

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
PERIMETER CENTER
9960 MAYLAND DRIVE
RICHMOND, VIRGINIA 23233**

**Ombudsman Regulatory Review Committee of the
Common Interest Community Board**

Tentative **AGENDA**

THURSDAY, JUNE 11, 2009, 10:00 A.M.

2nd FLOOR, BOARD ROOM 2

I. CALL TO ORDER

- a. Introduction of Committee Members

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT PERIOD*

IV. OVERVIEW

- a. Review Purpose of Committee – *Trisha L. Henshaw, Executive Director, Common Interest Community Board*
- b. Review Executive Order #36 – *Mark N. Courtney, Deputy Director, Licensing and Regulation Division*
- c. Overview of Regulatory Review Process – *Mark N. Courtney, Deputy Director, Licensing and Regulation Division*
- d. Discuss Committee's Schedule for Proposed Regulation – *Trisha L. Henshaw, Executive Director, Common Interest Community Board*
- e. Overview of Compliance and Investigations Division – *Nick Christner, Deputy Director, Compliance and Investigations Division*
- f. Synopsis of the Office of the CIC Ombudsman – *Heather Gillespie, Common Interest Community Ombudsman*

V. REGULATIONS

- a. Regulation Drafting 101
- b. Review of Applicable Laws
 - i. Chapter 23.3 of Title 54.1 – Common Interest Communities
 - ii. Chapter 29 of Title 55 – Common Interest Community Management Information Fund
- c. Discussion of Topics to be Addressed in Common Interest Community Ombudsman Regulations

VI. OTHER BUSINESS

- a. Set Next Meeting Date(s)

VII. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS

VIII. ADJOURN

* Five minute public comment, per person, with the exception of any open disciplinary or application files.

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-0362 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.