

**Final Minutes**  
HUD Manufactured Housing Consensus Committee  
Conference Call  
July 25, 2007

1. The conference call was called to by order Chairman Roberts at 11:05 AM.
2. Mr. Solomon called the roll. A quorum was present. See Enclosure A for an attendance list.
3. The minutes of the May 22-24, 2007 meeting are being reviewed at HUD.
4. Mr. Solomon initiated a discussion on how to proceed for up-dating the by-laws i.e. as revisions or amendments. Mr. McHale asked what the charge was to the Task Group. If it were to draft amendments then the underline/strikeout format (legislative text) should have been used. He asked whether these are revisions or amendments. Mr. Solomon noted that the draft minutes indicate that the Task Group was to draft revised by-laws. Mr. Roberts stated that when he gave the charge he had not considered the nuances between amendments and revisions.

Mr. Berger moved that the “amendments” in the document be considered individually. Mr. Gorman seconded. “Mr. Ghorbani stated that he could not support the document as presented because it is premised, in part, upon HUD interpretations of the Manufactured Housing Improvement Act of 2000 concerning the role and authority of the MHCC which the industry contends are incorrect”. Mr. McHale stated that if changes were made to the February 2004 document, they were revisions. Mr. Major stated that the Task Group had used the February 2004 version as the base document. Mr. Berger recommended that revisions not be discussed. Motion carried.

Mr. Berger noted that the February 2004 by-laws used “shall” rather than “will”. This change was considered a revision. Mr. Solomon suggested that substantive changes be treated as an *amendment* and that non-substantive changes be treated as a *revision*. The committee proceeded their review based on that premise.

5. The draft document was reviewed section by section.
  - There were no amendments to A.1 or A.2
  - Each of the following was moved, seconded and carried:

- A.3.1 e) be amended to read “Responding to requests for revisions or comments concerning the manufactured housing standards.
- A new A.3.1 f) be added to read “Responding to requests for revisions and comments concerning the federal manufactured housing programs and program enforcement.
- A new A.3.2 d) be added to read “Maintaining a Website, posting all relevant documents that pertain to the MHCC.”
- A.3.2 g) be deleted as it pertained to ANSI approval of the MHCC (ANSI did not approve the request to be an ANSI accredited standards developer)
- There were no amendments to A.4
- Each of the following was moved, seconded and carried:
  - New A.5.1 and A.5.2 replace current A.5 and current A.5.1 - 5.5 be renumbered accordingly. Mr. Zieman’s email comments on new 5.2 - Title, introductory paragraph and new d) were considered a friendly amendment and approved.
  - In current A.5.4(new 5.6) “category” be added to the end of the first paragraph
  - In current A.5.5(new 5.7) “Vice-Chair” be added to d)
- There were no amendments to A.6
- Each of the following was moved, seconded and carried:
  - In A.6.1 the proposed paragraph regarding Task Groups (proposed 6.1) be added with the modification that “or subcommittee” be added before “members” in the last line and “subcommittee” replace “MHCC” at the end of the sentence.
  - In A.6.1 add new line “An MHCC member may only chair one subcommittee at a time.”
  - Proposed 6.4 be rejected and a sentence be added at the end of A.6 d) “The current scope and duties of each subcommittee shall be posted to the MHCC website”. (See Mr. Zieman’s email, Mr. Berger concurred and Mr. Farish recommended putting the scope and duties on website)

