

BOARD OF MANUFACTURED HOUSING

October 15, 2014



Arizona Department of Fire, Building and Life Safety

AGENDA



A G E N D A
BOARD OF MANUFACTURED HOUSING
Department of Fire, Building and Life Safety

Date: **Wednesday, October 15, 2014; 1:00 P.M.**
Department of Fire, Building and Life Safety
1110 West Washington, **Room 3100B (3rd 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, Room 3100B (3rd 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 **602-626-0431** or email Ayde.Corella@dfbls.az.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 Corella at 602-626-0431 or email Ayde.Corella@dfbls.az.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 July 16, 2014, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
(Discussion topics may include: personnel updates, procedural changes, action items from previous Board Meetings, and/or industry news)
- V. Financial Report – review, discussion, and possible action. – *Standing Item*
 - a. Department presentation of 13th month FY14 financial report
- VI. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary
- VII. Fee Structure – review, discussion, and possible action – *Standing Item*
- VIII. Chairman Discussion - discussion only; no Board action required
 - a. Call to Public Form
 - b. Board Member Term Expirations
 - c. Board Member Attendance Record

IX. 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. 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.)

X. Announcements of future meeting dates and other information concerning the Board.

XI. Adjournment

JULY 16, 2014

ABBREVIATED

MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

JULY 16, 2014 BOARD MEETING

CALL TO ORDER

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

ROLL CALL

Board Members present: Chairman Sam Baird, Arthur Chick, Paul DeSanctis, Terry Gleeson, Neal Haney, Joe Hart, Everette Hoyle and Michael Minnaugh

Board Members absent: Zeek Ojeh

Department of Fire, Building and Life Safety (“Department”) Staff: Director Gene Palma; Deputy Director Debra Blake; Assistant Attorney General, Jean Calvin; and Board Secretary Ayde Marquez.

Public/Industry Members present: Knute Knutson, Design Modulares, Inc.

APPROVAL OF April 16, 2014 BOARD MINUTES

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

DEPARTMENTAL UPDATES

Legislative Update: In early discussion with stakeholders on topics for legislative proposals. Deputy Director Blake (“Blake”) provided an update on federal legislation regarding the RV industry and possibility of creating a new class of unregulated structures – towable RVs and Park Models. More information to come as it becomes available.

Staff Changes: The Department recently hired Ron Booher to fill the vacant Tucson Installation Inspector position. Ron has completed his training and is now performing inspections on his own.

Inter Government Agreement (IGA) Update: Robert Muller, the Department’s IGA Liaison is now transitioning into his new position. Muller has been working on facilitating contract renewals. Dewey-Humboldt has recently entered into agreement with the Department. The Town of Cottonwood and Greenlee County had major staff changes;

the Department's staff is currently working on providing training to continue those partnerships.

In-Plant Inspectors (IPIA) Update: The Department's IPIA Inspectors were recently audited by HUD and those audits found that the IPIA are performing without issue. It doesn't happen very often with any state that they get a good score so the Department is proud of its IPIA inspectors.

Recap of Action Items from previous Board Meeting

Blake and the Installation Inspectors met with installer members after the last Board meeting based on a request by two public members. The meeting went very well and everyone seemed very satisfied with the outcome.

Blake and Knute Knutson are currently in the works of scheduling a meeting with the FBB industry members.

FY15 fee scheduled was posted to the Department's website in June 2014. No fees changes were made by the Board at its April meeting.

FINANCIAL REPORT

Blake presented the March, April and May 2014 financial reports.

Action Item: Provide via email to Board Members the end of FY14 expenditures summary report as soon as it is available.

FEE STRUCTURE

Blake presented the new fee schedule for 2015 fiscal year. All fees remain the same compared to fiscal 2014; the only change was the Department has included the one hundred dollar fee for the installation training fee which was approved by the Board in 2008.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$241,000; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing. Blake also presented the newly drafted bond recovery process which was already implemented.

CHAIRMAN DISCUSSION

Chairman Baird discussed the importance of making a public appearance at the Board meetings rather than attending telephonically. At previous Board meetings the telephonic situation has not been very functional as people on the other end are making noise and communication is not clear enough. Board member DeSanctis provided his input to the reasoning telephonic appearance is important to have in case quorum can't be met at the last minute.

Chairman Baird entertained a motion to make a general practice not to have telephonic appearances, but not have a total bar in the event that quorum isn't met; Board member Hart made motion to accept; motion seconded by Board member DeSanctis; and the Board voted unanimously to accept.

Chairman Baird presented to the Board members an attendance chart of Board members' attendance since 2012. He emphasized the responsibility each Board member has to attend each meeting as they are responsible for representing a specific segment of the industry.

Blake presented a chart with the Board members information of what position on the Board each Board member represents and the expiration date of their term. Blake informed the Board members how to go about the renewal process. Blake requested that if a Board member has made a determination to not to continue to serve on the Board to notify Chairman Baird or herself as they will need to look for a replacement in that position.

Action Item: Provide via email to all Board Members verification of the term expiration dates.

CALL TO PUBLIC

Chairman Baird brought to the Board members consideration whether or not to move up the "Call to Public" as perhaps there may be a topic pertaining to the meeting.

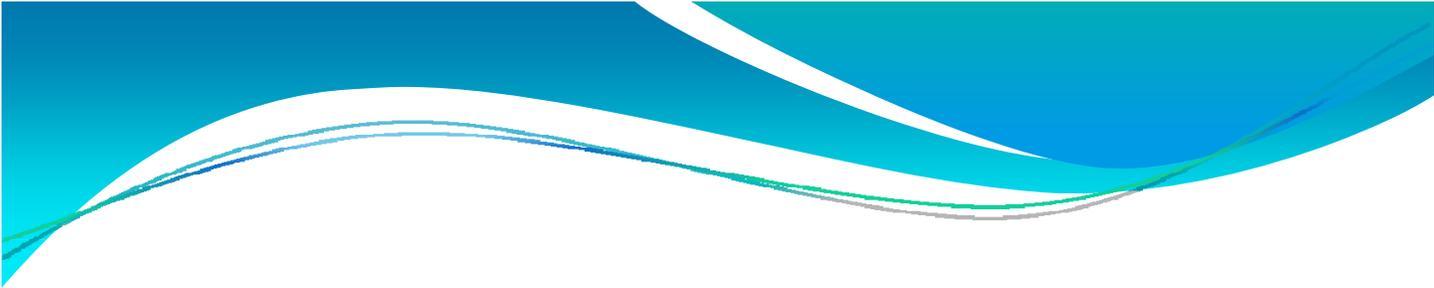
Action Item: Create a sample "Call to Pubic" sign up form for review and consideration.

