

**COMMON INTEREST COMMUNITY BOARD  
HOUSE BILL 1632 STAKEHOLDER COMMITTEE MEETING**

**MINUTES OF MEETING**

The House Bill 1632 Stakeholder Committee of the Common Interest Community Board met on Wednesday, June 24, 2015, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Kimberly Kacani, Chair  
Douglas Cole  
Robert Diamond  
Douglas Rogers  
Scott Sterling  
Susan Tarley (arrived at 9:45 a.m.)  
Lucia Anna Trigiani (Ex-Officio)  
David Watts  
Pamela Wiles

Committee member Paul Orlando was not in attendance.

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

Jay W. DeBoer, Director  
Mark N. Courtney, Senior Director for Regulatory & Public Affairs  
Trisha L. Henshaw, Executive Director  
Heather Gillespie, Ombudsman  
Jill R. Hrynciw, Board Administrator  
Charles Fustero, Board Staff  
Sean Mullican, Board Intern

Joshua Laws from the Office of the Attorney General was present.

Ms. Kacani, Chair, called the meeting to order at 9:35 a.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Ms. Kacani welcomed everyone and the Committee members and staff

**Introduction of**

introduced themselves.

**Committee  
Members and  
DPOR Staff**

Ms. Tarley arrived at 9:45 a.m.

**Arrival of  
Committee Member**

Ms. Wiles moved to approve the agenda. Mr. Sterling seconded the motion which was unanimously approved by: Kacani, Cole, Diamond, Rogers, Sterling, Tarley, Watts, and Wiles.

**Approval of Agenda**

Mr. Kacani opened the floor for public comment. There was no public comment.

**Public Comment  
Period**

Ms. Henshaw thanked everyone for agreeing to serve on the Committee. She provided an overview of the purpose of this Committee, including a brief overview of the legislation enacted in 2015 that created the need for the Committee.

**Review Purpose of  
Committee**

Ms. Kacani gave an overview of the resource materials listed on the agenda. She reminded the Committee that declarations are contracts and the purpose of the Committee is to develop best practices for declarations consistent with the Property Owners' Association Act. The Committee decided by consensus that the best practices should be suggested provisions for inclusion in declarations as opposed to requirements outside of the already established statutory requirements.

**Resource Materials**

The Committee began to discuss common terms often found in declarations.

**Discuss Best  
Practices**

The Committee recessed for a break at 10:25 a.m. and reconvened at 10:38 a.m.

**Break**

The Committee continued discussion on common terms often found in declarations.

**Discuss Best  
Practices**

The Committee recessed for lunch from 11:45 a.m. to 12:30 p.m.

**Lunch**

The Committee discussed content for best practices.

**Discuss Best  
Practices**

Ms. Tarley departed at 1:34 p.m.

**Departure of  
Committee Member**

The Committee continued to discuss content for best practices.

**Discuss** **Best**  
**Practices**

Ms. Trigiani departed at 1:45 p.m.

**Departure of**  
**Committee Member**

The Committee continued to discuss content for best practices and decided that Board staff would develop best practices based on the discussion. Board staff will present the best practices at the next Committee meeting.

**Discuss** **Best**  
**Practices**

After discussion, the Committee directed Board staff to research possible dates for the next Committee meeting with September 9, 2015, being a possibility.

**Set Next Meeting**  
**Date(s)**

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

**Conflict of Interest**  
**and Travel Voucher**  
**Forms**

There being no further business, the meeting was adjourned at 2:30 p.m.

**Adjourn**

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Lucia Anna Trigiani, Chair

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Jay W. DeBoer, Secretary