



Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
on May 11, 2007

Valeri Stiers Malone, Chair

Carlos Amaral, Member

Michael H. Bray, Member

Kimberly A. Shambley, Member

Frances Shannon, Member

Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
May 11, 2007

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Valeri Stiers Malone, Chair	_____	_____
Carlos Amaral, Member	_____	_____
Michael H. Bray, Member	_____	_____
Kimberly A. Shambley, Member	_____	_____
Frances Shannon, Member	_____	_____
Number Present	_____	
Number Absent		_____

_____, Presiding Officer

MANUFACTURED HOUSING BOARD MEETING
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
221 E. 11th Street, Room 116, Austin, Texas 78701
May 11, 2007 10:00 a.m.

AGENDA

CALL TO ORDER, ROLL CALL
CERTIFICATION OF QUORUM

Chair
Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

ACTION ITEMS

- | | | |
|---------|--|------------|
| Item 1. | Presentation, discussion and consideration to approve minutes of the January 12, 2007, board meeting. | Chair |
| Item 2. | Presentation, discussion and possible approval of the All Star Professional Training, Inc. request for approval as a Continuing Education Provider. | Jim Hicks |
| Item 3. | Presentation, discussion and possible approval to formulate a recommendation to HUD to revise the wind zone classifications in Texas. | Tim Irvine |
| Item 4. | Presentation, discussion and possible approval to suspend fees on applications for Statements of Ownership and Location subject to disaster relief assistance. | Tim Irvine |

EXECUTIVE SESSION

Chair

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

- (a) If necessary, the Board will go into executive session to discuss Personnel Matters pursuant to Sec. 551.074, Texas Government Code.
- (b) If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code to meet in closed session with attorney to discuss pending or threatened litigation (Robert Larson and Republic National Bank vs. Shipley Brothers Ltd. 4th County Court at Law, Harris County).

RECONVENE

Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

PUBLIC COMMENT

Chair

REPORT ITEMS

- | | |
|--|-----------------|
| 1. Executive Director's Report | Tim Irvine |
| 2. Legislature Update | Michael Lyttle |
| 3. Report on Activities at the Field Offices | Bradlee Dansbee |
| 4. Financial Report | Kassu Asfaw |

ADJOURN

Chair

To access this agenda or request information, please visit our website at www.tdhca.state.tx.us or contact Sharon Choate, TDHCA, 507 Sabine, Austin, Texas 78701, 512-475-2206, sharon.choate@tdhca.state.tx.us.

Individuals who require auxiliary aids, services or translators for this meeting should contact Gina Esteves, ADA Responsible Employee, at 512-475-3943 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.

Agenda Action Item No. 1

**MINUTES OF THE REGULAR MEETING OF THE
MANUFACTURED HOUSING BOARD**

On Friday, January 12, 2007, at 10:00 a.m., there was a regular meeting of the Manufactured Housing Board (the "Board") in Room 106 of the State Insurance Annex Building, 221 East 11th Street, Austin, Texas. Valeri Stiers Malone presided. Carlos Amaral, Michael Bray, Kim Shambley, and Frances Shannon, constituting a quorum, were in attendance. The following Manufactured Housing Division (the "MHD") staff were present: Kassu Asfaw, Verna Boswell, Lynn Brandstetter, Sharon Choate, Paul Doss, Joe Garcia, Cheryl Hearne, Jim Hicks, Tim Irvine, Jerry Jensen, and Charles Siepert. From the Texas Department of Housing and Community Affairs (other than the MHD) Elena Peinado was present.

Ms. Malone called the roll, confirmed the presence of a quorum, and asked for a motion to approve the minutes. Upon motion of Michael Bray, duly seconded by Carlos Amaral, the minutes of the previous meeting were unanimously approved.

Tim Irvine presented the proposal to form an Audit and Financial Committee and an Enforcement and Regulatory Committee. Upon motion of Carlos Amaral, duly seconded by Frances Shannon, the committees were unanimously approved.

Kassu Asfaw presented the FY 2008 - 2009 Legislative Appropriations Request (LAR). Upon motion of Mr. Amaral, duly seconded by Mr. Bray, the LAR was unanimously approved.

At 11:18 a.m. the Board went into an Executive Session pursuant to §551.074, Texas Government Code to discuss personnel matters and for consultation with attorney pursuant to §551.071, Texas Government Code to discuss pending or threatened litigation. The Board reconvened at 11:57 a.m. with no additional items to take up or discuss.

Tim Irvine delivered the Executive Director's Report and made a presentation regarding the FY 2006 Financial Report and Performance and Workload Measures for Qtr1 of FY 2007.

There being no further business to come before the Board, the meeting was adjourned at 12:00 p.m.

