

**COMMON INTEREST COMMUNITY BOARD
TIME-SHARE REGULATORY REVIEW COMMITTEE MEETING**

MINUTES OF MEETING

The Common Interest Community Time-Share Regulatory Review Committee of the Common Interest Community Board met on Tuesday, April 30, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair
Jacquelyn Riggs
Pamela Coerse
Caroline Emswiler
Christopher Nolen
Lori Overholt (arrived at 9:49 a.m.)
Philip Richardson
Van Rouse
Lucia Anna Trigiani (Ex-Officio)

Committee members Tom Bell and Robin Cronan were not in attendance.

DPOR staff present for all or part of the meeting included:

Gordon Dixon, Director
Mark N. Courtney, Senior Director for Regulatory & Public Affairs
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Jill Hrynciw, Board Administrator
Thomas K. Perry, Board Administrator
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was present.

Mr. Melson, Chair, called the meeting to order at 9:38 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Nolen moved to approve the agenda. Ms. Coerse seconded the motion which was unanimously approved by: Coerse, Emswiler,

Approval of Agenda

Melson, Nolen, Richardson, Riggs, and Rouse.

Mr. Melson opened the floor for public comment. No members of the public present requested to speak.

**Public Comment
Period**

Ms Henshaw provided an updated time-line for developing the draft Common Interest Community Board Time-Share Regulations. The Notice of Intended Regulatory Action (NOIRA) has been published and the 30-day public comment period ends on May 22, 2013. Our next Time-Share Regulatory Review Committee meeting will be in June.

**Review of Timeline
for Regulations**

Ms. Henshaw provided the Committee with a draft of staff-suggested revisions to the Common Interest Community Board Time-Share Regulations. The Committee began to review Part II, Marketing/Advertising, Part III, Application for Time-Share Project Registration, and Part VI, Alternative Purchase Registration of the draft time-share regulations. The Committee completed the review of Part II, suggested revisions, and made additional changes to the draft text.

**Review Draft CIC
Time-Share
Regulations**

Ms. Overholt arrived at 9:49 a.m.

**Arrival of
Committee Member**

The Committee began to review Part III, Application for Time-Share Project Registration, of the draft time-share regulations. The Committee also tabled discussion of a statement of the zoning and other governmental regulations affecting use of the time-share. The Committee asked that the "Narrative Description" of the promotional plan for the disposition of the time-shares section be tabled until the next meeting as they felt that additional language was needed for further discussion. Ms. Coerse suggested she would provide additional language for the Committee to review at the next meeting.

**Review Draft CIC
Time-Share
Regulations**

The Committee tabled further discussion of provisions regarding employment contracts or other contracts or agreements affecting the use, maintenance or access of all or any part of the time-share project until the next meeting.

The Committee recessed at 10:55 a.m. and reconvened at 11:16 a.m.

Break

The Committee continued its review of Part III, Application for Time-Share Project Registration, of the draft time-share regulations. Mr. Jack suggested staff redraft the disciplinary and adverse financial history and that those sections be tabled until the next meeting. The Committee agreed.

**Review Draft CIC
Time-Share
Regulations**

The Committee began to review Part VI, Alternative Purchase Registration, of the draft time-share regulations. The Committee discussed the definition of alternative purchase. Then the Committee asked that the "Alternative Purchase Registration" section be tabled until the next meeting as they felt that additional language was needed for further discussion. Ms. Coerse, Ms. Overholt, Mr. Richardson, and Ms. Riggs indicated they will develop a generic draft of examples of alternative purchases which may require a disclosure statement to be discussed at the next meeting.

The Committee recessed for lunch from 12:05 p.m. to 12:46 p.m.

Lunch

The Committee began to review Part IX, Board Authority and Standards of Conduct, of the draft time-share regulations. The Committee completed the review, suggested revisions, and made additional changes to the draft text.

**Review Draft CIC
Time-Share
Regulations**

After discussion, the Committee approved the following meeting dates by consensus: June 6, 2013 and July 23, 2013. The Committee also agreed to have all the Committee meetings begin at 9:30 a.m.

**Set Next Meeting
Date(s)**

The Committee discussed its plan for the next Committee meeting. At the next Committee meeting, the Committee will continue review of the suggested revisions to the time-share regulations and review the tabled items. Staff will provide a revised draft of the Time-Share Regulations in accordance with the Committee's comments for the next Committee meeting.

**Discuss Topics
For Next Committee
Meeting**

The Committee members were asked to submit any ideas, comments, or suggestions to Ms. Henshaw for discussion at the next Committee meeting.

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 1:25 p.m.

Adjourn

Gordon Dixon, Secretary

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