NEXT BOARD MEETING DATE

Wednesday, October 15, 2014

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.



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

MONTHLY FINANCIAL REPORTS



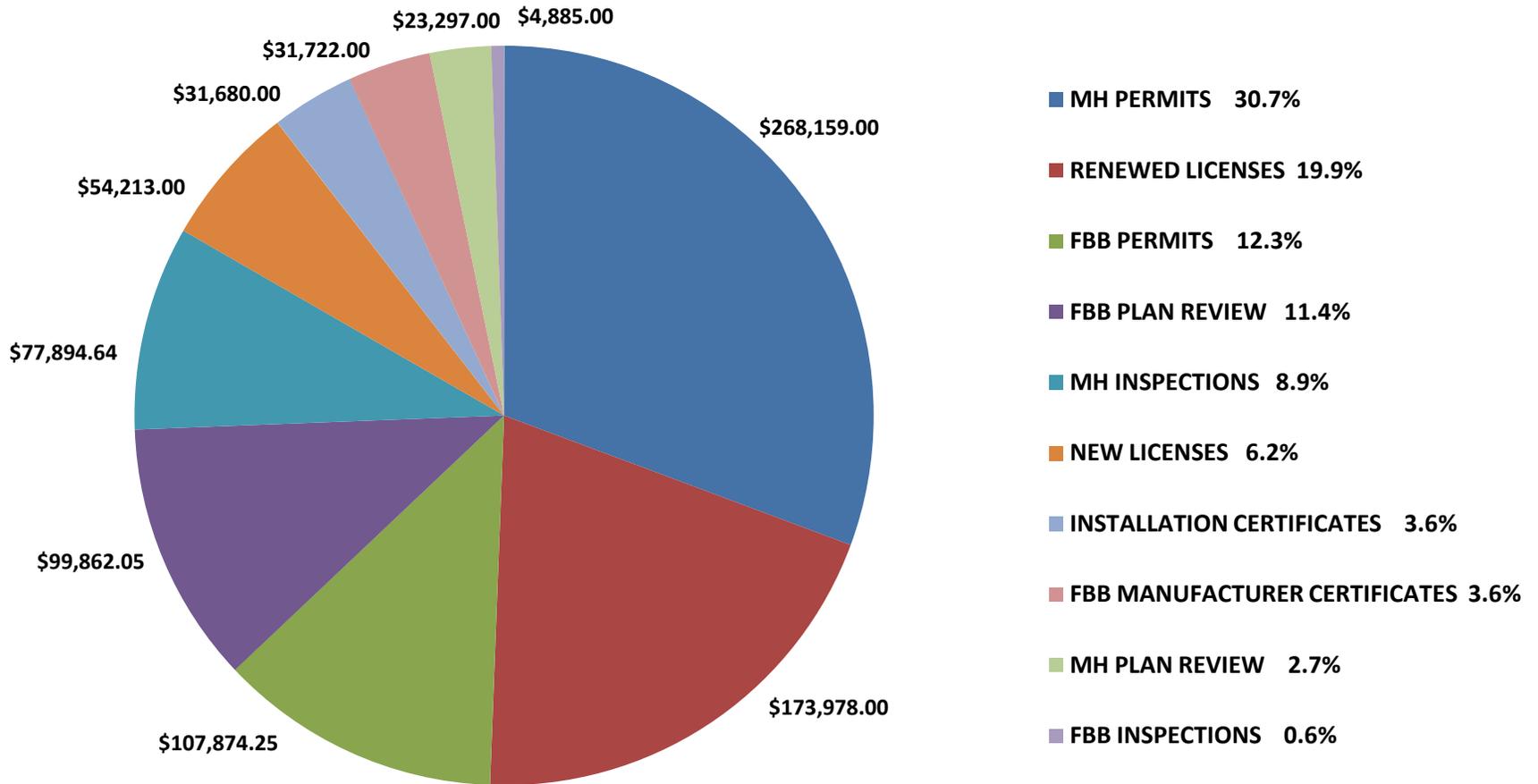
- **FY14 Final Annual Report**
 - **June 2014**
 - **July 2014**
 - **August 2014**

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
FINAL ANNUAL FINANCIAL REPORT**