- In A.7 “and programs” be added after “standards” in sentence regarding consideration of revisions every two years.
  - In A.8.3 b) “new or revised” be added after “proposed,” and “programs” be inserted after “model installation standards and”
  - In 8.3 e) “new or revised” be inserted before “dispute”
  - In A.8.4 add new a), b), and c) with the modification that in a) each member will vote “agree, disagree, or abstain” and proposed 1) - 5) be deleted (See Mr. Zieman’s email)
  - In A.6.2 reference be made to A.8.4 and delete “including approval, revision or rejection” at the end of the sentence in A.6.2
  - In A.9 proposed A.9.1 and A.9.2 be inserted at the beginning of the section and the current paragraph be numbered 9.3
  - Proposed A.13 be added with the modification that “General Subcommittee” be replaced by “MHCC”
6. It was further moved, seconded and carried that all the proposed revisions made to the original document (FEB 2004-changes not considered amendments above) with the exception that all “will”s or “must”s be changed back to “shall” and that the proposed formatting changes be implemented.
7. It was moved, seconded and carried that these amendments and revisions be submitted to letter ballot. Mr. Solomon indicated that he will circulate a draft in legislative format and in final form so that members can see the changes and what the final document would be.
- It was moved, seconded and carried that upon approval by the MHCC, the AO forward the document to the Secretary for consideration. It was further moved seconded and carried that the member terms and subcommittee structure developed at the May 22-24, 2007 meeting be included. Mr. Roberts reviewed those terms and assignments.
8. The election of a new Chair was discussed. Mr. Matchneer indicated that he has received indications of interest from some members. Mr. Lagano asked whether the Vice-Chair position is considered the Chair-Elect. During discussion it was noted that position descriptions of neither the Chair nor Vice Chair were in the by-laws. Ms. Brenton stated that she had not assumed that the Vice-Chair

position was Chair-Elect and noted that it limited the selection of a Chair or Vice-Chair from the interest categories. Mr. Solomon recommended reviewing FACA to see if any guidance is given. It was decided that Mr. Solomon will solicit interest in the Chair and Vice Chair positions from the members and forward the results to HUD for consideration.

9. Mr. Matchneer reported that the Installation Standard is at OMB for review. The Installation Program is undergoing Departmental review. Assets have been retained for the Dispute Resolution Program.
  
10. There was no public testimony. The next conference call/meeting will be determined at a future time. The call concluded at 2:10 p.m.

# **ENCLOSURE A**

**HUD MANUFACTURED HOUSING CONSENSUS COMMITTEE  
ATTENDANCE SHEET  
TELECONFERENCE  
Wednesday, July 25, 2007**

**STATUS: M=MEMBER; NVM=NON VOTING MEMBER; AO= ADMINISTERING  
ORGANIZATION SEC=SECRETARY**

NAME	STATUS	ORGANIZATION	ATTENDANCE	
			YES	NO
Roberts, Dana	M	Oregon Manufactured Homeowners Assoc.	X	
Toner, Pat	AO/SEC	NFPA	X	
Berger, Jack	M	Berger Reconstruction	X	
Braun, Karl	M	NAMH – MHOAA	X	
Brenton, Susan	M	MHCA	X	
Downs, Catherine	M	US Dept. of Transportation	X	
Farish, William	M	Fleetwood Homes	X	
Ghorbani, Danny	M	MHARR	X	
Gorman, Doug	M	Home – Mart, Inc.	X	
Lagano, William J.	M	Commonwealth Consulting	X	
LaMont, Ronald Vincent	M	Alpine Engineered Products	X	
Lubliner, Michael	M	WSU Energy Program		X
Major, Archie R.	M	Consultant	X	
McHale, Jerome L.	M	FMHO of Florida	X	
Nelson, Terry	M	MHOAIL	X	
Tomasbi, Nader	M	Liberty Homes		X
Vogt, Randy	M	State of MN, Dept. of Adminis. Building Codes	X	
Weinert, Richard	M.	State of CA	X	
Zieman, Mike	M	RADCO		X
Matchneer, William III	NVM/DF O	HUD	X	
Solomon, Robert	AO	NFPA	X	

***HUD MANUFACTURED HOUSING CONSENSUS COMMITTEE***

**TELECONFERENCE  
Wednesday, July 25, 2007**

**GUEST ATTENDANCE SHEET**

<b>NAME</b>	<b>ORGANIZATION</b>	<b>ATTENDANCE</b>
Frank Walter	Consultant	X
Lane Pethel	HUD	X
Sean McKee	HUD	X
Peter Race	HUD	X
Amanda Pisileone	HUD	X
Rhonda Dickerson	HUD	X
Eleanor Cordeo	HUD	X
Mark Luttich	Guest	X