

**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 Thursday, June 6, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair
Tom Bell
Pamela Coerse
Robin Cronan
Caroline Emswiler
Christopher Nolen
Lori Overholt
Philip Richardson (arrived at 9:41 a.m.)
Van Rouse

Board member Jacquelyn Riggs 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
Heather Gillespie, Ombudsman
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 9:34 a.m.

Call to Order

Mr. Melson 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: Bell, Coerse, Cronan, Emswiler, Melson, Nolen, Overholt, and Rouse.

Approval of Agenda

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 Committee's goal is to have a recommendation for consideration by the Board at its September 17, 2013, meeting. The next Time-Share Regulatory Review Committee meeting is scheduled for July 23, 2013.

Review of Timeline for Regulations

Ms. Henshaw gave an update on the current status of the regulatory review process for the Time-Share Regulations. The Notice of Intended Regulatory Action (NOIRA) has been published and the public comment period ended May 22, 2013. No public comment was received.

Update on Regulatory Review Process

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 drafts contributed by Committee members, including Mr. Nolen for American Resort Development Association-Resort Owner's Coalition (ARDA-ROC), Mr. Richardson for Virginia Resort Development Association (VRDA), and Mr. Bell.

Review Draft CIC Time-Share Regulations

Mr. Melson thanked the Committee members for contributing their comments.

The Committee agreed by consensus to review the following parts of the draft regulations at this meeting: Part VII, Exchange Program Registration, Part IV, Public Offering Statement, Part V, Post-Registration Provisions, and Part VIII, Time-Share Reseller Registration.

Mr. Richardson arrived at 9:41 a.m.

Arrival of Committee Member

The Committee continued its review of Part VII, Exchange Program Registration, of the draft time-share regulations. The Committee reviewed draft language prepared by staff along with comments and suggestions submitted by Mr. Bell, the Committee's exchange company representative. In draft 18 VAC 48-45-530, Mr. Rouse moved to delete the phrase "as also required by §55-374.2" as previously recommended. Mr. Bell seconded the motion which was unanimously approved by: Bell, Coerse, Cronan, Emswiler, Melson, Nolen, Overholt, Richardson,

Review Draft CIC Time-Share Regulations

and Rouse.

In draft 18 VAC 48-45-540.A.6, Ms. Coerse moved to add “to ensure compliance with the Virginia Real Estate Time-Share Act” at the end of the statement. Mr. Rouse seconded the motion which was unanimously approved by: Bell, Coerse, Cronan, Emswiler, Melson, Nolen, Overholt, Richardson, and Rouse.

The Committee completed the review of Part VII and made additional changes to the draft text.

The Committee began to review Part IV, Public Offering Statement, of the draft time-share regulations.

The Committee recessed at 10:51 a.m. and reconvened at 11:05 a.m.

Break

The Committee continued to review Part IV, Public Offering Statement, of the draft time-share regulations. The Committee reviewed draft language prepared by staff along with comments and suggestions submitted on behalf of VRDA.

**Review Draft CIC
Time-Share
Regulations**

During review, the Committee identified several areas for further review at the next meeting. Staff indicated that additional research regarding identified topics would be conducted and recommendations would be prepared based on staff’s findings.

The Committee recessed for lunch from 11:58 a.m. to 12:37 p.m.

Lunch

The Committee began to review Part V, Post-Registration Provisions, of the draft time-share regulations. The Committee reviewed draft language prepared by staff along with comments and suggestions submitted on behalf of VRDA. The Committee discussed provisions regarding material and non-material changes to the public offering statement.

**Review Draft CIC
Time-Share
Regulations**

Ms. Cronan departed at 1:56 p.m.

**Departure of
Committee Member**

The Committee began to review Part VIII, Time-Share Reseller Registration, of the draft time-share regulations. The Committee reviewed draft language prepared by staff along with comments and suggestions submitted on behalf of ARDA-ROC.

**Review Draft CIC
Time-Share
Regulations**

The Committee discussed its plan for the next Committee meeting. At

Discuss Topics

the next Committee meeting, the Committee will continue review of the suggested revisions to the time-share regulations and review the General and Alternative Purchase Registration sections. Staff will provide a revised draft of the Time-Share Regulations in accordance with the Committee's comments for the next Committee meeting.

For Next Committee Meeting

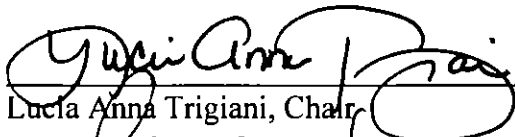
The Committee members were asked to submit any ideas, comments, or suggestions to Ms. Henshaw for discussion at the next Committee meeting.

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 2:03 p.m.

Adjourn



Lucia Anna Trigiani, Chair



Gordon Dixon, Secretary

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

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

1. Name: Tom Bell
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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:

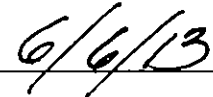
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

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

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

- 1. Name: Pamela Coerse
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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.

Pamela A Coerse
Signature

6/6/13
Date

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

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

1. Name: Robin Cronan
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 2013

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

_____ no _____

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

6/6/13

Date

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

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

1. Name: Caroline Emswiler
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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.

Caroline B. Emswiler
Signature

6-6-13
Date

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

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

1. Name: Christiaan Melson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 2013

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

_____ *N/A* _____

Nature of Personal Interest Affected by Transaction:

_____ *N/A* _____

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 6/6/13

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

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

1. Name: Christopher Nolen
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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

6/6/13
Date

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

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

- 1. Name: Lori Overholt
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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:

Timeshare developer

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.

Lori Overholt
Signature

6/6/13
Date

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

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

1. Name: Philip Richardson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 2013

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

None

Nature of Personal Interest Affected by Transaction:

None

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

Attorney

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.

Philip Richardson
Signature

6/6/13
Date

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

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

1. Name: Van Rouse
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Time-Share Regulatory Review Committee Meeting
June 6, 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.

Van Rouse

Signature

June 6, 2013

Date