

FINAL MINUTES

HUD Manufactured Housing Consensus Committee Conference Call February 13, 2004

1. Chairman Roberts called the meeting to order at 11:00 a.m. Mr. Solomon called the roll; a quorum was present. Mr. Roberts asked the guests to introduce themselves.

Attachment A provides a list of those present on the call.

Mr. Roberts reviewed the agenda. The agenda was approved.

2. Mr. Roberts then asked for any testimony or input from the public. Hearing none, the Committee then recessed to allow the Installation Subcommittee to review the latest draft of an outline of a model installation program. The Committee participated in the Installation Subcommittee discussion.
3. The Committee reconvened at 1:25 PM to hear the Installation Subcommittee recommendation for an Outline of Model Installation Program. Mr. Solomon again called the roll; a quorum was present.

Mr. Portz reported that the Installation Subcommittee had unanimously approved forwarding the Outline of Model Installation Program, as amended during the call, to the full MHCC. He moved that the Outline of Model Installation Program, as amended, be submitted to a letter ballot for approval to send to HUD. Mr. Levin seconded the motion.

Mr. Ghorbani suggested that the title of the document be amended to indicate that the model program was for states that did not have an approved program. Mr. Roberts noted that the Subcommittee, in its discussions, felt that HUD should consider the elements of the outline when reviewing a state plan. Mr. Walter concurred. Mr. Portz pointed out that the Subcommittee had considered the issue and felt that it has sufficiently addressed it in the opening paragraph of the outline. Mr. Ghorbani indicated that he did not wish to hold up approval of the document.

Mr. Solomon conducted a roll call vote on the motion. The motion passed unanimously (14 in favor, 5 absent).

4. Mr. Berger presented a draft letter to HUD Acting Secretary Jackson regarding the MHCC's concerns about implementation of subsection 604(b) of the Manufactured Housing Improvement Act of 2000. A Task Group, consisting of himself, Messrs. Ghorbani and Walter, and Ms. Brenton, had been appointed to draft a letter requesting a formal HUD interpretation of that section. He moved that the letter be approved for

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submission to HUD, Mr. Walter seconding. Mr. Solomon, noting an earlier experience regarding the signature of a letter to HUD, asked whether the letter could be signed by the MHCC Chairman or should be signed by the AO. Mr. Matchneer indicated that the Chairman could sign a letter of this type. Ms. Kayagil indicated that the letter should include a statement that the submission of the letter was approved by the MHCC in accordance with its by-laws. Mr. Berger indicated that he would add such a statement to the last paragraph of the letter.

Mr. Solomon conducted a roll call vote on the motion. The motion passed unanimously (14 in favor, 5 absent).

Mr. Solomon noted that the revised letter would be sent directly to HUD without a letter ballot.

5. Mr. Farish noted that a link had been posted on the MHCC website to a report published by HUD PD and R titled "A Review of Manufactured Housing Installation Standards and Instructions". He recommended that members review the report prior to the MHCC meeting later this month. He noted that the appendices were not posted. He also recommended that there be a discussion at the meeting of what is to be posted on the MHCC website.
6. Mr. Zieman asked about the status of the standards to be submitted to HUD. Mr. Solomon noted that the draft submission on the first 20 standards is still under review at HUD. He noted that because this was the first submission of standards to HUD, a draft had been sent to HUD for review to ensure that when formally submitted the format would be acceptable. Mr. Portz noted that this has come up several times before and wished to be sure that the process was moving at the right pace.

Mr. Solomon noted that he has discussed the situation with Ms. Cocke recently and the review is still ongoing. Mr. Roberts noted that once HUD formally receives the documents, HUD has a very short timeframe to respond. Extra care is being taken to ensure the documents are in the proper format and at the same time afford HUD an early review to ensure timely approvals are obtained once the documents are received.

Mr. Roberts indicated that time has tentatively been set-aside on the agenda for the next meeting to discuss issues in working with HUD.

Mr. Zieman requested that Mr. Solomon ask HUD to have the review completed by the MHCC meeting later this month.

7. The call ended at 2:00 p.m.

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ATTACHMENT A

ATTENDANCE FOR MHCC CONFERENCE CALL
13 FEBRUARY 2004
11:00 AM-2:00 PM EST

MHCC MEMBERS PRESENT

Dana Roberts-Chair
Jack Berger
Karl Braun
William Farish
Danny Ghorbani
Doug Gorman*
William Lagano
Ronald Vincent Lamont
Charles Levin-Vice Chair
Jerome McHale

Bryan Portz
Nader Tomasbi*
Randy Vogt
Franks Walter
Richard Weinert
Michael Ziemann
William Matchneer-DFO-HUD
Pat Toner-AO-Secretary
Robert Solomon-AO-PM

* Not present for the 1:25 PM roll call and subsequent votes.

GUESTS PRESENT

Eleonora Cornejo-HUD
Andy Cochera-AARP
Liz Cocke-HUD
Elsie Draughn-HUD
Victor Ferrante-HUD
Tim Gerhan
John Ingargiola- DHS/FEMA
Joan Kayagil -HUD
Burt Kessler-Palm Harbor Homes

Scott Marino-Minute Man Anchors
Sean McKee-HUD
Rick Mendlen-HUD
Mark Nunn-MHI
Ann Parmin-MHI
Frank Quigley-HUD
John Shumway-HUD
Chris Steinbert- MHI
John Stevens-HUD