

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 February 14, 2022 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair
Matt Durham
Bonnie Herring
Christopher Melson
Drew Mulhare (Ex-officio)
Paul Orlando
Nan Piland
Anne Sheehan

Committee members Jim Foley and Amanda Jonas were not present at the meeting.

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

Demetrios J. Melis, Director
Trisha L. Lindsey, Executive Director
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Tanya M. Pettus, Board Administrator

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

Call to Order

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

**Emergency
Evacuation
Procedures**

Mr. Orlando introduced Committee member Bonnie Herring.

**Introduction of
Committee Member**

Ms. Lindsey and Ms. Trigiani introduced Demetrios “Mitch” Melis, DPOR Director.

**Introduction of
Newly-Appointed
DPOR Director**

Mr. Durham moved to approve the agenda as presented. Ms. Herring seconded the motion which was unanimously approved by: Durham, Herring, Melson, 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

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

Mr. Haughwout provided the Committee with statistics information on disciplinary cases that were closed administratively by staff during 2020 and 2021.

The Committee reviewed a summary of items discussed and considered at the Committee's previous meetings.

Summary of Committee Items from December 2, 2021

Discussion was held on audits of management companies and fidelity insurance as entry requirements for the protection of the public. The Committee discussed provisions in the Code of Virginia pertaining to reviews and audits of common interest community manager financial statements; and fidelity bond or employee dishonest insurance requirements for both common interest community managers and associations. The Committee discussed recommendations for possible legislative changes.

The Committee reviewed draft amendments made to Parts I through IV of the regulation, including definitions, necessity for licensure, and entry, renewal, and reinstatement requirements, including revisions made as a result of the Committee's discussions during its December 2, 2021 meeting.

Review of Draft Amendments from December 2, 2021

The Committee began discussion of proposed draft amendments of Parts V and VI of the regulation, including standards of practice and conduct, and training programs and examinations.

Discussion and Review of Regulatory Review Topics

The Committee recessed from 12:35p.m. to 1:01p.m.

Recess

The Committee discussed prohibited acts, including conflicts of interest and remuneration common interest community managers may receive

Discussion and Review of Regulatory Review

CIC Manager Regulatory Review Committee
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from vendors, independent contractors, service providers, and others who provide goods or services to the associations managed by them.

Topics, Continued

Ms. Trigiani left the meeting at 2:34 p.m. Mr. Orlando assumed Chair of the Committee.

**Departure of
Committee
Members**

Ms. Piland left the meeting at 2:35 p.m.

Discussion continued on prohibited acts and other standards of practice and conduct, including a review of resale packet requirements standards for managers who provide services related to preparation and distribution of association disclosure packets and condominium resale certificates, and discussion of regulant responsibilities to the public.

**Discussion and
Review of
Regulatory Review
Topics, Continued**

Ms. Trigiani returned to the meeting at 2:52 p.m. and resumed as Chair of the Committee.

**Return of
Committee Member**

Mr. Melson left the meeting at 2:53 p.m.

**Departure of
Committee Member**

The Committee reviewed and discussed proposed draft amendments to requirements for training programs and modules, including the establishment of a Virginia common interest community laws and regulations training module, as well as training program topics for holders of principal or supervisory employee certificates.

**Discussion and
Review of
Regulatory Review
Topics, Continued**

The Committee reviewed a list of recommended legislative changes discussed during the Committee's meetings, to be presented to the Board, as a result of the regulatory review.

**Review of
Recommendations
for Changes to
Statute**

Mr. Durham moved to recommend to the Board draft proposed amendments to the CIC Manager Regulations, as discussed and amended, as well as suggested legislative changes developed as a result of the regulatory review. Ms. Herring seconded the motion which was unanimously approved by: Durham, Herring, Mulhare, Orlando, Sheehan, and Trigiani.

Discussion was held on the process by which Committee meeting minutes are reviewed and approved.

Other Business

There being no further business, the meeting adjourned at 3:33p.m.

Adjourn

CIC Manager Regulatory Review Committee
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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: Matt Durham
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee Meeting
February 14, 2022

5. I have a personal interest in the following transaction:

None

Nature of Personal Interest Affected by Transaction:

None

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

None

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. do not have a personal interest in any transactions taken at this meeting.

Matt Durham
Signature

2/14/22
Date

**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: CICM Regulatory Review Committee Meeting
February 14, 2022

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

2/14/22
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
February 14, 2022

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

2/14/2022

Date

