

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

September 25, 2025

The Common Interest Community Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following members were present. All members in attendance were qualified to vote unless otherwise noted for disqualification. The Board consists of eleven (11) members, with six (6) members constituting a quorum pursuant to § 54.1-2348 of the Code of Virginia.

The following members were present:

Drew Mulhare, Vice Chair
Joshua Arthur
Deborah Casey (arrived at 10:15 A.M.)
Michael "Mac" Cummins (arrived at 10:01 A.M.)
Marcy Peacock
Melissa Shaheen
Meg Tunstall

The following members were absent:

Don Boswell
Tracey Talbert
Daniel Zickefoose
Catherine Noonan

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

James B. "Jeb" Wilkinson, Jr, Agency Director
Stephen Kirschner, LRPD Director
Tom Payne, CID Director
Anika Coleman, Executive Director
Joseph Haughwout, Regulatory Affairs Manager
Christina Dumas, CIC/Cemetery Manager
Gezelle Glasgow, Administrative Coordinator
Connor Davis, Budget Officer

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

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

CALL TO ORDER

Ms. Coleman informed the Board of emergency evacuation procedures.

Emergency Egress

Ms. Tunstall moved to approve the agenda as presented. **Ms. Peacock seconded** the motion which was unanimously approved by members: Arthur, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

**APPROVAL OF
AGENDA**

Ms. Coleman conducted a professional development session on motions for the Board.

**PROFESSIONAL
DEVELOPMENT
SESSION**

Mr. Arthur moved to approve, as a block vote, the minutes from the June 5, 2025, Common Interest Community Board meeting; the August 20, 2025, Common Interest Community Board Public Hearing; and the August 28, 2025, Common Interest Community Board meeting. **Ms. Tunstall seconded** the motion which was approved by members: Arthur, Casey, Mulhare, Peacock, Tunstall, and Shaheen. **Mr. Cummins abstained**, as he was not present at the referenced meetings.

**APPROVAL OF
MINUTES AS A
BLOCK VOTE**

Mr. Mulhare welcomed guests of the audience and allowed Board members and Board staff to introduce themselves.

**WELCOME,
INTRODUCTIONS,
AND
RESOLUTIONS**

Mr. Mulhare read the following resolutions for consideration by the Board.

Department of Professional and Occupational Regulation

Common Interest Community Board

Resolution for

Matthew Durham

WHEREAS, **Matthew Durham** did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation since 2021;

WHEREAS, **Matthew Durham**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Matthew Durham**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this twenty-fifth day of September 2025, that **Matthew Durham** be given all honors and respect due him for his outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of

the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Department of Professional and Occupational Regulation

Common Interest Community Board

Resolution for

Anne Sheehan

WHEREAS, **Anne Sheehan** did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation since 2020;

WHEREAS, **Anne Sheehan**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Anne Sheehan**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this twenty-fifth day of September 2025, that **Anne Sheehan** be given all honors and respect due her for her outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Department of Professional and Occupational Regulation

Common Interest Community Board

Resolution for

Katherine Waddell

WHEREAS, **Katherine Waddell** did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation since 2017;

WHEREAS, **Katherine Waddell**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Katherine Waddell**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude

for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this twenty-fifth day of September 2025, that **Katherine Waddell** be given all honors and respect due her for her outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

The Board in consensus adopted the resolution.

Ms. Cynthia Gale addressed the Board during the public comment period and requested that the Common Interest Community Management Recovery Fund reports reflect not only disbursements but also incoming funds. She further requested that the financials for the Common Interest Community Management Information Fund be included in the Board materials made available to the public. She also sought clarification regarding which individuals or entities are responsible for contributing to the fund, including associations, common interest community managers, certified principal or supervisory employees, or condominium registrations. In addition, she noted that lot sizes may vary from those identified in the original declaration submitted to the Board, with some larger lots reducing the total number of lots.

**PUBLIC
COMMENT**

CASE FILES

In the matter of **File Number 2025-01691 – Property Management Associates Inc**, the Board reviewed the Consent Order as seen and agreed to by Property Management Associates Inc. Property Management Associates Inc did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number
2025-01691 –
Property
Management
Associates Inc**

Ms. Tunstall moved to accept the proposed Consent Order offer wherein Property Management Associates Inc admits to violations of **18VAC48-50-190.17** (Count 1, 2, & 3) of the Common Interest Community Manager Regulations:

Count 1: 18 VAC 48-50-190.17	\$ 750.00
Count 2: 18 VAC 48-50-190.17	\$ 750.00
Count 3: 18 VAC 48-50-190.17	\$2,000.00

Property Management Associates Inc agrees to Board costs of **\$150.00**.

Total fines and costs of **\$3,850.00**.

Ms. Peacock seconded the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

NEW BUSINESS

Ms. Coleman presented the Executive Director's report.