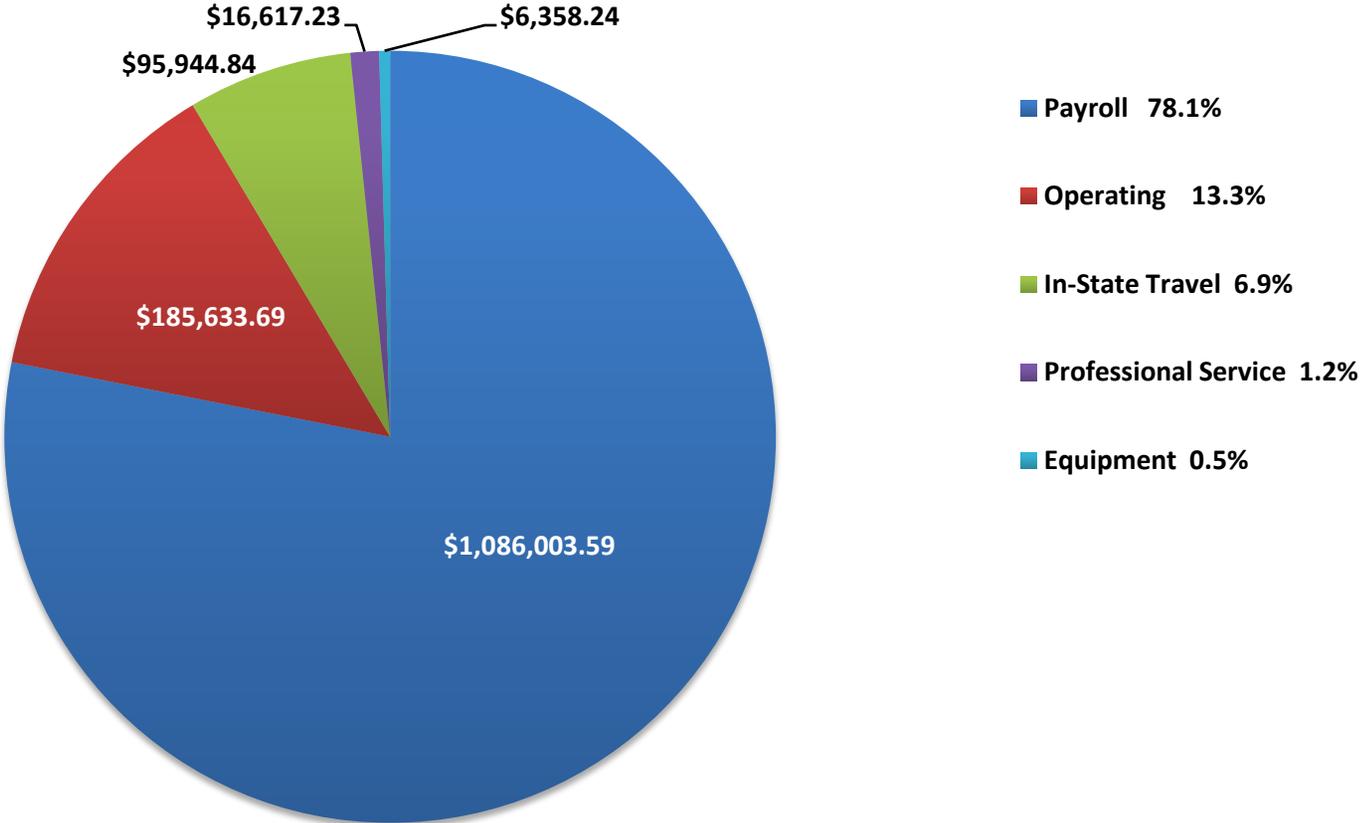
13th Month FY14

FY14	YTD Volume	YTD Fees	Prior YTD Volume	Prior YTD Fees		
ENG. REPORT - FBB	468	\$99,862.05	479	\$96,115.00		
ENG. REPORT - MH	142	\$23,297.00	160	\$23,650.00		
PERMIT REPORT:	YTD Volume	YTD Fees	Prior YTD Volume	Prior YTD Fees		
M/H	767	\$268,159.00	636	\$190,800.00		
FBB	279	\$107,874.25	287	\$113,108.09		
INSPECTIONS REPORT:	Current Total of Inspections	YTD Total Fees Generated	Current Total Number of Violations	Prior YTD Total Violations		
M/H	148	\$ 77,894.64	3	92		
FBB	47	\$ 4,885.00	0	1		
CERTIFICATE REPORT (INSIGNIA) :	YTD Volume	YTD	Prior YTD Volume	Prior YTD		
INSTALLATION	3168	\$31,680.00	2688	\$26,880.00		
FBB MANUFACTURER	622	\$31,722.00	560	\$28,560.00		
LICENSING REPORT:	YTD New Licenses Issued	YTD Fees	Current Total Licensees	Prior YTD Total Licensees		
MANUFACTURERS	2	\$1,728.00	62	65		
DEALERS	21	\$12,378.00	225	222		
SALES PERSONS	189	\$38,934.00	591	588		
INSTALLERS	2	\$1,173.00	84	91		
RENEWAL LICENSING REPORT	YTD Volume	YTD Fees				
MANUFACTURERS	63	\$31,261.25				
DEALERS	212	\$70,363.00				
SALES PERSONS	411	\$45,860.75				
INSTALLERS	83	\$26,493.00				
		YTD FEE REVENUE	PRIOR YTD FEE REVENUE	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ANNUAL PRORATION
EXPENSE & REVENUE:		\$873,564.94	\$656,303.79	\$879,748.24	\$633,476.10	99.3%
CONSUMER RECOVERY FUND	Fund Balance					
	\$ 249,188.02					

FY14 FINAL REVENUE BREAKDOWN



FY14 FINAL ANNUAL EXPENDITURE BREAKDOWN



SUMMARY OF EXPENDITURES EXPLANATION

FY14 Final Accounting (13th Month)

Office of Manufactured Housing Fee-based Expenditures	=	\$ 879,748.24	or	63.27%
HUD FUND Expenditures	=	\$ 264,322.21	or	19.01%
RELOCATION FUND Expenditures	=	\$ 246,487.14	or	17.73%
TOTAL EXPENDITURES	=	\$ 1,390,557.59		

The **HUD FUND** is a dedicated fund established based on a contractual agreement with the United States Department of Housing and Urban Development (“HUD”) for the sole purpose of monitoring construction activities in the Arizona HUD factories. HUD pays the Department both monthly payments based on the numbers of homes produced as well as an annual supplemental payment based on the volume of homes produced in 2000 as required by federal regulation. Although the Board of Manufactured Housing establishes an annual inspection fee for time and travel to HUD manufacturing facilities, those fees are deposited into the HUD Fund for the purpose of covering all HUD monitoring activity costs. Expenditures assessed against the HUD FUND cover the salaries of the inspectors and all other costs directly related to fulfilling our monitoring responsibilities with HUD.

