

**COMMON INTEREST COMMUNITY BOARD
HOUSE BILL 1632 STAKEHOLDER COMMITTEE MEETING**

MINUTES OF MEETING

The House Bill 1632 Stakeholder Committee (the Committee) of the Common Interest Community Board met on Monday, October 19, 2015, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Kimberly Kacani, Chair
Robert Diamond
Paul Orlando
Douglas Rogers
Scott Sterling
Sue Tarley
Lucia Anna Trigiani (Ex-Officio)
David Watts

Committee members Doug Cole and Pamela Wiles were not in attendance.

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

Jay W. DeBoer, Director
Mark N. Courtney, Senior Director for Regulatory & Public Affairs
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Jill R. Hrynciw, Board Administrator
Tanya M. Pettus, Administrative Assistant

Ms. Kacani, Chair, called the meeting to order at 9:36 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Rogers moved to approve the agenda. Mr. Sterling seconded the motion which was unanimously approved by: Diamond, Kacani, Orlando, Rogers, Sterling, Tarley, and Watts.

Approval of Agenda

No members of the public present wished to speak.

**Public Comment
Period**

Ms. Trigiani arrived at 9:41 a.m.

**Arrival of
Committee Member**

Ms. Henshaw presented the Committee with the amended draft of Best Practices containing edits as discussed at the September 24, 2015 meeting, as well as suggested edits received from Committee members. The Committee reviewed the draft and suggested edits to ensure the document outlined best practices for declarations consistent with the Property Owners' Association Act.

**Review Draft of
Best Practices**

After discussion, Mr. Watts motioned to recommend adoption by the Board of the Best Practices document to include the changes made during the Committee meeting, with a request to make the document available for comment on the DPOR website. Mr. Rogers seconded the motion which was unanimously approved by: Diamond, Kacani, Orlando, Rogers, Sterling, Tarley, Trigiani, and Watts.

**Consider and Adopt
Final
Recommendation to
CIC Board**

Members of the Committee were reminded to complete their travel vouchers, and the Board members serving on the Committee were reminded to complete their conflict of interest forms also.

**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting adjourned at 12:30 p.m.

Adjourn


Lucia Anna Trigiani, Chair


Jay W. DeBoer, Secretary

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

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

1. Name: Kimberly B. Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting
October 19, 2015

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

Nature of Personal Interest Affected by Transaction:

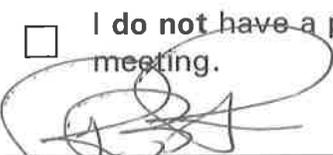
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

10-19-2015
Date

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

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

1. Name: Paul Orlando
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting
October 19, 2015

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.

P. Orlando
Signature

10/19/15
Date

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

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

1. Name: Scott E. Sterling
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting
October 19, 2015

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.

Scott E. Sterling.
Signature

19 October 2015.
Date

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

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

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting
October 19, 2015

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

Nature of Personal Interest Affected by Transaction:

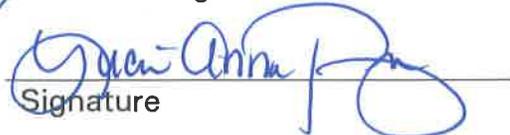
I declare that I am a member of the following business, profession,
occupation or group, the members of which are affected by the transaction:

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

October 19, 2015
Date

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

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

1. Name: David Watts
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: House Bill 1632 Stakeholder Committee Meeting
October 19, 2015
5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

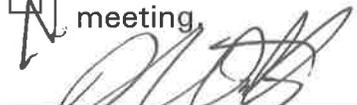
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

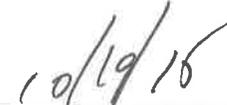
or

I did not participate in the transaction.

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



Signature



Date