

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

June 05, 2025

The Common Interest Community Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are eleven (11) members on this Board, in which six (6) constitutes a quorum pursuant to § 54.1-2348.

The following members were present:

Matt Durham, Chair
Drew Mulhare, Vice Chair
Deborah Casey (arrived at 10:17AM)
Catherine Noonan
Marcy Peacock
Anne Sheehan
Tracey Talbert
Meg Tunstall
Katherine Waddell (arrived at 10:03AM)
Daniel Zickefoose

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

Brian P. Wolford, Agency Director
Stephen Kirschner, LRPD Deputy Director
Tom Payne, CID Deputy Director
Anika Coleman, Executive Director
Breanne Lindsey, Regulatory Operations Administrator
Gezelle Glasgow, Administrative Coordinator

Josh Laws from the Office of the Attorney General was present.

Mr. Durham determined a quorum was present and called the meeting to order at 10:00 A.M.

CALL TO ORDER

Emergency Egress

Mr. Durham informed the Board of the emergency evacuation procedures.

Ms. Noonan moved to approve the agenda as presented. **Ms. Tunstall seconded** the motion which was unanimously approved by members: Durham, Mulhare, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

**APPROVAL OF
AGENDA**

Ms. Noonan moved to approve the minutes from the March 25, 2025, Common Interest Community Board meeting. **Ms. Tunstall seconded** the motion which was approved by members: Durham, Mulhare, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

**APPROVAL OF
MINUTES**

There was no public comment.

**PUBLIC
COMMENT**

**REVIEW FILES
AND
DISCIPLINARY
MATTERS**
**Recusal of Board
Members**

Ms. Talbert recused herself for the following case file:
File Number: 2024-01606 – Association Community Services West, Inc.

Mr. Mulhare recused himself for the following case files:
File Number: 2024-01606 – Association Community Services West, Inc.
File Number: 2024-02506 – Community First Management, Inc.

In the matter of **File Number: 2024-01606 – Association Community Services West, Inc.**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Association Community Services West, Inc. appeared at the Board meeting in person.

**File Number:
2024-01606 –
Association
Community
Services West,
Inc.**

Ms. Sheehan moved to find no violation of **18VAC48-50-190.7** (Count 1). Ms. Tunstall seconded the motion which was unanimously approved by members: Durham, Noonan, Peacock, Sheehan, Tunstall, Waddell, and Zickefoose.

Ms. Talbert returned to the meeting.

**Return of Board
Member**

In the matter of **File Number: 2024-02506 – Community First Management, Inc.**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Community First Management Inc did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2024-
02506 – Community
First Management,
Inc.**

Ms. Waddell moved to find a violation of **18 VAC 48-50-190.1** (Count 1). **Ms. Noonan seconded** the motion which was unanimously approved by members: Durham, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

Ms. Tunstall moved to accept the recommendation and find no violation of Count 2. **Ms. Sheehan seconded** the motion which was unanimously approved by members: Durham, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

Ms. Noonan moved to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference and impose the following sanctions:
For violation of Count 1, Community First Management, Inc. shall pay a monetary penalty of \$2,500.00 and revocation. **Ms. Waddell seconded** the motion which was approved by members: Durham, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose. Abstain-Casey.

Mr. Mulhare returned to the meeting.

**Return of Board
Member**
NEW BUSINESS

Ms. Coleman provided the Board with an executive director's update.

**Executive Director's
Update**

Ms. Coleman informed the Board that the proposed stage of the 18 VAC 48-50 CIC Manager Regulations and the 18 VAC 48-60 CIC Association Registration Regulations is currently under review by the Governor. The 18 VAC 48-70 CIC Ombudsman Regulations were approved by the Governor on May 13, 2025, and are expected to be submitted to the Registrar in July 2025. In addition, an initiative is underway to review and update related guidance documents. This effort will be carried out in coordination with the finalization of the regulations.

