

**COMMON INTEREST COMMUNITY BOARD
CONDOMINIUM REGULATORY REVIEW COMMITTEE MEETING**

MINUTES OF MEETING

The Condominium Regulatory Review Committee of the Common Interest Community Board met on Thursday, July 28, 2011, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair
Kimberly Kacani
Miyun Sung
Thomas Colucci
Robert Diamond
Michael Inman (arrived at 10:17 a.m.)
Mark Kinser
David Mercer
Michelle Thompson
Lucia Anna Trigiani (Ex-Officio)

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

Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Thomas K. Perry, Property Registration Administrator
Betty C. Jones, Administrative Assistant
Jesstina Adelman, Program Analyst

Steven Jack from the Office of the Attorney General was present.

Mr. Melson, Chair, called the meeting to order at 9:40 a.m.

Call to Order

Mr. Colucci moved to approve the agenda. Mr. Kinser seconded the motion which was unanimously approved by: Colucci, Diamond, Kacani, Kinser, Melson, Mercer, Sung, and Thompson.

Approval of Agenda

Mr. Melson opened the floor for public comment. No members of the public present requested to speak.

**Public Comment
Period**

Ms. Henshaw provided an updated time-line for developing the draft Condominium Regulations. The Board must adopt proposed Condominium Regulations at the December 1st meeting. This framework is necessary in order to meet the deadline of January 3, 2012

**Review of Timeline
for Regulations**

for filing the proposed regulations with the Department of Planning and Budget.

Ms. Henshaw gave an update on the current status of the regulatory review process for the Condominium Regulations. The Notice of Intended Regulatory Action (NOIRA) has been published and the 30-day public comment period ended on July 6, 2011.

**Update on
Regulatory Review
Process**

The Board adopted a legislative proposal at the June 9, 2011, meeting that would provide for administrative termination of condominium and time-share registrations in the event that certain criteria has been met. The proposal is intended to address time-share and condominium registrations that have had no activity and all attempts to contact the declarant have been unsuccessful. The Committee members agreed by consensus with the rationale and criteria for this proposal and discussed various options related to administrative terminations.

Ms. Henshaw provided the Committee with a draft of the Condominium Regulations that incorporates the suggested changes from the last Committee meeting pertaining to the public offering statement requirements. The Committee discussed the suggested revisions and updated section-by-section changes to the draft text.

**Review Draft CIC
Condominium
Regulations**

Mr. Inman arrived at 10:17 a.m.

**Arrival of
Committee Member**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft CIC
Condominium
Regulations**

The Committee recessed for lunch from 11:35 a.m. to 12:49 p.m.

Lunch

Ms. Trigiani departed at 11:35 a.m. Mr. Inman subsequently departed at 12:35 p.m.

**Departure of
Board/Committee
Members**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft CIC
Condominium
Regulations**

Ms. Sung departed at 2:14 p.m.

**Departure of Board
Member**

The Committee continued its review of the draft Condominium

Review Draft

Regulations. Staff was asked to develop a multi-year budget to be used as a sample.

**Condominium
Regulations**

After discussion, the Committee approved the following meeting dates by consensus: October 4, 2011 and November 3, 2011.

**Consider Additional
Meeting Date(s)**

The Committee discussed its plan for the next Committee meeting. The Committee continued its discussion of topics that need to be addressed in the Common Interest Community Board Condominium Regulations. At the next Committee meeting, the Committee will review the revisions to the regulations regarding public offering statement requirements and begin review of the material change provisions including annual reports, board updates, successor declarant, application process, and form filings. Staff will prepare a revised draft of Condominium Regulations in accordance with the Committee's comments for the next Committee meeting.

**Discuss Topics for
September 13th
Committee Meeting**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft
Condominium
Regulations**

During the discussion of the Condominium Regulations, Ms. Trigiani returned to the meeting at 2:31 p.m.

**Return of Board
Member**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft
Condominium
Regulations**

The Committee recessed at 2:36 p.m. and reconvened at 2:48 p.m.

Break

Mr. Kinser departed at 2:38 p.m. Mr. Mercer and Ms. Trigiani subsequently departed at 3:01 p.m.

**Departure of
Committee/Board
Members**

The Committee completed its review of the public offering statement provisions in the draft Condominium Regulations. Ms. Henshaw provided several handouts containing suggested amendments to post-registration provisions for the Committee to consider at its next meeting.

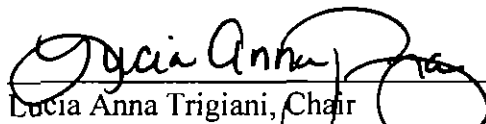
**Review Draft
Condominium
Regulations**

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.


**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 3:49 p.m.

Adjourn



Lucia Anna Trigiani, Chair



Gordon Dixon, Secretary

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

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

1. Name: Kimberly Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
July 28, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

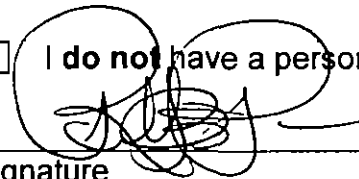
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.

Signature



Date

7/28/2011

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

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

1. Name: Christiaan Melson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
July 28, 2011

5. I have a personal interest in the following transaction:

NONE

Nature of Personal Interest Affected by Transaction:

NONE

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.


Signature

7/28/11
Date

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

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

1. Name: Miyun Sung
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
July 28, 2011

5. I have a personal interest in the following transaction:

N/A

Nature of Personal Interest Affected by Transaction:

N/A

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

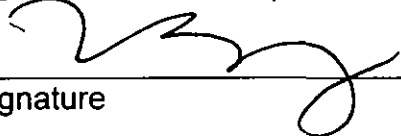
N/A

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.

Signature 

Date *7/29/11*

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

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

- 1. Name: Lucia Anna Trigiani
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
July 28, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

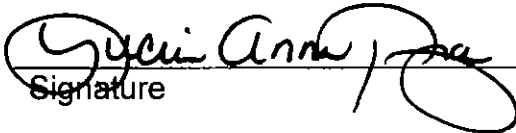
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

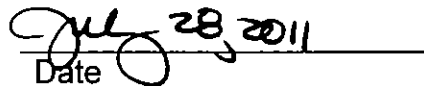
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.


Signature


Date