

CIC MANAGER REGULATORY REVIEW COMMITTEE
OF THE
COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The CIC Manager Regulatory Review Committee of the Common Interest Community Board (Board) met on August 4, 2021 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair
Matt Durham
Amanda Jonas
Chris Melson
Drew Mulhare (Ex-officio)
Paul Orlando
Nan Piland
Anne Sheehan

Committee members Jim Foley and Bonnie Herring were not present at the meeting.

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

Trisha L. Lindsey, Executive Director
Heather Gillespie, Ombudsman
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Tanya M. Pettus, Board Administrator

Ms. Trigiani, Chair, called the meeting to order at 10:07 a.m.

Call to Order

Members of the Committee and Board staff introduced themselves.

**Introduction of
Committee
Members and Staff**

Ms. Lindsey advised the Committee of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Jonas moved to approve the agenda as presented. Ms. Sheehan seconded the motion which was unanimously approved by: Durham, Jonas, Melson, Mulhare, Orlando, Piland, Sheehan, and Trigiani.

Approval of Agenda

There were no members of the public present who wished to address the Committee.

Public Comment Period

Ms. Lindsey and Ms. Trigiani provided an overview of the responsibilities before the Committee.

Overview

Ms. Lindsey provided the Committee with an overview of the regulatory review timeline. The Notice of Intended Regulatory Action (NOIRA) for the review of the CIC Manager regulations will be published on August 16, 2021, at which time a 30-day public comment period will commence. Committee recommendations for amendments to the regulations are expected to be presented to the Board for review at its March 2022 Board meeting.

The Committee was provided with current versions of applicable laws and regulations, as well as community manager licensing requirements from other states for informational purposes.

Resources and Information

Ms. Lindsey presented the Committee with an overview of the regulatory review process, as well as guidelines for drafting regulations.

Overview of Regulatory Review Process

Mr. Mulhare left the meeting at 11:15 a.m.

Departure of Committee Member

The Committee recessed from 11:54 a.m. to 12:40 p.m.

Recess

Mr. Mulhare returned to the meeting at 12:40 p.m.

Return of Committee Member

Mr. Haughwout presented the Committee with proposed regulatory review topics.

Regulatory Review Topics

Discussion was held on entry requirements, renewal and reinstatement, standards of practice and conduct, training program requirements, Property Owners' Association (POA) disclosure packets, and current continuing professional education (CPE) requirements.

Consider Necessary Regulatory Changes

The Committee reviewed community manager licensing requirements from other states.

The Committee agreed by consensus to further examine entry requirements, renewal and reinstatement, and CPE at its next meeting.

Discuss Topics for Next Meeting

Ms. Lindsey advised the Committee that staff will provide dates for consideration by Committee members for the next meeting; which is tentatively planned for the fall. The Committee will be notified of the date when it has been confirmed.

Set Next Meeting Date

Ms. Trigiani reminded the Committee members to complete their conflict of interest forms and travel vouchers.

Complete Conflict of Interest Forms and Travel Vouchers

There being no further business, the meeting was adjourned at 2:05 p.m.

Adjourn



Drew Mulhare, Chair



Mary Broz-Vaughan, Secretary

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

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

1. Name: Amanda Jonas
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee August 4, 2021
5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

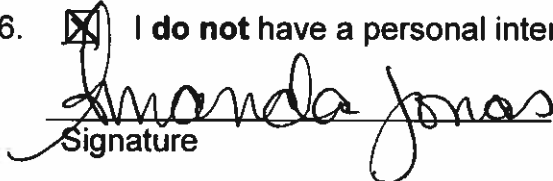
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

8/4/21
Date

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

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

1. Name: Drew R. Mulhare
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee August 4, 2021
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.

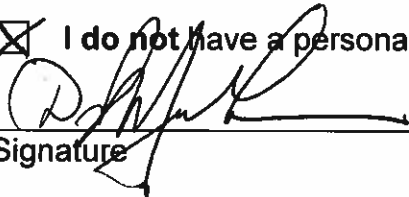
or

I did not participate in the transaction.

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

Signature

Date



8/4/21

