



RICK SNYDER
GOVERNOR

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

MIKE ZIMMER
ACTING DIRECTOR

MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
September 17, 2014
10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — June 18, 2014 (Pages 3-17)
4. Mobile Home Code Fund Financial Report (Page 18)
5. Committee Reports
 - a. Ordinance Review Committee (Handout provided @ meeting)
6. Unfinished Business
7. New Business
 - a. Report on Annual Inspections of Mobile Home Parks
 - b. 2015 Proposed Meeting Schedule (Page 19)
 - c. License Approval (Page 20)

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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8. 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.]
9. Staff Report
10. Next Meeting — **December 17, 2014**
11. Adjournment



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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
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STEVE ARWOOD
DIRECTOR

MOBILE HOME CODE COMMISSION
Michigan State Police Training Academy
7426 N. Canal Road, Conference Room #C-2
Lansing, Michigan

MINUTES
June 18, 2014
10:00 a.m.

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson
Ms. Brenda Abbey
Mr. Phillip Copeland
Ms. Carole Elliott

Mr. Peter Hennard, Vice-Chairperson
Mr. Steven Karbal
Mr. William Lettinga
Ms. Linda (Lynn) O'Brien

MEMBERS ABSENT

Mr. Creighton Weber — Excused

DEPARTMENT PERSONNEL ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Larry Lehman, Chief, Building Division, BCC
Ms. Brenda Caron, Secretary, Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Building Division, BCC
Mr. Stan Skopek, Asst. Chief, Plan Review Division, BCC
Ms. LeeAnn Allaire, Departmental Analyst, Office of Management Services (OMS), BCC
Ms. Bridget Smith, Assistant Attorney General
Ms. Jeannie Vogel, LARA Office of Communications

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Ms. Chandler Harvey – MHP Justice
Mr. Darren Ing – MMHA
Ms. Ruth Ann Jamnick – M.O.L.A.
Ms. Emerald Morrow – WLNS
Mr. Steve Swan – City of Lansing

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

The meeting was called to order at approximately 10:10 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Copeland to approve the Agenda. **MOTION CARRIED.**

****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Elliott and seconded by Commissioner Hennard to approve the minutes of the December 18, 2013, meeting as written. **MOTION CARRIED.**

****Addendum 2

4. **MOBILE HOME CODE FUND FINANCIAL REPORT**

Ms. Allaire presented the Mobile Home Code Fund Financial Report for the 1st and 2nd Quarters of FY 2014 and answered any questions.

5. **UNFINISHED BUSINESS**

There was no unfinished business to discuss. However, Commissioner Karbal did ask Mr. Lehman whether or not temporary licenses are being issued to retailers that would be in effect in the interim until the next scheduled Commission meeting? Mr. Lehman indicated that a temporary license is currently being issued to an applicant if they have submitted a complete and approvable license application packet to the Bureau, and the temporary license would be effective in the interim until the next scheduled Commission meeting. At that time, the Commission would take formal action to approve the applicant's license and a permanent license would then be issued.

6. **NEW BUSINESS**

a. **Report on Annual Inspections of Mobile Home Parks**

Mr. Lehman reported that out of 1,126 parks, Bureau inspectors have completed 474 (42%) of the 2014 annual inspections; and out of those, 215 (45%) had no violations, 258 (55%) had one or more violations, and 1 park has closed. So there are still 652 parks yet to be inspected this year.

b. **License Approval**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Elliott to approve all pending licenses on Pages 19-22 and Addendum A. Commissioner Karbal indicated that he needed to recuse himself due to a conflict of interest with two pending licenses on Addendum A. After a brief discussion, Commissioner Hennard withdrew his motion and Commissioner Elliott withdrew her support of the motion.

A **MOTION** was then made by Commissioner Hennard and seconded by Commissioner Elliott to approve all pending licenses on Pages 19-22 and Addendum A, not including the two pending retailer licenses on Addendum A regarding MHG Group, LLC. **MOTION CARRIED.**

A **MOTION** was then made by Commissioner Hennard and seconded by Commissioner Elliott to approve the two pending retailer licenses on Addendum A for MHG Group, LLC. Commissioner Karbal abstained from the vote. **MOTION CARRIED.**

****Addendum 3

c. **Consent Order – Life O’Riley Mobile Home Park**

Chairperson Ruggirello introduced Assistant Attorney General Bridget Smith who gave an overview of the proposed Consent Order and Stipulation in the matter of Whalen RE Holdings of Lansing, MI LLC d/b/a Life O’Riley Mobile Home Park. She indicated that this is before the Commission today for a motion to either accept or reject the Consent Order and Stipulation.

