

**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, November 3, 2011, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair
Thomas Colucci
Robert Diamond
Michael Inman (arrived at 10:11 a.m.)
Mark Kinser
Miyun Sung
Michelle Thompson

Board member Kimberly Kacani, Committee member David Mercer, and Ex-Officio member Lucia Anna Trigiani were not in attendance.

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

Gordon Dixon, Director
Mark N. Courtney, Deputy Director of LRD
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. Diamond moved to approve the agenda. Mr. Kinser seconded the motion which was unanimously approved by: Colucci, Diamond, Kinser, Melson, 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. At the September 22nd Board meeting, Ms.

**Review of Timeline
for Regulations**

Trigiani expressed concern that the current time-line for review and presentation of a recommendation to the Board would not allow adequate time for the Committee to fully review the draft. Therefore, the Board considered having staff withdraw the current Notice of Intended Regulatory Action (NOIRA), and refile a new NOIRA to allow additional time for the Committee to develop the regulations. The Board will discuss this matter further at its December 1st meeting. Staff is proposing adding two additional Committee meeting dates. The Committee's goal will now be to present the Committee's final recommendation for consideration at the March 22, 2012, Board meeting. This timeframe should allow adequate time for Board review before the proposed regulations must be filed.

After discussion, the Committee approved the following meeting dates by consensus: January 17, 2012 and February 23, 2012.

Consider Additional Meeting Date(s)

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

Ms. Henshaw provided the Committee with a draft of the Condominium Regulations that incorporated the suggested changes from the last Committee meeting pertaining to the public offering statement requirements. The Committee re-reviewed changes to the draft text from the previous meetings. The Committee discussed the suggested revisions and made additional changes to the draft text.

Review Draft CIC Condominium Regulations

The Committee discussed the proposed language provided by Mr. Diamond in regards to budgets and material and non-material changes to the public offering statement.

Mr. Inman arrived at 10:11 a.m.

Arrival of Committee Member

The Committee continued its review of the draft Condominium Regulations. Ms. Henshaw provided the Committee with suggested revised language on application provisions.

Review Draft CIC Condominium Regulations

The Committee recessed at 10:40 a.m. and reconvened at 11:07 a.m.

Break

The Committee continued its review of the draft Condominium Regulations. The Committee requested Ms. Henshaw to research other regulatory programs that have promotional and advertising

Review Draft CIC Condominium Regulations

requirements, and to provide suggested language at the next meeting.

The Committee recessed for lunch from 12:04 p.m. to 12:48 p.m.

Lunch

The Committee continued its review of the draft Condominium Regulations. The Committee requested Ms. Henshaw provide a draft of the suggested changes to the sections on conversion condominiums, time-share condominiums, and horizontal property regimes at the next meeting.

**Review Draft CIC
Condominium
Regulations**

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 consider marketing; time-share condominiums; conversion condominiums; Horizontal Property Act; and Standards/Prohibited Acts. Staff will prepare a revised draft of the Condominium Regulations in accordance with the Committee's comments for the next Committee meeting.


**Discuss Topics for
Next Committee
Meeting**

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

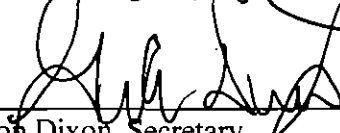
**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 1:59 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: Christiaan Melson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
November 3, 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:

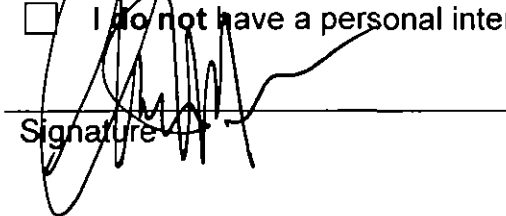
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

11/3/11

**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
November 3, 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:

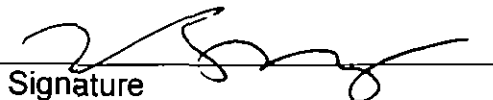
N/A

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 11/3/11