Sharon Choate, Secretary

Approved:

Valeri Stiers Malone

Agenda Action Item No. 2



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MANUFACTURED HOUSING DIVISION

Rick Perry
GOVERNOR

Timothy K. Irvine
EXECUTIVE DIRECTOR

Board Members
Presiding Officer, Valeri Stiers Malone
Carlos Amaral
Michael H. Bray
Kimberly A. Shambley
Frances Shannon

TO: Governing Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs

FROM: Jim R. Hicks, Consumer Protection Manager

THROUGH: Timothy K. Irvine, Executive Director

SUBJECT: All Star Professional Training, Inc. - Request for Approval to Continue as a Continuing Education Provider

DATE: April 19, 2007

All Star Professional Training, Inc. is currently approved as a Continuing Education Provider offering online classes until November 4, 2007. All Star Professional Training, Inc. has been an approved provider since November 4, 2005. All Star Professional Training, Inc. satisfies the statutory requirements regarding providing continuing education as set forth in Section 1201.113 of the Occupations Code. There have been no changes to the course, other than updated laws and rules, since All Star Professional Training, Inc. was last approved as a Continuing Education Provider.

Management has reviewed the renewal submission of All Star Professional Training, Inc. and recommends that its request be approved.

Agenda Action Item No. 3

TO: Governing Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs

FROM: Timothy K. Irvine, Manufactured Housing Division, Executive Director

SUBJECT: To Formulate a Recommendation to HUD to Revise the Wind Zone Classifications in Texas

DATE: April 25, 2007

The Manufactured Housing Division of TDHCA (the “Division”) serves as HUD’s State Administrative Agency (“SAA”) to administer the federal manufactured housing program (the “Federal Standards”). During a recent Southern Regional Conference call of SAAs, there was a discussion of the need to update the list of wind zone counties (Section 3280.305(c)(2)(ii) of the Federal Standards). The SAAs were asked by HUD to review the current wind zone map and provide any recommended changes.

The Division contacted Greg Pekar, State Hazard Mitigation Officer with the Texas Department of Public Safety, regarding this issue, as that agency has been involved in assessing disaster-related damage, including damage by recent hurricanes and other storm damage around the state. Mr. Pekar noted that under the International Residential Code 2000 (“IRC”), adopted by the Texas Legislature as a statewide building standard, the wind code requirements across the state are listed as 130 mph in coastal counties, 110 in tier 2 counties, and 90 mph across the rest of the state.

Given not only the exposure of coastal counties to the effects of hurricanes but also the high winds that often accompany strong thunderstorms, the requirements of the IRC seem appropriate. If the IRC were used as a model for revised wind zones under the federal standards, the result would be: WZ III in tiers 1 and 2 coastal counties, and WZ II across the rest of the state. Below is a map that reflects this.

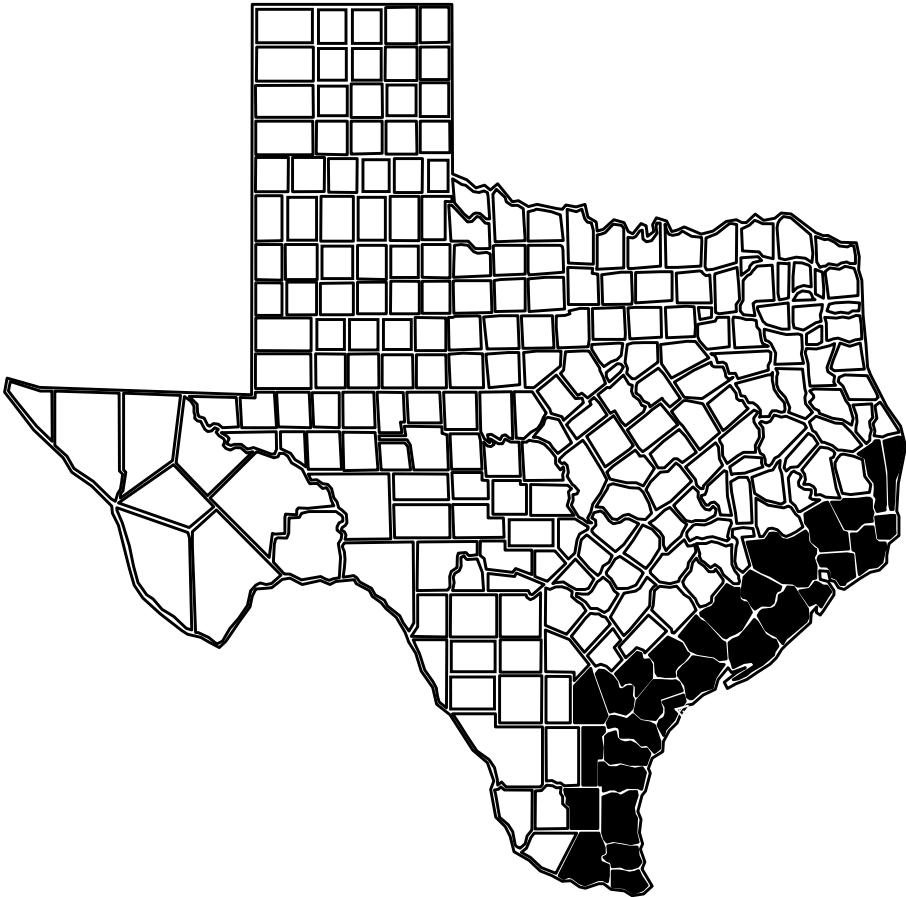
Management recommends that the Board provide its recommendation to HUD to revise the federal standards consistent with IRC as regards wind zone requirements.

