

## COMMON INTEREST COMMUNITY BOARD

### MINUTES OF MEETING

The Common Interest Community Board (Board) met on June 8, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Maureen A. Baker  
Matt Durham, Chair  
Eileen Greenberg  
Thomas Mazzei  
Lori Overholt  
Anne M. Sheehan  
Katherine E. Waddell

Board members Jim Foley, David Mercer, Scott Sterling, and Margaret Tunstall were not in attendance at the meeting.

DPOR staff present for all or part of the meeting included:

Demetrios J. Melis, Director  
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director  
Trisha L. Lindsey, Executive Director  
Heather Gillespie, Ombudsman  
Lisa Robinson, Licensing Administrator  
Raven C. Custer, Administrative Coordinator  
Lee Bryant, Programs Administrative Specialist

Joshua Laws from the Office of the Attorney General was present.

Finding a quorum of the Board present, Mr. Durham called the meeting to order at 10:00 a.m. **Call to Order**

Mr. Durham advised the Board of the emergency evacuation procedures. **Emergency Evacuation Procedures**

Ms. Lindsey requested the Board amend the agenda to remove item "Consider Temporary Cease and Desist Orders." Ms. Overholt moved to approve the agenda as amended. Mr. Mazzei seconded the motion, which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell. **Approval of Agenda**

Ms. Greenberg moved to approve the minutes of the March 9, 2023, Board Meeting as amended. Ms. Sheehan seconded the motion. The following members voted in favor of the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

**Approval of Minutes**

Ms. Sheehan moved to approve the minutes of the March 15, 2023, SB 740 Structural Integrity and Reserves Work Group Meeting, the April 10, 2023, Board Meeting, and the April 25, 2023, Board Meeting as presented. Ms. Baker seconded the motion. The following Board Members voted in favor of the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

No members of the public present came forward to address the Board.

**Public Comment Period**

In the matter of **File Number 2023-00261, Bethlehem G. Getachew**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Ms. Waddell moved to accept the Recommendation and find Bethlehem G. Getachew in violation of 18 VAC 48-50-190.1 as outlined in Count 1. Ms. Greenberg seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

**File Number 2023-00261 Bethlehem G. Getachew**

Ms. Greenberg moved to accept the Recommendation and impose a monetary penalty of \$1,500.00, and license revocation for violation of Count 1. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

Ms. Lindsey provided an update on the current status of the regulatory review processes for the Board's regulatory packages:

**Update on Regulatory Actions**

The CIC Manager Regulatory Review Committee recommendations and draft proposed amendments to the CIC Manager Regulations were approved, with revisions, by the Board at the March 3, 2022, Board meeting. The proposed regulatory text was submitted for Executive Branch review on March 14, 2022. Ms. Lindsey advised that the Board will be asked to consider authorizing staff to reconvene the CIC

Manager Regulatory Review Committee to revisit the proposed amendments at the request of the Governor's office later in the meeting

The Board authorized filing of the NOIRA and formation of a CIC Ombudsman Regulatory Review Committee on December 8, 2022, for conducting a general review of the Common Interest Community Ombudsman Regulations. The NOIRA is in development and the Committee met on June 2, 2023.

Ms. Lindsey advised that the Board will be asked to consider authorizing staff to form a committee for the general review of the CIC Condominium Association Registration Regulations and to draft a NOIRA later in the meeting.

The notice of CIC Condominium Regulations Periodic Review is currently in the filing stage. Once the notice of periodic review is filed a 21-day public comment period will commence.

Ms. Lindsey informed the Board that the Resale Disclosure Certificate will be distributed to various stakeholders ahead of its, effective date in order to allow those affected to remain in compliance come July 1, 2023.

**Resale Disclosure Certificate Update**

Ms. Lindsey provided an update on the SB 740 Structural Integrity and Reserves Work Group. The Work Group held its final meeting on March 15, 2023. The final report has been submitted.

**Update on SB 740 Structural Integrity and Reserves Work Group**

Ms. Lindsey provided an update on the CIC Ombudsman Regulatory Review Committee. The Committee met on June 2, 2023, and discussed amendments to the CIC Ombudsman Regulations.

**Update on CIC Ombudsman Regulatory Review Committee**

Ms. Lindsey requested that the Board authorize staff to develop the NOIRA and form a committee for the general review of the Condominium Association Registration Regulations. After discussion, Mr. Mazzei moved to authorize staff to develop the NOIRA and form a committee for the general review of the Condominium Association Registration Regulations. Ms. Greenberg seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

**Discussion on General Review of Condominium Regulations**

Ms. Lindsey asked the Board to consider authorizing staff to reconvene the CIC Manager Regulatory Review Committee to revisit proposed

**Discussion of Proposed**

amendments at the request of the Governor's office. After discussion Ms. Sheehan moved to authorize staff to reconvene the CIC Manager Regulatory Review Committee. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

**Regulations for  
Common Interest  
Community  
Manager**

Ms. Lindsey provided the Board with a list of potential legislative items to be considered during the 2024 General Assembly session. Mr. Mazzei moved to approve the list of legislative items as presented. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

**2024 Legislative  
Discussion**

The Board was provided with a report from the Office of the Common Interest Community Ombudsman. The report contains statistics on complaints received by the Ombudsman's office, as well as compliance and enforcement statistics.

