

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

The Common Interest Community Board met on Monday, April 15, 2013, 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:

Enrico Cecchi (arrived at 9:38 a.m.)
Elena Ferranti
Kimberly B. Kacani (arrived at 9:57 a.m.)
Milton W. Matthews, Vice-Chair
Douglas Rogers
Lucia Anna Trigiani, Chair

Board members Christiaan Melson, Jacquelyn Riggs, and Katherine Waddell were not in attendance.

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

Gordon Dixon, Director
Mark N. Courtney, Senior Director for Regulatory and Public Affairs
Trisha L. Henshaw, Executive Director
Heather Gillespie, Ombudsman
Jill Hrynciw, Board Administrator
Betty C. Jones, Administrative Assistant

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

Ms. Trigiani, Chair, called the meeting to order at 9:35 a.m. Ms. Trigiani thanked everyone for being in attendance. The mission of this meeting is to prepare and adopt a disclosure notice as required by House Bill 2275, which amended §§ 55-79.74 and 55-79.79 of the Code of Virginia. **Call to Order**

Ms. Henshaw advised the Board of the emergency evacuation procedures **Emergency Evacuation Procedures**

Mr. Cecchi arrived at 9:38 a.m. With his arrival, Ms. Trigiani announced that a quorum of the Board was now present. **Arrival of Board Member**

Mr. Rogers moved to approve the agenda. Mr. Cecchi seconded the **Approval of Agenda**

motion which was unanimously approved by: Cecchi, Ferranti, Matthews, Rogers, and Trigiani.

Mr. Matthews moved that the Board approve the minutes of the March 14, 2013, Board meeting. Mr. Cecchi seconded the motion which was unanimously approved by: Cecchi, Ferranti, Matthews, Rogers, and Trigiani.

Approval of Minutes

Ms. Trigiani opened the floor for public comment. Mr. Edward Mullen representing the Home Builders Association of Virginia addressed the Board during the Public Comment Period. He thanked everyone for their hard work and time in developing a draft disclosure notice.

Public Comment Period

The Board discussed House Bill 2275 which was passed by the General Assembly and signed into law by Governor McDonnell. It provides an extension of the declarant control period for expandable condominiums within certain parameters. In addition, this bill contains an enactment clause requiring the Board to develop the disclosure statement required in accordance with subsection B of § 55-79.74 of the Code of Virginia within 30 days of the act becoming effective.

Discuss HB 2275 Draft Notice

The Board was provided with a draft prepared by staff as well as drafts contributed by several Board members and the Home Builders of Virginia.

Ms. Trigiani thanked Miss Ferranti and Ms. Kacani for submitting their comments. Chair Trigiani suggested the Board begin reviewing the latest draft disclosure notice prepared by staff, which incorporated elements from all drafts submitted.

Ms. Trigiani stated that the disclosure notice must be consistent with statute and clear, user-friendly, and understandable to the consumer.

The Board began to draft the disclosure notice.

Ms. Kacani arrived at 9:57 a.m.

Arrival of Board Member

The Board continued to draft the disclosure notice.

Discuss HB 2275 Draft Notice

The Board recessed for a break at 10:40 a.m. and reconvened at 10:49 a.m.

Break

The Board continued to draft the disclosure notice.

Discuss HB 2275
Draft Notice

The Board initiated a working lunch around 11:52 a.m. and made final edits to the disclosure notice.

Lunch

The Board Chair reopened the public comment period. Mr. Mike Toalson spoke on behalf of the Home Builders Association of Virginia and thanked the Board for their time in drafting the disclosure notice.

Public Comment
Period

Mr. Cecchi made a motion to adopt the disclosure notice as prepared and amended by the Board. Mr. Rogers seconded the motion which was approved by: Cecchi, Ferranti, Matthews, Rogers, and Trigiani. Member voting in opposition to the motion was Ms. Kacani. Ms. Henshaw informed the Board that the form of the Notice, as adopted, would be posted to the Board's webpage and would be distributed to other individuals as requested.

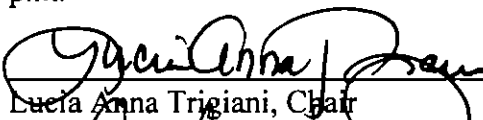
Discuss HB 2275
Draft Notice

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

Complete Conflict
of Interest Forms
and Travel
Vouchers

There being no further business, the meeting was adjourned at 12:15 p.m.

Adjourn



Lucia Anna Trigiani, Chair



Gordon N. Dixon, Secretary

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

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

1. Name: Enrico Cecchi
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting April 15, 2013

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

Nature of Personal Interest Affected by Transaction:

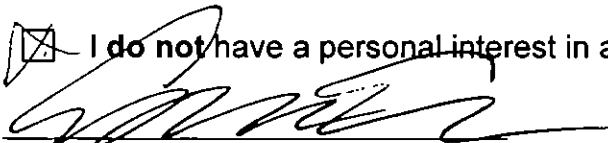
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4/15/13
Date

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

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

1. Name: Elena Ferranti
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting April 15, 2013

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

NONE

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.

Elena Ferranti

Signature

4/15/13

Date

**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: Board Meeting April 15, 2013

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

Nature of Personal Interest Affected by Transaction:

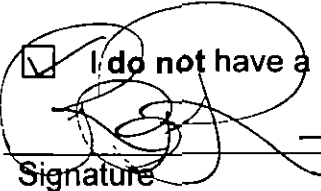
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4-15-2013
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: Board Meeting April 15, 2013

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

Nature of Personal Interest Affected by Transaction:

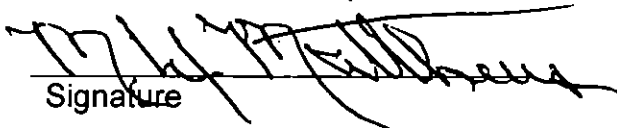
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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: Douglas W. Rogers
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting April 15, 2013


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: Board Meeting April 15, 2013

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

Nature of Personal Interest Affected by Transaction:

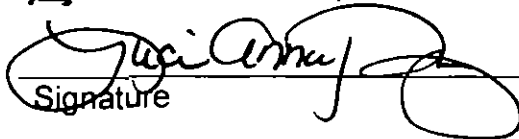
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4/15/2013
Date