The **RELOCATION FUND** is a dedicated fund established by Arizona statutes and is funded from personal property tax assessments from homeowners of mobile and manufactured homes in mobile home parks (“Parks”). The Department is statutorily authorized to pay from the FUND the actual costs of relocating homes that qualify for assistance based on Park closures, rent increases and change from an age-restricted to all age Park. The Department is also statutorily authorized to utilize the FUND for direct and indirect costs for the administration of the for administering the FUND and for the administration of the hearing functions for disputes of the Arizona Mobile Home Parks Residential Landlord and Tenant Act and hearing function for HOA disputes. A new law this year removed the hearing function for HOA disputes as an expenditure that can be assessed against the FUND for future fiscal years.

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

JUNE 2014

	JUNE Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
ENG. REPORT - FBB	52	468	479	\$8,783.00	\$99,862.05	\$96,115.00				
ENG. REPORT - MH	9	142	160	\$1,650.00	\$23,535.00	\$23,650.00				
PERMIT REPORT:	JUNE Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated				
M/H	73	767	636	\$25,550.00	\$268,450.00	\$190,800.00				
FBB	26	279	287	\$13,391.00	\$108,055.25	\$113,108.09				
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	On Site Commercial Inspections	On Site Residential Inspections		
M/H	11	148	3	92	\$6,053.55	\$ 77,894.64				
FBB	6	47	0	1	\$425.36	\$ 4,885.00	0	0		
CERTIFICATE REPORT (INSIGNIA) :	JUNE Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
INSTALLATION	358	3168	2688	\$3,580.00	\$31,680.00	\$26,880.00				
FBB MANUFACTURER	27	622	560	\$1,377.00	\$31,722.00	\$28,560.00				
LICENSING REPORT:	JUNE New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD				
MANUFACTURERS	1	2	62	65	\$864.00	\$1,728.00				
DEALERS	1	21	225	222	\$566.00	\$12,378.00				
SALES PERSONS	9	189	591	588	\$1,854.00	\$38,934.00				
INSTALLERS	0	2	84	91	\$0.00	\$1,173.00				
RENEWAL LICENSING REPORT: Includes late renewals	JUNE Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD						
MANUFACTURERS	12	63	\$5,616.00	\$31,261.25						
DEALERS	16	212	\$5,356.75	\$70,363.00						
SALES PERSONS	28	411	\$3,193.00	\$45,860.75						
INSTALLERS	7	83	\$2,767.50	\$26,493.00						
	OMH APPROVED FEES	HUD REVENUE	CURRENT REVENUE DEPOSITS	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$81,027.16	\$17,990.37	\$99,017.53	\$1,243,963.66	\$656,303.79	\$44,680.99	\$879,748.24	\$633,476.10	\$1,243,963.66	\$879,748.24
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance						
	\$ 7,497.00	\$ -	\$ 387.75	\$ 248,636.20						
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	\$ 3,414.00	\$ 267,512.25	\$ 0	\$ 142,998.62	\$ 142,998.62		FY 12	\$ 4,552.00	
FY 13	\$ 267,512.25	\$ 3,416.36	\$ 270,928.61	\$ 0	\$ 153,654.09	\$ 153,654.09		FY 13	\$ 4,594.45	

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

JUNE 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	41	102	3	0	0	11	3

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

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	1	0	2

COMPLAINTS:	Current	YTD	Prior
New Received	2	51	41
Closed/Reopened	0	1	2
Closed for the Month	7	55	37

14 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011		FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011
January	277	185	131	105		35	37	78	34
February	220	156	129	135		17	59	48	65
March	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July		200	206	167			56	62	145
August		221	174	175			96	33	34
September		181	169	159			95	62	54
October		226	196	142			85	47	105
November		251	202	142			35	48	38
December		196	207	38			43	16	152

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

JULY 2014

	JULY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	37	37	37	\$8,638.00	\$8,638.00	\$8,965.00
ENG. REPORT - MH	11	11	22	\$2,938.00	\$2,938.00	\$1,991.00
PERMIT REPORT:	JULY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	54	54	43	\$18,900.00	\$18,900.00	\$15,050.00
FBB	12	12	9	\$6,620.25	\$6,620.25	\$5,377.50

INSPECTIONS REPORT:	JULY 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	11	11	7	\$5,747.55	\$ 5,747.55
FBB	4	4	0	2	\$240.05	\$ 240.05

CERTIFICATE REPORT (INSIGNIA) :	JULY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	289	289	210	\$2,890.00	\$2,890.00	\$2,100.00
FBB MANUFACTURER	66	66	78	\$3,366.00	\$3,366.00	\$3,978.00

LICENSING REPORT:	JULY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	0	64	64	\$0.00	\$0.00
DEALERS	3	3	223	224	\$1,564.00	\$1,564.00
SALES PERSONS	19	19	595	589	\$3,914.00	\$3,914.00
INSTALLERS	1	1	85	94	\$741.00	\$741.00

RENEWAL LICENSING REPORT: includes late renewals	JULY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	8	8	\$3,780.00	\$3,780.00
DEALERS	11	11	\$3,954.75	\$3,954.75
SALES PERSONS	36	36	\$4,017.00	\$4,017.00
INSTALLERS	5	5	\$1,442.00	\$1,442.00

	JULY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$68,752.60	\$68,752.60	\$28,632.91	\$26,546.88	\$26,546.88	59,349.71	\$825,031.20	\$318,562.56
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,039.50	\$ -	\$ 336.15	\$ 255,675.70				

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

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

JULY 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	51	94	0	0	0	11	11

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

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	3	0	5

COMPLAINTS:	Current	YTD	Prior
New Received	1	1	5
Closed/Reopened	0	0	0
Closed for the Month	1	1	4

14 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011		FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011
January	277	185	131	105		35	37	78	34
February	220	156	129	135		17	59	48	65
March	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August		221	174	175			96	33	34
September		181	169	159			95	62	54
October		226	196	142			85	47	105
November		251	202	142			35	48	38
December		196	207	38			43	16	152

