



RICK SNYDER
GOVERNOR

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

STEVE ARWOOD
DIRECTOR

MANUFACTURED HOUSING COMMISSION

2501 Woodlake Circle, Conference Room #3

Okemos, Michigan

AGENDA

October 16, 2013

10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — August 21, 2013 (Pages 3-14)
4. Manufactured Housing Program Fund Financial Report (Handout Provided @ Meeting)
5. Imposition of Penalties
6. Variances
7. Committee Reports
8. Unfinished Business

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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9. New Business
 - a. Report on Annual Inspections of Manufactured Home Communities
 - b. License Approval (Page 15)
10. 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.]
11. Chief's Report
12. Next Meeting — **December 18, 2013**
13. Adjournment



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

MINUTES
August 21, 2013
10:00 a.m.

MEMBERS PRESENT

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

Mr. Peter Hennard, Vice-Chairperson
Mr. Steven Karbal
Mr. William Lettinga

MEMBERS ABSENT

Ms. Carole Elliott — Excused
Ms. Linda (Lynn) O'Brien — 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
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
Ms. Bridget Smith, Assistant Attorney General

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Mr. Theodore Gantos – North Morris Homeowners Association

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

The meeting was called to order at approximately 10:04 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

Chairperson Ruggirello asked that we all take a moment of silence in recognition of the recent passing of Deb Norris. Deb was the Bureau's license technician that issued all of the manufactured housing licenses. We lost a wonderful person, friend and co-worker, and she will be deeply missed.

2. **APPROVAL OF THE AGENDA**

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

****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Copeland to approve the minutes of the June 19, 2013, meeting as presented. **MOTION CARRIED.**

****Addendum 2

4. **MANUFACTURED HOUSING PROGRAM FUND FINANCIAL REPORT**

Ms. Allaire presented the Manufactured Housing Program Fund Financial Report for the 3rd Quarter of FY 2013 and answered any questions. She noted that the revenue from licenses is up about \$20,000, and the revenue from titles continues to increase.

5. **IMPOSITION OF PENALTIES**

There was no imposition of penalties.

6. **VARIANCES**

There were no variances requested.

7. **COMMITTEE REPORTS**

There were no committee reports made.

8. **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

9. **NEW BUSINESS**

a. **Report on Annual Inspections of Manufactured Home Communities**

Mr. Lehman reported that out of 1,126 communities, Bureau inspectors have completed 907 (81%) of the 2013 annual inspections; and out of those, 43% had no violations, 57% had one or more violations, and 1 community has closed. There are 219 communities yet to be inspected this year.

b. **2014 Proposed Meeting Schedule**

After discussion, a **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Abbey to adopt the proposed 2014 meeting schedule. **MOTION CARRIED.**

****Addendum 3

c. **License Approval**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Lettinga to approve all pending licenses on Page 26 and Addendum A. **MOTION CARRIED.**

****Addendum 4

10. **PUBLIC COMMENT**

Mr. DeWitt, Michigan Manufactured Housing Association, gave a short industry update and answered some general questions from the commissioners. He also indicated that the "Frequently Asked Questions" brochure regarding Installing & Servicing Manufactured Homes in Michigan will probably be updated with the next 25 questions, because this has been a very useful resource within the industry and local building departments.

Mr. Gantos, Vice President of the North Morris Homeowners Association located in Bedford Township, Michigan, asked to speak to the Commission specifically regarding Denmark Management a/k/a North Morris Estates a/k/a Elmcrest Partners a/k/a D. Mark Krueger, owner/operator, and the overall operation and condition of the park. Chairperson Ruggirello announced that if there is an open complaint involving North Morris Estates, our Assistant Attorney General has advised the Commission that they should not be given information or commenting on this matter during public comment. Since Mr. Gantos indicated that they had already started the complaint process, he was not allowed to continue with his discussion.

