

**COMMON INTEREST COMMUNITY BOARD
HOUSE BILL 1632 STAKEHOLDER COMMITTEE MEETING**

MINUTES OF MEETING

The House Bill 1632 Stakeholder Committee (the Committee) of the Common Interest Community Board met on Thursday, September 24, 2015, 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:

Kimberly Kacani, Chair
Douglas Cole
Robert Diamond
Douglas Rogers
Scott Sterling
Lucia Anna Trigiani (Ex-Officio)
David Watts

Committee members Paul Orlando, Susan Tarley, and Pamela Wiles were not in attendance.

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

Jay W. DeBoer, Director
Mark N. Courtney, Senior Director for Regulatory & Public Affairs
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Jill R. Hrynciw, Board Administrator
Tanya M. Pettus, Administrative Assistant

Ms. Kacani, Chair, called the meeting to order at 10:05 a.m.

Call to Order

Ms. Kacani advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Rogers moved to approve the agenda. Mr. Sterling seconded the motion which was unanimously approved by: Cole, Diamond, Kacani, Rogers, Sterling, Trigiani, and Watts.

Approval of Agenda

Ms. Kacani opened the floor for public comment. No members of the

Public Comment

public present wished to speak.

Period

Ms. Henshaw presented the Committee with the first draft of Best Practices as well as suggested edits received from Committee members. The Committee reviewed the draft and suggested edits to ensure the document outlined best practices for declarations consistent with the Property Owners' Association Act.

Review Draft of Best Practices

The Committee recessed for lunch at 11:45 a.m. and reconvened at 12:08 p.m.

Lunch

The Committee continued discussion on suggested edits to the first draft of Best Practices.

Review Draft of Best Practices

The Committee recessed for a break from 1:40 p.m. to 1:46 p.m.

Break

Ms. Trigiani departed at 1:42 p.m.

Departure of Committee Member

The Committee continued discussion on suggested edits to the first draft of Best Practices.

Review Draft of Best Practices

Mr. Rogers departed at 2:58 p.m.

Departure of Committee Member

The Committee finalized the discussion of the content and suggested edits of the draft of Best Practices, and agreed by consensus that Board staff would incorporate the collective suggested edits into the Best Practices document to be reviewed at the next Committee meeting.

Review Draft of Best Practices

After discussion, the Committee and Board staff set the next Committee meeting date for October 19, 2015.

Set Next Meeting Date(s)

The members of the Committee were reminded to complete their travel vouchers, and the Common Interest Community Board members serving on the Committee were reminded to complete their conflict of interest forms also.

Conflict of Interest and Travel Voucher Forms

There being no further business, the meeting adjourned at 3:10 p.m.

Adjourn

Jay W. DeBoer, Secretary

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