**Executive Director's
Update**

Ms. Coleman updated the Board on staffing changes. Ms. Coleman noted that Christina Dumas joined the agency in July 2025 as the Common Interest Community (CIC) and Cemetery Manager, and Alex Karayanides also joined in July 2025 as a Licensing Specialist. Ms. Coleman also reported that Breanne Lindsey is no longer with the agency and that Gezelle Glasgow will conclude her role as Administrative Coordinator on October 24, 2025. Ms. Coleman added that the positions of Regulatory Operations Administrator and Administrative Coordinator have been posted for recruitment.

Ms. Casey recused herself for the following agenda item:

**Recusal of Board
Member**

Determination of Compliance with §55.1-2220 and §55.1-2234

The Board considered a request from Melinda Livingston for a determination of compliance with §55.1-2220 and §55.1-2234 of the *Code of Virginia*, pursuant to §55.1-2230, regarding the Presidential Resort at Chancellorsville Timeshare. The request sought clarification on whether the Developer is meeting its statutory obligations.

**Determination of
Compliance with
§55.1-2220 and
§55.1-2234**

Following review of the documents submitted by Ms. Livingston and Board staff, **Ms. Peacock moved** that the Board find the Presidential Resort at Chancellorsville Timeshare in compliance with §55.1-2220 and §55.1-2234 of the *Code of Virginia*. **Ms. Tunstall seconded** the motion which was approved by members: Arthur, Cummins, Mulhare, Peacock, Tunstall, and Shaheen.

Ms. Coleman reported that the current Common Interest Community Management Recovery Fund balance is \$891,365. She noted that claims for Rosewood Management Inc. and Tagare Corp. are scheduled for disbursement, and that a transfer from the Common Interest Community Management Information Fund will be required once those claims are paid. Pursuant to §§ 54.1-2354.5 and 54.1-2354.2 of the *Code of Virginia*, Ms. Coleman and Mr. Kirschner advised that Board approval will be needed to authorize a \$150,000.00 transfer from the CIC Management Information Fund to the CIC Management Recovery Fund.

**Recovery Fund
Discussion**

Connor Davis, Budget Officer, was present to respond to questions from the Board.

Mr. Kirschner recommended deferring action until the December 8, 2025, meeting, at which time Finance will be able to provide a more precise snapshot of expenditures.

Ms. Coleman requested that the Board review the documents submitted by the receiver, Mr. John Farnum, Esq., regarding the request for approval of the claims procedure, the proposed order for the claims procedure, and the proof of claim form. **Ms. Casey moved** to approve the request from the receiver to approve the claims procedure, claims procedure (proposed order, and proof of claim form). **Ms. Tunstall seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

**Tagare Corp Claims
Procedure**

Ms. Coleman advised the Board to review the interim fee request submitted by the receiver, John Farnum Esq., for Rosewood Management Company, LLC and Tagare Corp., and, following review, to authorize Board staff to disburse payment to Mr. Farnum.

**Rosewood
Management
Company, LLC –
Interim Fee Request
& Tagare Corp
Interim Fee Request**

Rosewood Management Company, LLC Interim Fee Request:

Total Professional Services	\$48,570.00
Total Disbursements Advanced	\$608.00
TOTAL THIS INVOICE	\$49,178.00

Tagare Corp Interim Fee Request:

Total Professional Services	\$32,926.50
Total Disbursements Advanced	\$127.62
TOTAL THIS INVOICE	\$33,054.12

Ms. Casey moved to authorize Board staff to disburse payment to Mr. Farnum for both the Rosewood Management Company, LLC and Tagare Corp interim fee requests. **Ms. Tunstall seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout informed the Board that Common Interest Community Manager Regulations were in the Virginia Register on September 22, 2025, and public comment would last for 60 days and then be brought back to the Board at the December meeting.

Regulatory Update

Mr. Haughwout presented draft proposed amendments to the Common Interest Community Association Registration Regulations for the Board's consideration. Following discussion, **Ms. Peacock moved** to adopt the proposed regulation as amended and to authorize Board staff to make any necessary technical or grammatical corrections and file the regulation. **Ms. Casey seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout presented the Board with the following guidance document to be amended:

- Procedure for Determination of Compliance with §55.1-2220 and §55.1-2234 (Guidance Document 6911)

Mr. Arthur moved to amend the guidance document as presented. **Ms. Peacock seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout presented the Board with the following guidance document to be repealed:

- Common Interest Community Association Registration – Interpretive Guidance for 18VAC 48-60-60 (Guidance Document 7092)

Ms. Peacock moved to repeal the guidance document as presented. **Ms. Tunstall seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout presented the Board with the following guidance documents to be repealed

Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

**OTHER BOARD
BUSINESS**

Tom Payne, Compliance and Investigations Division Director, provided the Board with a 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

Ms. Coleman opened the floor for nominations for the position of Chair of the Common Interest Community Board. Ms. Casey nominated Drew Mulhare, and Mr. Mulhare nominated Margaret "Meg" Tunstall. Both nominees accepted their nominations. Nominations were then closed.

Election of Officers

By majority vote, Ms. Tunstall was elected Chair of the Common Interest Community Board. Members voting "Yes": Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall, and Shaheen. By acclamation, Ms. Tunstall was confirmed as Board Chair.

