



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVEN H. HILFINGER
DIRECTOR

MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
October 19, 2011
10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — August 17, 2011 (Pages 3-12)
4. Manufactured Housing Commission Fees Financial Report (Provided @ Meeting)
5. Public Comment [If issues are raised during public comment which require a response, the Commission's Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director's response. The Commission will not allow public comment about the substance of open or closed complaints (unless, if regarding a closed complaint, the right to appeal is waived) but will allow public comment about procedural issues related to complaints. Public comment will be limited to 10 minutes for an individual representing an organization and 6 minutes for an individual not representing an organization; the Commission chairperson may grant the individual an additional 10 minutes.]

The meeting site and parking are accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call Brenda Caron at (517) 241-9317 at least 10 work days before the event. LARA is an equal opportunity employer/program.

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6. Imposition of Penalties
7. Variances
8. Committee Reports
9. Unfinished Business
10. New Business
 - a. Meridian Charter Township (Ingham County) – Filing of Proposed Ordinance
 - b. 2012 Proposed Meeting Schedule (Page 13)
 - c. Report on Annual Inspections of Manufactured Home Communities
 - d. License Approval (Page 14)
11. Executive Director's Report
12. Other Business
13. Adjournment



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**MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan**

MINUTES
August 17, 2011
10:00 a.m.

MEMBERS PRESENT

Mr. Ronald Blank, Chairperson
Ms. Brenda Abbey
Mr. David Hagey
Mr. Peter Hennard

Mr. Mark Raukar
Mr. Jerome Ruggirello
Mr. Creighton Weber

MEMBERS ABSENT

Ms. Carole Elliott — Excused
Ms. Patricia Newman — Unexcused

**MICHIGAN DEPARTMENT OF LICENSING & REGULATORY AFFAIRS PERSONNEL
ATTENDING**

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Larry Lehman, Chief, Building Division, BCC
Mr. Charles Curtis, Asst. Chief, Building Division, BCC
Ms. Brenda Caron, Executive Secretary, Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Building Division, BCC
Mr. Todd Cordill, Chief, Plan Review Division, BCC

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Mr. Jerome Mocerì – Camelot Villa Macomb MHC

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1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at approximately 10:02 a.m. by Chairperson Blank. A quorum was determined to be present at that time.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Raukar and supported by Commissioner Hagey to approve the Agenda. **MOTION CARRIED.**

****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Hennard and supported by Commissioner Abbey to approve the minutes of the June 15, 2011, meeting. **MOTION CARRIED.**

****Addendum 2

4. **MANUFACTURED HOUSING COMMISSION FEES FINANCIAL REPORT**

Ms. Allaire presented the Manufactured Housing Commission Fees Financial Report for the 3rd Quarter of FY 2011 and answered any questions.

5. **PUBLIC COMMENT**

No one spoke.

6. **IMPOSITION OF PENALTIES**

There was no imposition of penalties.

7. **VARIANCES**

There were no variances requested.

8. **COMMITTEE REPORTS**

There were no committee reports made.

9. **UNFINISHED BUSINESS**

Mr. Lehman reported that the Bureau has been working with the Michigan Manufactured Housing Association (MMHA) on a "Frequently Asked Questions" document for installers/servicers. The questions were given to us by MMHA, and the answers were finally completed by Bureau staff yesterday and forwarded to Tim DeWitt. Once the document has been proofread and formatted, it will be placed on the Bureau's website and mailed out to all the local municipalities.

10. **NEW BUSINESS**

Report on Annual Inspections of Manufactured Home Communities

Mr. Lehman reported that out of 1,148 communities, Bureau inspectors have completed 659 (57%) of the 2011 annual inspections; and out of those, 327 had no violations, 327 had one or more violations, and 5 communities have closed. So there are still about 489 inspections yet to be completed.

License Approval

After discussion, a **MOTION** was made by Commissioner Raukar and supported by Commissioner Hagey to approve all pending licenses. **MOTION CARRIED.**

***Addendum 3

11. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Lehman reported that Gerrit Bakker is out on leave and will be off for a while longer. He complimented Division staff for picking up the slack and following up on all of his complaints in progress.

He also reported that Cheryl Holloway has joined the Building Division staff as a word processing assistant. She comes to us from the Elevator Safety Division.

In the near future, all of the Bureau inspectors will be issued cell phones that will be replacing (in most cases) their land lines. In the past, they have had pagers and used their own personal cell phones.

12. **OTHER BUSINESS**

There was no other business to discuss.

13. ADJOURNMENT

At 10:21 a.m., a **MOTION** was made by Commissioner Weber and supported by Commissioner Abbey to adjourn the meeting. **MOTION CARRIED.**

DRAFT



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MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

AGENDA
August 17, 2011
10:00 a.m.

APPROVED

1. Call to Order and Determination of Quorum
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3. Approval of Minutes — June 15, 2011 (Pages 3-15)
4. Manufactured Housing Commission Fees Financial Report (Page 16)
5. Public Comment [If issues are raised during public comment which require a response, the Commission’s Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director’s response. The Commission will not allow public comment about the substance of open or closed complaints (unless, if regarding a closed complaint, the right to appeal is waived) but will allow public comment about procedural issues related to complaints. Public comment will be limited to 10 minutes for an individual representing an organization and 6 minutes for an individual not representing an organization; the Commission chairperson may grant the individual an additional 10 minutes.]

