

MINUTES

THE WEST VIRGINIA BOARD OF MANUFACTURED HOUSING CONSTRUCTION AND SAFETY

November 28, 2018

The West Virginia Board of Manufactured Housing Construction and Safety met November 28, 2018 at 1900 Kanawha Boulevard East, State Capitol Complex - Building 3 Room 200 - Charleston, West Virginia.

BOARD MEMBERS PRESENT

Commissioner Mitchell E. Woodrum, Chair
Thomas Belasco
Samuel Bonasso
Johnnie Brown
George Gunnell
Gary Shaw

BOARD MEMBERS ABSENT

None

OTHERS PRESENT

Michael Sams, Deputy Commissioner
Elizabeth Farber, Assistant Attorney General
Kimberly Legg, Board Secretary
Kathy Rucker, Director, Licensing
Brian White, Labor Program Specialist, Licensing

MEETING CALLED TO ORDER

A quorum being present, Mr. Woodrum called the meeting to order at 10:02 a.m.

APPROVAL OF MINUTES

Approval of the October 18, 2018 Teleconference minutes.

Mr. Brown made a motion to approve the minutes. Mr. Bonasso seconded. Motion carried.

PUBLIC COMMENT

No one appeared for public comment.

LICENSE APPLICATIONS

Contractors

Stone Enterprises, Inc. DBA Stone Electrical Contracting (Final Approval)
P.O. Box 121
Sarah Ann, WV 25644
Physical Address: 23 Galileo Drive
Omar, WV 25638

New Day Construction, LLC DBA New Day Specialties (Final Approval)
2292 Rayburn Road
Ashland, KY 41102

Kittle Excavation, Inc. (Re-application – Final Approval)
183 Kittle Road
Flemington, WV 26347

Mr. Bonasso made a motion to approve all contractor applications. Mr. Brown seconded. Motion carried.

Dealers

Penn Lane Partners, LLC DBA Penn Lane Mobile Home Sales
340 S. Lemon Avenue #9978
Walnut, CA 91789
Physical Address: 1000 Maple Hills Park, Lot 129
Cross Lanes, WV 25313

CMH Homes, Inc. DBA Clayton Homes #1081
P.O. Box 4098
Maryville, TN 37802
Physical Address: 635 W. King Street
Abbottstown, PA 17301

Mr. Shaw made a motion to approve all dealer applications. Mr. Bonasso seconded. Motion carried. Mr. Brown recused himself.

RUNNING GEAR ASSEMBLIES AND/OR DRAWBAR REMOVAL POLICY

Mr. Woodrum presented to the Board a draft of the proposed written policy on running gear assemblies and/or drawbar removal policy for approval. Mr. Brown made a motion to approve the policy with changes regarding axles, springs and tires. Mr. Belasco seconded. Motion carried.

SEBA REVIEW

Board reviewed the findings of the SEBA review and discussed possible changes to the rule to comply. SEBA Finding #4 regarding the requirement for the retailer disclosure before the sale or lease as required by 24 CFR §3286.7(b) was addressed at the meeting. Mr. Bonasso made a motion to accept the amended Notice of Consumer Rights forms for dealers and contractors. Mr. Shaw seconded. Motion carried.

CONTRACTOR QUARTERLY REPORT REQUIREMENTS

Mr. Woodrum informed that HUD does not require installer quarterly reports but if we collect the data, it is subject to review. Board discussed the possibly of amending contractor quarterly report form to include a choice for contractors who contract directly with other licensees and filing twice a year instead of quarterly. Any changes must be addressed with a rule change. This issue will be discussed at the next in-office meeting.

STAFF REPORT

Recovery Fund - **\$1,612,291.23** as of October 31, 2018.

Mr. Woodrum informed the Board that the Recovery Fund project for David McLain, that was approved at the October 18, 2018 board meeting, has been withdrawn. The original contractor made the required repairs and the home is now in compliance.

NEXT MEETING

The next in-office meeting is scheduled for April 11, 2019. (Re-scheduled after the meeting to April 10, 2019 due to scheduling conflict with the conference room)

ADJOURNMENT

Mr. Brown made a motion to adjourn. Mr. Bonasso seconded. Motion carried. Meeting adjourned at 11:45 a.m.

Approved:



Mitchell E. Woodrum, Chair