

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

April 20, 2022 BOARD MEETING via Zoom

#### CALL TO ORDER

Chairman Roe called the meeting to order at 1:03 p.m.

#### ROLL CALL

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels, Terry Gleeson, Everette Hoyle, Gregory Johnloz and Michael Young. Absent: Jan Doughty and Wayne Syrek

Arizona Department of Housing (“Department”) Staff: Director Tom Simplot (Simplot); Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretaries Ayde Sanchez, Amanda Duncan and Evelyn Estrella.

Public: Ken Anderson

#### CALL TO PUBLIC

No comment from Public.

#### APPROVAL OF January 19, 2022 BOARD MINUTES

Board member Johnloz made a motion to accept the prior Board Meeting Minutes; motion seconded by Board member Gleeson and the Board voted unanimously to accept.

#### FINANCIAL REPORTS:

Brunetti presented the February 2022 financial report.

#### RULE UPDATE:

Brunetti informed the Board that the 5 year review was submitted on March 28, 2022 which was due by June 2022. The Department is now waiting for a hearing to be scheduled.

#### LEGISLATIVE PROPOSAL UPDATE:

Brunetti provided a recap of changes attached to House Bill 2165. The proposed updates addressed clarifying the language for factory built buildings to coincide with the new license classification descriptions, updating the language concerning the civil penalties applied by the Department on behalf of HUD and modifying the fingerprint requirement for the licensing section. Changes will go into effect August 2022.

### **E-Licensing Solution & Digital Plan Review**

Brunetti provided an update on the new E-Licensing Solution that was launched on February 24, 2022. The new portal streamlines the online licensing, permitting, inspection and plan review processes. The system is functional with some workarounds. The Department is currently working with the Developers to have issues resolved.

### **FEE SCHEDULE**

Brunetti presented the Department's recommendations to meet the 95-105 percent recovery cost. Brunetti informed the Board about the need to hire for three positions in the upcoming months. The three positions are for a Plan Reviewer, Auditor and IT Support.

Chairman Roe made a motion to approve the following fee changes:

Manufactured Home Installation Permit fee from \$360.00 to \$450.00 which covers three inspections and each additional inspection fee from \$120.00 to \$150.00.

IPIA Plant Inspection from \$85.00 to \$105.00.

Plan Review from \$175.00 to \$220.00

Installation Certificates from \$10.00 to \$15.00.

Licensing fees to increase by approximately 30% as presented for new licenses and license renewals.

Motion seconded by Board member Johnloz and the Board voted unanimously to accept.

### **ANNOUNCEMENTS**

No announcements.

### **NEXT BOARD MEETING DATE**

The next meeting has been tentatively scheduled for July 20, 2022.

### **ADJOURNMENT**

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:55 p.m.