

**COMMON INTEREST COMMUNITY BOARD  
TRAINING PROGRAM REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Training Program Review Committee of the Common Interest Community Board met on Monday, December 2, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 1, Richmond, Virginia 23233.

The following members were present:

Douglas Rogers, Chair  
Kimberly Kacani

Committee members Elena Ferranti and Lucia Anna Trigiani (Ex-Officio) 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 and Public Affairs  
Trisha L. Henshaw, Executive Director  
Jill R. Hrynciw, Board Administrator  
Betty C. Jones, Administrative Assistant

A representative from the Office of the Attorney General was not present.

Mr. Rogers, Chair, called the meeting to order at 1:12 p.m.

**Call to Order**

Ms. Kacani moved to approve the agenda. Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

**Approval of Agenda**

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

**Public Comment  
Period**

The Committee reviewed for approval two training program applications from MercerTrigiani. The training program titled 2013 Virginia Common Interest Community Legislation: A Gentle Shove Toward Disclosure is a Virginia common interest community law and regulation training program and the training program titled Fair Housing Works for You! Why Community Association Leaders and Managers Need to Understand Fair Housing Laws is as a fair housing training program as fair housing relates to management of common interest communities. MercerTrigiani requested retroactive approval to June 18, 2013, for the law and regulation training program and retroactive

**Review of  
MercerTrigiani  
2013 Virginia  
Common Interest  
Community  
Legislation: A  
Gentle Shove  
Toward Disclosure  
(Law & Regulation)  
and Fair Housing**

approval to May 1, 2013, for the fair housing training program. Mr. Jeremy Moss and Ms. Janie Rhoads were present from MercerTrigiani to address any questions from the Committee.

Upon thorough review of the applications, Ms. Kacani moved that the Committee recommend Board approval of the law and regulation training program application, retroactive to June 18, 2013, and the fair housing training program application, retroactive to May 1, 2013.

Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

The Committee reviewed for approval two training program applications from Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. The training program titled Virginia CIC Legal Training is a Virginia common interest community law and regulation training program and the training program titled CIC Manager Fair Housing Training is a fair housing training program as fair housing relates to management of common interest communities.

Upon thorough review of the applications, Ms. Kacani moved that the Committee recommend Board approval of the law and regulation training program application and the fair housing training program application.

Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

The Committee reviewed for approval two training program applications from Inman & Strickler, P.L.C. The training program titled Virginia Common Interest Community Training is a Virginia common interest community law and regulation training program and the training program titled Virginia Fair Housing Laws is a fair housing training program as fair housing relates to management of common interest communities. Michael Inman was present from Inman & Strickler, P.L.C. to address any questions from the Committee.

Upon thorough review of the applications, Ms. Kacani moved that the Committee recommend Board approval of the law and regulation training program application and the fair housing training program application.

Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

**Works  
for You! Why  
Community  
Association Leaders  
and Managers Need  
to Understand Fair  
Housing Laws  
(Fair Housing)**

**Review of  
Chadwick,  
Washington,  
Moriarty, Elmore &  
Bunn, P.C.  
Virginia CIC Legal  
Training (Law &  
Regulation)and CIC  
Manager Fair  
Housing Training  
(Fair Housing)**

**Review of Inman &  
Strickler, P.L.C.  
Virginia  
Common Interest  
Community  
Training (Law &  
Regulation)and  
Virginia Fair  
Housing Laws (Fair  
Housing)**

The Committee reviewed the training program application from Tarley Robinson, P.L.C. titled Disclosure Packets and Resale Certificates in Virginia as a Virginia common interest community law and regulation training program. Susan Tarley and Megan Scanlon were present from Tarley Robinson, P.L.C to address any questions from the Committee.

**Review of Tarley Robinson, P.L.C. Disclosure Packets and Resale Certificates in Virginia (Law & Regulation)**

Upon thorough review of the application, Ms. Kacani moved that the Committee recommend the Board conditionally approve the application subject to Tarley Robinson, P.L.C revising the program to include legislative and regulatory updates related to common interest community management and creation, governance, administration, and operations of associations and that Board staff may approve the program once the revisions are received, reviewed and determined to be acceptable.

Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

The Committee reviewed the training program application from Tarley Robinson, P.L.C. titled The Fair Housing Act and Common Interest Communities: A Primer for approval as a fair housing training program as fair housing relates to management of common interest communities. Susan Tarley and Megan Scanlon were present from Tarley Robinson, P.L.C to address any questions from the Committee.

**Review of Tarley Robinson, P.L.C. The Fair Housing Act and Common Interest Communities: A Primer (Fair Housing)**

Upon thorough review of the application, Ms. Kacani moved that the Committee recommend Board approval of the application.

Mr. Rogers seconded the motion which was unanimously approved by: Kacani and Rogers.

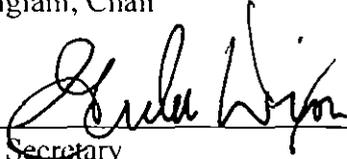
Ms. Henshaw said that the Committee's recommendations will be presented at the December 3, 2013, Board meeting. The next Committee meeting will be held on Wednesday, March 26, 2014, at 1:00 p.m. if any training program applications are received.

**December 3, 2013 Board Meeting**

There being no further business, the meeting was adjourned at 1:35 p.m. **Adjourn**

A handwritten signature in black ink, appearing to be "S. Kacani", written over a horizontal line.

Lucia Anna Trigiani, Chair

A handwritten signature in black ink, appearing to read "Gordon Dixon", written over a horizontal line.

Gordon Dixon, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Kimberly Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
December 2, 2013

5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature

\_\_\_\_\_

Date

12-2-2013

\_\_\_\_\_

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Douglas Rogers  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Training Program Review Committee Meeting  
December 2, 2013

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

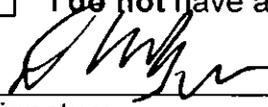
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

12/2/13  
\_\_\_\_\_  
Date