

**VIRGININA MANUFACTURED HOUSING BOARD**  
**DRAFT MEETING MINUTES**  
**February 14, 2024**  
**Virginia Housing Center**  
**4224 Cox Road, Glen Allen, Virginia 23260**

Members Present

Mr. James Trepinski, Chair  
Mr. Michael Sandkuhler, Vice-Chair  
Ms. Carey L. Allen  
Mr. Stephen Geiser  
Mr. Keith W. Hicks  
Mr. Daniel J. McCormick

Members Absent

Mr. Sean Hicks  
Mr. James W. Rongalione  
Mr. Robbie B. Rutherford

Call to Order	The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Chair James Trepinski.
Roll Call	The roll was called by Secretary Travis Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was not present.
Approval of Minutes	The draft minutes of the August 10, 2023 meeting in the Board members’ agenda package were considered. Mr. McCormick moved to approve the minutes as presented. The motion was seconded by Ms. Allen and passed unanimously.
Public Comment	Chair Trepinski opened the meeting for public comment. Mr. Luter advised that Randy Grumbine signed up to speak. Mr. Randy Grumbine provided an industry update.
New Business	<u>Regulatory Reduction Requirement:</u>  Ms. Trisha Lindsey and Mr. Jeff Brown provided an overview of the Regulatory Reduction Requirements. Mr. Brown asked that the Board consider approving staff to proceed with publishing the Notice of Intended Regulatory Action (NORIA) for the Manufactured Housing Licensing and Transaction Recovery Fund (MHLTRF) Regulation.  Ms. Allen made a motion to approve the publishing the NORIA for the MHLTRF Regulation. The motion was seconded by Mr. K. Hicks and passed unanimously.
Old Business	None

Committee Reports

None

Construction Regulation  
Administrator's Report

Brian Hilderbrand, Construction Regulation Administrator, provided an update on the cases being processed by SBCO department staff. He also provided an update on the Off-Site Construction training being provided throughout the Commonwealth.

Secretary's Report

Mr. Luter provided the Board a revenue and current balance report for the Transaction Recovery Fund ending December 31, 2023.

Mr. Luter provided the Board a 2023 Debtor's Balance Report for the Transaction Recovery Fund provided by the AG's Office ending December 31, 2023.

Mr. Luter informed the Board of the current caseload and that the next meeting was scheduled for April 11, 2024.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 11:00 am.

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Chair, Virginia Manufactured Housing Board

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Secretary, Virginia Manufactured Housing Board