Regulatory Update

Ms. Coleman informed the Board, that the Board is actively recruiting for two positions: a CIC/CEM Manager and a full-time Licensing Specialist. In addition, Ms. Lindsey has assumed responsibility for the Board's regulatory administrative functions. Her role will focus on ensuring that regulatory updates are consistent with executive orders, statutory changes, and scheduled regulatory reviews.

Ms. Lindsey provided the Board with a legislative update on the following bills pertaining to Common Interest Community Board and the entire agency:

Legislative Action

HB 2750 -Addition of the following sentence to § 54.1-2353.A.: The common interest community manager shall transfer and release all funds and close bank accounts maintained on behalf of an association within a reasonable time after termination of the contract for management services without additional cost to the association.

HB 1704 & SB 808- Updated information to § 55.1-2310 regarding the Resale Certificate for the CIC Board, specific update to A. 14. of this section. Documentation should include a statement indicating that the governing documents may make an owner responsible for payment of all or part of the deductible when making a claim against such insurance.

HB 2110- Resale Disclosure Act Update:

§ 55.1-2309.B. language added: No association shall require the seller or the seller's agent to provide the purchaser's name prior to preparing the resale certificate. § 55.1-2310.B. language added: No association shall require the purchaser's name to be set out on the completed resale certificate prepared pursuant to the provisions of this chapter.

SB 826 - Regulatory Boards will not be allowed to use vague or arbitrary terms, such as, “good moral character” and “moral turpitude” to deny a license, certification, or registration.

-If an applicant is denied registration, license, or certification due to their criminal record, the regulatory board must notify the applicant in writing, detailing the specific offenses, their relevance to the occupation, and how rehabilitation factors were considered in the decision.

-An individual with a criminal record may request a predetermination from a regulatory board or the DPOR to determine if their record would disqualify them from obtaining a license or certification. The licensing authority’s written determination is binding unless the criminal record changes or false information is provided. No educational or training requirements are needed before submitting a request for predetermination.

HB 2553 & SB 1096 - The Board for Professional and Occupational Regulation (BPOR) must periodically review each regulated profession or occupation to assess whether it is in the public interest to continue, adjust, or discontinue regulation. If the Board determines a change in regulation level or deregulation is needed, it will recommend this to the General Assembly. The Board will also be given the opportunity to review and comment on the Department’s budget.

HB 1940 & SB 1188 - Requires all regulatory boards under DPOR’s purview to develop regulations to provide a licensure/certification pathway for individuals with equivalent qualifications from other countries.

Ms. Lindsey and Ms. Coleman informed the Board that the resale certificate was impacted by recent legislative changes. After a lengthy discussion, **Ms. Talbert moved** to accept the updated resale certificate with staff recommendations. Ms. Tunstall seconded the motion which was approved by members: Casey, Durham, Mulhare, Peacock, Sheehan, Talbert, Tunstall, and Zickefoose. Opposed-Noonan and Waddell.

Resale Certificate Discussion

Ms. Coleman recommended the formation of a committee to further discuss the resale certificate; however, by consensus, the Board agreed that a committee was not necessary at this time.

Ms. Lindsey also informed the Board of a supplemental document related to the resale certificate. **Ms. Tunstall moved** to have the supplemental document added to the Board’s website. **Mr. Mulhare seconded** the motion which was unanimously approved by members: Casey, Durham, Mulhare, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

Additionally, **Ms. Sheehan moved** to remove the "amount due" reference in Appendix 6 of the resale certificate. **Ms. Casey seconded** the motion which was unanimously approved by members: Casey, Durham, Mulhare, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

Ms. Coleman informed the Board of the revised policy for remote participation for board meetings. The policy outlined the conditions under which members could participate in meetings remotely pursuant to § 2.2-3708.3 of the Code of Virginia. Remote participation was permitted for reasons such as personal matters (limited to two times per year), disability, medical condition, or residing more than 60 miles from the meeting location. Requests were required to be submitted in writing at least seven days in advance, except in extenuating circumstances. A physical quorum still had to be present, and the remote participant had to be audible to all attendees. All remote participation, including approvals or disapprovals, was to be documented in the meeting minutes. **Ms. Tunstall moved** to accept the policy as written. **Ms. Noonan seconded** the motion which was approved by members: Casey, Durham, Mulhare, Noonan, Peacock, Sheehan, Talbert, Tunstall, Waddell, and Zickefoose.

