

## COMMON INTEREST COMMUNITY BOARD

### MINUTES OF MEETING

The Common Interest Community Board met on Monday, April 23, 2012, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 1, Richmond, Virginia 23233.

The following members were present:

F. James Ahlberg  
Pamela Coerse  
Elena Ferranti  
Kimberly B. Kacani, Vice Chair  
Milton W. Matthews  
Christiaan Melson  
Douglas Rogers  
Lucia Anna Trigiani, Chair

Board members Enrico Cecchi, Miyun Sung, and Katherine Waddell were 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

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

Finding a quorum of the Board present, Ms. Trigiani, Chair, called the meeting to order at 9:42 a.m. **Call to Order**

Mr. Rogers moved to approve the agenda. Ms. Coerse seconded the motion which was unanimously approved by: Ahlberg, Coerse, Ferranti, Kacani, Matthews, Melson, Rogers, and Trigiani. **Approval of Agenda**

Mr. Ahlberg moved that the Board approve the minutes of the March 22, 2012, meeting as amended. Mr. Melson seconded the motion which was unanimously approved by: Ahlberg, Coerse, Ferranti, Kacani, Matthews, Melson, Rogers, and Trigiani. **Approval of Minutes**

Ms. Trigiani opened the floor for public comment. No members of the public present requested to speak.

**Public Comment  
Period**

Ms. Henshaw provided the Board with a draft of the Condominium Regulations that incorporated the suggested changes from the last Board meeting. The Board members began reviewing Part III of the draft Condominium Regulations and the recommended changes and clarifications to the regulations presented by the Committee and staff. The Board discussed the suggested revisions and made additional changes to the draft text.

**Review Draft CIC  
Condominium  
Regulations**

During review of provisions related to the application for registration, the Board requested that staff develop revisions to address its procedural concerns. This information will be provided at the next Board meeting.

The Board recessed for a break at 11:05 a.m. and reconvened at 11:23 a.m.

**Break**

The Board continued its review of the draft Condominium Regulations. The Board deferred discussion of 18 VAC 48-30-250.C of the draft regulations in order to allow staff to compile additional information for consideration at the next meeting.

**Review Draft CIC  
Condominium  
Regulations**

The Board recessed for lunch from 12:35 p.m. to 1:07 p.m.

**Lunch**

The Board continued its review of the draft Condominium Regulations. After review, and upon consultation with staff and counsel, the Board agreed that Part VI Time-Share Condominiums and Part VIII Horizontal Property Regimes are unnecessary. Board staff indicated that those sections would be stricken from the final draft scheduled for review at the next Board meeting.

**Review Draft CIC  
Condominium  
Regulations**

Ms. Kacani departed at 2:52 p.m.

**Departure of Board  
Member**

The Board continued its review of the draft Condominium Regulations. Staff will prepare a revised draft of the Condominium Regulations in accordance with the Board's comments for the next Board meeting. The Board will review the Post-Registration Provisions at the June 7, 2012, meeting, as well.

**Review Draft CIC  
Condominium  
Regulations**

Ms. Henshaw provided an update on two bills from the 2012 General Assembly Session related to the Common Interest Community Board that were vetoed by the Governor.


**Other Business**

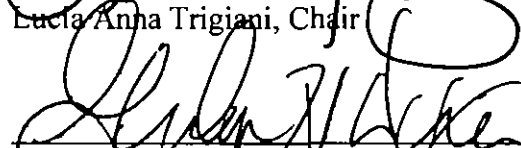
The Board members were reminded to complete their conflict of interest forms and travel vouchers.

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

There being no further business, the meeting was adjourned at 3:04 p.m.

**Adjourn**

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

  
\_\_\_\_\_  
Gordon N. Dixon, Secretary

**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: Board Meeting April 23, 2012

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

F. James Ahlberg

Date

4/23/12

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

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

1. Name: Pamela Coerse  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Board Meeting April 23, 2012

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.

Pamela Coerse  
Signature

4/23/12  
Date

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

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

1. Name: Elena Ferranti
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting April 23, 2012

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.

Elena Ferranti  
Signature

4/23/12  
Date

**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: Board Meeting April 23, 2012

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:

\_\_\_\_\_

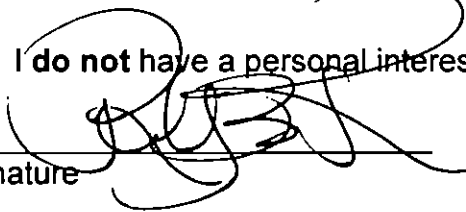
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

4/23/2012

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

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

1. Name: Milton W. Matthews  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Board Meeting April 23, 2012

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:

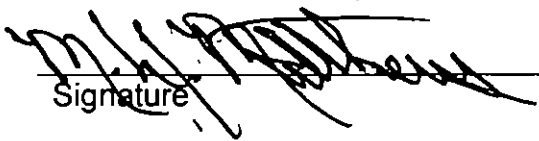
\_\_\_\_\_


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: Christiaan P. Melson  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Board Meeting April 23, 2012

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

\_\_\_\_\_  
N/A  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
N/A  
\_\_\_\_\_

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

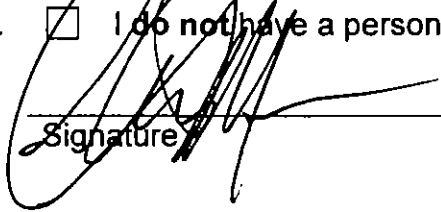
\_\_\_\_\_  
N/A  
\_\_\_\_\_

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 4/23/12

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

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

1. Name: Douglas W. Rogers
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting April 23, 2012

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

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Nature of Personal Interest Affected by Transaction:

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

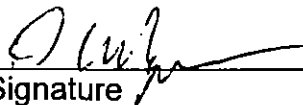
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

4-23-12  
Date

**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: Board Meeting April 23, 2012

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:

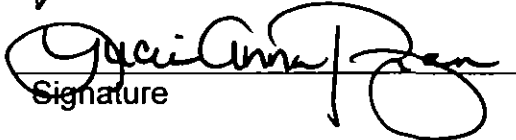
\_\_\_\_\_

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

Apr. 23, 2012  
Date