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

AUGUST 2014

	AUGUST Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	44	81	92	\$8,085.00	\$16,723.00	\$16,874.05
ENG. REPORT - MH	18	29	36	\$2,214.00	\$5,152.00	\$4,743.00
PERMIT REPORT:	AUGUST Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	59	113	97	\$20,650.00	\$39,550.00	\$33,950.00
FBB	13	25	26	\$7,816.00	\$14,436.25	\$15,484.50
INSPECTIONS REPORT:	AUGUST 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	22	8	22	\$6,806.13	\$ 12,553.67
FBB	0	4	0	2	\$0.00	\$ 240.05
CERTIFICATE REPORT (INSIGNIA) :	AUGUST Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	334	623	528	\$3,340.00	\$6,230.00	\$5,280.00
FBB MANUFACTURER	72	138	153	\$3,672.00	\$7,038.00	\$7,803.00
LICENSING REPORT:	AUGUST New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	2	2	66	65	\$1,728.00	\$1,728.00
DEALERS	1	4	228	222	\$432.00	\$1,996.00
SALES PERSONS	11	30	586	592	\$2,266.00	\$6,180.00
INSTALLERS	1	2	86	94	\$432.00	\$1,173.00

RENEWAL LICENSING REPORT: includes late renewals	AUGUST Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	11	\$1,512.00	\$5,292.00
DEALERS	16	27	\$5,481.50	\$9,436.25
SALES PERSONS	33	69	\$3,759.50	\$7,776.50
INSTALLERS	3	8	\$894.50	\$2,336.50

	AUGUST OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$69,088.63	\$137,841.22	\$87,522.70	\$122,431.26	\$148,978.14	\$193,488.84	\$827,047.32	\$893,868.84
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,056.64	\$ -	\$ 401.03	\$ 262,732.34				

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

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

AUGUST 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	100	78	4	0	0	11	8

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

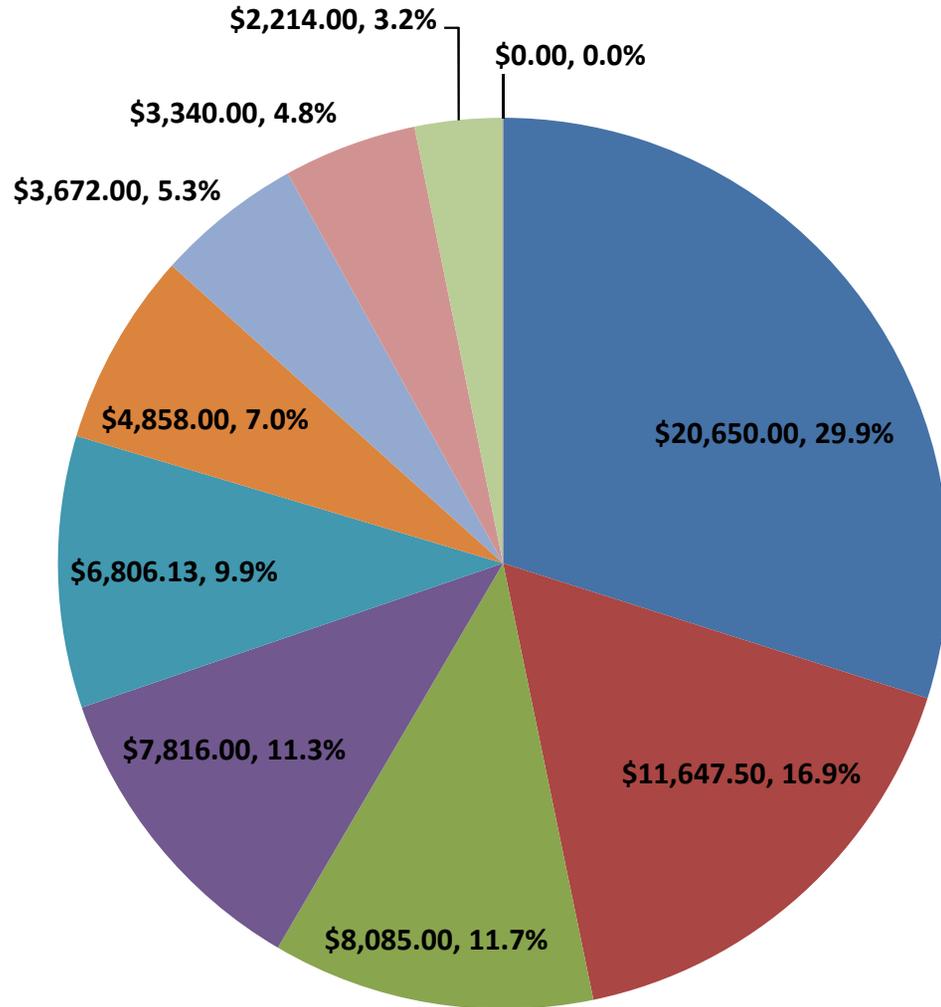
AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	10	1	2

COMPLAINTS:	Current	YTD	Prior
New Received	1	2	7
Closed/Reopened	1	1	0
Closed for the Month	1	2	5

