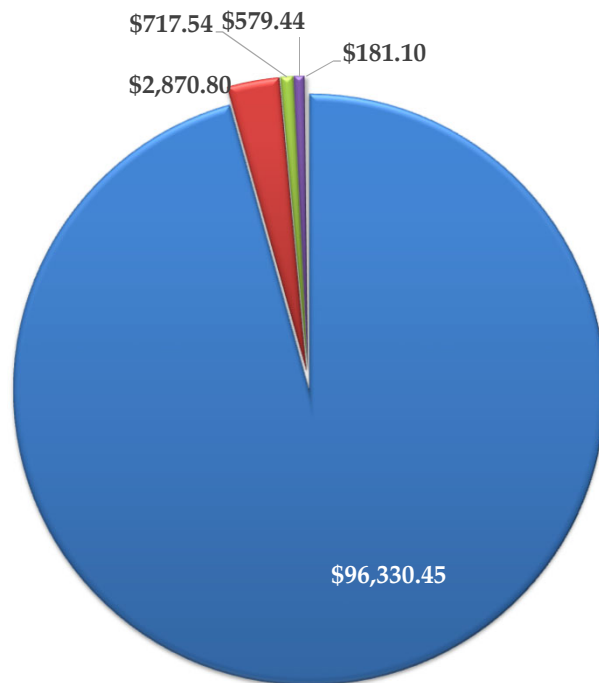
	OMH Fee's Generated	YTD Revenue	Prior YTD Revenue	Current Expenditures	YTD Expenditures	Prior YTD Expenditures	Estimated Annual Revenue	Estimated Annual Expenditures
	\$ 106,366.50	\$ 467,661.25	\$ 538,043.50	\$ 100,679.33	\$ 671,254.55	\$ 665,469.10	\$ 1,122,387.00	\$ 1,611,010.92

CONSUMER RECOVERY FUND

	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance
	\$ 4,470.00	\$0.00	\$ 177.65	\$ 620,964.68

CONSUMER & LICENSING EDUCATIONAL EXPENDITURES

	Recovery Fund Ending Balance	Interest Earned	Available for Grants (75% of Interest)
FY 20	\$ 593,627.45	\$ 9,008.15	\$ 6,756.11

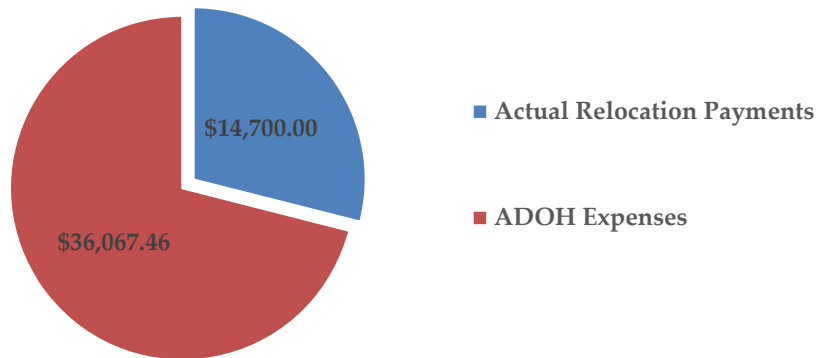
**NOVEMBER 2020 EXPENDITURE BREAKDOWN**

- PAYROLL
- TRAVEL
- PROFESSIONAL SERVICE
- OPERATING
- EQUIPMENT

RELOCATION FUND SUMMARY

BEGINNING BALANCE		YTD EXPENDITURES		ENDING BALANCE	
As of 11/01/2020	\$7,667,300.19		AMOUNT	As of 11/30/2020	\$7,667,740.66
		Actual Relocation Payments	\$14,700.00		
		ADOH Expenses	\$36,067.46		
		Total Expenses	\$50,767.46		

RELOCATION FUND EXPENSES YTD FY21
AS OF NOVEMBER 2020



FEE SCHEDULE





**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

PHONE: 602771-1000 FAX: 602-771-1002
WWW.AZHOUSING.GOV

FEE SCHEDULE FOR 2021 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2020 through JUNE 30, 2021

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

<u>LICENSING FEES</u>				
	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

<u>PLAN FEES</u>	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 175.00 <i>Includes up to 1 hour of plan review time</i>
Plan Review	\$ 125.00 hour <i>Each additional hour</i>

<u>MOBILE HOME LANDLORD TENANT PETITION</u>	
DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

<u>INSTALLATION TRAINING</u>	
DESCRIPTION	FEE
Installation Training OMH Installer and Registrar of Contractor: Qualifying Party or Corporate Officer	\$ 100.00

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$ 360.00 each <i>Includes 3 Inspections</i>	Up to \$ 360.00 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 each	
FBB Special Event	\$ 120.00 each	
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 85.00 per HUD Label
Installation re-Inspection or additional not covered by permit (MFG, FBB, Rehabilitation, and Special Event)	\$ 120.00 each
Other MFG facility	\$ 85.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 120.00 each

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

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 or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$.50 each

2021 BOARD MEETING SCHEDULE



2021 MH 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, 2021 via teleconference***
 - ***April 21, 2021***
 - ***July 21, 2021***
 - ***October 20, 2021***