

**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, July 23, 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
Tom Bell
Christopher Nolen
Lori Overholt
Philip Richardson
Van Rouse

Committee members Pamela Coerse, Robin Cronan, and Caroline Emswiler and Ex-Officio member Lucia Anna Trigiani 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
Jill Hrynciw, 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. Mr. Bell seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

Approval of Agenda

Mr. Melson opened the floor for public comment. No members of the

Public Comment

public present requested to speak.

Ms. Henshaw provided the Committee with a draft of the Common Interest Community Board Time-Share Regulations that incorporated the suggested changes from the last Committee meeting as well as a memorandum containing a number of amendments made by staff. The Committee's goal is to have a recommendation for consideration by the Board at its September 17, 2013, meeting. The Board is scheduled to meet immediately following the Training Program Review Committee meeting on September 16th at 1 p.m. to begin the review of the draft Time-Share Regulations and continue on September 17th at the Board meeting. The Board must adopt and staff must file the proposed text for Executive Branch Review before November 18, 2013. Most of the regulation document has been reviewed and amended by the Committee except Part I – General and Part VII – Alternative Purchase Registration. In addition, staff made amendments to the alternative purchases section and made additional changes to clarify and streamline regulations and resulting processes.

The Committee began its review with Part VIII, Exchange Program Registration, of the draft time-share regulations. Mr. Bell moved to delete 18 VAC 48-45-590.C of the draft regulations. Mr. Richardson seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

The Committee began to review Part VII, Alternative Purchase Registration, of the draft time-share regulations. The Committee discussed the suggested revisions and made additional changes.

The Committee recessed at 10:46 a.m. and reconvened at 11:13 a.m.

The Committee continued its review with Part IX, Time-Share Reseller Registration, of the draft time-share regulations. In draft 18 VAC 48-45-680.A, Mr. Nolen moved to add “to the application for registration” at the end of the subsection; and delete “in hard copy form and electronically” before “in a format acceptable to the board.” Mr. Richardson seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

In draft 18 VAC 48-45-680.A.1, Mr. Nolen moved to add “fictitious names and certificates” after “Virginia State Corporation Commission.” Mr. Bell seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

Period

**Review Draft CIC
Time-Share
Regulations**

Break

**Review Draft CIC
Time-Share
Regulations**

In draft 18 VAC 48-45-680.A.4, Mr. Nolen moved to add “required by § 55-380.1 of the Code of Virginia” before “document.” Mr. Bell seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse. The Committee completed the review of Part IX and made additional changes.

The Committee began to review Part I, General, of the draft time-share regulations. No changes were made to the draft text.

The Committee continued its review with Part III, Marketing/Advertising, of the draft time-share regulations. In draft 18 VAC 48-45-80, Mr. Nolen moved to strike section 18 VAC 48-45-100 and move its language under 18 VAC 48-45-80 as B. Mr. Bell seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

The Committee continued its review with Part V, Public Offering Statement, of the draft time-share regulations. The Committee re-reviewed changes from the previous Committee meeting.

The Committee continued its review with Part VI, Time-Share Project Post-Registration Provisions, of the draft time-share regulations. In draft 18 VAC 48-45-400.B.3, Mr. Nolen suggested language pertaining to the annual report for a time-share project registration required by the developer.

After review and discussion, Mr. Richardson moved that the Committee accept the amended language and recommend that the Board adopt the draft Common Interest Community Board Time-Share Regulations developed by the Committee. Mr. Bell seconded the motion which was unanimously approved by: Bell, Melson, Nolen, Overholt, Richardson, Riggs, and Rouse.

**Consider and Adopt
Recommended
Text**

Ms. Henshaw indicated that staff would prepare the final draft approved by the Committee to be presented to the Board at the September 17, 2013, Board meeting.

Mr. Bell commended the staff on their work in developing the draft time-share regulations.

Other Business

Mr. Melson thanked the Committee for its work and the time dedicated by the members to conduct such a comprehensive review of the Time-Share Regulations.

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 11:57 a.m. **Adjourn**

Lucia Anna Trigiani, Chair

Gordon Dixon, Secretary

DRAFT