

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The Common Interest Community Board (Board) met on April 25, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Maureen A. Baker
Matt Durham
Jim Foley
Thomas Mazzei
Lori Overholt
Anne M. Sheehan
Scott Sterling
Margaret Tunstall
Katherine E. Waddell

Board members Eileen Greenberg and David Mercer were not in attendance at the meeting.

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

Demetrios J. Melis, Director
Trisha L. Lindsey, Executive Director
Heather Gillespie, Ombudsman
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Raven C. Custer, Administrative Coordinator

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

Finding a quorum of the Board present, Mr. Durham called the meeting to order at 10:00 a.m. **Call to Order**

Ms. Lindsey advised the Board of the emergency evacuation procedures. **Emergency Evacuation Procedures**

Mr. Foley moved to approve the agenda. Mr. Sterling seconded the motion, which was unanimously approved by: Baker, Durham, Foley, Mazzei, Overholt, Sheehan, Sterling, and Tunstall. **Approval of Agenda**

No members of the public present came forward to address the Board.

**Public Comment
Period**

Ms. Waddell arrived at 10:05 a.m.

**Arrival of Board
Member**

The Board reviewed the recommended regulatory amendments to the CIC Ombudsman regulations to comply with House Bill 1627 and Senate Bill 1042.

**HB 1627 and SB
1042**

After review, Mr. Mazzei moved to authorize the Board to file the regulatory amendments as an exempt action. Ms. Tunstall seconded the motion which was unanimously approved by: Baker, Durham, Foley, Mazzei, Overholt, Sheehan, Sterling, Tunstall, and Waddell.

The Board reviewed the recommended regulatory amendments to the time-share regulations to comply with House Bill 1955 and Senate Bill 969.

HB 1955 and SB 969

After review, Ms. Overholt moved to authorize the Board to file the amendments as an exempt action. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Durham, Foley, Mazzei, Overholt, Sheehan, Sterling, Tunstall, and Waddell.

Ms. Lindsey presented the Board with a draft of the Resale Certificate.

**Resale Disclosure
Act (HB 2235/SB
1222)**

Ms. Trigiani was present to assist with the review of the draft Resale Certificate and answer any questions the Board might have. The Board reviewed the draft Resale Certificate and began a line-by-line discussion.

The Board recessed from 10:30 a.m. to 10:47 a.m. due to a fire drill.

Recess

The Board continued review of the Resale Certificate.

**Continued Resale
Disclosure Act (HB
2235/SB 1222)**

The Board recessed from 11:47 a.m. to 12:18 p.m.

Recess

Mr. Sterling departed the meeting at 1:45 p.m.

**Departure of Board
Member**

The Board continued review of the Resale Certificate.

**Continued Resale
Disclosure Act (HB
2235/SB 1222)**

Ms. Overholt departed the meeting at 1:48 p.m.

**Departure of Board
Member**

The Board continued review of the Resale Certificate.

**Continued Resale
Disclosure Act (HB
2235/SB 1222)**

After lengthy discussion, Mr. Mazzei moved to approve the Resale Certificate as amended. Mr. Foley seconded the motion which was unanimously approved by: Baker, Durham, Foley, Mazzei, Sheehan, Tunstall, and Waddell.

Ms. Lindsey provided the next steps in the process, to include distributing the final version of the Resale Certificate to the Board members to ensure all changes from the meeting were captured. Next, the Resale Certificate will be distributed to managers and associations to ensure that it is available for use beginning July 1, 2023.

**Other Board
Business**

Mr. Durham reminded Board members to complete their conflict of interest forms.

**Complete Conflict
of Interest Forms
and Travel
Vouchers**

There being no further business, the meeting was adjourned at 2:08 p.m.

Adjourn



Matt Durham, 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 Anne M. Sheehan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023

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

4/25/2023
Date

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

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

1. Name Thomas Mazzei
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 04/25/2023

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

Date

4/24/2023

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

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

1. Name Jim Foley
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 04/25/2023

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 

Date 4/25/23

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

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

1. Name Scott E. Sterling
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023
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:

Scott E. Sterling.
Signature

25 April 2023.
Date

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

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

1. Name Lori Overholt
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023

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

4/25/2023
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: 04/25/2023

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

Date

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

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

1. Name Maureen A. Baker
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023

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:

Maureen A. Baker
Signature

4/25/2023
Date

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

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

1. Name Katherine E. Waddell
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023

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 4/25/2023
Signature Date

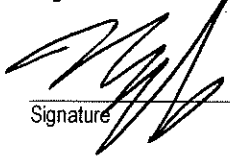
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Margaret Tunstall
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 04/25/2023
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

4/25/2023
Date

