

**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, 2nd 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.

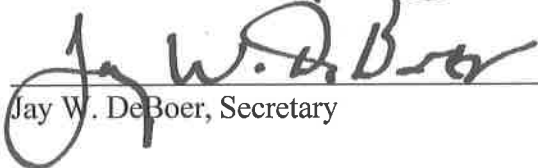
Conflict of Interest
and Travel Voucher
Forms

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

Adjourn



Lucia Anna Trigiani, Chair



Jay W. DeBoer, Secretary

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

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

1. Name: Kimberly B. Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting June 24, 2015

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

6-24-2015

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting June 24, 2015

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:

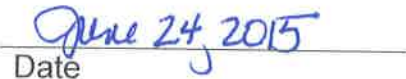
I am able to participate in this transaction fairly, objectively, and in the public interest.

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: David Watts
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting June 24, 2015

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