

**COMMON INTEREST COMMUNITY BOARD  
TRAINING PROGRAM REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Training Program Review Committee of the Common Interest Community Board met on Wednesday, March 21, 2012, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Pamela Coerse, Chair  
Elena Ferranti  
F. James Ahlberg  
Douglas Rogers

Committee member Katherine Waddell and ex-officio member Lucia Anna Trigiani were not in attendance.

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

Mark N. Courtney, Deputy Director  
Trisha L. Henshaw, Executive Director  
Thomas K. Perry, Property Registration Administrator  
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was not present.

Ms. Coerse, Chair, called the meeting to order at 1:03 p.m.

**Call to Order**

Mr. Rogers moved to approve the agenda. Mr. Ahlberg seconded the motion which was unanimously approved by: Coerse, Ferranti, Ahlberg, and Rogers.

**Approval of Agenda**

Ms. Coerse opened the floor for public comment. No members of the public present requested to speak.

**Public Comment  
Period**

Mr. Perry provided the Committee members with a brief overview of the training program review process to date.

**Overview of  
Training Programs  
and Approval  
Process**

Mr. Perry reviewed with the Committee changes to the CIC Manager Regulations relating to the new training requirements for certified principal or supervisory employees of Common Interest Community

**New Training  
Program Approval  
Application and**

Managers that became effective March 1, 2012. As a requirement for renewal of their certificates, these individuals must complete a Board-approved Virginia common interest community law and regulation training program, as well as a Board-approved fair housing training program that encompasses Virginia fair housing laws related to management of common interest communities.

**Regulations**

The new CIC Manager Regulations also provide an alternative method for licensure for CIC Managers whose qualifying individual has not completed a Board-approved training program. Upon receipt and review by staff of a CIC Manager Application containing a Comprehensive Training Program Equivalency Form, the application will be forwarded to the three common interest community manager representatives on the Board for independent review and recommendation.

**Comprehensive  
Training Program  
Equivalency**

Following the review of the new training requirements and applications, the Committee, as suggested by Ms. Ferranti, made the following recommendations for requirements to both a Common Interest Community Law and Regulation Training Program and a Fair Housing Training Program for the Board's consideration:

**Recommendations**

- Training should provide samples of recent case law relating to common interest communities.
- Training should review changes to the Code of Virginia relating to common interest communities.
- Training should review changes to Virginia Regulations relating to common interest communities.


Ms. Coerse thanked the Committee members for their participation and input.

**March 22, 2012  
Board Meeting**

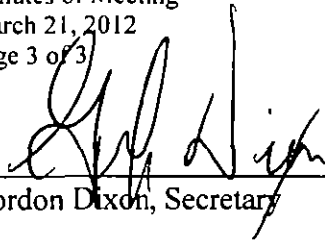
Ms. Henshaw said that the Committee's recommendations will be presented at the March 22, 2012 Board meeting. The next Committee meeting is scheduled for Wednesday, June 6 at 1:00 p.m. if any applications are received.

There being no further business, the meeting was adjourned at 2:02 p.m.

**Adjourn**

  
Lucia Anna Trigiani, Chair

Common Interest Community Board  
Training Program Review Committee Meeting  
Minutes of Meeting  
March 21, 2012  
Page 3 of 3

A handwritten signature in black ink, appearing to read "Gordon Dixon", is written over a horizontal line.

Gordon Dixon, Secretary

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: F. James Ahlberg
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
March 21, 2012

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.

F. James Ahlberg  
Signature

3/22/12  
Date

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

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

1. Name: Pamela Coerse
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
March 21, 2012

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.

Pamela A Coerse  
Signature

3/28/12  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Elena Ferranti
2. Title: Board Member
3. Agency: ~~Common Interest Community Board~~ Training Committee EM7
4. Meeting/IFF Date: ~~Board Meeting March 22, 2012~~ March 21, 2012 EM7

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.

Elena Ferranti  
Signature

3/21/12  
Date

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

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

1. Name: Douglas Rogers
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
March 21, 2012

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

