

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

MINUTES OF MEETING

The Condominium Regulatory Review Committee of the Common Interest Community Board met on Tuesday, January 17, 2012, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair
Thomas Colucci
Robert Diamond
Michael Inman (arrived at 10:03 a.m.)
Mark Kinser
Miyun Sung
Michelle Thompson

Board member Kimberly Kacani, Committee member David Mercer, and Ex-Officio member Lucia Anna Trigiani 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
Jesstina Adelman, Program Analyst

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

Mr. Melson, Chair, called the meeting to order at 9:47 a.m.

Call to Order

Mr. Colucci moved to approve the agenda. Mr. Kinser seconded the motion which was unanimously approved by: Colucci, Diamond, Kinser, Melson, Sung, and Thompson.

Approval of Agenda

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

**Public Comment
Period**

Ms. Henshaw provided an updated time-line for developing the draft Condominium Regulations. As a result of the Board's concern that the

**Review of Timeline
for Regulations/**

current time-line for review would not allow adequate time for full consideration, the Board voted at the December 1, 2011 meeting to have staff withdraw the current Notice of Intended Regulatory Action (NOIRA), and refile a new NOIRA to allow additional time for the review of the draft regulations. Ms. Henshaw reminded the Committee that its final meeting will be held on March 1, 2012, with the Committee's final recommendation presented at the March 22, 2012, Board meeting. This timeframe should allow adequate time for Board review before the proposed regulations must be filed.

**Update on
Regulatory Review
Process**

Ms. Henshaw gave an update on the current status of the other regulatory review processes ongoing by the Board including the Common Interest Community Manager Regulations. The CIC Manager Regulations containing the employee certification provisions have been approved by the Governor and the anticipated effective date is March 1, 2012.

Ms. Henshaw provided the Committee with a draft of the Condominium Regulations that incorporated the suggested changes from the last Committee meeting. The Committee re-reviewed changes to the draft text from the previous meetings. The Committee discussed the suggested revisions and made additional changes to the draft text.

**Review Draft CIC
Condominium
Regulations**

Mr. Inman arrived at 10:03 a.m.

**Arrival of
Committee Member**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft CIC
Condominium
Regulations**

The Committee recessed at 11:11 a.m. and reconvened at 11:39 a.m.

Break

Ms. Sung departed at 11:32 a.m.

**Departure of
Board Member**

The Committee continued its review of the draft Condominium Regulations. Ms. Henshaw provided a handout to review a new section containing provisions regarding the Board's authority and standards of conduct for consideration by the Committee.

**Review Draft CIC
Condominium
Regulations**

The Committee discussed its plan for the next Committee meeting scheduled for March 1, 2012. At the next Committee meeting, the Committee will review the final red-lined version of the draft regulations which will incorporate the suggested revisions from the

**Discuss Topics for
Next Committee
Meeting**

previous Committee meetings. In addition, any topics that were not resolved during previous Committee meetings will be discussed. The Committee will then adopt a final draft for recommendation to the Board at the March 22, 2012, Board meeting. The March 1, 2012 meeting is the last scheduled meeting of the Committee.

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 12:45 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: Christiaan Melson
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
January 17, 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:

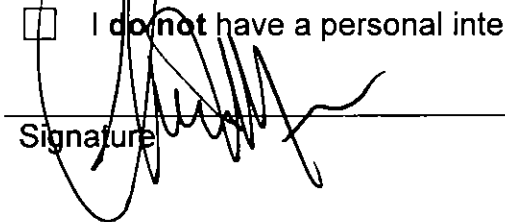
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

1.17.12

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

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

1. Name: Miyun Sung
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Condominium Regulatory Review Committee Meeting
January 17, 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.

Miyun Sung

Signature

Date *1/17/12*