

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

June 04, 2026

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 Board members were present:

Marcy Peacock (Acting Chair)
Joshua Arthur
Donald Boswell
Deborah Casey
Michael Cummins
Catherine Noonan
Melissa Shaheen
Tracey Talbert
Daniel Zickefoose

The following Board members were absent:

Margaret "Meg" Tunstall, Chair
Drew Mulhare (Vice Chair)

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

Laura McClintock, Agency Director
Stephen Kirschner, LRPD Deputy Director
Tom Payne, CID Deputy Director
Anika Coleman, Executive Director
Christina Dumas, CIC/Cemetery Manager
Jennifer Plummer, Regulatory Operations Administrator
Shaifali Prajapati, Administrative Coordinator

Joshua E. Laws from the Office of the Attorney General was present.

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

CALL TO ORDER

Coleman informed the Board of the emergency evacuation procedures.

Emergency Egress

Noonan moved to approve the agenda as presented. **Talbert seconded** the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

APPROVAL OF AGENDA

Noonan moved to approve the minutes from the January 15, 2026, Common Interest Community Board meeting. **Talbert seconded** the motion, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

APPROVAL OF MINUTES

Peacock allowed board members and board staff to introduce themselves.

Welcome and Introductions

There was no public comment.

PUBLIC COMMENT

CIC CASE FILES

DISCIPLINARY CASES

Cummins was recused from the following case: **File Number 2025-01940 - Association Community Service West, Inc. dba ACS West**. Mulhare and Tunstall were not present.

Recusal of Board Members

In the matter of **File Number 2025-01940 - Association Community Service West, Inc. dba ACS West**, 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. Representatives for the Respondent, Martha Yeagar, Charles Small, were present along with the Attorney for the Respondent, H. Spalding, to request reconsideration of the counts of violation.

File Number 2025-01940 - Association Community Service West, Inc. dba ACS West

Casey moved to accept the recommendation for violation on **Count One**, **Zickefoose seconded**. The motion failed to carry. Those voting in favor included: Noonan, Peacock, Shaheen, Talbert. After discussion, a new vote was called again on **Count One**.

Noonan moved to reject the recommendation for violation on **Count One**, **Talbert seconded**, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

Talbert moved to reject the recommendation for violation on **Count Two**, **Noonan seconded**, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

Arthur moved to reject the recommendation for violation on **Count Three**, **Noonan seconded**, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

CONSENT ORDERS

Peacock was recused from the following cases: **File Number 2026-00142 - Bluegreen Vacation Club Time-Share, File Number 2026-00278 - Bluegreen Vacation Club Time-Share**

Recusal of Board Member

In the matter of **File Number 2026-00142 - Bluegreen Vacation Club Time-Share**, the Board reviewed the Consent Order as seen and agreed to by Bluegreen Vacation Club Time-Share. Bluegreen Vacation Club Time-Share did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2026-00142 - Bluegreen Vacation Club Time-Share

Noonan moved to accept the proposed Consent Order offer wherein Bluegreen Vacation Club Time-Share admits to a violation of **18 VAC 48-45-770.1** of the Common Interest Community Board's regulations (Count One) and agrees to total monetary penalty of \$1,000.00 for the violation contained in Count One

Casey seconded the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

In the matter of **File Number 2026-00278 - Bluegreen Vacation Club Time-Share**, the Board reviewed the Consent Order as seen and agreed to by Bluegreen Vacation Club Time-Share. Bluegreen Vacation Club Time-Share did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2026-00278 - Bluegreen Vacation Club Time-Share

Talbert moved to accept the proposed Consent Order offer wherein Bluegreen Vacation Club Time-Share admits to a violation of **18 VAC 48-45-770.1** of the Common Interest Community Board's regulations (Count One) and agrees to total monetary penalty of \$1,000.00 for the violation contained in Count One

Casey seconded the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

Talbert was recused from the following case: **File Number 2026-00824 - Cavalier Management Inc**

Recusal of Board Member

In the matter of **File Number 2026-00824 - Cavalier Management Inc**, the Board reviewed the Consent Order as seen and agreed to by Bluegreen Vacation Club Time-Share. Bluegreen Vacation Club Time-Share did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2026-00824 - Cavalier Management Inc

Casey moved to accept the proposed Consent Order offer wherein Cavalier Management Inc admits to a violation of **18 VAC 48-50-190.17** of the Common Interest Community Board's regulations (Count One) and agrees to a monetary penalty of \$250.00 for the violation contained in Count One, \$350.00 in Board Costs, for a total monetary penalty of \$600.00.

Arthur seconded the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Shaheen, Talbert, and Zickefoose.

NEW BUSINESS

Coleman provided the Board with the Executive Director's Update, with notice of new regulations taking effect as of July 1, 2026, processing times for applications, as well as introduction of new DPOR staff members.

Executive Director's Update

Coleman provided the Board a reminder of the dates for the upcoming 2026 Board Member Training Conference to be held from October 22-23, 2026.

2026 Board Member Training

Payne provided the Board with the Ombudsman Report, with a list of issues identified and in the review process.

OTHER BUSINESS

Ombudsman Report

Coleman provided the Board with the status of overall Board Financials up till the month of May provided by DPOR staff. The Board reviewed the Board Financials as presented.

Board Financials

Coleman provided the Board with a report of the Virginia Real Estate Transaction Recovery Act Fund for the most current timeframes available provided by DPOR staff. The Board reviewed the Board recovery fund as presented.

Board Recovery Fund

Peacock 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 10:55 a.m.

ADJOURN

Drew Mulhare, Board Chair

Laura McClintock, Board Secretary