



**HUD Manufactured Housing Consensus Committee
Conference Call
FINAL MINUTES
July 20, 2011
11:00 a.m. – 1:00 p.m.**

CALL TO ORDER:

The Designated Federal Officer (DFO) announced the meeting, described the purpose of the meeting and noted that public notice had been published in the Federal Register on June 30, 2011 and that time has been allotted on the meeting agenda for public comments. The Committee Chair, Richard Weinert, called the meeting to order at 11:05 AM.

The roll was taken by the Administering Organization (AO) staff and a quorum was confirmed. See list of members and guests in Attachment A.

ANNOUNCEMENTS / ADMINISTRATIVE:

The Committee Chair reviewed the meeting's agenda. See Attachment B.

The March 2011 full committee meeting minutes were reviewed for approval.

Motion was made by Ishbel Dickens to accept the minutes as presented.

The motion was seconded by Gregory Scott.

The motion passed with unanimous approval.

REPORT:

The DFO noted that Office of Manufactured Housing Program (MHP) staff is preparing a planning calendar to include the October 2011 meeting and a working schedule through early 2013.

No other procedural comments.

Several staff changes at HUD were noted. Mr. Henry Czauski will be taking over for Liz Cocke as Acting Deputy Administrator. Bob Ryan is now a Senior Advisor to Secretary Donovan, Karen Galante is the new acting Assistant Secretary for Housing - FHA Commissioner, and Liz Cocke has moved within HUD to the Department of Policy Development & Research.

The meeting dates for the fall full committee meeting were announced as October 18 through October 20; October 17 will be a travel day. The 18th will be set aside for subcommittee meetings.

PUBLIC COMMENT:

Mark Weiss, Manufactured Housing Association for Regulatory Reform, objected to the public comment period occurring at the beginning of the meeting before any substantive discussions have taken place. He suggested HUD review its procedures related to the public comment period for potential changes. Mr. Weiss also thanked the Administering Organization for making subcommittee information available on the MHCC website.

CALL FOR SUBCOMMITTEE REPORTS:

Technical Structures Subcommittee:

The Subcommittee's Chair, Dave Tompos, stated that the subcommittee reviewed 24 Log items and made recommendations on 22 of them. Only Logs 76 and 77 (dealing with the sprinkler issue and quality issues respectively) were tabled for further discussion.

The sprinkler system (Log 76) issue is still tabled by the Full MHCC. The subcommittee is working with Manufactured Housing Institute (MHI) staff to revise a draft MHI proposal for fire sprinklers. HUD had also previously submitted a proposal to the MHCC for sprinklers. The subcommittee is in general agreement on the technical aspects of MHI's proposal, but there is still debate as to whether the proposal will include preemption language.

In addition, the 'not required' or 'where required' provision is still under discussion.

It was asked if any stakeholders other than MHI were being considered.

- The Subcommittee Chair stated they would consider contributions from other stakeholders, but none have come forward.

The other tabled log (Log 77) involves discussion on how to define the phrase 'journeyman like quality'. The subcommittee is looking to revise the current language.

General Subcommittee:

The Subcommittee's Chair, Mark Mazz, noted the subcommittee held one meeting to discuss information relating to accessibility issues. This included:

- Increased width of swinging doors into the unit
- Increased width of sliding doors leading into the unit
- Increased width of interior passage
- Changes to ceiling height

Another conference call meeting will be setup soon to make recommendations on these issues.

Technical Systems Subcommittee:

The Subcommittee Chair, Mark Luttich, could not make the call. There have been no follow-up meetings since they met in-person in March.

Regulatory Enforcement:

The Subcommittee Chair, Michael Wade, noted that the subcommittee has not met since the meeting in March.

One item that is still outstanding is the Subpart I changes that were issued as a proposed rule by HUD. The status of the PIA enhancement proposed rule was also discussed. The subcommittee would like to schedule a meeting to do a recap the status of these rulemakings in a teleconference which be held in August.

The Committee Chair asked HUD if there was any update on proposed rules.

HUD indicated that due to the recent transitions and leadership changes in senior staff, it will take longer to process and review rules already in development.

MHCC BUSINESS:

Update on the MHCC Log and Status Report

Robert Solomon, Administering Organization (AO) official, provided an update on the tracking log:

- About 90% of the database has been completed.
- The slowdown is related to the field that asks when something went to the MHCC itself and then when it came out of the MHCC with a recommendation to the secretary; this requires going through the minutes from past MHCC meetings. Some of these issues date back to 2002/2003.
- The AO asked that the notes, or description column be reviewed by members to make sure that the item is described properly.

