

# STRUCTURAL INTEGRITY AND RESERVES STUDY (SB 740) WORKGROUP

## MINUTES OF MEETING

The Structural Integrity and Reserves Study Workgroup met on March 15, 2023, at the Virginia Tech Richmond Center, 2810 N. Parham Road, Richmond, Virginia 23294.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair  
Walter Alcorn  
Jon Bach  
John Bailey  
Michelle Baldry  
Gary Beveridge  
Steven Brumfield  
Walter Diercks  
Lee Frame  
Heather Gillespie

Colin Horner  
Kimberly Kacani  
Erin Kormann  
Theresa Melson  
Phoebe Neseth  
Edward O'Connell  
John Olivieri  
Phoebe Rolen  
Anne Sheehan  
Lynette Wuensch

Workgroup members Jeffrey Brown, Ron Clements, Mark Dix, Rafael Martinez, and Chris Stone were not present at the meeting.

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

Trisha L. Lindsey, Executive Director, Common Interest Community Board  
Joseph C. Haughwout, Jr., CIC Board and Regulatory Administrator  
Raven Custer, Administrative Coordinator

Mel Jones, Bob McNab, Terry Clower, Matt Vogel, Keith Waters, and Aliana Cheguer were present as meeting facilitators.

Ms. Trigiani, Chair, called the meeting to order at 10:03 a.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Mr. Brumfield moved to approve the agenda. Ms. Rolen seconded the motion, which was unanimously approved by: Trigiani, Alcorn, Bach, Bailey, Baldry, Beveridge, Brumfield, Diercks, Frame, Gillespie, Horner, Kacani, Kormann, Melson, O'Connell, Rolen, Sheehan, and Wuensch.

**Approval of Agenda**

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Staff were informed of minor corrections that were needed to draft meeting minutes for the February 7, 2023, Structural Integrity and Reserves Workgroup meeting. **Approval of Minutes**

Mr. Frame moved to approve the February 7, 2023, Structural Integrity and Reserves Workgroup meeting minutes as amended. Mr. Brumfield seconded the motion which was unanimously approved by: Trigiani, Alcorn, Bach, Bailey, Baldry, Beveridge, Brumfield, Diercks, Frame, Gillespie, Horner, Kacani, Kormann, Melson, O'Connell, Rolen, Sheehan, and Wuensch.

Ken Cordo was present and introduced himself to the Workgroup. **Public Comment Period**

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

Ms. Neseth arrived at 10:08 a.m. **Arrival of Workgroup Member**

Ms. Lindsey, Ms. Trigiani, and Ms. Jones thanked the members of the Workgroup, the Board staff, and the meeting facilitators for their time and effort with the workgroup. **Discussion**

The Workgroup took time to review the draft final recommendations before beginning discussion.

Mr. Olivieri arrived at 10:23 a.m. **Arrival of Workgroup Member**

After taking time to review the draft final recommendations, the Workgroup began discussion on the report. **Discussion Continued**

The Workgroup recessed from 12:20 p.m. to 12:57 p.m. **Recess**

The Workgroup continued discussion on the draft final recommendations. **Discussion Continued**

Ms. Neseth departed from the Workgroup meeting at 1:56 p.m. **Departure of Workgroup Member**

The Workgroup was provided with (i) SB 740; (ii) a letter from the Honorable Scott A. Surovell, patron of SB 740; (iii) current versions of **Resources and Information**

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applicable common interest community laws and regulations; (iv) provisions of the Uniform State Building Code; (v) CIC Board guidelines for development reserve studies for capital components; (vi) various CAI publications related to reserve studies, condominium and condominium safety, infrastructure in community associations, and state volunteer immunity laws; (vii) Florida SB 4-D; (viii) additional news and journal articles in relation to Champlain Towers; and the Virginia Common Interest Community Survey.

Ms. Lindsey provided the Workgroup with a tentative table of contents for the final report. **Other Business**

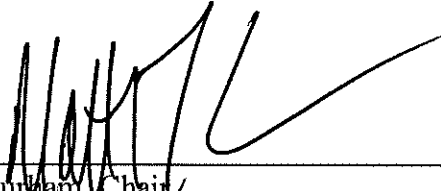
The Workgroup discussed the next steps for the final report.

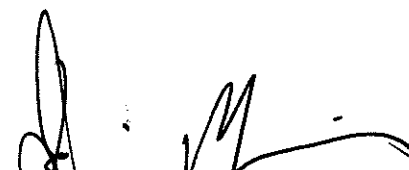
Mr. Alcorn departed from the Workgroup meeting at 2:03 p.m. **Departure of Workgroup Member**

After discussion, Mr. Brumfield moved to approve recommendations provided by the Workgroup. Ms. Gillespie seconded the motion, which was unanimously approved by: Trigiani, Bach, Bailey, Baldry, Beveridge, Brumfield, Diercks, Frame, Gillespie, Horner, Kacani, Kormann, Melson, O'Connell, Olivieri, Rolen, Sheehan, and Wuensch. **Other Business Continued**

Ms. Trigiani reminded Workgroup members to complete their conflict of interest forms **Complete Conflict of Interest Forms**

There being no further business, the meeting adjourned at 2:28 p.m. **Adjourn**

  
\_\_\_\_\_  
Matt Durham, Chair

  
\_\_\_\_\_  
Demetrios J. Melis, 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: 03/15/2023

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

3/15/2023  
Date