A **MOTION** was made by Commissioner Elliott and seconded by Commissioner Copeland to accept the Consent Order and Stipulation as presented. There followed a lengthy discussion.

(Commissioner Abbey joined the meeting at 10:30 a.m.)

After several questions were asked, Ms. Smith pointed out that the Commissioners may only consider information contained in their packet when making their decision today. If you have

additional questions that the packet does not provide answers to, then the appropriate action would be to reject the Consent Order. At which point, unless you can articulate a sanction you feel is appropriate, then it would be returned for purposes of a hearing.

Chairperson Ruggirello reiterated that the operator of the community and his attorney have already agreed to the Consent Order, and it is now being brought to the Commission for approval.

More discussion followed, and then the motion was restated. Chairperson Ruggirello called the motion to a vote. **MOTION CARRIED.**

7. **PUBLIC COMMENT**

No one spoke.

8. **CHIEF'S REPORT**

Chairperson Ruggirello indicated that this will be Mr. Lehman's last Chief's Report, since he will be retiring soon. He thanked Mr. Lehman for all of his years of service, hard work, and dedication. We will certainly miss your wealth of knowledge and support of the industry. We wish you the best in your retirement!

Mr. Lehman reported that the Bureau just received notice this week that the 2012 Michigan Building Code and Rehabilitation Code will go into effect on October 9, 2014.

He indicated that the proposed code changes to the Michigan Residential Code and Energy Code are still in committee review. The building, electrical, mechanical and plumbing items should be completed by the next committee meeting in July. Then the review of the proposed Energy Code changes will start up shortly thereafter.

The Building Division has also started registering Fire Protection System Inspectors and Plan Reviewers. This is a new registration category under Public Act 54.

Mr. Lehman announced that he has decided to retire, and Friday, June 20th, will be his last day. He wanted to personally thank the Commission, all the licensees, the residents, the manufactured housing industry, and the Michigan Manufactured Housing Association for all their support and kindness over the years, and all of the kind wishes recently received. He will miss everyone, but is looking forward to relaxing and spending time with his family!

Chairperson Ruggirello asked if there is any word on when Mr. Lehman's position will be filled. Mr. Poke stated that due to budget concerns, the Bureau has decided not to replace Mr. Lehman's position, but merge the Building Division into the Plan Review Division; and Mr. Todd Cordill, who is the current Chief of the Plan Review Division, will be assuming the responsibilities of the Mobile Home Code Commission.

9. **NEXT MEETING**

The next scheduled meeting of the Mobile Home Code Commission is Wednesday, September 17, 2014.

10. **ADJOURNMENT**

At 11:20 a.m., a **MOTION** was made by Commissioner Elliott and seconded by Commissioner Abbey to adjourn the meeting. **MOTION CARRIED.**

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IRVIN J. POKE
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STEVE ARWOOD
DIRECTOR

MANUFACTURED HOUSING COMMISSION

Michigan State Police Training Academy
7426 N. Canal Road, Conference Room #C-2
Lansing, Michigan 48913

AGENDA

June 18, 2014
10:00 a.m.

APPROVED

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — December 18, 2013 (Pages 3-16)
4. Manufactured Housing Program Fund Financial Report (Pages 17-18)
5. Unfinished Business
6. New Business
 - a. Report on Annual Inspections of Manufactured Home Communities
 - b. License Approval (Pages 19-22)
 - c. Consent Order — Life O’Riley Mobile Home Park

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8. Chief's Report
9. Next Meeting — **September 17, 2014**
10. Adjournment



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MANUFACTURED HOUSING COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
December 18, 2013
10:00 a.m.

