

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The Common Interest Community Board (Board) met on April 10, 2023, at the Glen Allen Branch Library, 10501 Staples Mill Road, GL Meeting Room, Glen Allen, Virginia 23060.

The following members were present:

Matt Durham, Chair  
Maureen A. Baker  
Jim Foley  
Eileen M. Greenberg  
David S. Mercer, Vice-Chair  
Lori Overholt  
Scott Sterling  
Katherine E. Waddell

Board members Thomas Mazzei, Anne Sheehan, and Margaret Tunstall were not in attendance at the meeting.

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

Demetrios J. Melis, Director  
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director  
R. Thomas Payne, Deputy Director for Compliance and Investigations  
Trisha L. Lindsey, Executive Director  
Johnathan Darden, Director of Investigations  
Joseph C. Haughwout, Jr., Board and Regulatory Administrator  
Raven C. Custer, Administrative Coordinator

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Finding a quorum of the Board present, Mr. Durham called the meeting **Call to Order** to order at 11:28 a.m.

Mr. Durham advised the Board of the emergency evacuation procedures. **Emergency Evacuation Procedures**

Mr. Mercer moved to approve the agenda. Mr. Foley seconded the motion which was unanimously approved by: Baker, Durham, Foley, Greenberg, Mercer, Overholt, Sterling, and Waddell. **Approval of Agenda**

No members of the public were present to address the Board.

**Public Comment  
Period**

At 11:30 a.m., Ms. Baker moved that the Board meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation with legal counsel and briefings by staff members regarding actual or probable litigation pursuant to § 2.2-3711.A.7 of the Code of Virginia. The following non-members were in attendance to reasonably aid the consideration of the topic: Demetrios Melis, Stephen Kirschner, Thomas Payne, Trisha Lindsey Johnathan Darden, Joseph Haughwout, and Elizabeth Peay. Mr. Foley seconded the motion which was unanimously approved by: Baker, Durham, Foley, Greenberg, Mercer, Overholt, Sterling, and Waddell.

**Closed Meeting**

Mr. Foley departed the meeting at 12:03 p.m. to ensure there was not an actual or potential conflict of interest in accordance with the State and Local Government Conflict of Interests Act (§2.2-3100 et seq.).

**Departure of Board  
Member**

The Board continued in closed meeting.

**Closed Meeting  
Continued**

At 12:46 p.m., Mr. Sterling moved that the Board adjourn the closed meeting and immediately reconvene in open session. Ms. Baker seconded the motion which was unanimously approved by: Baker, Durham, Greenberg, Mercer, Overholt, Sterling, and Waddell.

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Common Interest Community Board has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the *Code of Virginia* requires a certification by this Common Interest Community Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Common Interest Community Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Common Interest Community Board.

VOTE

AYES: Baker, Durham, Greenberg, Mercer, Overholt, Sterling, and Waddell.

NAYS: None.

ABSENT DURING THE VOTE: None.

ABSENT DURING THE MEETING: Foley, Mazzei, Sheehan, and Tunstall.

Mr. Mercer moved that there is reasonable cause to believe that Rosewood Management & Consulting Services LLC, CIC Manager License Number 0501000317, is “unable to properly discharge its fiduciary responsibilities to an association to which it provides management services” in accordance with § 54.1-2353 of the Code of Virginia and to petition for an injunction against Rosewood Management & Consulting Services LLC and the appointment of a receiver as provided in §54.1-2353 of the Code of Virginia.

**Rosewood  
Management &  
Consulting Services  
LLC**

Mr. Sterling thanked Board staff for its response to this matter and for bringing it to the Board for consideration. Ms. Lindsey thanked the Board members for changing their schedules on such short notice and for their commitment to the public and the Board.

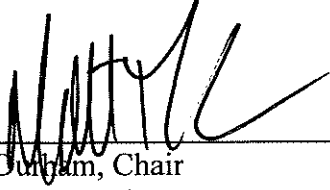
**Other Business**

Mr. Durham reminded Board members to complete their conflict of interest forms.

**Complete Conflict  
of Interest Forms  
and Travel  
Vouchers**

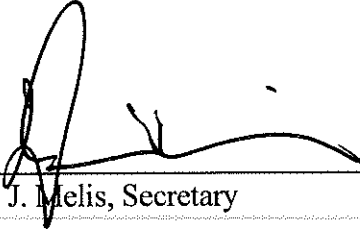
There being no further business, the meeting was adjourned at 12:49 p.m.

**Adjourn**



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Matt Durham, Chair



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Demetrios J. Melis, Secretary

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

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

1. Name Lori Overholt  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board  
(Name of Board)

4. Meeting/IFF Date: 04/10/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

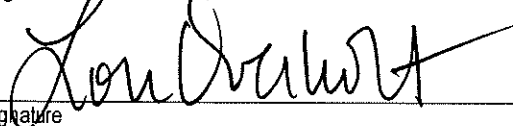
B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

  
Signature

4/10/2023  
Date

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

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

1. Name Jim Foley  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023

5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.

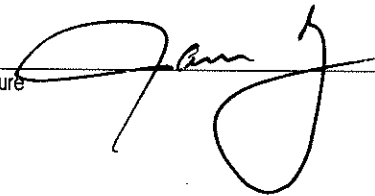
A. \_\_\_\_\_  
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

Signature  Date 4/10/23

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

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

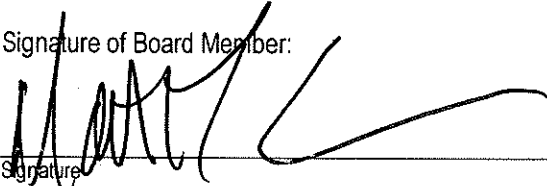
1. Name Scott E. Sterling  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.
6. Signature of Board Member:

Signature Scott E. Sterling

Date 10 April 2023.

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

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

1. Name     Matt Durham      
(Name of Board Member)
2. Title:     Board Member
3. Agency:     DPOR/Common Interest Community Board      
(Name of Board)
4. Meeting/IFF Date:     04/10/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.
6. Signature of Board Member:  \_\_\_\_\_  
Signature
- Date     04/10/23



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

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

1. Name Maureen A. Baker  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

Maureen A. Baker  
Signature

4/10/2023  
Date

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

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

1. Name Eileen M. Greenberg  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

Eileen Greenberg  
Signature

4/10/2023  
Date

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

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

1. Name Katherine E. Waddell  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board  
(Name of Board)

4. Meeting/IFF Date: 04/10/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

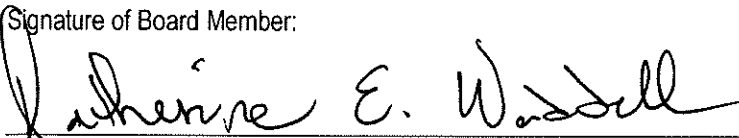
B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

  
Signature

4/10/2023  
Date

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

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

1. Name David Mercer  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board  
(Name of Board)

4. Meeting/IFF Date: 04/10/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

Signature

Date