

**COMMON INTEREST COMMUNITY BOARD
REGULATORY REVIEW COMMITTEE MEETING**

MINUTES OF MEETING

The Common Interest Community Board, Regulatory Review Committee met on Tuesday, January 13, 2009, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Kimberly B. Kacani, Chair
F. James Ahlberg
Douglas M. Kleine
R. Lee Merritt
Scott M. Gaeser
Christiaan P. Melson
Paul L. Orlando
Lucia Anna Trigiani

Committee members Theodore Adams, III, and Michael Inman were not in attendance.

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

Jay W. DeBoer, Director
Nick Christner, Deputy Director of CID
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Thomas K. Perry, Property Registration Administrator
Betty C. Jones, Administrative Assistant

No representative from the Office of the Attorney General was present.

Ms. Kacani, Chair, called the meeting to order at 10:08 a.m.

Call to Order

The Committee approved the agenda as written by consensus.

Approval of Agenda

Ms. Kacani opened the floor for public comment. Bob Colopy addressed the Board during the Public Comment Period concerning a developer and insurance company issue with his association. The Committee explained how the complaint process works and suggested a complaint be filed with the Board.

**Public Comment
Period**

Ms. Kacani discussed the changes to the draft Common Interest Community Manager Regulations from the December 11, 2008

**Regulations/Review
Draft Common**

Committee meeting as supplied by staff. Some of the changes were of a grammatical nature, and others to clarify sections of the regulations.

**Interest Community
Manager
Regulations**

Ms. Henshaw discussed the bond and insurance requirements for provisional licenses. It has been determined that submission of a bond/policy that was either continuous until cancelled or held throughout the license period would meet the requirements of the regulations. The regulations require that the Board be notified of any changes in bond/policy (including but not limited to termination, cancellation, or amendment), thus failure to do so could result in disciplinary action by the Board.

**Bond/Insurance
Requirements for
Provisional Licenses**

Mr. Orlando reviewed several suggested changes to the prohibited acts. The Committee reviewed the prohibited acts contained in Part V of the draft regulations.

Prohibited Acts

The Committee recessed for lunch from 12:30 p.m. to 1:00 p.m.

Lunch

The Committee revisited the suggested changes to the prohibited acts contained in the draft Common Interest Community Manager Regulations. After review and discussion, Mr. Gaeser moved that the Committee recommend that the Board approve the changes to the prohibited acts as recommended by the Committee. Mr. Melson seconded the motion which was unanimously approved by: Ahlberg, Kacani, Kleine, Merritt, Gaeser, Melson and Orlando.

Prohibited Acts

The Committee was provided with draft language from Mr. Adams for the section of the draft regulations that address Board-approved training programs. After review and discussion, Mr. Gaeser moved that the Committee recommend that the Board approve the changes suggested by the Committee. Mr. Kleine seconded the motion which was unanimously approved by: Ahlberg, Kacani, Kleine, Merritt, Gaeser, Melson and Orlando.

Education

Mr. Melson departed at 3:20 p.m.

**Departure of
Committee Member**

The Committee discussed several miscellaneous items pertaining to the draft Common Interest Community Manager Regulations. After review and discussion, Mr. Merritt moved that the Committee recommend that the Board accept the changes suggested by the Committee. Mr. Ahlberg seconded the motion which was unanimously approved by: Ahlberg, Kacani, Kleine, Merritt, Gaeser and Orlando. The Committee will

Miscellaneous Items


provide to the Board these comments and suggestions at its January 26, 2009, meeting.

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers. **Conflict of Interest and Travel Voucher Forms**

There being no further business, the meeting was adjourned at 4:10 p.m. **Adjourn**



Lucia Anna Trigiani, Chair



Jay W. DeBoer, Secretary

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

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

1. Name: Kimberly B. Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009

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:

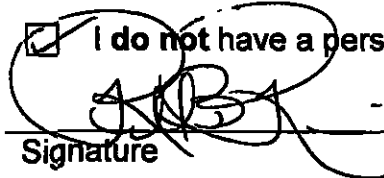
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

1-13-09

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

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

1. Name: F. James Ahlberg
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009
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.

F. J. Ahlberg
Signature

1/13/09
Date

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

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

1. Name: Douglas M. Kleine
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009

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:

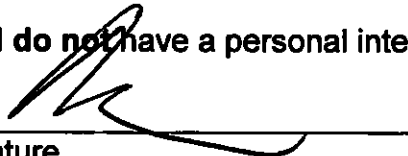
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

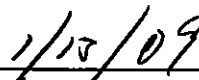
I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature



Date



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

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

1. Name: R. Lee Merritt
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009

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

Nature of Personal Interest Affected by Transaction:

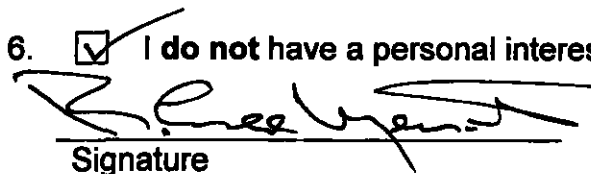
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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


Date

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

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

1. Name: Scott M. Gaeser
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009

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

NA

Nature of Personal Interest Affected by Transaction:

NA

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

NA

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

Date

1-13-09

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

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

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting January 13, 2009
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.

Lucia Anna Trigiani
Signature

1/13/2009
Date