The Committee Chair asked if more proposals would be added to the list in the next call for proposals.

- The AO stated the tracking sheet is a living document but it's only a snapshot in time. It will be frequently updated and re-uploaded to the site.

It was asked if the tracking report will be different from the MHCC Log and Status Report.

- The AO said that this will be the same thing, just with a different name, it will serve the same function. A request was also made to add information about subcommittee actions on the proposal. The AO noted that preliminary recommendation information will be added into the proposals (as was done for some proposals at the March 2011 meeting) and that would reflect when the subcommittee took a specific action to be considered by the full MHCC.

RECOMMENDATIONS TO THE SECRETARY:

The Ground Anchor Task Force Report is the only action item here.

The draft ground anchor standard was reviewed at the March 2011 meeting where it was presented to the full-committee and approved for transmittal to the Secretary.

During the discussion, a procedural issue was brought up: A committee member had asked for an extension to the 120-day review period (which had started at the October 2010 MHCC meeting), to allow more time to review the proposal materials dealing with ground anchors. This extension request was made by the MHCC member, and then granted by HUD, prior to the March 2011 MHCC meeting. The extended review period ended on 6/28/11. There was discussion as to whether this reopened the review period, which had extended beyond the March 2011 MHCC meeting when the full committee acted upon the proposal, had any bearing on the AO sending the MHCC-approved proposal to HUD for action.

- The AO recommended staying with the MHCC decision at the March meeting.

A committee member noted that based on prior minutes / motions this had already been acted upon and they're just waiting for the AO to submit it to the Secretary.

- The final conclusion on this is that there is nothing more for the full-committee to do. The AO will formally transmit the committee's recommendation on Ground Anchors to HUD, based on the committee's decision at the March 2011 meeting.

NEW BUSINESS:

A question was directed to the AO whether NFPA could update the fire analysis for the NFPA MH Fire Loss report from 2005.

- The AO has worked with staff from NFPA and this update is essentially complete. It is awaiting two other internal signoffs at which point it will be uploaded to the NFPA website, MHCC website and distributed to MHCC members to help them with their deliberations.

The AO was also asked if NFPA staff could attend the next MHCC meeting to inform discussion.

- The co-author of the Manufactured Housing Fire Loss report will be available Tuesday for the subcommittee meetings and also during the full committee meeting at the October 2011 MHCC meeting. This staff will be present at no cost to HUD or MHCC.

NFPA can also make staff available to help address the sprinkler issue (cost, requirements, effectiveness) during the MHCC meeting in October 2011 as well.

A committee member commented that the real issue is how to install the sprinkler system if a manufacturer or homeowner chooses voluntarily to put them in a home.

- It was clarified that based on prior minutes, this has been discussed extensively at prior meetings. This is about guidelines for installation.

It was clarified that the current proposal does not address guidelines for how a home already built and sitting in a dealer's lot, bought by a homeowner who wants a sprinkler in it, should have the system installed. Mostly, the committee has been focused on sprinkler installation issues at the manufacturing/factory level.

- The AO clarified that the subcommittee has only dealt with installation in the factory.

The Committee Chair asked NAHB members to be at future meetings to discuss a report showing an opposing view on the fire sprinkler issue.

- A representative, Steve Orłowski, from NAHB stated that he would attempt to make the October 2011 meeting. The AO will forward preliminary information about the October meeting.

HUD was asked if there is any update on the sprinkler preemption issue.

- The MHCC was advised that there is no further update available at this time, but that an update was expected soon to clarify HUD's position. It was suggested that an industry representative be on hand to discuss how much it costs to install sprinkler systems in manufactured homes.
- It was suggested that a manufacturer or contractor also be available to attend the meeting as well. The individual should have a very good knowledge of the costs associated with installation of fire sprinkler systems in the field as well as knowledge of installation costs in the factory.

It was brought up that in addition to the cost of installation, a committee member would like to know the mark-up charged by manufacturers for sprinkler installations. This would help inform the vote on the issue.

- It was decided that since this information is propriety, manufacturers can offer this information to the extent they see fit.
- It was countered that this information could be useful to consumers to help them understand how much they might save if they have sprinklers installed in a factory as opposed to the field.

