

VIRGININA MANUFACTURED HOUSING BOARD
DRAFT MEETING MINUTES
June 24, 2026
Virginia Housing Center
4224 Cox Road, Glen Allen, Virginia 23260

Members Present

Mr. Walter Cleaton
Mr. Keith W. Hicks
Mr. Daniel J. McCormick
Mr. Scott Yates
Mr. Jamey Young

Members Absent

Mr. Stephen Geiser
Mr. Mark Pressley

Staff Present

Travis Luter, Manufactured Housing Board Secretary
Jeff Brown, BFR Deputy Director
Florin Moldovan, SBCO Director
Brian Hilderbrand, Construction Regulation Administrator
Chad Lambert, SWVA Code and Regulation Specialist
Brandon Rou, Code and Regulation Specialist

Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Secretary Luter.

Roll Call

The roll was called by Secretary Travis Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board, from the Attorney General’s Office, was also present.

Election of Officers

Secretary Luter advised the Board members that the terms of the officers of the Board had expired and the election of officers was needed prior to moving forward with the meeting. Secretary Luter then called for nominations for Chair. Mr. Hicks nominated Mr. Cleaton. The nomination was seconded by Mr. Yates. Secretary Luter called for nominations for Chair twice more. After hearing no further nominations, Secretary Luter closed the nominations for Chair. A vote was taken and Mr. Cleaton was unanimously elected as Chair.

Chair Cleaton called for nominations for Vice-Chair. Chair Cleaton nominated Mr. Yates for Vice-Chair. The nomination was seconded by Mr. Hicks. Chair Cleaton called for nominations for Vice-Chair twice more; hearing none, he closed the nominations. A vote was taken and Mr. Yates was unanimously elected as Vice-Chair.

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Approval of Minutes The draft minutes of the November 12, 2025 meeting in the Board members' agenda package were considered. Mr. Hicks moved to approve the minutes as presented. The motion was seconded by Mr. Young and passed unanimously.

Public Comment Chair Cleaton opened the meeting for public comment. Mr. Luter advised that Randy Grumbine, VAMMHA Director and Tasheem Crosby, DCR Floodplain Program Planner signed up to speak. Mr. Grumbine provided an industry update. Mr. Crosby indicated that he is seeking information related to the applicable requirements for manufactured homes located in flood hazard areas.

Note: Construction Regulation Administrator, Brian Hilderbrand, met with Mr. Crosby after the meeting to offer assistance and guidance.

New Business Final Regulations Status Update:

Chase Sawyer, Policy and Legislative Services Manager, provided the members with an update on the status of the final regulations. Mr. Sawyer further informed the members of the next steps.

Periodic Review of Regulations:

Mr. Chase Sawyer provided an overview and purpose of the Periodic Regulations; in this case, Public Participation Guidelines and the Manufactured Housing Licensing and Transaction Recovery Fund.

Mr. Hicks made a motion to initiate a periodic review of the Public Participation Guidelines. The motion was seconded by Mr. Young and passed unanimously.

Mr. Young made a motion to initiate a periodic review of the Manufactured Housing Licensing and Transaction Recovery Fund. The motion was seconded by Mr. Hicks and passed unanimously.

Old Business Future Regulations for Discussion:

No action taken (Reminder list for next code cycle)

1. Elimination of the salesperson license (Article 4)
2. Termination of employment (13VAC6-20-150)
3. Felony (13VAC6-20-170 B5)
4. Inspection prior to sale (13VAC6-20-80 A&B)
5. Transaction Recovery Fund Cost/Fees – possible reduction (Part VII)

Committee Reports None

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Construction Regulation
Administrator's Report

Brian Hilderbrand, Construction Regulation Administrator, provided updates on the following:

- Current cases being processed by SBCO staff
- Off-Site Construction training being provided throughout the Commonwealth

Secretary's Report

Mr. Luter pointed the Board members to the copy of Manufactured Housing Board Policy #2 presented in the Board members' agenda package on page 5. After a brief discussion, Mr. Yates moved to re-adopt Policy #2 as written in compliance with §2.2-3708.3 Code of Virginia. The motion was seconded by Mr. Hicks and passed unanimously.

Mr. Luter informed the Board the next scheduled meeting was October 15, 2026 and to be held at the Virginia Housing Center.

Mr. Luter provided an update on the three draft policies staff is still working on and informed the members that staff will have them ready to present for review and consideration at a future meeting.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 11:30 am.

Chair, Virginia Manufactured Housing Board

Secretary, Virginia Manufactured Housing Board