

COMMON INTEREST COMMUNITY BOARD
MINUTES OF MEETING

August 28, 2025

The Common Interest Community Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are eleven (11) members on this Board, in which six (6) constitutes a quorum pursuant to § 54.1-2348.

The following members were present:

Drew Mulhare, Vice-Chair
Joshua Arthur
Don Boswell
Catherine Noonan
Melissa Shaheen
Tracey Talbert
Meg Tunstall
Daniel Zickefoose

The following members were absent:

Deborah Casey
Michael Cummins
Marcy Peacock

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

Jeb Wilkinson, Agency Director
Stephen Kirschner, LRPD Director
Anika Coleman, Executive Director
Christina Dumas, CIC/Cemetery Manager
Joseph Haughwout, Regulatory Affairs Manager
Gezelle Glasgow, Administrative Coordinator
Lauren England, CIC/Cemetery Analyst

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

Mr. Mulhare determined a quorum was present and called the meeting to order at 10:01 A.M.

CALL TO
ORDER

Ms. Coleman informed the Board of the emergency evacuation procedures.

Emergency
Egress

Mr. Mulhare allowed board members and board staff to introduce themselves. Mr. Mulhare welcomed Don Boswell, Joshua Arthur, and Melissa Shaheen to the Board.

**Welcome and
Introductions**

Ms. Talbert moved to approve the agenda as presented. **Ms. Noonan seconded** the motion which was unanimously approved by members: Arthur, Boswell, Mulhare, Noonan, Shaheen, Talbert, Tunstall, and Zickefoose.

**APPROVAL OF
AGENDA**

Cynthia Gale addressed the Board requesting that the qualified individual, Certified Principal or Supervisory Employee (CPSE), or the responsible person for associations or Common Interest Community Managers (CICMs) be listed in the online license lookup system to allow the public to contact CICMs without relying on external sources such as Google.

**PUBLIC
COMMENT**

Krista White addressed the Board by phone requesting consideration of remote participation options for the public. White suggested live streaming of Board meetings, similar to the General Assembly, to increase accessibility for constituents who cannot travel to Richmond. White noted that while a remote participation policy exists for Board members, one has not been developed for constituents.

**NEW
BUSINESS**

Mr. Kirschner informed the Board that the Common Interest Community Manager Regulations are in the proposed stage and currently under review at the Governor's Office. He outlined the regulatory process, which includes three stages: the Notice of Intended Regulatory Action (NOIRA), the proposed regulation stage, and the final regulation stage. Mr. Kirschner also reminded the Board of Executive Order #19, which requires a 25% reduction in discretionary regulatory requirements.

**Consideration
of Proposed
Changes to
18VAC 48-50-
95**

With respect to 18VAC 48-50-95.C.9 and 18VAC 48-50-256.9, Mr. Kirschner stated that no evidence had been provided to the Governor showing that harm would occur without the training requirement. He requested that the Board consider a motion to remove this provision so the revised regulations could be returned to the Governor's Office for review.

Mr. Wilkinson requested a roll call vote.

Board members voting in favor of removing 18VAC 48-50-95.C.9 and 18VAC 48-50-256.9 were:

Joshua Arthur
Don Boswell
Catherine Noonan
Drew Mulhare
Tracey Talbert
Margaret "Meg" Tunstall
Melissa Shaheen
Daniel Zickefoose

The motion passed unanimously.

Mr. Haughwout presented the Board with the proposed Common Interest Community Manager Regulations. The Board reviewed the regulations in their entirety and provided recommendations to staff. Mr. Kirschner stated that the recommendations will be incorporated into the final regulations.

**Consideration
of Proposed
Changes of the
Common
Interest
Community
Manager
Regulations**

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

**COMPLETION
OF
PAPERWORK**

There being no further business, the Board adjourned at 10:57 a.m.

ADJOURN

Drew Mulhare, Board Vice-Chair

James B. “Jeb” Wilkinson, Jr., Board Secretary