

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 November 2, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members of the committee were present:

Lucia "Pia" Trigiani, Chair
Matt Durham (Ex-officio)
Drew Mulhare
Paul Orlando
Nan Piland
Anne Sheehan
Tracey Talbert

Committee members Amanda Jonas and Catherine Noonan were not in attendance.

The following staff members were present for all or part of the meeting:

Brian Wolford, Chief Deputy Director
Steve Kirschner, Licensing and Regulatory Programs Deputy Director
Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Tanya M. Pettus, Board Administrator
Lee D. Bryant, Board and Regulatory Operations Administrator
Heather Gillespie, Ombudsman
Rachel Harris, Administrative Coordinator

Ms. Trigiani, called the meeting to order at 10:15 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

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

**Approval of
Agenda**

There were no members of the public present.

**Public Comment
Period**

All Committee members and staff present introduced themselves.

Overview

Mr. Kirschner reviewed the purpose of the Committee, and provided an overview of the regulatory review process and timeline.

The Committee was provided with current Common Interest Community Manager Regulations, applicable laws, regulations, and Board guidance documents.

Resources and Information

Mr. Kirschner presented the Committee with draft proposed amendments of the Common Interest Community Manager Regulations for review and consideration.

Consider Necessary Regulatory Changes

Discussion was held on entry requirements, including pre-licensing education and bonding.

The Committee recessed from 12:04 p.m. to 12:32 p.m.

Recess

Ms. Piland departed the meeting at 2:26 p.m.

Departure of Committee Member

The Committee continued to consider draft proposed regulatory amendments.

Discussion was held on pre-license and continuing education topics.

Consider Necessary Regulatory Changes, Continued

Discussion was also held on items the 2021-2022 CIC Regulatory Review Committee recommended to the Board to be considered for legislative proposals during the 2023 General Assembly session. Ms. Pettus advised she would review those items to determine whether they were included on the Board's proposed legislative items for consideration during the 2023 or 2024 sessions. After discussion, Mr. Orlando moved to authorize staff to determine what, if any, proposed legislative recommendations from the 2021-2022 Committee have not been included in the Board's legislative proposals, and to recommend to the Board that they again consider those items as proposed legislative amendments. Mr. Mulhare seconded the motion which was unanimously approved by: Trigiani, Durham, Mulhare, Orlando, Sheehan, and Talbert.

Ms. Talbert then moved to recommend to the Board proposed amendments to the CIC Manager Regulations as discussed and amended,

authorizing staff to make stylistic and technical changes as necessary prior to review by the Board. Mr. Mulhare seconded the motion which was unanimously approved by: Trigiani, Durham, Mulhare, Orlando, Sheehan, and Talbert.

There being no further business, the meeting adjourned at 2:34 p.m.

Adjourn



Matt Durham, Chair



Kishore S. Thota, Secretary

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

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

1. Name Anne M. Sheehan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 11/02/2023

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

November 2, 2023
Date

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

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

1. Name Drew Mulhare
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 11/02/2023

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

November 2, 2023
Date

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

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

1. Name: Tracey Talbert
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board,
Committee Meeting
4. Meeting/IFF Date: Committee Meeting November 2, 2023

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:

~~Common Interest Community Manager~~

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.

Tracey Talbert
Signature

11/02/2023
Date