Counties Located in Wind Zone III

The following counties in Texas are considered to be in Wind Zone III (110 mph):

Aransas	Hardin	Live Oak
Bee	Harris	Matagorda
Brazoria	Hidalgo	Orange
Brooks	Jackson	Refugio
Calhoun	Jasper	San Patricio
Cameron	Jefferson	Victoria
Chambers	Jim Wells	Wharton
Fort Bend	Kenedy	Willacy
Galveston	Kleberg	
Goliad	Liberty	

All other counties are in Wind Zone II (100 mph)



Agenda Action Item No. 4

TO: Governing Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs

FROM: Timothy K. Irvine, Manufactured Housing Division, Executive Director

SUBJECT: Resolution to Suspend Fees on Applications for SOLs Subject to Disaster Relief Assistance

DATE: April 25, 2007

TDHCA is administering a lot of federal disaster relief money for victims of the hurricane damage in East Texas, and some of this money will be used to buy replacement manufactured homes. In order for this program to work there will need to be current SOLs for the homes the disaster victims own now and new SOLs for the homes they will be buying.

Some of these people do not have \$55 for an SOL, and I would like to have the board consider a resolution to suspend the charging of the \$55 on any SOL that is related to participation in a state or federal disaster relief program. Here is a proposed form of resolution:

RESOLVED, that the operation of 10 TAC 80.20(j) be and it hereby is suspended for any application for a statement of ownership and location that relates to participation in a state or federal disaster relief program for the repair, rehabilitation, or replacement of a manufactured home.

Report Item No. 4

TDHCA MANUFACTURED HOUSING DIVISION Budget Report September 2006 - February 2007 For FY 07							
DIRECT BUDGET:							
Budget Categories	Annual Budget	Semi-Annual Budget Sep - Feb	Semi-Annual Expenses Sep - Feb	Semi-Annual Variance Under (Over) Sep - Feb	YTD Remaining Budget As of Feb '07	YTD Budget Used As of Feb '07	
Salaries	\$ 2,951,310	\$ 1,475,655	\$ 1,383,754	\$ 91,901	\$ 1,567,556	47%	
Payroll Related Costs	825,000	412,500	379,648	32,852	445,352	46%	
Travel In-State	200,000	100,000	88,769	11,231	111,231	44%	
Travel Out-of State	-	-	-	-	-	0%	
Home Owner Consumer Claims (Rider #18) *	100,000	50,000	42,289	7,711	57,711	42%	
Professional Fees	20,000	10,000	2,132	7,868	17,868	11%	
Materials and Supplies	65,000	32,500	14,183	18,317	50,817	22%	
Repairs/Maintenance	40,000	20,000	32,097	(12,097)	7,903	80%	
Printing and Reproduction	60,000	30,000	3,136	26,864	56,864	5%	
Rental/Lease	90,000	45,000	28,879	16,121	61,121	32%	
Membership Dues	500	250	-	250	500	0%	
Registration Fees	500	250	595	(345)	(95)	119%	
Texas Online	19,120	7,853	685	7,168	18,435	4%	
Professional Liability Insurance	13,000	6,500	3,892	2,608	9,108	30%	
Employee Tuition	-	-	-	-	-	0%	
Advertising	200	100	-	100	200	0%	
Freight/Delivery	3,000	1,500	680	820	2,320	23%	
Temporary Help	100,000	50,000	6,515	43,485	93,485	7%	
Furniture/Equipment	-	-	-	-	-	0%	
Communications/Utilities	130,500	65,250	44,266	20,984	86,234	34%	
Capital Outlay	58,800	29,400	6,408	22,992	52,392	11%	
State Office of Risk Management	10,000	5,000	8,328	(3,328)	1,672	83%	
Total	\$ 4,686,930	\$ 2,341,758	\$ 2,046,256	\$ 295,502	\$ 2,640,674	44%	
INDIRECT BUDGET:							
Budget Categories	Annual Budget	Semi-Annual Budget Sep - Feb	Semi-Annual Expenses Sep - Feb	Semi-Annual Variance Under (Over) Sep - Feb	YTD Remaining Budget As of Feb	YTD Budget Used As of Feb	
Salaries	\$ 398,787	\$ 199,394	\$ 171,759	\$ 27,635	\$ 227,028	43%	
Payroll Related Costs	91,721	45,861	-	45,861	91,721	0%	
Total	\$ 490,508	\$ 245,254	\$ 171,759	\$ 73,495	\$ 318,749	35%	
GRAND TOTAL	\$ 5,177,438	\$ 2,587,012	\$ 2,218,015	\$ 368,997	\$ 2,959,423	43%	

* Note: Had Home Owner Consumer Claims YTD (Sep -Feb) column been adjusted for the reimbursed amount of \$444,944 for the same time period, YTD Budget Used column would have shown 43% rather than 51%.