

MINUTES

THE WEST VIRGINIA BOARD OF MANUFACTURED HOUSING CONSTRUCTION & SAFETY

December 18, 2025

The West Virginia Board of Manufactured Housing Construction & Safety met December 18, 2025, at 1900 Kanawha Boulevard East, State Capitol Complex - Building 3, Room 200 - Charleston, West Virginia at 10:00 a.m.

BOARD MEMBERS PRESENT

Commissioner Mitchell E. Woodrum, Chair
Thomas Belasco
Johnnie Brown
Keith Casto
George Gunnell
Gary Shaw

BOARD MEMBERS ABSENT

Steven Solomon

OTHERS PRESENT

Brooke M. Farber, Deputy Commissioner
Brian White, Labor Programs Manager
Kimberly Legg, Board Secretary
Scott Elswick, Labor Inspector III
Davin Davis, Labor Inspector
Cole Allen, Labor Inspector

MEETING CALLED TO ORDER

A quorum being present, Mr. Woodrum called the meeting to order at 10:01 a.m.

APPROVAL OF AGENDA

Mr. Brown made a motion to approve the agenda. Mr. Gunnell seconded. Motion carried.

APPROVAL OF MINUTES

Approval of the September 18, 2025, board meeting minutes.

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

PUBLIC COMMENT

No one appeared for public comment.

DISCIPLINARY HEARINGS

The hearings are for licensees who failed to protest violations issued within ten (10) days from receipt of violation or protested violations and was denied, and the Board will hear evidence pertaining to fines and/or penalties on those violations.

25-DISC-014 – Wray Bros – WV01156. Violated §42-CSR-19-10A.2.1(a) and §42-CSR-19-14.1.15 – Failure to install a manufactured home in compliance with a state or federal standard.

No one appeared on behalf of Wray Bros.

Mr. White presented evidence and recommended a \$500.00 fine for failing to install a manufactured home in compliance with a state or federal standard and order to complete corrections within fifteen (15) days from receipt of final order or license will be suspended.

Mr. Casto made a motion to accept staff's recommendation. Mr. Shaw seconded. Motion carried.

25-DISC-015 – CMH Homes, Inc. DBA Clayton Homes #66 – WV00500. Violated §42-CSR-19-14.1.21 – Failure to fulfill any written or implied warrant obligations; and §42-CSR-19-14.1.4 – Failure to establish and maintain records.

Judy Ritchie appeared on behalf of Clayton Homes #66 and a written response was submitted.

Mr. White presented evidence and recommended a Reprimand for failing to fulfill warranty obligations and \$50.00 fine for failing to establish and maintain records.

Mr. Shaw made a motion accept staff's recommendations. Mr. Brown seconded. Motion carried. Mr. Gunnell recused himself.

25-DISC-016 – CMH Homes, Inc. DBA Clayton Homes #1026 – WV01163. Violated §42-CSR-19-3.21- Imminent Safety Hazard.

Barry Howell appeared on behalf of Clayton Homes #1026.

Mr. White presented evidence and recommended a \$500.00 fine for an imminent safety hazard.

Mr. Brown made a motion to reduce the staff recommendation of \$500.00 to \$250.00. Mr. Belasco seconded. Motion carried. Mr. Gunnell recused himself.

25-DISC-017 – CMH Homes, Inc. DBA Clayton Homes #1023 – WV01160. Violated §42-CSR-10A.2.1(a) and §42-CSR-19-14.1.15 – Failure to install a manufactured home in compliance with a state or federal standard; §42-CSR-19-12.1 – Failure to transport a manufactured home in compliance with a state or federal standard; and §42-CSR-19-14.1.4 – Failure to establish and maintain records.

Travis Townsend appeared on behalf of Clayton Homes #1023.

Mr. White presented evidence and recommended Reprimands for failing to install a manufactured home in compliance with a state or federal standard and failure to transport a manufactured home in compliance with a state or federal standard and a \$100.00 fine for failing to establish and maintain records.

Mr. Belasco made a motion to accept staff's recommendations. Mr. Shaw seconded. Motion carried. Mr. Gunnell recused himself.

25-DISC-018 – Adventure Homes, LLC – WV01257. Violated §42-CSR-19-14.1.17 – The shipment of a manufactured home to a dealer/distributor not properly licensed by this state.

No one appeared on behalf of Adventure Homes but a written response was submitted.

Mr. White presented evidence and recommended a \$2,000.00 fine (\$250.00 per floor) for shipping 8 singlewides to an unlicensed dealer.

Mr. Gunnell made a motion to accept staff's recommendation. Mr. Brown seconded. Motion carried.