16 open/active complaints

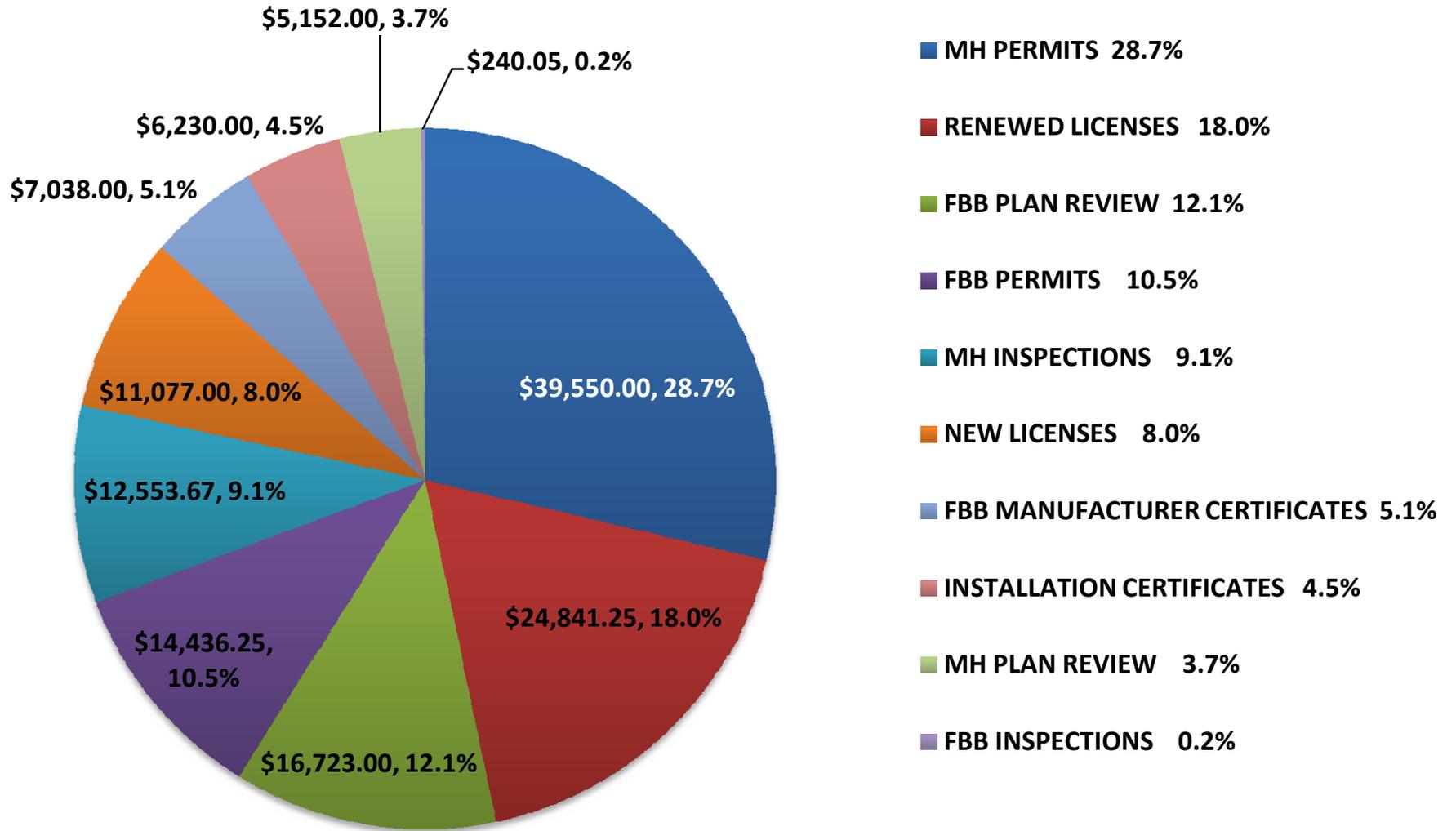
Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011		FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011
January	277	185	131	105		35	37	78	34
February	220	156	129	135		17	59	48	65
March	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August	232	221	174	175		46	96	33	34
September		181	169	159			95	62	54
October		226	196	142			85	47	105
November		251	202	142			35	48	38
December		196	207	38			43	16	152