APPROVED

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson	Mr. Steven Karbal
Mr. Phillip Copeland	Mr. William Lettinga
Ms. Carole Elliott	Ms. Linda (Lynn) O'Brien
Mr. Peter Hennard, Vice-Chairperson	

MEMBERS ABSENT

Ms. Brenda Abbey — Excused
Mr. Creighton Weber — Excused

DEPARTMENT 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, Secretary, Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Building Division, BCC
Mr. Todd Cordill, Chief, Plan Review Division, BCC
Ms. LeeAnn Allaire, Departmental Analyst, Office of Management Services (OMS), BCC
Mr. Stephen Rideout, Assistant Attorney General

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Ms. Ruth Ann Jamnick – M.O.L.A.
Mr. Daniel C. Thom – Whispering Oaks Mobile Home Park
Ms. Sharon Thom – Whispering Oaks Mobile Home Park

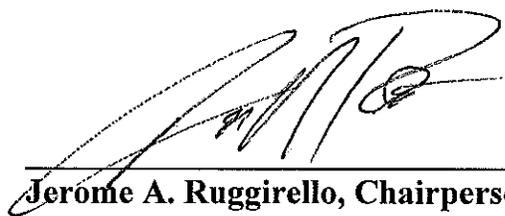
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Signatures

Drafted by: Brenda S. Caron Date: December 27, 2013
Brenda S. Caron, Secretary
Building Division

Approved by the Manufactured Housing Commission on: June 18, 2014



Jerome A. Ruggirello, Chairperson
Manufactured Housing Commission

PENDING LICENSE APPROVALS
MARCH 19, 2014 – MANUFACTURED HOUSING COMMISSION MEETING

INSTALLER/SERVICER	RETAILER
	Continental Community Sales III LLC 3017 Johnson Road Stevensville, MI 49127 Robert M. Fitzgerald, Operator
	Matrix MI Homes, LLC 1700 East Lakeville Road Oxford, MI 48371 Glen B. Nelson, Operator
	Welcome Home at Clinton, L.P. d/b/a Welcome Home at Clinton 38129 Delacroix Drive Clinton Township, MI 48308 Ronald Weis, Operator

**ADDITIONAL PENDING LICENSE APPROVALS
MARCH 19, 2014 – MANUFACTURED HOUSING COMMISSION MEETING**

INSTALLER/SERVICER	RETAILER
Terwilliger Maintenance Group, Inc. 8283 Herbison Road Eagle, MI 48822 Jeremy J. Terwilliger, Operator	R & Z Entities LLC d/b/a Sturgis Commons 960 West Chicago Road Sturgis, MI 49091 Zachary Yaksich, Operator
Donald DeLellis 1111 Catherine Street, Lot 1 Big Rapids, MI 49307 Donald S. DeLellis, Operator	Choice Marketing Inc. d/b/a Choice Homes at Gun River East 687 10 th Street Plainwell, MI 49080 Kamal H. Shouhayib, Operator
D.P. Home Service 993 Gerke Hastings, MI 49058 Darrin J. Pitts, Operator	Choice Marketing Inc. d/b/a Choice Homes at Gun River West 1066 Miller Road Plainwell, MI 49080 Kamal H. Shouhayib, Operator
Jacob Clawson 850 Woodville Avenue Monroe, MI 48161 Jacob Clawson, Operator	Jeffrey J. Lintz d/b/a Manufactured Housing Solutions 12240 Lake Road Montrose, MI 48457 Jeffrey J. Lintz, Operator
FDR Refurbishing LLC 9701 Cairn Court Holly, MI 48442 Fayad Robertson, Operator	Boots, Homer, LLC d/b/a New Village Estates 430 South Byron Street Homer, MI 49245 Richard B. Welch, Operator
D & T Home Improvement 9966 West County Line Road Newaygo, MI 49337 Travis W. Patterson – Operator	
Terry Kay d/b/a Great Lakes Contractors 1400 1545 Lane Bark River, MI 49807 Terry Kay, Operator	
TOS Holding, LLC 401 West Front Street, Suite 1 Traverse City, MI 49684 Frank Tafelsky, Operator	

