

STRUCTURAL INTEGRITY AND RESERVES STUDY (SB 740) WORKGROUP

MINUTES OF MEETING

The Structural Integrity and Reserves Study Workgroup met on February 7, 2023, at the Virginia Tech Newport News Center, 700 Tech Center Pkwy, Newport News, Virginia 23606.

The following members were present:

Lucia Anna (Pia) Trigiani, Chair
Jon Bach
John Bailey
Michelle Baldry
Gary Beveridge
Jeffrey Brown
Steven Brumfield
Ron Clements
Lee Frame
Heather Gillespie

Colin Horner
Kimberly Kacani
Rafael Martinez
Theresa Melson
Edward O'Connell
John Olivieri
Phoebe Rolen
Anne Sheehan
Chris Stone
Lynette Wuensch

Workgroup members Walter Alcorn, Walter Diercks, Mark Dix, Erin Kormann, and Phoebe Neseth were not present at the meeting.

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

Trisha L. Lindsey, Executive Director, Common Interest Community Board
Joseph C. Haughwout, Jr., CIC Board and Regulatory Administrator
Raven Custer, Administrative Coordinator

Mel Jones, Terry Clower, and Matt Vogel were present as meeting facilitators.

Ms. Trigiani, Chair, called the meeting to order at 10:09 a.m.

Call to Order

Ms. Jones advised the Workgroup of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Frame moved to approve the agenda. Mr. Stone seconded the motion, which was unanimously approved by: Bach, Bailey, Baldry, Beveridge, Brown, Brumfield, Clements, Frame, Gillespie, Horner, Kacani, Martinez, Melson, O'Connell, Olivieri, Rolen, Sheehan, Stone, Trigiani, and Wuensch.

Approval of Agenda

Structural Integrity and Reserves Study (SB 740) Workgroup
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Mr. Frame moved to approve the November 16, 2022, Structural Integrity and Reserves Workgroup meeting minutes as presented. Ms. Melson seconded the motion which was unanimously approved by: Bach, Bailey, Baldry, Beveridge, Brown, Brumfield, Clements, Frame, Gillespie, Horner, Kacani, Martinez, Melson, O'Connell, Olivieri, Rolen, Sheehan, Stone, Trigiani, and Wuensch.

Approval of Minutes

Maurice White was present and introduced himself to the Workgroup.

Public Comment Period

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

Mr. Clower welcomed the Structural Integrity and Reserves Study Workgroup to their fourth meeting.

Discussion

Mr. Clower provided the Workgroup with the Structural Integrity and Reserves Survey results.

Ms. Jones presented the Workgroup with the potential recommendations for the final report. The Workgroup began discussion on the potential recommendations for the final report.

The Workgroup recessed from 11:35 a.m. to 11:48 a.m.

Recess

The Workgroup continued to discuss the potential recommendations for the final report

Discussion Continued

The Workgroup recessed from 12:22 p.m. to 12:31 p.m.

Recess

The Workgroup continued discussion on the potential recommendations for the final report.

Discussion continued

After lengthy discussion, the Workgroup determined the recommendations to be included in the draft final report.

The Workgroup was provided with (i) a letter from the Honorable Scott A. Surovell, patron of SB 740; (ii) current versions of applicable common interest community laws and regulations-; (iii) provisions of the Uniform State Building Code; (iv) CIC Board guidelines for development reserve studies for capital components; (v) various CAI publications related to reserve studies, condominium and condominium safety, infrastructure in community associations, and state volunteer immunity laws; (vi) Florida SB 4-D; and additional news and journal articles in relation to Champlain Towers.

Resources and Information

Structural Integrity and Reserves Study (SB 740) Workgroup
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The Workgroup discussed the need for definitions of some terms applicable to the final report. **Other Business**

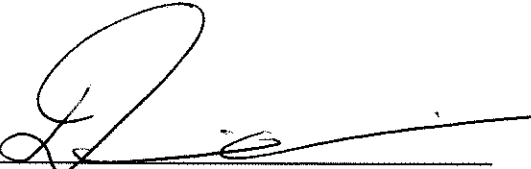
Mr. Clower reminded the committee of the upcoming final Workgroup meeting on March 15, 2023, in Richmond. **Future Meeting Dates**

Ms. Trigiani reminded Workgroup members to complete their conflict of interest forms **Complete Conflict of Interest Forms**

There being no further business, the meeting adjourned at 2:28 p.m. **Adjourn**



Lucia Anna Trigiani, 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 Sheehan
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Work Group Meeting February 7, 2023

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

Nature of Personal Interest Affected by Transaction:

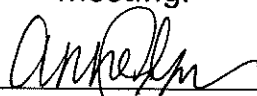
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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.



Signature

2/7/2023

Date