AUGUST 2014 REVENUE BREAKDOWN

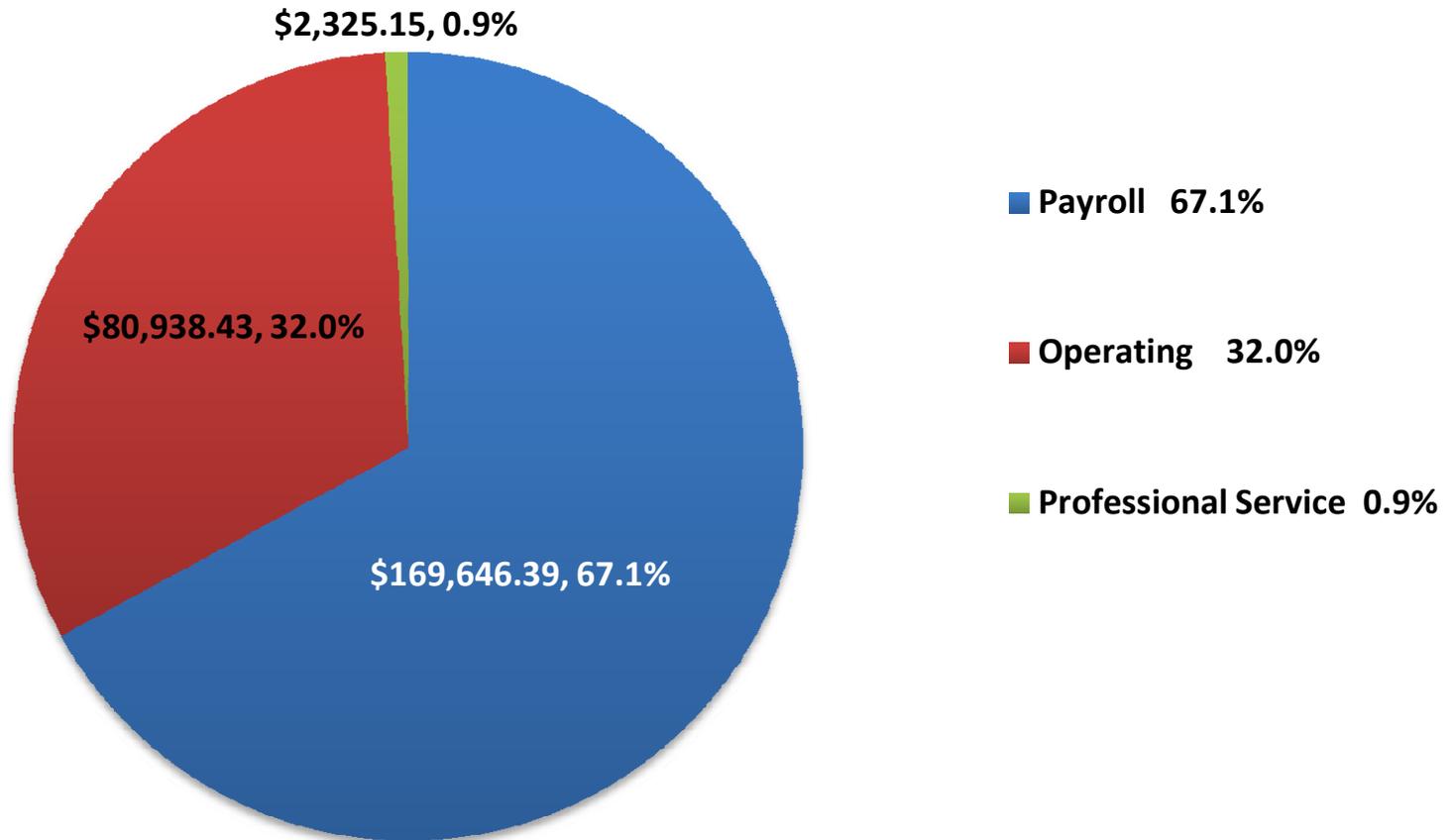


- MH PERMITS 29.9%
- RENEWED LICENSES 16.9%
- FBB PLAN REVIEW 11.7%
- FBB PERMITS 11.3%
- MH INSPECTIONS 9.9%
- NEW LICENSES 7.0%
- FBB MANUFACTURER CERTIFICATES 5.3%
- INSTALLATION CERTIFICATES 4.8%
- MH PLAN REVIEW 3.2%
- FBB INSPECTIONS 0.0%

FY15 YTD REVENUE BREAKDOWN as of AUGUST 2014



AUGUST 2014 EXPENDITURE BREAKDOWN



RECOVERY FUND



RECOVERY FUND SUMMARY

CREDITS		DEBITS		BALANCE	
Balance as of 9/1/14	\$262,732.34	ACTUAL CLAIM	CLAIM AMOUNT	New Balance	\$263,133.37
Prior Month's Cash Bond Interest Earned	\$401.03	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$263,133.37	POTENTIAL CLAIMS	CLAIM AMOUNT	Remaining Balance	\$263,133.37
		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 Manufacturer	Verified to Dealer	Verified to Installer	Possible Recovery Fund?	Purchase Agreement Amount if Recovery Fund Claim filed	Recovery Fund NOTE
3/31/14	6/25/14	2014-037	Horning	Seligman		Best Buy Homes, Inc. Lic. 7387			\$11,800.00	Dealer license is valid. STATUS: Due for follow up on required corrections on 7/25/14. 9/2/14, C&C issued to Dealer for failure to correct.
4/1/14	7/15/14	2014-038	Dornan	Yuma		Living Easy Lifestyles Lic. 8260		No		Dealer license is valid. All verified complaint items have been resolved. STATUS: Complaint closed on 8/29/14
5/12/14	8/22/14	2014-044	Blum	Sedona	CMH Manufacturing West Inc (Karsten Homes) Lic. 8046		U.S. Mobile Home Transport Inc Lic. 7218	No		Dealer is not an Arizona licensed dealer. Unit was sold in New Mexico

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
3/31/14	6/25/14	2014-037	Horning	Seligman	INSTALLER: Best Buy Homes Inc. Lic. #7387	Yes	\$11,830.00	Dealer license is valid
					Complainants have not received title to home			Complaint review findings issued 6/25/14. Complaint is open. 9/2/14, C&C issued to Dealer for failure to correct.
					Dealer did not provide VIN			
					Cannot get installation permit without VIN information			
					Home has not been installed. Failed to provide agreed upon goods/services.			
4/1/14	7/15/14	2014-038	Dornan	Yuma	DEALER: Living Easy Lifestyles, LLC Lic. 8260	Yes	\$99,622.52	Dealer license is valid
					Vinyl tile delaminating			All verified complaint items resolved and complaint closed on 8/29/14
5/12/14	8/22/14	201-044	Blum	Sedona	INSTALLER: U.S. Mobile Home Transport Inc Lic. 7218	No		Dealer not licensed in Arizona.
					Dryer exhaust not connected			Home sold in New Mexico.
					DEALER: CMH Manufacturing West Inc (Karsten Homes) Lic. 8046			
					Bathtub faucet hot & cold reversed			
					Front door weather seal has gap at lower bottom corner on hinge side			
					Bathroom sink drain stopper leaks			
					Front door swings freely, not set level in frame			
					Water line crashed between floor joist & hose bib, restricting flow			
					Roof leak at exhaust fan in bathroom.			
					Continues on Page 2			

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
5/12/14	8/22/14	201-044	Blum	Sedona	DEALER: CMH Manufacturing West Inc (Karsten Homes) Lic. 8046	No		Dealer not licensed in Arizona.
					Parapet wall flashing at top of stairs poses potential hazard. Vertical trim board missing from kitchen island cabinet Bamboo floor has glue stain at base corner of kitchen island cabinet Bamboo floor cut too wide & long for kitchen island cabinet Kitchen sink caulking between sink & counter surface deteriorated Deadbolt latch does not engage deadbolt Lockset tumbler at front door loose Closet frame at water heater has paint splatter Window leak in master bedroom Infloor heat duct leaking			

FEE SCHEDULE





DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

FEE SCHEDULE FOR 2015 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2014

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/MFGHomes	\$ 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>	Up to \$ 600.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	Up to \$ 600.00 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

