

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 16, 2013 BOARD MEETING

CALL TO ORDER

Chairman Sam Baird called the meeting to order at 1:00 pm.

ROLL CALL

Board Members present: Chairman Samuel Baird, Terry Gleeson, Neal Haney, Everette Hoyle and Zeek Ojeh.

Board Member absent: Arthur Chick, Paul DeSanctis, Joe Hart, Troy Hyde

Department of Fire, Building and Life Safety Staff: Director Gene Palma; Deputy Director Debra Blake; Board Secretary Ayde Marquez and Deputy Director Mary Ann Knight.

Department of Fire, Building and Life Safety Staff absent: Assistant Attorney General Mary Williams;

Public/Industry Members present: Ken Anderson, President Arizona Housing Association

APPROVAL OF October 17, 2012 BOARD MINUTES

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

DEPARTMENTAL INFORMATION

Procedural Changes: Deputy Director Blake ("Blake") informed the Board members of the new Certificate program that replaces the Insignia Program that was already in place. The new Certificate program was implemented on January 1, 2013. The new Certificate that replaces the insignia is larger in size and captures more information.

Modular Manufacturer Certificate – FBB Manufacturers are required to affix a Manufacturer Certificate to each module that they construct to identify the date of construction, the name of the manufacturer who constructed the module, serial number, plan approval number, roof load, wind load and seismic zone.

Reconstruction Certificate – Reconstruction must occur whenever a building is brought into this State but was not constructed by a licensed Arizona Manufacturer or if there is no identifying information that tells the Department it was built to meet with the State codes. Reconstruction process must be done through a licensed Arizona FBB Manufacturer.

Rehabilitation Certificate – A Rehabilitation Certificate is for a pre-HUD home moving into the State or moving from one park to another park within the State. A pre-HUD home is a mobile home built prior to the HUD Regulations. The mobile home must be brought up to code prior to the Inspector affixing the Rehabilitation Certificate on home.

Installation Certificate – An Installation Certificate has always been required on mobile home and manufactured homes to verify every licensee who works on the installation of the home. The Department is now requiring that all installation work performed on a commercial FBB must have an Installation Certificate affixed by all Contractors and Subcontractors performing the installation of the building.

Installation Training – All Installers licensed by the Department are required to attend an annual Installation Training. The Department provides several options for training throughout the year. The Department is now requiring all ROC Contractors to attend the annual Installer Training. If the ROC Contractor does not comply with the Department's training options, no Installation Certificates will be issued to the licensee. The 2013 Annual Training will begin in April 2013.

Arizona Building Officials Organization (AZBO) has asked the Department to participate as a presenter in their Spring Training Institute, which is held in Prescott, this April.

FINANCIAL REPORT

Blake presented the September, October and November 2012 financial reports. As requested in the previous meeting the Department added the actual dollar amount to the Revenue Breakdown, Year to Date Revenue Breakdown & Expenditure Breakdown chart.

DFBLS Action item: Verify the percentages in the Revenue Breakdown, Year to Date Revenue Breakdown and Expenditure Breakdown to ensure the numbers match.

FEE STRUCTURE

Blake presented to the Board the year to date Fee Revenue Comparison FY12 and FY13 based on the Installation Permit fee increased July 1, 2012. The fee revenue has increased by 22.8 percent.

RECOVERY FUND

Blake presented the revised Recovery Fund Summary chart. The new chart is broken down by the whole credit, debit and balance as requested in the previous meeting. During the revising of the new chart Blake discovered that there was an error in previous reporting of the Average Interest Deposits. What was reported in the past was administrative fees and penalties collected from licensees which are not relevant to the Recovery Fund. Recovery Fund deposits come from two sources: sale of homes when licensees pay a \$30.00 fee into the Recovery Fund and interest earned on the cash bond balance. As of December 1, 2012 the Recovery Fund balance is \$83,000; no claims are pending hearing or waiting an appeal.

DFBLS Action item: Board member Haney requested that only open complaints be listed on the Complaints Verified Inspections Detailed Summary chart.

CALL TO PUBLIC

No public discussion.

NEXT BOARD MEETING DATE

Wednesday, April 17, 2013

ADJOURNMENT

The meeting was adjourned at 1:48 p.m.