

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

**MINUTES OF MEETING**

The Common Interest Community Condominium Regulatory Review Committee of the Common Interest Community Board met on Monday, April 11, 2011, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair  
Kimberly Kacani  
Miyun Sung  
Thomas Colucci  
Robert Diamond  
Michael Inman  
Mark Kinser  
David Mercer  
Michelle Thompson  
Lucia Anna Trigiani (Ex-Officio)

Board member Scott Sterling was not in attendance.

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

Gordon Dixon, Director  
Mark N. Courtney, Deputy Director of LRD  
Trisha L. Henshaw, Executive Director  
Heather Gillespie, Ombudsman  
Thomas K. Perry, Property Registration Administrator  
Betty C. Jones, Administrative Assistant  
Jesstina Adelman, Program Analyst

Steven Jack from the Office of the Attorney General was present.

Mr. Melson, Chair, called the meeting to order at 9:37 a.m.

**Call to Order**

Mr. Melson welcomed everyone and introduced the Committee members and the staff.

**Introduction of  
Committee  
Members**

Mr. Colucci moved to approve the agenda. Mr. Diamond seconded the motion which was unanimously approved by: Colucci, Diamond,

**Approval of Agenda**

Inman, Kacani, Kinser, Melson, Mercer, Sung, and Thompson.

Mr. Melson opened the floor for public comment. No members of the public present requested to speak.

**Public Comment  
Period**

Mr. Melson discussed the parameters of the Committee's work on the Condominium Regulations. Ms. Henshaw thanked everyone for agreeing to serve on the Committee and contributing to the amendment of the Condominium Regulations, which have not undergone detailed review since 1988. She provided an overview of the purpose of this Committee, including a brief overview of the legislation enacted in 2008 that created the Common Interest Community Board.

**Review Purpose of  
Committee and  
Discuss Timeline**

Ms. Henshaw informed the Board that the Condominium Regulations provisions governing the return of bonds and letters of credit which were promulgated via the fast-track process, became effective April 1, 2011.

The Committee needs to begin developing draft regulations for Board approval in order to solicit public comment and proceed through the regulatory review process. The review process will focus on the applicability of each section, and amendments may be made where appropriate. Ultimately, the Committee will recommend a draft of the regulations for the Board to consider.

Ms. Henshaw provided a time-line for developing the draft condominium regulations. While some of the dates on the time-line are currently tentative, the time-line will be revised throughout the review process to ensure the Committee's objectives are accomplished within required timeframes. The Committee's work will culminate with the presentation of the draft text to the Board at its December 1, 2011, meeting.

Mr. Courtney provided an overview of the regulatory review process including specific information that must be provided to other state agencies as well as the public during the regulatory review process. Mr. Courtney also provided a short summary of what should and should not be done when drafting regulations. In addition, the difference between regulation and statute was discussed.

**Overview of  
Regulatory Review  
Process**

The Committee recessed for a break at 10:26 a.m. and reconvened at 10:45 a.m.

**Break**

Mr. Courtney gave an overview of Executive Order 14 and its impact on

**Review Executive**

the regulatory review process.

**Order 14**

The Committee was provided pertinent sections of the Condominium Act (Chapter 4.2 of Title 55 of the Code of Virginia) and was also provided a copy of the Condominium Regulations which became effective on April 1, 2011.

**Review of  
Applicable Laws  
and Regulations**

Ms. Henshaw provided a general outline of suggested topics that may be addressed in the Common Interest Community Condominium Regulations. The Committee will need to decide areas that should be more specific and the structure of the regulations. The Board discussed many areas of concern and offered ideas and suggestions to amend the condominium regulations. Some areas of concern are: the public offering statement, definition of material change, return of the bond or letter of credit, warranty matters, and adding the five-year feasibility budget.

**Discussion of Topics  
to be Addressed in  
Condominium  
Regulations**

The Committee discussed its plan for the next Committee meeting. After discussion, it was determined that the Committee submit any ideas, comments, or suggestions on these sections to Ms. Henshaw for discussion at the June 6, 2011, meeting.

After discussion, the Committee approved the following meeting date by consensus: June 6, 2011. Additional meeting dates will be set at a later time. The Committee also agreed to have all the Committee meetings begin at 9:30 a.m.

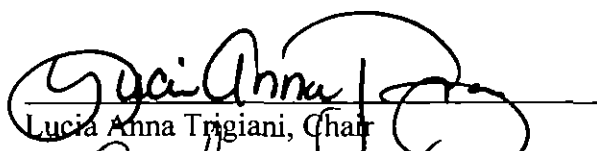
**Set Next Meeting  
Date(s)**

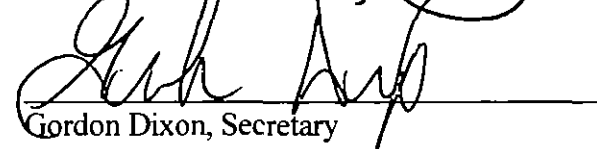
The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
and Travel Voucher  
Forms**

There being no further business, the meeting was adjourned at 12:00 p.m.

**Adjourn**

  
\_\_\_\_\_  
Lucia Anna Trigiani, Chair

  
\_\_\_\_\_  
Gordon Dixon, Secretary

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

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

1. Name: Christiaan Melson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting  
April 11, 2011

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:

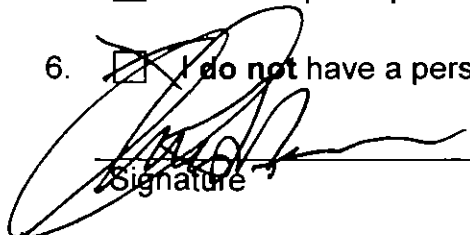
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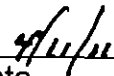
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

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

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

1. Name: Kimberly Kacani  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting  
April 11, 2011

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:

\_\_\_\_\_

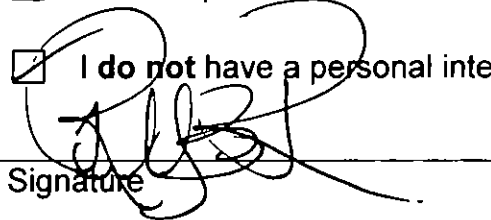
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

4-11-11

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

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

1. Name: Miyun Sung
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting  
April 11, 2011

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:

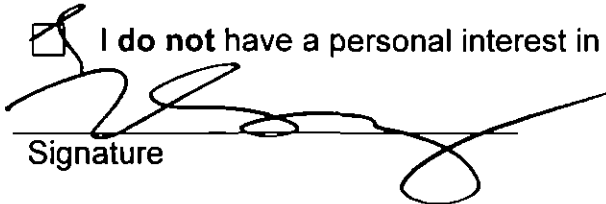
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

Date 4/11/11

**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: Condominium Regulatory Review Committee Meeting  
April 11, 2011

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:

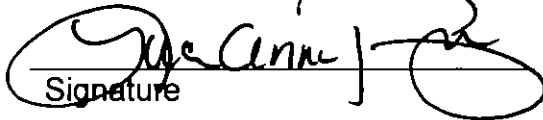
\_\_\_\_\_

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

4/11/2011  
Date