CLOSING ANNOUNCEMENTS:

The DFO noted that this will be Teresa Payne's last meeting with us. Her service and dedication to the manufactured housing program was acknowledged.

Liz Cocke was thanked for her many years of service and dedication as well.

Motion to adjourn the meeting.

The motion was seconded.

The motion was passed unanimously.

The meeting adjourned at 12:20 PM.

ATTACHMENT A

ATTENDANCE SHEETS - MEMBERS AND GUESTS

**HUD MANUFACTURED HOUSING CONSENSUS COMMITTEE
ATTENDANCE SHEET
FULL COMMITTEE MEETING CONFERENCE CALL
JULY 20, 2011**

STATUS: M=MEMBER; NVM=NON VOTING MEMBER; AO= ADMINISTERING ORGANIZATION;
DFO=DESIGNATED FEDERAL OFFICIAL; SEC=SECRETARY

NAME	STATUS	ORGANIZATION	Wednesday, July 20, 2011
Weinert, Richard	M	State of California	X
Anderson, Steven	M	Salt Lake County Assessor	X
Desfosses, Theresa	M	State Manufactured Homes, Inc.	X
Dickens, Ishbel	M	MHOAA	X
Legault, Jeffrey	M	Skyline Corporation	X
Lubliner, Michael	M	Washington State University - Extension Energy Program	X
Mazz, Mark	M	Architect	X
Nelson, Terry	M	MHOA of Illinois	X
Poggione, Leo	M	Craftsman Homes	X
Rust, Adam	M	Community Reinvestment Assoc. of No. Carolina	X
Scott, Gregory	M	Scotbilt Homes	X
Stamer, William	M	Champion Homes Builders Inc.	X
Tompos, David	M	NTA, Inc	X
Wade, Michael	M	Cavalier Home Builders, Inc.	X
Walter, Frank	M	Consulting Civil Engineer	X
Czauski, Henry	NVM	US Department of Housing & Urban Development	X
Everett, James	NVM/DFO	US Department of Housing & Urban Development	X
Payne, Teresa	NVM	US Department of Housing & Urban Development	X
Solomon, Robert	AO	National Fire Protection Association	X
Toner, H. Patrick	SEC/AO	Administering Organization	X

**HUD MANUFACTURED HOUSING CONSENSUS COMMITTEE
MEMBERS NOT IN ATTENDANCE
FULL COMMITTEE MEETING CONFERENCE CALL
JULY 20, 2011**

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NAME		ORGANIZATION
Freeborne, William	M	Self employed
Jewell, Kevin	M	Texas Low-Income Housing Information
King, Timothy	M	New York State, Department of State
Luttich, Mark	M	Nebraska Public Service Commission
Santana, Manuel	M	Cavco Industries
Sheahan, Timothy	M	GSMOL/V.P. MHOAA

**HUD MANUFACTURED HOUSING CONSENSUS COMMITTEE
GUEST ATTENDANCE SHEET
FULL COMMITTEE MEETING CONFERENCE CALL
JULY 20, 2011**

NAME	ORGANIZATION	ATTENDANCE
Billingsley, Mike	Windsor Windows & Doors	X
Long, Thayer	MHI	X
Lutor, Rob	Kinro – Rep. AAMA	X
Lyons, James	Newport Partners	X
Mendlen, Rick	HUD	X
Norris, Shari	Alabama Manufactured Housing Association	X
Orlowski, Steve	NAHB	X
Pethel, Lane	HUD	X
Sapone, Phil	Newport Partners	X
Starkey, Lois	MHI	X
Weiss, Mark	MHARR	X
Zieman, Mike	Radco	X

ATTACHMENT B

MHCC AGENDA



**MANUFACTURED HOUSING CONSENSUS COMMITTEE
AGENDA
July 20, 2011
Conference Call**

- 11:00 AM Convene..... Designated Federal Official
- 11:05 AM Call to Order Chair
- Welcome/Introductions
- Review Agenda
- 11: 15 AM Announcements/Administrative AO/HUD
- 11:20 AM Report HUD
- 11:30 AM Public Comment Open
- 11:45 AM Call for Subcommittee Reports (not action items) Reports
- 12:15 PM MHCC Business
- Tracking Log AO
- 12:30 PM Recommendations to the Secretary Action
- Ground Anchors
- 12:45 PM New Business Chair
- 12:55 PM Closing announcements Chair
- 1:00 PM Adjournment Chair