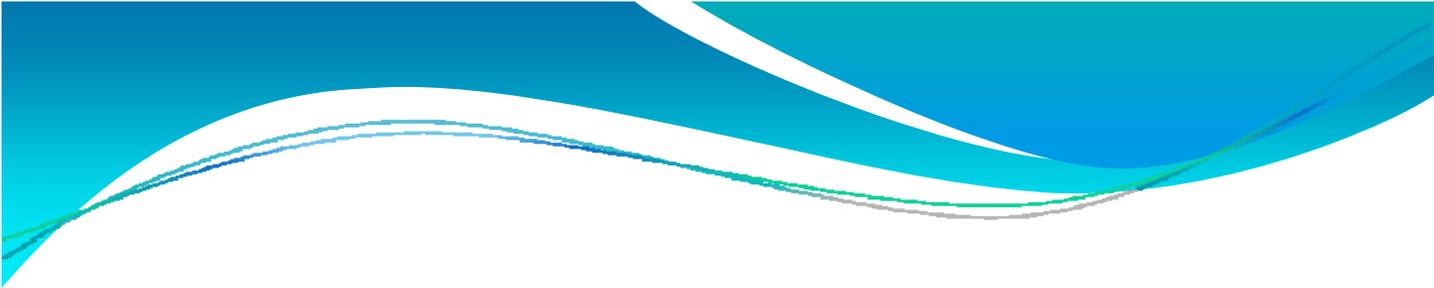
Description	FEE
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$.50 each
All refunds are subject to a fee of	\$ 59.00 each

CHAIRMAN DISCUSSION





Sample of Call to the Public Form



BOARD MEMBER TERM EXPIRATIONS

BOARD OF MANUFACTURED HOUSING MEMBERS as of July 2014

Name	Position Representing	Appointment Date	Term Start Date *	Term Expiration Date
Baird, Samuel L. (Chairman)	Residential Factory-Built Buildings Rep.	3/16/2012	1/16/2012	1/19/15
Chick, Arthur E.	Public Member Who lives in a Manufactured Home	10/14/2011	1/16/2012	1/19/15
DeSanctis, Paul C.	Financial Institution Rep.	3/16/2012	1/16/2012	1/19/15
Gleeson, Terry R.	Installers Industry Rep.	1/20/2012	1/16/2012	1/19/15
Haney, Neal T.	Rep. of Manufactured Home Park Owners	3/16/2012	1/16/2012	1/19/15
Hart, Joe B.	Manufacturers Rep.	3/16/2012	1/16/2012	1/19/15
Hoyle, Everette W.	Dealers & Brokers Rep.	3/16/2012	1/16/2012	1/19/15
Minnaugh, Michael J.	Public Member	4/12/2014	1/21/2013	1/18/16
Ojeh, Zeek	Public Member	3/16/2012	1/16/2012	1/19/15

* Term Start Dates always begin on a designated date in January. Appointment dates January - June move back Term Start Date to January of current year; Appointment dates July - December move forward Term Start Date to January of following year.

Name	Comments
Baird, Samuel L. (Chairman)	Currently fulfilling 1 term in this Position; previously fulfilled 2 terms as the Manufacturers Rep.: 2000 - 2003; 2009 - 2012. Total number of terms to date = 3 or 9 years
Chick, Arthur E.	Currently completing 1 term
DeSanctis, Paul C.	Currently fulfilling 3 terms representing the Position of Financial Institutions for the following years: 2003 - 2006, 2006 - 2009 and 2012 - 2015. Total number of terms to date = 3 or 9 years
Gleeson, Terry R.	Currently completing 1 term
Haney, Neal T.	Original appointment represented the Position of Recreational Vehicle Industry from 2003 - 2006; subsequent appointments represented the current Position of Park Owners from 2006 - 2009, 2009 - 2012, and 2012 - 2015. Total number of terms to date = 4 or 12 years
Hart, Joe B.	Currently completing 1 term
Hoyle, Everette W.	Currently completing 1 term
Minnaugh, Michael J.	Currently fulfilling John Dingeman's incomplete term due to resignation.
Ojeh, Zeek	Currently completing 1 term



Board Member Attendance Record

**Office of Manufactured Housing Board Meeting
Attendance Record**

OMH Board Member	2012						2013					2014					
	January 18, 2012	February 2, 2012	April 18, 2012	July 18, 2012	October 17, 2012	ATTENDANCE %	January 16, 2013	April 17, 2013	May 1, 2013	July 17, 2013	October 16, 2013	ATTENDANCE %	January 5, 2014	April 16, 2014	July 16, 2014	October 15, 2014	ATTENDANCE % YTD
Baird, Sam	RESCHEDULED	P	P	P	P	100%	P	RESCHEDULED	P	P	RESCHEDULED	100%	P	P	P		100%
Chick, Arthur		P	P	P	P	100%	A		P	A		33%	A	P	P		67%
DeSanctis, Paul		T	P	T	P	100%	A		T	P		67%	A	T	P		67%
Gleeson, Terry		Not on Board at this time	P	P	P	100%	P		P	P		100%	P	P	P		100%
Haney, Neal		P	P	P	P	100%	P		A	P		67%	P	P	P		100%
Hart, Joe		Not on Board at this time	P	P	P	100%	A		P	P		67%	P	P	P		100%
Hoyle, Everette		Not on Board at this time	P	P	P	100%	P		P	P		100%	P	P	P		100%
Ojeh, Zeek		P	P	A	P	75%	P		T	A		67%	P	T	A		67%
Minnaugh, Michael	Not on Board at this time													P		100%	
Dingeman, John	Not on Board at this time							P	A		50%	Resigned					
Hyde, Troy	P	P	P	A	75%	A	Term Ended										
Stegmayer, Joseph	P	Term Ended															
Wait, Ross	P	Term Ended															

P = Attended in Person
T = Attended Telephonically
A = Absent

2015 BOARD MEETING SCHEDULE



2015 OMH BOARD MEETING SCHEDULE

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

- **January 21, 2015**
- **April 15, 2015**
- **July 15, 2015**
- **October 21, 2015**