

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 October 27, 2021 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair
Jim Foley
Matt Durham
Drew Mulhare (Ex-officio)
Paul Orlando
Nan Piland
Anne Sheehan

Committee members Bonnie Herring, Amanda Jonas, and Chris Melson were not present at the meeting.

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

R. Thomas Payne, Deputy Director
Trisha L. Lindsey, Executive Director
Heather Gillespie, Ombudsman
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Lisa Robinson, Licensing Administrator
Tanya M. Pettus, Board Administrator

Ms. Trigiani, Chair, called the meeting to order at 10:05 a.m.

Call to Order

Ms. Lindsey and Ms. Trigiani introduced Tom Payne, DPOR Deputy Director.

**Introduction of
DPOR Deputy
Director**

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

**Emergency
Evacuation
Procedures**

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

Approval of Agenda

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

Public Comment Period

Ms. Lindsey and Ms. Trigiani provided an overview of the responsibilities before the Committee.

Overview

Ms. Lindsey provided the Committee with an overview of the regulatory review timeline. The Notice of Intended Regulatory Action (NOIRA) for the review of the CIC Manager regulations was published on August 16, 2021. Committee recommendations for amendments to the regulations are expected to be presented to the Board for review at its March 2022 Board meeting.

The Committee was provided with current versions of applicable laws, regulations, and guidance documents, as well as community manager licensing requirements from other states, an overview of community management industry credentials, and current training and education requirements applicable to common interest community manager licensees and certified principal or supervisory employees.

Resources and Information

The Committee discussed whether individuals directly employed by common interest community associations to provide management services should continue to be exempt from licensure or certification under § 54.1-2347 of the Code of Virginia, and the types of employees that could potentially be required to need certification. After lengthy discussion, Mr. Durham moved to recommend to the Board that a study be conducted on removing the current exemption from licensure or certification for employees of common interest community associations. Mr. Orlando seconded the motion which was unanimously approved by: Durham, Foley, Mulhare, Orlando, Piland, Sheehan, and Trigiani.

Discussion and Review of Regulatory Review Topics

The Committee considered draft proposed amendments to current definitions, including discussion of the terms “qualifying individual” and “responsible person.”

The Committee considered the requirement for licensure of firms and certification of principal or supervisory employees. Discussion was held on the time-frame for which individuals who have principal responsibility for providing management services to common interest communities, or supervise those who directly provide management services must obtain a certificate from the Board.

The Committee considered proposed draft amendments to application procedures, including discussion of requirements to notify Board staff

of any changes to the information provided on an application prior to the issuance of the license.

Discussion was held on the requirements for audits of management companies, and ways in which those audits may be verified by the Board.

The Committee considered the current requirement that an applicant for a management license hold an active designation as an Accredited Association Management Company (AAMC) by the Community Associations Institute. After discussion, the Committee agreed by consensus to recommend to the Board that the AAMC designation be accepted as qualification for licensure, but not required.

The Committee agreed by consensus to continue discussion of entry requirements at its next meeting, and begin discussion of requirements for renewal and reinstatement, and education and examinations.

Discuss Topics for Next Meeting

Ms. Lindsey advised the Committee that staff will provide dates for consideration by Committee members for the next meeting. The Committee will be notified of the date when it has been confirmed.


Set Next Meeting Date

There being no further business, the meeting was adjourned at 2:17 p.m.

Adjourn



Drew Mulhare, 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: Jim Foley
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee Meeting
October 27, 2021

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 10/27/2021

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

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

1. Name: Drew R. Mulhare
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CIC Manager Regulatory Review Committee Meeting
October 27, 2021

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

10/27/21
Date

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

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

1. Name: Anne Sheehan
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee Meeting
October 27, 2021

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.

Anne Sheehan
Signature

10/27/2021
Date