PENDING LICENSE APPROVALS
JUNE 18, 2014 – MANUFACTURED HOUSING COMMISSION MEETING

INSTALLER/SERVICER	RETAILER
Brook Construction 2267 Daley Road Lapeer, MI 48446 Adam D. Hendley, Operator	Grand Oaks Village, LLC 817 N. Clinton Street Grand Ledge, MI 48837 Gary L. Theis, Operator
	Venture Holdings AMC, LLC 2000 Maple Run Boulevard Clio, MI 48420 Joel K. Brown, Operator
	Venture Holdings AMC, LLC 1168 N. Oak Road Davison, MI 48423 Joel K. Brown, Operator
	Bayshore AMC Homes Sales, LLC 2000 Maple Run Boulevard Clio, MI 48420 Joel K. Brown, Operator
	Bayshore AMC Homes Sales, LLC 1168 N. Oak Road Davison, MI 48423 Joel K. Brown, Operator
	Bayshore AMC Homes, LLC 2000 Maple Run Boulevard Clio, MI 48420 Joel K. Brown, Operator
	Bayshore AMC Homes, LLC 1168 N. Oak Road Davison, MI 48423 Joel K. Brown, Operator
	Bayshore Home Sales, Inc. 2000 Maple Run Boulevard Clio, MI 48420 Joel K. Brown, Operator
	Bayshore Home Sales, Inc. 1168 N. Oak Road Davison, MI 48423 Joel K. Brown, Operator

INSTALLER/SERVICER	RETAILER
	Smith Residential LLC d/b/a Barron Lake and Rosebush Estates 2423 Dick Street #29 Niles, MI 49120 Carrie L. Smith, Operator
	Saginaw Bay Estates Associates, LLC 1760 Saginaw Bay Estates Drive Essexville, MI 48732 David C. Rubin, Operator
	Shelby Mobile Home Sales, LLC 13955 Bronte Drive South Shelby Twp., MI 48315 Mariano Mocerri, Operator

**ADDITIONAL PENDING LICENSE APPROVALS
JUNE 18, 2014 – MANUFACTURED HOUSING COMMISSION MEETING**

INSTALLER/SERVICER	RETAILER
United Mobile Services, LLC 801 Coolidge River Rouge, MI 48218 Damion E. Fundunburks, Operator	Troy Villa Sales L.L.C. 2100 Stephenson Highway Troy, MI 48083 Rodney Shacket, Operator
Choice Marketing, Inc. 2265 Livernois Road, Suite 500 Troy, MI 48083 Omar Shouhayib, Operator	MHG Group, LLC d/b/a HomeFirstCertified.com 401 S. Old Woodward, Suite 315 Birmingham, MI 48009 Steven D. Karbal, Operator
Manufactured Housing Solutions 12240 Lake Road Montrose, MI 48457 Jeffrey J. Lintz, Operator	MHG Group, LLC d/b/a HomeFirstCertified.com 716 Gillette Road Flushing, MI 48009 Steven D. Karbal, Operator
Infinity Billing Enterprises, LLC 201 W. Big Beaver, Suite 720 Troy, MI 48084 Stephen D. Francis, Operator	F&F Sales 51540 CR 352 Decatur, MI 49045 John A. Falkner III, Operator
Williamson Holdings, Inc. 622 Division Newaygo, MI 49337 James David Williamson, Operator	Total Manufactured Home Sales LLC 41071 E. Rosswood Clinton Twp., MI 48038 Richard G. Malcom, Operator
Lee Villa Estates, LLC 2985 Gady Road Adrian, MI 49221 William I. Nicholson, Operator	Bel Air Estates, LLC d/b/a Dunes MHP 2481 W. Sherman Boulevard Muskegon, MI 49441 Allen Yadgari, Operator
Celine Developments, LLC d/b/a Colonial Estates MHP 501 U.S. 131 North, Unit 9 Towson H. Baillie, Operator	I.V.P., LLC d/b/a Indian Village Mobile Home Park 1 2600 E. South Street Jackson, MI 49201 Howard G. Geisler, Operator
Universal Utilities, Inc. G5251 Fenton Road Flint, MI 48507 Brian M. Edgington, Operator	The Oaks of Rockford MHC, LLC 11640 Townsquare Boulevard Rockford, MI 49341 Brian W. Fannon, Operator

INSTALLER/SERVICER	RETAILER
Down Home Mobile Home Service 1095 N. Maple Hill Road Pierson, MI 49339 Chad R. Smith, Operator	Pavilion Home Sales, LLC 6830 East N Avenue Kalamazoo, MI 49048 Richard L. Popp, Operator
Lance Johnson 1400 15.45 Lane Bark River, MI 49807 Lance Johnson, Operator	
D&D Wagner's Mobile Home Service 384 N. Lake Angelus Auburn Hills, MI 48326 Dale A. Wagner, Operator	

