

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

MINUTES OF MEETING

The Common Interest Community Board, Regulatory Review Committee meeting met on Thursday, October 9, 2008, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Kimberly B. Kacani, Chair
F. James Ahlberg
Douglas M. Kleine
R. Lee Merritt
Theodore F. Adams, III
Michael A. Inman
Christiaan P. Melson
Lucia Anna Trigiani
Paul L. Orlando (arrived at 10:10 a.m.)

Citizen member Scott M. Gaeser was not in attendance.

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

Jay W. DeBoer, Director
Mark N. Courtney, Deputy Director of LRD
Nick Christner, Deputy Director of CID
Trisha L. Henshaw, Executive Director
Thomas K. Perry, Property Registration Administrator
Betty C. Jones, Administrative Assistant
Heather Gillespie, Ombudsman
Cynthia Schrier, Complaint Analyst

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

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

Call to Order

Mr. Orlando arrived at 10:10 a.m.

Arrival of Member

The Committee approved the agenda as written by consensus.

Approval of Agenda

Chair Kacani opened the floor for public comment. No members of the public present requested to speak.

**Public Comment
Period**

Trisha Henshaw provided an overview of the purpose of the Regulatory

Overview

Review Committee, including the composition, responsibilities, and objectives of the committee. She also gave an overview of the regulatory review process including a summary of Executive Order 36, and the steps that need to be followed in the process. In addition, she gave a brief summary of the legislation creating the Common Interest Community Board which became effective on July 1, 2008.

There was much discussion regarding drafting of the Common Interest Community Manager Regulations. Chair Kacani directed staff to prepare a timeline for the committee to prepare its recommendations.

Regulations

The committee discussed a number of items that need to be considered when drafting the regulations, including the applicability of references to provisional licensure in the permanent regulations, amending the fee schedule to differentiate between initial renewal and subsequent renewals, and consideration of a waiver of the required documentation for annual assessment fees to managers who pay the maximum of \$1,000.

The committee also agreed to organize teams to study and give feedback on certain topics to be considered in the regulations.

1. Education -- Mr. Adams and Mr. Kleine.
2. Standards of conduct for managers and employees -- Mr. Orlando and Mr. Ahlberg.
3. Record keeping requirements -- Mr. Gaeser and Mr. Merritt.
4. Substantial identity -- Mr. Inman and Ms. Kacani and
5. Renewal and requirements -- Mr. Melson and Ms. Trigiani.

The Board recessed for lunch from 11:50 a.m. to 12:30 p.m.

Lunch

The committee agreed by consensus to schedule the next meeting for November 12, 2008.

Other Business

Chair Kacani opened the floor for public comment. No members of the public present requested to speak.

Public Comment Period

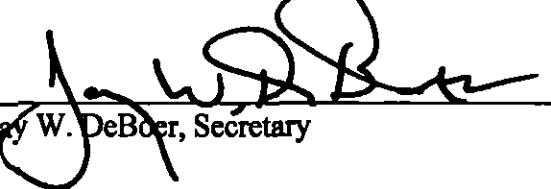
The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.

Conflict of Interest and Travel Voucher Forms

There being no further business, the meeting was adjourned at 1:20 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 October 9, 2008

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:

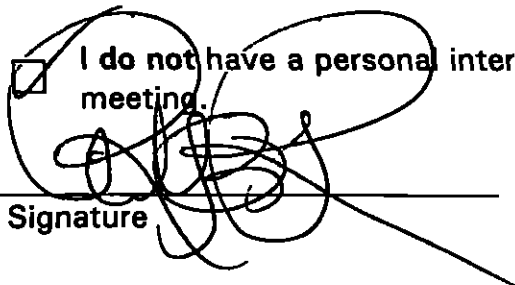
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

10-9-08

**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 October 9, 2008

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

10/9/08
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 October 9, 2008

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

10/9/08

**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 October 9, 2008

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

Nature of Personal Interest Affected by Transaction:

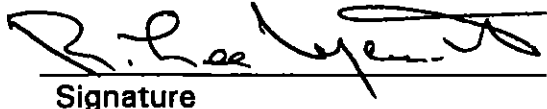
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

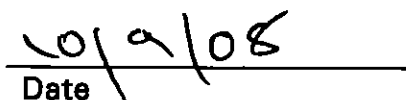
I am able to participate in this transaction fairly, objectively, and in the public interest.

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: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting October 9, 2008
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

10/9/2008
Date