

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

MINUTES OF MEETING

The Ombudsman Regulatory Review Committee of the Common Interest Community Board met on Monday, July 27, 2009, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Milton W. Matthews, Chair
Prudence Bachmann
Ronda S. DeSplinter
Coleen Hillen
William A. Marr, Jr.
William Bradley Mason, Jr.
Lucia Anna Trigiani (Ex-Officio)

Board member Katherine Waddell 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
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.

Mr. Matthews, Chair, called the meeting to order at 10:06 a.m.

Call to Order

Ms. Bachmann moved to approve the agenda. Mr. Marr seconded the motion which was unanimously approved by: Bachmann, DeSplinter, Hillen, Marr, Mason, Matthews, and Trigiani.

Approval of Agenda

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

**Public Comment
Period**

Mr. Matthews provided a general outline of the areas that may need to be addressed in the Common Interest Community Ombudsman Regulations. The Committee reviewed the revisions to Part II, Association Complaint Procedure, that were suggested at the last Committee meeting. The Committee discussed and made additional

**Regulations/Review
Draft CIC
Ombudsman
Regulations**

changes to this section of the draft text.

The Committee developed definitions of terms used in the draft regulations as part of Part I, General. The Committee revisited Part II after developing the definitions and made some additional changes to the draft text.

**Discuss Regulation
Definitions**

The Committee recessed for lunch at 12:00 p.m. and reconvened at 12:40 p.m.

Lunch

The Committee reviewed the draft of Part III, Final Adverse Decision, and Part IV, Office of the Common Interest Community Ombudsman, prepared by staff as a result of the Committee members' comments at the July 7, 2009 meeting.

**Review Draft CIC
Ombudsman
Regulations**

The Board recessed at 1:35 p.m. and reconvened at 1:45 p.m.

Break

The Committee continued the review of the draft Common Interest Community Ombudsman Regulations.

**Review Draft CIC
Ombudsman
Regulations**

The Committee revisited several sections of the draft text with Mr. Jack for legal clarification.

After the Committee completed its review of the draft regulations, Mr. Perry indicated that staff would revise the draft regulations in accordance with the Committee's comments for review at the next meeting.

The Committee discussed its plan for the next Committee meeting. In addition, the Committee plans to develop the draft association complaint form and then begin on the draft complaint form for the Ombudsman's Office.

**Other Business/
Committee Meeting
Schedule**

The Committee confirmed the meeting dates as scheduled for: August 17, 2009 and September 16, 2009.

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

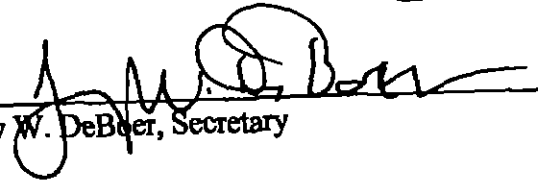
**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 2:44 p.m.

Adjourn

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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: Ronda S. DeSplinter
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Ombudsman Regulatory Review Committee Meeting
July 27, 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.

Ronda S. DeSplinter
Signature

7-27-09
Date

**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: Ombudsman Regulatory Review Committee Meeting
July 27, 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: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Ombudsman Regulatory Review Committee Meeting
July 27, 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

July 27, 2009
Date