**Discuss Remote
Participation for
Board Meetings**

**OTHER BOARD
BUSINESS**

Tom Payne, Compliance and Investigations Division Deputy Director, provided the Board with the report from the Office of the Common Interest Community Ombudsman, the report contains statistics on complaints received by the Ombudsman's office, as well as compliance and enforcement statistics.

Ombudsman Report

Mr. Durham informed the Board that the Board recovery fund documentation was provided for informational purposes. No action was taken by the Board.

**Board Recovery
Fund**

Mr. Durham reminded the Board members to complete their conflict-of-interest forms and travel vouchers.

**COMPLETION OF
PAPERWORK**

There being no further business, the Board adjourned at 11:56 a.m.

ADJOURN



Drew Mulhare, Board Vice-Chair



James B. "Jeb" Wilkinson, Jr., Board Secretary



Department of Professional and Occupational Regulation

COMMON INTEREST COMMUNITY BOARD
VISITOR SIGN-IN SHEET
BOARD MEETING
JUNE 05, 2025 - 10 AM

NO.	NAME/AFFILIATION	EMAIL	DO YOU WISH TO SPEAK? (Y/N)
1	Martha Yeager/ACSW	martha@acswest.org	yes
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**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Drew Mulhare
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 5, 2025

Date

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

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

1. Name Meg Tunstall
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 5, 2025

Date

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

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

1. Name Anne Sheehan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

☐ I did not participate in the transaction.

6. Signature of Board Member:

Signature



June 5, 2025

Date

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

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

1. Name Deborah Casey
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

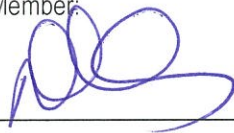
C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

☐ I did not participate in the transaction.

6. Signature of Board Member:

Signature



June 5, 2025

Date

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

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

1. Name Marcy Peacock
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 5, 2025

Date

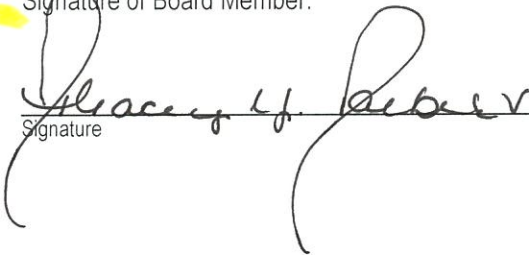
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Tracey Talbert
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025
5. Do you have a personal interest in the following transaction?
- ☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
-
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:
- _____
- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
- ☐ I did not participate in the transaction.

6. Signature of Board Member:

Signature



June 5, 2025

Date

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

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

1. Name Katherine Waddell
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member:
Katherine E. Waddell
Signature
- June 5, 2025
Date

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

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

1. Name Daniel Zickefoose
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

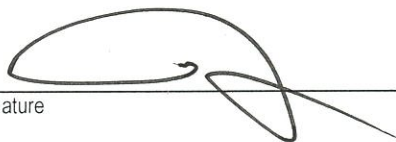
B. Nature of Personal Interest Affected by Transaction:

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

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

☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

June 5, 2025

Date

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

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

1. Name Catherine Noonan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025
5. Do you have a personal interest in the following transaction?
☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:



Signature

June 5, 2025

Date

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

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

1. Name Matt Durham
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 06/05/2025

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

☐ I did not participate in the transaction.

6. Signature of Board Member:

Signature

June 5, 2025

Date