

CIC MANAGER REGULATORY REVIEW COMMITTEE  
OF THE  
COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The CIC Manager Regulatory Review Committee of the Common Interest Community Board (Board) met on December 2, 2021 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair  
Matt Durham  
Bonnie Herring  
Amanda Jonas  
Chris Melson  
Paul Orlando  
Nan Piland  
Anne Sheehan

Committee members Jim Foley and Drew Mulhare were not present at the meeting.

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

Trisha L. Lindsey, Executive Director  
Joseph C. Haughwout, Jr., Board and Regulatory Administrator  
Lisa Robinson, Licensing Administrator  
Tanya M. Pettus, Board Administrator

Mr. Orlando called the meeting to order at 10:10 a.m.

**Call to Order**

Mr. Orlando advised the Committee of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Durham moved to approve the agenda as presented. Ms. Jonas seconded the motion which was unanimously approved by: Durham, Herring, Jonas, Melson, Orlando, Piland, and Sheehan.

**Approval of Agenda**

There were no members of the public present who wished to address the Committee.

**Public Comment  
Period**

Mr. Haughwout provided the Committee with a summary of the committee's review from the October 27, 2021, meeting.

**Summary of  
Committee Items  
from October 27,  
2021 Meeting**

The Committee reviewed comments submitted in writing by Mr. Mulhare regarding audit requirements for management companies. The Committee agreed by consensus to table discussion of the comments until its next scheduled meeting.

Mr. Haughwout advised the Committee of updated resource materials, as well as the inclusion of Code of Virginia § 54.1-311, for informational purposes. The Committee was also provided with a regulatory review information guide.

Ms. Trigiani arrived to the meeting at 10:22 a.m.

**Arrival of  
Committee Member**

The committee resumed discussion of entry requirements for common interest community managers.

**Discussion and  
Review of  
Regulatory Review  
Topics**

The Committee discussed minimum coverage requirements for fidelity bonds and employee dishonesty insurance policies for common interest community managers under § 54.1-2346 of the Code of Virginia. After discussion, the Committee agreed by consensus to recommend to the Board to consider requesting legislative amendments to specify that calculation of an association's reserve balances for the purpose of the management company's insurance coverage be based on all cash, certificates of deposit, and investments held by the association at the end of the most recent fiscal year.

Discussion was held on whether insurance policies specific to employee dishonesty offer sufficient protection against financial malfeasance.

The Committee considered proposed draft amendments to entry requirements for certified principal or supervisory employees, specifically, education and experience requirements, and credentialing from community management industry organizations.

Discussion was held on grounds for denial of an application.

The Committee recessed from 12:00 p.m. to 12:22 p.m.

**Recess**

Ms. Jonas departed the meeting at 12:22 p.m.

**Departure of  
Committee Member**

The Committee discussed extending the period of licensure for common interest community managers from one year to two years, and corresponding adjustment of license application and renewal fees. The Committee also reviewed proposed amendments for procedures for renewal and reinstatement of licenses and certificates.

**Discussion and Review of Regulatory Review Topics, Continued.**

The Committee considered potential changes to education requirements for initial licensure and certification, and renewal of certificates. After discussion, the Committee agreed by consensus to recommend to the Board the addition of a module that will cover Virginia CIC laws and regulations, resale requirements, CIC complaint procedure, and fair housing statutes and regulations as part of initial licensure and certification. In addition, the Committee recommended changing continuing education requirements for principal and supervisory employee certificate holders. Certificate holders would be required to complete a total of six (6) contact hours toward renewal of a certificate to include two (2) hours of fair housing, two (2) hours of statutory and regulatory updates, and two (2) hours of miscellaneous topics approved by the Board. All courses must be Board-approved, and provide a minimum of one (1) contact hour of education.


Discussion was held on criteria for virtual, online, and/or electronic means of conducting courses.

The Committee agreed by consensus to begin discussion of standards of practice and conduct at its next meeting.

**Discuss Topics for Next Meeting**

There being no further business, the meeting was adjourned at 2:13 p.m.

**Adjourn**



Drew Mulhare, Chair



Demetrios J. Melis, Secretary

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

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

1. Name: Amanda Jonas
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee Meeting  
December 2, 2021

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.

Amanda Jonas  
Signature

12/2/21  
Date

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

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

1. Name: Anne Sheehan
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: CICM Regulatory Review Committee Meeting  
December 2, 2021

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

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Nature of Personal Interest Affected by Transaction:

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

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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

12/2/2021  
Date



