

VIRGININA MANUFACTURED HOUSING BOARD
MEETING MINUTES
August 15, 2024
Virginia Housing Center
4224 Cox Road, Glen Allen, Virginia 23260

Members Present

Mr. Michael Sandkuhler, Vice-Chair
Ms. Carey L. Allen
Mr. Daniel J. McCormick
Mr. Mark Pressley
Mr. James W. Roncaglione
Mr. Robbie B. Rutherford

Members Absent

Mr. Stephen Geiser
Mr. Keith W. Hicks
Mr. Jamey Young

Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Secretary Travis Luter.

Roll Call

The roll was called by Secretary Travis Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was also present.

Election of Officers

Secretary Luter advised the board members that the terms of the officers of the Board had expired and election of officers was needed prior to moving forward with the meeting. Secretary Luter then called for nominations for Chair. Mr. Rutherford nominated Mr. Sandkuhler. The nomination was seconded by Ms. Allen. Secretary Luter called for nominations for Chair twice more. After hearing no further nominations, Secretary Luter closed the nominations for Chair. A vote was taken and Mr. Sandkuhler was unanimously elected as Chair.

Chair Sandkuhler called for nominations for Vice-Chair. Mr. McCormick nominated Ms. Allen for Vice-Chair. The nomination was seconded by Mr. Pressley. Chairman Sandkuhler called for nominations for Vice-Chair twice more; hearing none, he closed the nominations. A vote was taken and Ms. Allen was unanimously elected as Vice-Chair.

Chair Sandkuhler called for nominations for Secretary. Mr. Rutherford nominated Mr. Luter for Secretary. The nomination was seconded by Ms. Allen. Chairman Sandkuhler called for nominations for Secretary twice more; hearing none, he closed the nominations. A vote was taken and Mr. Luter was unanimously elected as Secretary.

Virginia Manufactured Housing Board
August 15, 2024 Minutes - Page 2

Approval of Minutes The draft minutes of the February 14, 2024 meeting in the Board members' agenda package were considered. Ms. Allen moved to approve the minutes as presented. The motion was seconded by Mr. Roncaglione and passed unanimously.

Public Comment Chair Sandkuhler opened the meeting for public comment. Mr. Luter advised that Randy Grumbine signed up to speak. Mr. Randy Grumbine provided an industry update.

New Business NOIRA Comments:

The NOIRA comments were presented to the Board for review. No action was required.

Draft Regulations for Executive Order 19:

Mr. Hilderbrand presented draft regulations in compliance with Executive Order 19 to the Board. After discussion, Ms. Allen made a motion to approve the draft regulations in accordance with Executive Order 19 as presented. The motion was seconded by Mr. McCormick and passed unanimously.

Manufactured Housing Online Renewal Portal – Pay by check option:

Mr. Hilderbrand presented issues, complications, and impact to users of the pay by check option on the manufactured housing online renewal portal to the Board. After a brief discussion, Mr. Rutherford made a motion to removal the pay by check option from the manufactured housing online renewal portal. The motion was seconded by Ms. Allen and passed unanimously.

Future Regulations for Discussion:

During the regulation reduction discussion for Executive Order 19, several regulations were discussed and the Board directed the Secretary to create a list for future discussions. See that list below.

1. Elimination of the salesperson license (Article 4)
2. Termination of employment (13VAC6-20-150)
3. Felony (13VAC6-20-170 B5)
4. Inspection prior to sale (13VAC6-20-80 A&B)
5. Transaction Recovery Fund Cost/Fees – possible reduction (Part VII)

Old Business None

Committee Reports None

Virginia Manufactured Housing Board
August 15, 2024 Minutes - Page 3

Construction Regulation
Administrator's Report

Brian Hilderbrand, Construction Regulation Administrator, provided an update on the cases being processed by SBCO department staff. He also provided an update on the Off-Site Construction training being provided throughout the Commonwealth.

Secretary's Report

Mr. Luter pointed the Board members to the copy of Manufactured Housing Board Policies #2 presented in the Board members' agenda package. After a brief discussion, Mr. Rutherford moved to re-adopt Policy #2 as written in compliance with §2.2-3708.3. The motion was seconded by Ms. Allen and passed unanimously.

Mr. Luter provided the Board a revenue and current balance report for the Transaction Recovery Fund ending June 30, 2024.

Mr. Luter provided the Board a 2024 Debtor's Balance Report for the Transaction Recovery Fund provided by the AG's Office ending June 30, 2024.

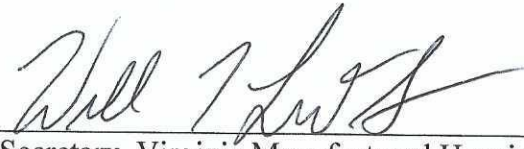
Mr. Luter informed the Board of the current caseload and that the next meeting was scheduled for September 26, 2024.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 1:00 pm.



Chair, Virginia Manufactured Housing Board



Secretary, Virginia Manufactured Housing Board