Mobile Home Code Fund Revenue/Expenditure Report

FY 2014 - 3rd Quarter

Program Revenue

Licenses	\$ 16,661
Permits	\$ 160
Titles	\$ 504,770
Other:	
Publication & Copy Revenue	\$ 150
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Home Code Commission Fines	\$ 672
Common Cash Interest	\$ 374
RED-DCS 1%	\$ (43,935)
RED-Dept of State	\$ -
RED-AG	\$ -

Program Expenditures

Salaries	\$ 269,467
Longevity & Insurance	\$ 73,090
Retirement & FICA	\$ 126,396
CSS&M & Equipment	\$ 130,450
Travel	\$ 1,525
Sub-Total Direct Expenditures	\$ 600,927
Indirect Dept. Expenditures:	
Info Technology Services	\$ 87,740
Rent	\$ 31,266
Property Management	\$ (9,434)
Executive Director Programs	\$ 5,629
Administrative Services	\$ 15,518

TOTAL REVENUE **\$ 478,851**

TOTAL EXPENDITURES **\$ 731,645**

3rd Quarter Difference = **\$ (252,794)**

FY 2014 Year-To-Date Totals

Program Revenue

Licenses	\$ 45,650
Permits	\$ 285
Titles	\$ 1,498,330
Other:	
Publication & Copy Revenue	\$ 510
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Home Code Commission Fines	\$ 1,742
Common Cash Interest	\$ 840
RED-DCS 1%	\$ (43,935)
RED-Dept of State	\$ (69,596)
RED-AG	\$ -

Program Expenditures

Salaries	\$ 774,403
Longevity & Insurance	\$ 211,778
Retirement & FICA	\$ 433,097
CSS&M & Equipment	\$ 213,902
Travel	\$ 15,658
Sub-Total Direct Expenditures	\$ 1,648,838
Indirect Dept. Expenditures:	
Info Technology Services	\$ 100,027
Rent	\$ 104,219
Property Management	\$ 0
Executive Director Programs	\$ 9,448
Administrative Services	\$ 15,518

TOTAL REVENUE **\$ 1,433,826**

TOTAL EXPENDITURES **\$ 1,878,049**

FY/14 DIFFERENCE (Through 3rd Quarter) **\$ (444,223)**

FUND BALANCE (Through 3rd Quarter) **\$ 1,305,281**

Bureau of Construction Codes
Mobile Home Code Commission

2015 PROPOSED MEETING SCHEDULE

<u>Date</u>	<u>Location</u>
March 18, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
June 17, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
September 16, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
December 16, 2015	2501 Woodlake Circle, Okemos, Conference Room #3

Ordinance Review Committee

February 11, 2015	2501 Woodlake Circle, Okemos, Conference Room #2
May 13, 2015	2501 Woodlake Circle, Okemos, Conference Room #1
August 12, 2015	2501 Woodlake Circle, Okemos, Conference Room #2
November 11, 2015	2501 Woodlake Circle, Okemos, Conference Room #1

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
SEPTEMBER 17, 2014 – MOBILE HOME CODE COMMISSION MEETING**

INSTALLER/SERVICER	RETAILER
Robert Leach 2073 Joey Canyon Newport, MI 48161 Robert Leach, Operator	NBS Homes, LLC 12900 Hall Road, Suite 322 Sterling Heights, MI 48313 Stacy O. Buss, Operator
Quality Repairs 814 Huntington Lane Almont, MI 48003 Joe D. Ketchum, Operator	John Boerman, LLC 1238 Lincoln Road Allegan, MI 49010 Johnnie J. Boerman, Operator
Robin Glen, LLC d/b/a Robin Glen 5720 E. Washington Road Saginaw, MI 48601 Jeff Grygiel, Operator	MHP Manager, LLC 11100 Davison Road Davison, MI 48423 Susan S. Gayner, Operator
David Potter 2222 Marlette Muskegon, MI 49442 David J. Potter, Operator	MHP Manager, LLC 41 Revere Drive Davison, MI 48423 Susan S. Gayner, Operator
	MHP Manager, LLC 4600 W. Britton Road Perry, MI 48872 Susan S. Gayner, Operator
	CFI ERI West Olive Homes, LLC 8930 146 th Avenue West Olive, MI 49460 Nicholas V. Tambakis, Operator
	Boulder Ridge Sales, LLC 4370 Pingree Street Allendale, MI 49401 Daniel J. Dykgraaf, Operator