

**VIRGININA MANUFACTURED HOUSING BOARD**  
**MEETING MINUTES**  
**October 13 2022**  
**Virginia Housing Center**  
**4224 Cox Road, Glen Allen, Virginia 23260**

Members Present

Mr. James Trepinski  
Mr. Michael Sandkuhler  
Ms. Carey L. Allen  
Mr. Keith W. Hicks  
Mr. James W. Roncaglione  
Mr. Sean D. Hicks  
Mr. Daniel J. McCormick  
Mr. Robbie B. Rutherford

Members Absent

Mr. Stephen Geiser

Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Vice Chairman, James Trepinski.

Roll Call

The roll was called by Mr. Hilderbrand, who served as Secretary for the meeting and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was not present at the beginning of the meeting.

Election of Officers

Mr. Hilderbrand advised the board members that the terms of the officers of the Board had expired and election of officers was needed prior to moving forward with the meeting. Mr. Hilderbrand then called for nominations for Chair. Mr. Rutherford nominated Mr. Trepinski. The nomination was seconded by Mr. McCormick. Mr. Hilderbrand called for nominations for Chair twice more. After hearing no further nominations, Mr. Hilderbrand closed the nominations for Chair. A vote was taken and Mr. Trepinski was unanimously elected as Chair.

Chair Trepinski called for nominations for Vice-Chair. Mr. Sandkuhler nominated himself for Vice-Chair. The nomination was seconded by Mr. Rutherford. Chairman Trepinski called for additional nominations for Vice-Chair twice more; hearing none, he closed the nominations. A vote was taken and Mr. Sandkuhler was unanimously elected as Vice-Chair.

Chair Trepinski called for nominations for Secretary. Mr. Roncaglione nominated Mr. Luter for Secretary. The nomination was seconded by Vice-Chair, Sandkuhler. Chairman Trepinski called for additional

nominations for Secretary twice more; hearing none, he closed the nominations. A vote was taken and Mr. Luter was unanimously elected as Secretary.

Approval of Minutes      The draft minutes of the October 13, 2021 meeting in the Board members' agenda package were considered. Mr. Roncaglione moved to approve the minutes as presented. The motion was seconded by Ms. Allen and passed unanimously.

Public Comment      Chair Trepinski opened the meeting for public comment. Mr. Hilderbrand advised that no one had signed up to speak. Mr. Randy Grumbine asked the Chairman for the opportunity to make an announcement and Chair Trepinski granted his request.

Mr. Grumbine announced that at the August VAMMHA Conference, Mr. James Roncaglione was inducted into the VAMMHA Hall of Fame.

New Business      Periodic Review of Regulations:

Mr. Kyle Flanders provided an overview and purpose of the Periodic Review of Regulations; in this case, Public Participation Guidelines and the Manufactured Housing Licensing and Transaction Recovery Fund. There was a discussion regarding fees outlined in the MHLTRF and how they are developed and or changed.

Mr. Sean Hicks made a motion to initiate a periodic review of the Public Participation Guidelines. The motion was seconded by Mr. Keith Hicks and the motion was approved unanimously.

Chair Trepinski made a motion to initiate a periodic review of the Manufactured Housing Licensing and Transaction Recovery Fund. The motion was seconded by Ms. Allen and the motion was approved unanimously.

Old Business      None

Committee Reports      None

Secretary's Report      Mr. Hilderbrand provided the Board a revenue and current balance report for the Transaction Recovery Fund ending August 31, 2022.

Mr. Hilderbrand provided the Board a FY 2022 Debtor's balance report for the Transaction Recovery Fund provided by the AG's Office.

There was discussion on where the funds come from and Mr. Roncaglione continued the discussion on to some of the long outstanding debts shown on the Debtor Balance Report provided by the AG's Office.

Mr. Justin Bell arrived at the end of the discussion (approximately 10:30) and questions were posed to him regarding the Debtor Balance Report status and how the debtors are pursued. Also discussed was what percentage of the debts go back into the Recovery Fund.

Mr. Hilderbrand presented a Certificate from the Governor's office to Sean Hicks for service to the board.

Mr. Hilderbrand informed the Board of the current caseload and that the next meeting was scheduled for February 9, 2023. Mr. Rutherford stated that he would be out of the country on that date but could attend on-line.

Mr. Bell stated that in order for remote participation to be an option for Board members the Board would need to adopt the Model Remote Participation Policy. Mr. Bell gave a presentation providing an overview of the Model Remote Participation Policy.

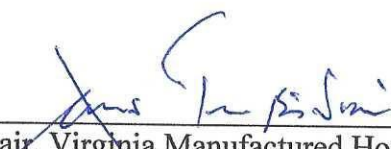
Mr. Rutherford made a motion to adopt the Model Remote Participation Policy. Mr. Keith Hicks seconded the motion and the motion passed unanimously.


Mr. Hilderbrand provided a MHB Training Presentation.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 12:30 pm.

Approved February 9, 2023

  
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Chair, Virginia Manufactured Housing Board

  
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Secretary, Virginia Manufactured Housing Board