

## COMMON INTEREST COMMUNITY BOARD

### MINUTES OF MEETING

January 15, 2026

The Common Interest Community Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are eleven (11) members on this Board, in which six (6) constitutes a quorum pursuant to § 54.1-2348.

The following Board members were present:

Margaret “Meg” Tunstall, Chair  
Catherine Noonan  
Marcy Peacock  
Tracey Talbert  
Michael Cummins  
Daniel Zickefoose  
Joshua Arthur  
Donald Boswell

The following Board members were absent:

Drew Mulhare (Vice Chair)  
Melissa Shaheen  
Deborah Casey

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

Jeb Wilkinson, Agency Director  
Stephen Kirschner, LRPD Deputy Director  
Tom Payne, CID Deputy Director  
Anika Coleman, Executive Director  
Joe Haughwot, Regulatory Affairs Manager  
Christina Dumas, CIC/Cemetery Manager  
Jennifer Plummer, Regulatory Operations Administrator  
Shaifali Prajapati, Administrative Coordinator  
Khang Le, Administrative Coordinator  
Connor Davis, Budget Officer

Ms. Tunstall determined a quorum was present and called the meeting to order at 10:00 A.M.

**CALL TO ORDER**

Ms. Coleman informed the Board of the emergency evacuation procedures.

**Emergency Egress**

**Mr. Boswell moved** to approve the agenda as presented. **Ms. Noonan seconded** the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**APPROVAL OF  
AGENDA**

**Mr. Arthur moved** to approve the minutes from September 25, 2025, Common Interest Community Board meeting and October 14, 2025, Common Interest Community Board Public Hearing. **Mr. Boswell seconded** the motion, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**APPROVAL OF  
MINUTES**

Ms. Tunstall allowed board members and board staff to introduce themselves.

**Welcome and  
Introductions**

Krista White addressed the Board by phone requesting consideration of remote participation options for the public. White requested live streaming of Board meetings to increase accessibility for constituents rather than having to rely on meeting information from Town Hall.

**PUBLIC COMMENT**

Robert French introduced himself in person as the Vice President of the Ashcreek Homeowner's Association, which had filed an approximately 70-page complaint against their former management company. Mr. French requested the Board to have staff expedite their submitted complaint, citing this management company has ongoing systemic issues that is affecting other HOAs. He requested staff reach out to update him regarding the status of the case.

Cynthia Gale addressed the Board in person concerning recovery fund requirements per the *Code of Virginia*. Another concern was brought up that the recovery fund does not bring in enough minimum balance to sustain itself. An additional concern was that there are inconsistencies with how some associations are collecting the Resale Certificate. Additionally, Ms. Gale indicated there was a timing conflict with registrations, Ms. Gale proposed legislation to alleviate this issue.

Public comment period concluded at 10:19AM.

**NEW BUSINESS**

Ms. Coleman provided the Board with the Executive Director's Update, with notice of new regulations taking effect as of December 31, 2025. Additionally, the Department will re-establish Committees to continue Regulatory Reviews in 2026.

**Executive Director's Update**

Mr. Kirschner provided the Board with an update on the status of the Recovery Fund, noting that the Fund is currently operating above the statutory minimum. He cautioned, however, that recent Recovery Fund claims could significantly deplete the Fund, thereby necessitating a transfer from the Information Management Fund. Mr. Kirschner further explained the risks associated with the Fund operating below statutory minimum levels and outlined alternative options for replenishing the Fund. He also highlighted the statutory authority that permits the Agency Director to impose a special assessment on homeowners' associations (HOAs).

**Recovery Fund Financial Statement**

Mr. Davis, DPOR's Budget Officer, presented a financial update to the Board. He reported that the General Fund remains financially healthy, while the Recovery Fund is anticipated to experience a significant deficit due to upcoming claim payouts. Mr. Kirschner provided recommendations for expenditure adjustments, including potential fee increases. Mr. Davis recommended that the Board approve a transfer of \$250,000 from the Information Management Fund to the Recovery Fund.

Upon **motion by Mr. Arthur and seconded by Ms. Peacock**, the Board approved the transfer of \$250,000 to the Recovery Fund. Members voting in favor were Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

Mr. Haughwot presented to the Board the General Review of Common Interest Community Manager Regulations (18 VAC 48 - 50).

**General Review of Common Interest Community Manager Regulations**

After review, **Mr. Boswell moved** that public comments and draft responses are approved, and **Ms. Talbert seconded** the motion, which was approved by members Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**Review Public Comments and Draft Responses**

After the vote on approval of public comments and draft responses, **Mr. Boswell moved** for adoption of final regulations as amended, **Ms. Noonan seconded** the motion, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**OTHER BUSINESS**

Mr. Payne informed the Board that a candidate for Ombudsman position will begin in February with job interviews concluded. He also reported that complaints and phone calls have been up, with a suggestion to make complaints automated to streamline work processes. The Ombudsman Report was submitted in a timely manner to the General Assembly website.

**Ombudsman Report**

Ms. Tunstall reminded the Board members to complete their conflict-of-interest forms and travel vouchers.

**COMPLETION OF  
PAPERWORK**

There being no further business, the Board adjourned at 11:17 a.m.

**ADJOURN**

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Margaret “Meg” Tunstall, Board Vice-Chair

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Laura McClintock, Board Secretary

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