

CIC OMBUDSMAN REGULATORY REVIEW COMMITTEE  
OF THE  
COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The CIC Ombudsman Regulatory Review Committee of the Common Interest Community Board (Board) met on June 2, 2023, 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:

Maureen Baker  
Matt Durham (Ex-officio)  
Heather Gillespie  
Chad Rinard  
Phil Rodenberg  
Michael Zupan

Committee members Eileen Greenberg and David Mercer were not present at the meeting.

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

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

Ms. Baker, called the meeting to order at 10:04 a.m.

**Call to Order**

Ms. Baker advised the Committee of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Durham moved to approve the agenda as presented. Mr. Zupan seconded the motion which was unanimously approved by: Baker, Durham, Gillespie, Rinard, Rodenberg, and Zupan.

**Approval of Agenda**

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

**Public Comment  
Period**

Ms. Lindsey provided an overview of the responsibilities before the Committee.

**Review Purpose of  
Committee**

Ms. Lindsey provided the Committee with an overview of the regulatory review process and timeline.

Ms. Lindsey introduced staff and Committee members.

**Members and Staff**

The Committee was provided with the Common Interest Community Ombudsman Regulations, current versions of applicable laws, regulations and guidance documents, as well as Senate Bill 1042.

**Resources and Information**

Ms. Gillespie thanked the Committee for meeting to review the Common Interest Community Ombudsman Regulations.

**Consider Regulatory Amendments to Parts I through IV**

Ms. Lindsey presented the Committee with draft proposed amendments to Parts I through IV of the Common Interest Community Ombudsman Regulations, for review and consideration.

Discussion was held on association complaint procedure requirements, as well as provisions for filing notice of final adverse decision.

The Committee recessed from 11:52 a.m. to 12:25 p.m.

**Recess**

The Committee continued to consider regulatory amendments to Parts I through IV of the Common Interest Community Ombudsman Regulations.

**Consider Regulatory Amendments to Parts I through IV, Continued**

After discussion Mr. Rinard moved to approve the draft proposed regulations as amended. Mr. Durham seconded the motion which was unanimously approved by: Baker, Durham, Gillespie, Rinard, Rodenberg, and Zupan.

The Committee discussed potential amendments to the regulations that would require statutory changes.

**Other Business**

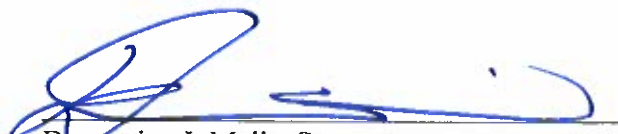
There being no further business, the meeting adjourned at 1:27 p.m.

**Adjourn**



Matt Durham, Chair

*David S. Merce, Vice -*



Demetrios J. Melis, Secretary

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

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

1. Name Maureen A. Baker  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board  
(Name of Board)
4. Meeting/IFF Date: 06/02/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.

A. \_\_\_\_\_  
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

Maureen A. Baker  
Signature

6/2/2023  
Date

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

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

1. Name     Matt Durham      
(Name of Board Member)
2. Title:     Board Member
3. Agency:     DPOR/Common Interest Community Board      
(Name of Board)
4. Meeting/IFF Date:     06/02/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A. \_\_\_\_\_  
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or
- I did not participate in the transaction.

6. Signature of Board Member:

    Matt Durham              6/2/23      
Signature      Date