11. **CHIEF'S REPORT**

Mr. Lehman announced that the 2012 Michigan Residential Code Review Committee will begin meeting on August 28, 2013. There are Code Change forms available on the Bureau's website on the home page under "2012 Residential Code" for anyone wishing to submit a proposed code change.

In early October, some of the Bureau staff will be attending ICC Final Action Code Hearings for the 2015 codes.

As a reminder, Mr. Lehman indicated that the Bureau of Construction Codes is usually pretty heavily involved with school construction during the month of August and first couple weeks of September, and then things start slacking off with the school inspections.

Mr. Lehman thanked everyone for their many kind words and generosity regarding our co-worker, Deb Norris. We have collected quite a bit of money that will go towards the care of her son, Calvin. Deb was a very special person and will be deeply missed by all who knew her.

Mr. Lehman announced that Linda (Lynn) O'Brien from Milford, Michigan, was just appointed to the Commission yesterday to fill the vacancy and will be representing residents of a licensed mobile home community. She will most likely be here for the next meeting.

12. **NEXT MEETING**

The next scheduled meeting of the Manufactured Housing Commission is Wednesday, October 16, 2013.

13. ADJOURNMENT

At 10:41 a.m., a **MOTION** was made by Commissioner Karbal and seconded by Commissioner Copeland to adjourn the meeting. **MOTION CARRIED.**

DRAFT



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MANUFACTURED HOUSING COMMISSION

2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

AGENDA

August 21, 2013
10:00 a.m.

APPROVED

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — June 19, 2013 (Pages 3-23)
4. Manufactured Housing Program Fund Financial Report (Page 24)
5. Imposition of Penalties
6. Variances
7. Committee Reports
8. Unfinished Business

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9. New Business
 - a. Report on Annual Inspections of Manufactured Home Communities
 - b. 2014 Proposed Meeting Schedule (Page 25)
 - c. License Approval (Page 26)
10. 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.]
11. Chief's Report
12. Next Meeting — **October 16, 2013**
13. Adjournment



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

MINUTES
June 19, 2013
10:00 a.m.

APPROVED

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
Mr. Creighton Weber

MEMBERS ABSENT

Resident of Licensed Community - Vacant

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. George Herrity, Asst. Chief, Plan Review Division, BCC
Ms. LeeAnn Allaire, Departmental Analyst, Office of Management Services (OMS), BCC
Ms. Bridget Smith, Assistant Attorney General

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Mr. Ken Lipschutz – Brookside Management Company
Mr. Nino Ruggirello – AJR Development
Mr. Tony Vespa – Brookside Management Company
Mr. Ken Thompson – Brookside Management Company

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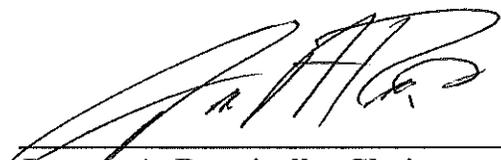
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Signatures

Drafted by: Brenda S. Caron Date: June 28, 2013
Brenda S. Caron, Secretary
Building Division

Approved by the Manufactured Housing Commission on: August 21, 2013



Jerome A. Ruggirello, Chairperson
Manufactured Housing Commission

Bureau of Construction Codes
Manufactured Housing Commission

2014 MEETING SCHEDULE

<u>Date</u>	<u>Location</u>
March 19, 2014	2501 Woodlake Circle, Okemos, Conference Room #3
June 18, 2014	2501 Woodlake Circle, Okemos, Conference Room #3
September 17, 2014	2501 Woodlake Circle, Okemos, Conference Room #3
December 17, 2014	2501 Woodlake Circle, Okemos, Conference Room #3

Ordinance Review Committee

February 12, 2014	2501 Woodlake Circle, Okemos, Conference Room #2
May 14, 2014	2501 Woodlake Circle, Okemos, Conference Room #2
August 13, 2014	2501 Woodlake Circle, Okemos, Conference Room #2
November 12, 2014	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
AUGUST 21, 2013 – MANUFACTURED HOUSING COMMISSION MEETING

