

**VIRGININA MANUFACTURED HOUSING BOARD**  
**DRAFT MEETING MINUTES**  
**September 26, 2024**  
**Virginia Housing Center**  
**4224 Cox Road, Glen Allen, Virginia 23260**

Members Present

Mr. Michael Sandkuhler, Chair  
Ms. Carey L. Allen, Vice-Chair  
Mr. Stephen Geiser  
Mr. Keith W. Hicks  
Mr. Daniel J. McCormick (arrived after public comment)  
Mr. Robbie B. Rutherford  
Mr. Jamey Young

Members Absent

Mr. Mark Pressley  
Mr. James W. Roncaglione

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.

Approval of Minutes

The draft minutes of the August 15, 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. Hicks and passed with Mr. Young abstaining.

Public Comment

Chair Sandkuhler opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. With no one coming forward, Chair Sandkuhler closed the public comment period.

New Business

Linda Sharp: Case No. D-2023-01:

A hearing convened with Chair Sandkuhler serving as the presiding officer. The hearing was related to the structure listed as HUD Label Numbers PFS1297125 and PFS1297126, Serial Number 023-000-H-A006578AB manufactured on 12/02/2021, and purchased by Linda Sharp of 5594 Tidewater Trail, Church View, Virginia 23032.

The following persons were sworn in and given an opportunity to present testimony:

Linda Sharp, Owner

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Brian Hilderbrand, Construction Regulation Administrator for  
DHCD

After testimony concluded, Chair Sandkuhler closed the hearing and stated a decision from the Manufactured Housing Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: Linda Sharp: Case No. D-2023-01:

After deliberations, Mr. Rutherford moved to award Linda Sharp \$20,000 (\$13,000 for the cost of a new roof and \$7,000 for storage of her belongings, displacement for eight months, home inspections costs, and other damages) because Champion Home Builders, Inc. was in violation of 13 VAC6-20-170 #5, failing to provide warranty service to correct a defect introduced at the Manufacturing Facility of structure listed as HUD Label Numbers PFS1297125 and PFS1297126, Serial Number 023-000-H-A006578AB manufactured on 12/02/2021, and purchased by Linda Sharp of 5594 Tidewater Trail, Church View, Virginia 23032. The motion was seconded by Mr. Hicks and passed unanimously.

Old Business

Future Regulations for Discussion:

No action taken (Reminder list for next code cycle)

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)

Committee Reports

None

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. Lastly, he provided an update on the regulation reduction process.

Secretary's Report

Mr. Luter informed the Board of the current caseload and that the next meeting was scheduled for November 6, 2024.

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Mr. Luter distributed three draft policies for review and consideration at a future meeting.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 12:30 pm.

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Chair, Virginia Manufactured Housing Board

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Secretary, Virginia Manufactured Housing Board