Ms. Tunstall opened the floor for nominations for the position of Vice-Chair of the Common Interest Community Board. She nominated Drew Mulhare, who accepted the nomination. Nominations were then closed.

By majority vote, Mr. Mulhare was elected Vice-Chair of the Common Interest Community Board. Members voting "Yes": Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall, and Shaheen. By acclamation, Mr. Mulhare was confirmed as Board Vice-Chair.

Mr. Mulhare 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 11:36 A.M.

ADJOURN


Margaret "Meg" Tunstall, Board Chair
James B. "Jeb" Wilkinson, Jr., Board Secretary

effective upon the Board adopting the final Common Interest Community Manager Regulations at the meeting in December:

- Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant (Guidance Document 4190)
- Regarding the Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy Required for Common Interest Community Managers to Comply with § 54.1-2346(D) of the Code of Virginia and 18 VAC 48-50-30.E of the Board's Regulations (Guidance Document 5049)

Ms. Tunstall moved to repeal the guidance documents as presented. **Mr. Arthur seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout presented the Board with the following guidance documents to be withdrawn from the Virginia Regulatory Town Hall:

- Disclosure Form for Special Meeting to Extend Declarant Control Period (Guidance Document 6891)
- Bulletin Maximum Allowable Preparation Fees – Condominium Unit Owners', Property Owners', and Cooperative Proprietary Lessees' Association (Guidance Document 7545)
- Common Interest Community Association Resale Certificate (Guidance Document 7546)

Ms. Casey moved to withdraw the guidance documents as presented from the Virginia Regulatory Town Hall. **Ms. Peacock seconded** the motion which was unanimously approved by members: Arthur, Casey, Cummins, Mulhare, Peacock, Tunstall and Shaheen.

Mr. Haughwout presented the Board with the following guidance document to be amended:

- Summary of Board Interpretations, Policies and Guidance Documents (Guidance Document 6256)

In addition, the following guidance documents are to be repealed and incorporated into the Summary of Board Interpretations, Policies and Guidance Documents (Guidance Document 6256):

- Definition of Employee in Section 54.1-2347(A) (Guidance Document 4382)
- Applicability of the Common Interest Community Ombudsman Regulations on Solely Commercial Condominiums (Guidance Document 5048)
- Letters of Credit in Lieu of Bonds (Guidance Document 5308)
- Required Documentation to Accompany Disclosure of Personal Adverse Financial History (Guidance Document 5603)
- Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits (Guidance Document 6390)
- Distribution of Time-Share Public Offering Statements and Purchaser Opportunity to Review Public Offering Statement Prior to Execution of a Contract (Guidance Document 6391)

Ms. Casey moved to amend the Summary of Board Interpretations, Policies and Guidance Documents (Guidance Document 6256) to incorporate the repealed guidance documents.

Mr. Arthur seconded the motion which was unanimously approved by members: Arthur,

**Common Interest Community
Board Meeting**

**Thursday, September 25, 2025
Board Room 3 – 2nd Floor
10:00 A.M.**

Department of Professional and Occupational Regulation
Perimeter Center, 9960 Mayland Drive, Richmond, Virginia

THE FOLLOWING PEOPLE WISH TO SPEAK AT THIS MEETING:

NAME	AFFILIATION	PHONE #	E-MAIL ADDRESS
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Cybelline Gode

804-3075510

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Department of Professional and Occupational Regulation
Perimeter Center, 9960 Mayland Drive, Richmond, Virginia

A. F. Davis	TOR	804-651-6072	AFD Davis@Gordik.com
A. F. Davis	TCS	"	"
Cynthia Gale		8043075510	c.c.gale2520@gmail
Melinda Livingston		703-472-1400	MelindaL@important5.rttte.outlook.com

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

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

1. Name Michael 'Mac' Cummins
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.

☐ 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/Presiding Officer:

Signature

September 25, 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/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.

☐ 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/Presiding Officer:


Signature

September 25, 2025
Date

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

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

1. Name James Arthur
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.
☐ 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/Presiding Officer:


Signature

September 25, 2025
Date

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

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

1. Name Margaret "Meg" Tunstall
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.

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

A.

(Agenda Item)

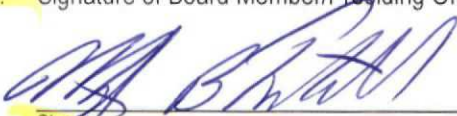
B. Nature of Personal Interest Affected by Transaction:

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/Presiding Officer:


Signature

September 25, 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/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.
☐ 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/Presiding Officer:

Signature

September 25, 2025
Date

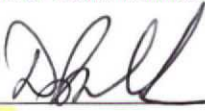
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Drew Mulhare
(Name of Board Member/Presiding Officer)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Transaction: ☒ Meeting/ ☐ Informal Fact-Finding Conferences held on: September 25, 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/conference.
- ☐ 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/Presiding Officer:


Signature

September 25, 2025
Date