

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

OCTOBER 15, 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, and Everette Hoyle.

Board Members absent: Michael Minnaugh and Zeek Ojeh

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

APPROVAL OF JULY 16, 2014 BOARD MINUTES

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

DEPARTMENTAL UPDATES

Legislative Update: No new legislative updates at this time. Deputy Director Blake (“Blake”) informed the Board Members of a recent conversation she had in regards to the relocation process with AMHO that may drive some legislative change if they decide to move forward. A park owner challenged the statute indicating that he had lost significant amount of revenue when tenants moved prior to the termination of the lease. The Departments normal process upon receiving an official notice of the park closure is to assist the tenant through the relocation or abandonment process. The Department does not give any advice to the tenant in regards to termination of the lease agreement; the tenant must work out those issues with their park management. Blake contacted Marry from the AG’s office to review and provide clarification on lease agreement. The statutes are really silent on the effect a change of use notice has on the termination date of an existing lease. AMHO or MHCA may want to get some clarifying language in the statute to avoid issues going forward.

Staff Changes: No staff changes at this time. Blake shared with the Board Members the great outcome of the fiscal 14 performance measure goals. The Department has statutory obligations with the turnaround times of service levels for plan review and issuance of Manufactured Home and Factory Built Building Installation permits. The statutory time frame for plan review is 20 days; the average for fiscal 14 was conducted in less than 5 days. The statutory requirement for the issuance of Installation Permits is 7 business days; the average number of days to issue or deny permit application was less than 2 days for fiscal 14.

Inter Government Agreement (IGA) Update: Robert Muller, the Department's IGA Liaison is now working full time in his new position and has been very busy with our IGA partners. Muller has been working with the Town of Cottonwood and Greenlee County providing training on the permitting and inspection requirements. Dewey-Humboldt has recently entered into agreement with the Department. La Paz County will be receiving a conditional termination letter as they have not responded to multiple requests regarding whether or not they're interested in renewing their contract with the Department. The Town of Tusayan is aggressively seeking an IGA with the Department but unfortunately the Building Inspector is not competent at this time to enter into agreement.

Recap of Action Items from previous Board Meeting

Blake provided to all Board Members via email the end of FY14 expenditures summary report.

The Department created Call to the Public Signup Form as requested.

Blake emailed term expiration dates to all Board Members.

FINANCIAL REPORT

Blake presented the June, July, August 2014 and 13th month financial reports. Thanks to the Board adjustment of fees over the last couple of years the Department successfully ended at a 99.3 proration.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$263,000; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

FEE STRUCTURE

Blake presented the 2015 fee schedule that went into effect July 1, 2014. All fees remain the same compared to fiscal 2014.

CHAIRMAN DISCUSSION

As requested in the previous meeting the Department has created a “Call to the Public Signup Form”. The intent of the form is to be used by the public wishing to address the Board; it is not a requirement to fill out the form to be able to speak to the Board.

DFBLS Action Item: Have the “Call to the Public Signup Form” available on the Departments website and have the form also available at the upcoming meetings.

DFBLS Action Item: Add to the upcoming Board Meeting agenda the annual selection of Chairperson for the Board.

CALL TO PUBLIC

No public present.

NEXT BOARD MEETING DATE

Wednesday, January 21, 2015

ADJOURNMENT

The meeting was adjourned at 1:43 p.m.