

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

**MINUTES OF MEETING**

The Common Interest Community Manager Regulatory Review Committee of the Common Interest Community Board met on Thursday, May 6, 2010, 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:

Ronda S. DeSplinter, Chair  
Kimberly B. Kacani  
Marshall Bowden  
Kenneth E. Chadwick  
Christiaan P. Melson  
Edward J. O'Connell, III  
Paul L. Orlando  
John Rhodes  
Charles Simpson  
Lucia Anna Trigiani (Ex-Officio)

Committee member Walter Sasser 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  
Trisha L. Henshaw, Executive Director  
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.

Ms. DeSplinter, Chair, called the meeting to order at 9:35 a.m.

**Call to Order**

Mr. Chadwick moved to approve the agenda. Mr. Melson seconded the motion which was unanimously approved by: Bowden, Chadwick, DeSplinter, Kacani, Melson, O'Connell, Orlando, Rhodes, and Simpson.

**Approval of Agenda**

Ms. DeSplinter opened the floor for public comment. Mr. John Rust, Jr. addressed the Committee during the Public Comment Period and discussed his concerns with the draft regulations developed by the

**Public Comment  
Period**

Committee. As a result of these concerns, Mr. Rust prepared and presented an alternative draft of the Common Interest Community Manager Regulations that was presented on behalf of the Virginia Association of Community Managers. Mr. Rust summarized the changes contained in the alternative draft. The primary concern was that the regulations added another tier of licensure, however, Mr. Rust indicated that was not the intention of the law and that the statute imposes no duties on a certification holder. The draft also included fee changes as well as omitting provisions related to active status.

Ms. Dawn Bauman, Executive Director of the National Board of Certification for Community Association Managers, also addressed the Committee during the Public Comment Period concerning several items in the draft Common Interest Community Manager Regulations. Ms. Bauman indicated that Community Association Institute supports imposing experience requirements, eliminating the complexity of the regulations, reviewing the burden on management companies, and keeping expenses reasonable for management companies and associations.

The Committee recessed at 10:31 a.m. and reconvened at 10:49 a.m.

**Break**

The Committee reviewed the revisions to the draft Common Interest Community Manager Regulations (Employee Certification Provisions) that were suggested at the last Committee meeting as well as the changes suggested in the draft provided by the Virginia Association of Community Managers. The Committee discussed and made additional changes to the draft text.

**Review Draft CIC  
Manager  
Regulations  
(Employee  
Certification  
Provisions)**

The Committee recessed for lunch from 12:08 p.m. and reconvened at 12:37 p.m.

**Lunch**

The Committee continued the review of the draft Common Interest Community Manager Regulations. Some of the changes were of a grammatical nature, and others to clarify sections of the regulations. After review and discussion, Mr. Bowden moved that the Committee recommend that the Board adopt the draft regulations developed by the Committee. Mr. Chadwick seconded the motion which was unanimously approved by: Bowden, Chadwick, DeSplinter, Kacani, Melson, O'Connell, Orlando, Rhodes, Simpson, and Trigiani.

**Review Draft CIC  
Manager  
Regulations**

Ms. Henshaw indicated that staff would revise the draft regulations in accordance with the Committee's comments for review at the June 24, 2010, Board meeting.

There was no other business.

**Other Business**

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 2:12 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: Ronda DeSplinter  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Manager Regulatory Review Committee Meeting  
May 6, 2010

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 DeSplinter

Signature

5-6-10

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: Manager Regulatory Review Committee Meeting  
May 6, 2010

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

5-6-2010  
\_\_\_\_\_  
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: Manager Regulatory Review Committee Meeting  
May 6, 2010

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:

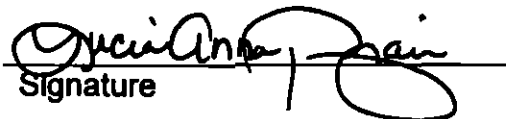
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

5/6/2010  
Date