

**COMMON INTEREST COMMUNITY BOARD
MINUTES OF MEETING**

The Common Interest Community Board (Board) met on June 6, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Deborah Casey
Matt Durham, Chair
Thomas Mazzei
Catherine Noonan
Lori Overholt
Anne M. Sheehan
Margaret Tunstall

Board members absent from the meeting Maureen Baker, Tracey Talbert, Katherine Waddell, and Joyce Wolf.

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

Brian Wolford, Chief Deputy Director
Tom Payne, CID Deputy Director
Stephen Kirschner, LRPD Deputy Director
Anika Coleman, Executive Director
Justina Ehiawaguan, CIC Ombudsman
Lee Bryant, CIC/Cemetery Board Administrator
Breanne Lindsey, Regulatory Operations Administrator
Rachel Harris, Administrative Coordinator
Lauren England, CIC Program Analysis

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

Charles Vaughters, BPOR Board Liaison was present.

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

Mr. Durham reviewed the emergency evacuation procedures.

Emergency Egress

Ms. Noonan moved to approve the agenda as presented. Ms. Tunstall seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, and Tunstall.

Approval
of Agenda

Ms. Tunstall moved to approve the minutes from the March 28, 2024, Common Interest Community Board meeting and the April 10, 2024, Common Interest Community Regulatory Review Committee meeting minutes in a block. Mr. Mazzei abstained from the vote stating that he was not present at the meetings. Ms. Noonan seconded the motion which was approved by members: Casey, Durham, Noonan, Overholt, Sheehan, and Tunstall.

Approval of Minutes

Mr. Durham allowed the Board and Board staff to introduce themselves due to recent reorganization changes.

Welcome and
Introductions

Board members considered the following resolution for Raven C. Custer.

Resolution for
Service

Raven C. Custer

WHEREAS, **Raven C. Custer** did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation from 2022 to 2023.

WHEREAS, **Raven C. Custer**, did devote generously of his time, talent, and leadership to the Board.

WHEREAS, **Raven C. Custer**, 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 sixth day of June 2024, that **Raven C. Custer** be given all honors and respect due him for his outstanding service to this Board and 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. Overholt moved to accept the resolution for Raven C. Custer. Ms. Casey seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, and Tunstall.

Cynthia Gale, an association manager for myStreet Community was present for public comment. Ms. Gayle inquired about annual reporting requirements related to the number of lots or units in the common interest community, and that relates to the fee amount.

Public Comment

Ms. Sheehan recused herself from the meeting for discussion and deliberation of File Number 2024-00750.

Recusal of Board Member

In the matter of **File Number 2024-00750, Sentry Management Inc.**, Board members reviewed the Consent Order. Sentry Management Inc. admits to violation of 18 VAC 48-50-190.17 as outlined in Count 1 and consents to the imposition of a monetary penalty of \$1000.00 for violation of Count 1, and Board costs of \$150.00. In addition, the Board shall waive imposition of the \$500.00 monetary penalty.

Sentry Management Inc., File Number: 2024-00750

Ms. Noonan moved to approve the terms of the Consent Order as presented. Mr. Mazzei seconded the motion which was unanimously approved by members: Casey, Durham, Mazzei, Noonan, Overholt, and Tunstall.

Ms. Sheehan returned to the meeting.

Return of Board Member

Ms. Coleman provided the board with a regulatory update. Ms. Coleman informed the Board of the current regulatory phase for each of the regulations that are under review by the Regulatory Review Committee. She continued by informing the Board that Board staff are currently working to implement legislative changes into the regulations to present to the Board as exempt actions at a future meeting.

Regulatory Update

Mr. Durham inquired Board staff about the likelihood of canceling future Board meetings if the Board does not have business to discuss. Mr. Kirschner informed the Board of the parameters around cancelling meetings and indicated it depends on the statutory requirement related to how often the Board is required to meet per year. Mr. Kirschner continued by stating that if the Board has a disciplinary case to decide on, then the meeting would need to continue to ensure the case decision is made in the amount of time required by statute.

Other Business

After discussion, Ms. Coleman confirmed the next Board meeting is scheduled for Friday, September 27, 2024. The Board asked that Board staff provide the proposed 2025 and 2026 Board meeting dates to the full Board via email.

Mr. Payne, Compliance and Investigations Division Deputy Director, provided the Board with the 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

Mr. Durham informed the Board that the most recent financial statements were provided for the Board to review.

Board Financial Statements

Mr. Durham informed the Board that the Board recovery fund documentation was provided for informational purposes.

Board Recovery Fund

Ms. Coleman informed the Board of the Board Member Training Conference on October 10-11, 2024; more information will be provided on a later date.

Board Member Training Conference

Mr. Durham reminded the Board members to complete their conflict-of-interest forms and travel vouchers.

Complete Conflict of Interest Forms and Travel Vouchers

There being no further business, the Board adjourned at 10:38 a.m.

Adjourn



Matt Durham, Board Chair



Brian P. Wolford, Board Secretary

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Deborah Casey
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 06/06/2024

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

June 6, 2024

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: 06/06/2024

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.

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(Agenda Item)

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I did not participate in the transaction.

6. Signature of Board Member:

Signature



June 6, 2024

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: 06/06/2024

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)

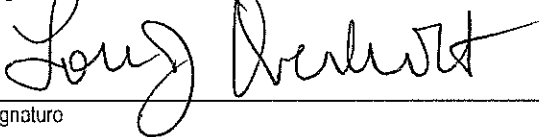
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I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 6, 2024

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: 06/06/2024

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)

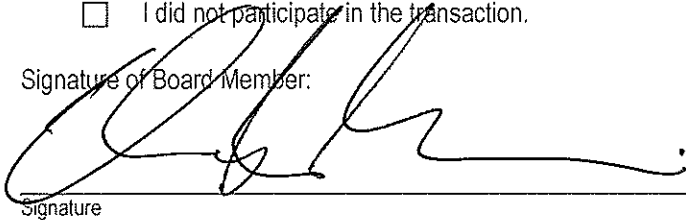
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I did not participate in the transaction.

6. Signature of Board Member:



Signature

June 6, 2024

Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Catherine Noonan
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 06/06/2024

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

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(Agenda Item)

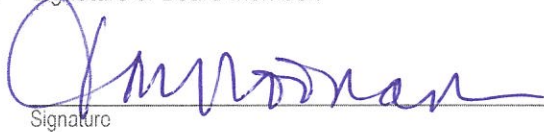
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I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 6, 2024

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: 06/06/2024

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. VII
(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:

Sentry Management, Inc. - mutual clients

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

June 6, 2024

Date

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

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

1. Name Margaret Tunstall
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/06/2024

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)

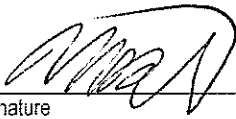
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Signature

June 6, 2024

Date