**Ombudsman Report**

Ms. Lindsey provided the Board with the most recent financial statements.

**Board Financial  
Statements**

Board members considered the following resolutions for Trisha L. Lindsey.

**Consider  
Resolutions for  
Service**

**Trisha L. Lindsey**

WHEREAS, **Trisha L. Lindsey** did faithfully and diligently serve the Common Interest Community Board and the Department of Professional and Occupational Regulation;

WHEREAS, **Trisha L. Lindsey**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Trisha L. Lindsey**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this eighth day of June 2023, that **Trisha L. Lindsey**

be given all honors and respect due her for her outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Ms. Greenberg moved to adopt the resolution as written. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

Board members considered the following resolutions for Joseph Haughwout, Jr.

**Joseph Haughwout, Jr.**

WHEREAS, **Joseph Haughwout, Jr.**, did faithfully and diligently serve as a member of the Common Interest Community Board from 2016 to 2023;

WHEREAS, **Joseph Haughwout, Jr.**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Joseph Haughwout, Jr.**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this eighth day of June 2023, that **Joseph Haughwout, Jr.** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Ms. Baker moved to adopt the resolution as written. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

Board members considered resolutions for the following SB 740 Structural Integrity and Reserves Work Group Members who devoted their time and effort for the Common Interest Community:

Walter Alcorn  
Jon Bach  
John Bailey  
Michelle Baldry  
Gary L. Beveridge  
Jeffrey Brown  
Steven Y. Brumfield  
Ron Clements  
Walter Diercks  
Mark D. Dix  
Lee Frame  
Heather Gillespie  
Colin A. Horner  
Kimberly B. Kacani  
Erin Kormann  
Rafael A. Martinez  
Theresa Melson  
Phoebe E. Neseth  
Edward J. O'Connell  
John Olivieri  
Phoebe Rolen  
Anne Sheehan  
Christ Stone  
Lucia Ann Trigiani  
Lynette Wuensch

Ms. Greenberg moved to adopt the resolutions as written. Mr. Mazzei seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mazzei, Overholt, Sheehan, and Waddell.

There was no other business for the Boar to discuss.

Mr. Durham reminded Board members to complete their conflict of interest forms.

**Other Board  
Business**

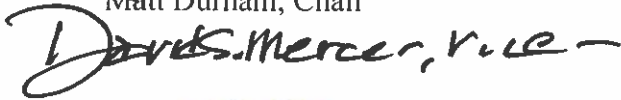
**Complete Conflict  
of Interest Forms  
and Travel  
Vouchers**

There being no further business, the meeting was adjourned at 11:10  
a.m.

**Adjourn**



Matt Durham, Chair



Demetrios J. Melis, Secretary

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

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

1. Name Maureen A. Baker  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.

A. \_\_\_\_\_  
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

Maureen A. Baker  
Signature

6/8/2023  
Date



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

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

1. Name     Matt Durham      
(Name of Board Member)
2. Title:     Board Member
3. Agency:     DPOR/Common Interest Community Board      
(Name of Board)
4. Meeting/IFF Date:     06/08/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or
- I did not participate in the transaction.

6. Signature of Board Member:

    Matt Durham      
Signature

    6/8/23      
Date

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

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

1. Name Eileen M. Greenberg  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

Eileen Greenberg  
Signature

6/8/2023  
Date

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

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

1. Name Thomas Mazzei  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board  
(Name of Board)

4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

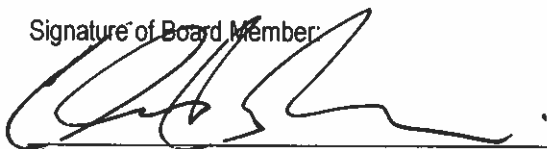
B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:



Signature

6/8/23

Date

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

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

1. Name Lori Overholt  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board  
(Name of Board)

4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

Lori J Overholt  
Signature

6/8/2023  
Date

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

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

1. Name Anne M. Sheehan  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or
- I did not participate in the transaction.

6. Signature of Board Member:

  
Signature

6/8/2023  
Date

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

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

1. Name Katherine E. Waddell  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 06/08/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A.

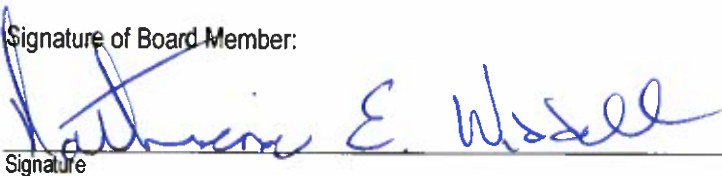
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or
- I did not participate in the transaction.

6. Signature of Board Member:



Signature

Date

6/8/2023