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 - b. License Approval (Page 17)
11. Executive Director's Report
12. Other Business
13. Adjournment



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MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
June 15, 2011
10:00 a.m.

APPROVED

MEMBERS PRESENT

Mr. Ronald Blank, Chairperson
Ms. Carole Elliott
Mr. Peter Hennard

Mr. Mark Raukar
Mr. Jerome Ruggirello
Mr. Creighton Weber

MEMBERS ABSENT

Ms. Brenda Abbey — Excused
Mr. David Hagey — Excused
Ms. Patricia Newman — Unexcused

MICHIGAN DEPARTMENT OF LICENSING & REGULATORY AFFAIRS PERSONNEL
ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Larry Lehman, Chief, Building Division, BCC
Mr. Charles Curtis, Asst. Chief, Building Division, BCC
Ms. Brenda Caron, Executive Secretary, Building Division, BCC
Mr. Gerrit Bakker, Departmental Analyst, Building Division, BCC
Ms. Tracie Paek, Departmental Analyst, Building Division, BCC
Ms. Usha Menon, Plan Reviewer, Plan Review Division, BCC

OTHERS IN ATTENDANCE

Mr. John Caron – West Michigan Home Sales
Ms. Carolyn Harden – Governor’s Office
Ms. Carolyn S. Miller – Arbor Meadows Homeowners Assn.
Mr. Dan Nickrent – Resident of Saddlebrook Farms
Ms. Linda Nickrent – Resident of Saddlebrook Farms
Mr. Bill Stamer – Champion Home Builders, Inc.
Mr. Matt Weaver – West Michigan Home Sales
Mr. Jeff Yaroch – City of Richmond

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Signatures

Drafted by: Brenda S. Caron Date: June 24, 2011
Brenda S. Caron, Secretary
Building Division

Approved by the Manufactured Housing Commission on: August 17, 2011


Ronald A. Blank, Chairperson
Manufactured Housing Commission

PENDING LICENSE APPROVALS
AUGUST 17, 2011 – MANUFACTURED HOUSING COMMISSION

INSTALLER/SERVICER	RETAILER
	Indian Village Homes LLC 2600 E. South Street Jackson, MI 49201 Sebastian Palazzo, Operator
	Stokholm LLC 4412 Alvarado Drive Bay City, MI 48706 Henry Johnson, Jr., Operator
	Coachmans Cove LLC d/b/a Coachmans Cove Mobile Home Park 6600 Portage Lake Road Munith, MI 49259 Claudia Sills, Operator
	Lowell MHP LLC d/b/a Key Heights Village 11335 E. Fulton Lowell, MI 49331 Claudia Sills, Operator

**ADDITIONAL PENDING LICENSE APPROVALS
AUGUST 17, 2011 – MANUFACTURED HOUSING COMMISSION**

INSTALLER/SERVICER	RETAILER
Allinger Properties LLC d/b/a Dutch Estates 2198 E. Mt. Morris Road Mt. Morris, MI 48458 Amos O. Allinger, Operator	Allinger Properties LLC d/b/a Dutch Estates 2198 E. Mt. Morris Road Mt. Morris, MI 48458 Amos O. Allinger, Operator
	Broadway Crossings LLC 5402 E. Broadway Mt. Pleasant, MI 48858 Avi Banker, Operator
	Country Acres Holdings LLC 2300 Barney Road Kalamazoo, MI 49004 Kathie J. Campbell, Operator

Bureau of Construction Codes
Manufactured Housing Commission

2012 PROPOSED MEETING SCHEDULE

<u>Date</u>	<u>Location</u>
February 22, 2012	2501 Woodlake Circle, Okemos, Conference Room #3
April 18, 2012	2501 Woodlake Circle, Okemos, Conference Room #3
June 20, 2012	2501 Woodlake Circle, Okemos, Conference Room #3
August 22, 2012	2501 Woodlake Circle, Okemos, Conference Room #3
October 17, 2012	2501 Woodlake Circle, Okemos, Conference Room #3
December 19, 2012	2501 Woodlake Circle, Okemos, Conference Room #3

Ordinance Review Committee

January 11, 2012	2501 Woodlake Circle, Okemos, Conference Room #2
March 14, 2012	2501 Woodlake Circle, Okemos, Conference Room #2
May 9, 2012	2501 Woodlake Circle, Okemos, Conference Room #2
July 11, 2012	2501 Woodlake Circle, Okemos, Conference Room #2
September 12, 2012	2501 Woodlake Circle, Okemos, Conference Room #2
November 14, 2012	2501 Woodlake Circle, Okemos, Conference Room #2

Meetings are scheduled to begin at 10:00 a.m. Dates, times and locations are subject to change. Additional meetings may be added as necessary.

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**PENDING LICENSE APPROVALS
OCTOBER 19, 2011 – MANUFACTURED HOUSING COMMISSION**

INSTALLER/SERVICER	RETAILER
DBC Company, Inc. 46574 Erb Drive Macomb, MI 48042 David T. Malkiewicz, Operator	Snowden Construction Corporation 5651 Hasco Road Millington, MI 48746 David Holmes Snowden, Operator
Terry L. Wilson d/b/a TNT Home Services 8384 Ridge Road Goodrich, MI 48438	
Damian T. Grayvoid d/b/a Westcove 591 Townsend Court, #14 Imlay City, MI 48444	