INSTALLER/SERVICER	RETAILER
	JD Equities LLC d/b/a Anchor Bay 10470 Dixie Highway Fair Haven, MI 48023 Hayden L. Meier, Operator
	Mt. Morris Group LLC d/b/a North Morris Estates Manufactured Housing Community 9098 N. Saginaw Mt. Morris, MI 48458 D. Mark Krueger, Operator
	P C Acquisition LLC 23540 Reynolds Court Clinton Twp., MI 48036 D. Mark Krueger, Operator
	Big Rapids Homes LLC 18500 Northland Drive Big Rapids, MI 49307 Clifford T. Wellman, Jr., Operator
	Twelve Mile Dequindre Corporation d/b/a S & G Mobile Home Sales 6600 West Grand River Brighton, MI 48114 Robert I. Rissman, Operator

**ADDITIONAL PENDING LICENSE APPROVALS
AUGUST 21, 2013 – MANUFACTURED HOUSING COMMISSION MEETING**

INSTALLER/SERVICER	RETAILER
Timberline Mobile Home Sales, LLC 210 E. Giles Road Muskegon, MI 49445 Chris P. Bonger, Operator	Value Point Financial, LLC 5181 Plainfield, NE, Suite D Grand Rapids, MI 49525 Thomas R. Dann, Operator
Cameron M. Taylor 314 Trowbridge Street, NE Grand Rapids, MI 49503	Monroe Leasing, LLC 8701 Belleville Road Belleville, MI 48111 Ronald A. Blank, Operator
E&M Remodeling Corp. 28030 Little Mack St. Clair Shores, MI 48081 Miguel Antonio DeLaCruz, Operator	Greg Lintz d/b/a Michigan Builders 5649 S. Vernon Road, Lot #45 Durand, MI 48429 Gregory W. Lintz, Operator
Brookfield Management Co. 27883 Independence Street, Suite 103-G Farmington Hills, MI 48336 Justin Becker, Operator	Creekside Meadows of St. Johns Sales LLC 2265 W. Parks Road St. Johns, MI 48879 William T. Connell, Operator
Thunderbird MHP LLC d/b/a Thunderbird Village 1145 Harmonia Road Springfield, MI 49037 Ashik P. Patel, Operator	Ravine View Estates Sales LLC 5100 Little Paw Paw Lake Road Coloma, MI 49038 William T. Connell, Operator
Shawn Fleming 1145 Harmonia Road Springfield, MI 49037	Neptune Enterprises LLC 4101 Sheridan Road, #603 Lennon, MI 48449 Jim McInnis, Operator
Shiawassee Shores Retirement Park, Inc. 1515 W. Rolston Road Linden, MI 48451 Richard E. Miracle, Operator	Pleasant Ridge Estates, LLC 5280 S. Mission Road Mount Pleasant, MI 48858 Gayleene Amaral-Gantt, Operator
John St. John 2701 Crystal Lake Road, #78 Whitehall, MI 49461	
B-Timerline, LLC 2315 Oak Twin Lake, MI 49457 Kyle Bogner, Operator	

**PENDING LICENSE APPROVALS
OCTOBER 16, 2013 – MANUFACTURED HOUSING COMMISSION MEETING**

INSTALLER/SERVICER	RETAILER
Vintage Remanufactured Homes, LLC 1720 Terminal Road Niles, MI 49120 David Hagey, Operator	Vintage Remanufactured Homes, LLC 1720 Terminal Road Niles, MI 49120 David Hagey, Operator
Joseph N. Bentley 705 E. Fifth Street Clare, MI 48858 Joseph N. Bentley, Operator	Sunrise Homes Co., Inc. 10470 Dixie Highway Fair Haven, MI 48023 John H. Tucker, Operator
Maple Grove Manufactured Home Community, Inc. 401 Kuipers Drive Midland, MI 48641 David C. Bradley, Operator	