25-DISC-019 – CMH Homes, Inc. DBA Clayton Homes #1023 – WV01160. Violated §42-CSR-19-11.1 – Alterations and Repairs

Travis Townsend appeared on behalf of Clayton Homes #1023.

Mr. White presented evidence and recommended a \$500.00 fine for altering a manufactured home without a DAPIA plan.

Mr. Brown made a motion to reduce the staff's recommendation of \$500.00 to \$250.00. Mr. Casto seconded. Motion carried. Mr. Gunnell recused himself.

DISCIPLINARY HEARINGS – QUARTERLY REPORTS

1. Disciplinary Hearings – Quarterly Reports – 3rd Quarter 2025

*** Correspondence from company attached

FTC – Failure to Comply

L – Late

| | | | | |
|----------------|---|---------|-----|-------|
| 25-DISC-QTR020 | Roy's Home Sales | WV00279 | FTC | \$50 |
| 25-DISC-QTR021 | Gary's Homes, Inc. | WV00728 | FTC | \$50 |
| 25-DISC-QTR022 | WV Home Sales, Inc. | WV01029 | FTC | \$100 |
| 25-DISC-QTR023 | Crown Homes, LLC | WV01082 | FTC | \$50 |
| 25-DISC-QTR024 | Express Homes, Inc. DBA Express Modular | WV01124 | FTC | \$50 |
| 25-DISC-QTR025 | BoaVida Homes, LLC | WV01387 | FTC | \$50 |

Mr. Belasco made a motion to approve the 3rd Quarter 2025 staff recommendations for licensees: \$50.00 for 0-10 previous violations of failing to submit the report; \$100.00 for 11-30; \$250.00 for 31+ violations; and \$25.00 for filing the report late. Mr. Gunnell seconded. Motion carried.

DISCIPLINARY HEARINGS – CEASE AND DESIST ORDERS

CD25-275 – Good News Enterprises, LLC – Unlicensed. Violated §21-9-12a – Engaging in manufactured housing business activities in the State of West Virginia without a valid license.

No one appeared on behalf of Good News Enterprises, LLC.

Mr. White presented evidence and recommended a Reprimand for the violation cited.

Mr. Brown made a motion to accept the staff's recommendation. Mr. Shaw seconded. Motion carried.

CD25-276 – Best Electric, LLC – Unlicensed. Violated §21-9-12a – Engaging in manufactured housing business activities in the State of West Virginia without a valid license.

No one appeared on behalf of Best Electric, LLC but a written response was submitted.

Mr. White presented evidence and recommended a Reprimand for the violation cited.

Mr. Shaw made a motion to accept staff's recommendation. Mr. Brown seconded. Motion carried.

CD25-277 – Berkeley Springs MHC, LLC – Unlicensed. Violated §21-9-12a – Engaging in manufactured housing business activities in the State of West Virginia without a valid license.

No one appeared on behalf of Berkeley Springs MHC but a written response was submitted.

Mr. White presented evidence and recommended a Reprimand for the violation cited.

Mr. Brown made a motion to change staff recommendation from a Reprimand to \$800.00 (\$100.00 per floor). Mr. Shaw seconded. Motion carried.

CD25-278 – Layman & Associates, LLC – Unlicensed. Violated §21-9-12a – Engaging in manufactured housing business activities in the State of West Virginia without a valid license.

No one appeared on behalf of Layman & Associates, LLC but a written response was submitted.

Mr. White presented evidence and recommended a Reprimand for the violation cited.

Mr. Brown made a motion to accept the staff's recommendation. Mr. Belasco seconded. Motion carried.

LICENSE APPLICATIONS

Dealers

Berkeley Springs MHC, LLC – Final Approval
P.O. Box 83165
Gaithersburg, MD 20883

Physical Address: 1 Rock Hill
Berkeley Springs, WV 25411

Mr. Brown made a motion to approve the dealer application. Mr. Gunnell seconded. Motion carried.

Contractor

A+ Mobile Home Services – Final Approval
170 Frog Spring Road
Austinville, VA 24312

Mr. Belasco made a motion to approve the contractor application. Mr. Shaw seconded. Motion carried.

STAFF REPORT

- Mr. Woodrum introduced new inspector Cole Allen to the Board.
- Staff provided the Board a copy of the notice to be sent to real estate agents/brokers regarding the requirements for a dealer license when selling HUD Code homes.
- Recovery Fund balance as of June 16, 2025 - \$1,946,941.91.

NEXT MEETING

Thursday, March 26, 2026 at 10:00 a.m.

ADJOURNMENT

Mr. Gunnell made a motion to adjourn. Mr. Brown seconded. Motion carried. Meeting adjourned at 11:14 a.m.

Approved:



Mitchell E. Woodrum, Chair