



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND
OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD
35 STATE HOUSE STATION
AUGUSTA, MAINE
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Paul R. LePage
GOVERNOR

Anne L. Head
DIRECTOR
Robert LeClair
EXECUTIVE DIRECTOR

MEETING MINUTES
August 06, 2014

I. OPENING FORMALITIES

A. Call to Order and Introduction of Board Members

Chairperson Roger Timmons declared a quorum and called the meeting to order at 9:00 a.m.

Board Members Present: Roger Timmons, John Palmer, Carol Roberts, Al Hodsdon, Theresa Desfosses, Dana Skinner, Harvey Wallingford, and John Verrier.

Board Members Absent: David Cuttler

Others Present: Robert LeClair, Executive Director; Christopher Mann, Assistant Attorney General; Ryan Chandler, Manufactured Housing Inspector; and Heather Greenleaf, Office Specialist I.

B. Approval of May 07, 2014 Minutes

John Palmer motioned to approve the minutes as written, seconded by Al Hodsdon.
Vote 8-0-1

II. NEW BUSINESS

A. Recommendation(s)

1. 2014-MFG-9835

Theresa Desfosses made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by Carol Roberts

Vote: 8-0-1

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PHYSICAL LOCATION: 76 NORTHERN AVENUE
GARDINER, MAINE 04345

2. 2013-MFG-9820
Carol Roberts made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by Al Hodsdon
Vote: 8-0-1
3. 2014-MFG-9813
Harvey Wallingford made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by Theresa Desfosses, Al Hodsdon abstained
Vote: 7-1-1
4. 2014-MFG-9842
Theresa Desfosses made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by Dana Skinner, Al Hodsdon abstained
Vote: 7-1-1
5. 2013-MFG-9501
Theresa Desfosses made a motion to dismiss the complaint, seconded by Al Hodsdon
Vote: 8-0-1
6. 2014-MFG-9926
Al Hodsdon made a motion to dismiss the complaint without prejudice, seconded by Carol Roberts, John Palmer abstained
Vote: 7-1-1
7. 2013-MFG-8896
Theresa Desfosses made a motion to dismiss the complaint, seconded by Carol Roberts
Vote: 8-0-1
8. 2013-MFG-9713
Theresa Desfosses made a motion to dismiss the complaint without prejudice, seconded by Al Hodsdon
Vote: 8-0-1
9. 2014-MFG-10087
Theresa Desfosses made a motion to accept surrender of license and dismiss the complaint, seconded by Carol Roberts
Vote: 8-0-1

B. Community Rulemaking

Continue discussion next meeting.

C. New Manufactured Housing Inspector

Bob reported we interviewed 13 excellent candidates, Jessica Parlin was selected she is very enthusiastic and knows a lot about the industry. She will be starting August 11th.

D. Update: Meadow Lane Community (formally Meadowbrook Park)-Ryan Chandler.

Ryan gave an update on Meadow Lane Community formally Meadowbrook Park. Rick Bretton the new owner of the community paid all the leans on the property and paid the fine

to the board. Rick was told the license for the community would not be issued until all the violations were corrected. Rick purchased a new pump for the community and a licensed engineer signed off on it. He is installing new pads on all the sites and has done a lot of work to the community. It would be nice if the press could see how much work has been done.

III. OTHER BUSINESS

Carol Roberts made a motion to tell the Governor they should give the board refurbished laptops to use at the board meetings, seconded by Theresa Desfosses. John Palmer abstained
Vote: 7-1-1

Tina-Marie Smith from the Manufactured Housing Association showed the board a floor plan for a Pleasant Valley Homes that they are trying to get approved by HUD so they can put the homes in their communities. There currently are no 2 story homes approved by HUD. These homes are not large and Tina thinks they would fit nicely in a manufactured housing community and are very economical.

IV. PRE-APPROVED LICENSE APPLICATION(S)

Coastline Homes OPCO, LLC-Hancock, ME –Dealer’s License
Lawrence Randy Sinclair Sr-Ellsworth, ME-Dealer’s License
Androscoggin Homes, Inc., Lewiston, ME-Developer Dealer’s License

V. PRE-APPROVED EXPANSION(S)

None

VI. ADMINISTRATION

A. Report from Christopher Mann, Assistant Attorney General

Chris reported that he put on a seminar for students of a “mock” hearing of the Meadowbrook Park hearing. The students acted as the board members, Rebekka Smith was the hearing officer, Bob acted as Russ Edwards. They came up with the same decision as the board had to revoke the license but without a fine. The students only had the exhibits they did not have the original outcome of the hearing.

B. Report from Robert LeClair, Executive Director

Bob reported we had a HUD Audit and it went well, there was only one thing we were supposed to be doing that we hadn’t and that was reporting to HUD monthly on complaints. The HUD representative for Maine told Bob to discontinue forwarding Subpart L monthly reports. They also said they would prefer we file a complaint on all HUD homes that we received a complaint on regardless of the age of the home so there was a record of the complaint at the manufacturer. Bob will continue with that the same way we always have.

Bob reported Crawford Homes sold their dealership to Coastline Homes OPCO, LLC.

Bob reported regarding the status of the issue with the communities water supply and who regulates what, we met with DWP and are currently inspecting the communities that are questionable and may fall under the DWP instead of us. So far they have inspected 7 communities that we currently regulate, 5 out of the 7 actually fall under the DWP regulations. He will give an update on this at a later time.

Bob handed out packets of the Community Rules, Chapter 820, Chapter 830, and Chapter 850 showing changes that will be made. Chris would like to get rid of “grand parenting”. Bob and Chris asked the board to read through the proposed changes before the next board meeting, and the items highlighted will need board attention.

VII. ADJOURNMENT

There being no further business to discuss the meeting adjourned at 12:02pm. The next scheduled board meeting is August 6, 2014.

Respectfully submitted,

Heather Greenleaf
Office Specialist I