



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL  
 AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION  
**MANUFACTURED HOUSING BOARD**  
 35 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0035  
 TTY/HEARING IMPAIRED (888) 577-6690

Paul R. LePage  
 GOVERNOR

Anne L. Head  
 DIRECTOR  
 Robert LeClair  
 EXECUTIVE DIRECTOR

**MEETING MINUTES**  
**February 3, 2016**

**I. OPENING FORMALITIES**

A. Call to Order and Introduction of Board Members

Chairperson Roger Timmons declared a quorum and called the meeting to order at 9:00 a.m.

Board Members Present: Roger Timmons, Carol Roberts, John Palmer, Dana Skinner, Al Hodsdon, and John Verrier.

Board Members Absent: Theresa Desfosses, Harvey Wallingford

Others Present: Robert LeClair, Executive Director; Christopher Mann, Assistant Attorney General; Ryan Chandler, Senior Manufactured Housing Inspector; Jessica Parlin, Manufactured Housing Inspector, and Heather Greenleaf, Office Specialist I.

B. Approval of December 02, 2015 Minutes

John Palmer motioned to approve the minutes as written, seconded by Carol Roberts.  
 Vote 6-0-0

**II. NEW BUSINESS**

A. Recommendation(s)

1. 2015-MFG-10985 (Close Complaint)
2. 2015-MFG-11750 (Close Complaint)
3. 2015-MFG-11714 (Close Complaint)
4. 2015-MFG-10977 (Close Complaint)
5. 2015-MFG-11152 (Close Complaint)
6. 2015-MFG-11692 (Close Complaint)
7. 2015-MFG-11630 (Close Complaint)

OFFICE PHONE: (207)624-8612



PRINTED ON RECYCLED PAPER

FAX: (207)624-8637

EXECUTIVE DIRECTOR (207) 624-8678  
 ROBERT.V.LECLAIR@MAINE.GOV

PHYSICAL LOCATION: 76 NORTHERN AVENUE  
 GARDINER, MAINE 04345

8. 2015-MFG-11502 (Close Complaint)
9. 2015-MFG-11505 (Close Complaint)
10. 2015-MFG-11677 (Close Complaint)
11. 2015-MFG-11498 (Close Complaint)
12. 2015-MFG-11775 (Close Complaint)
13. 2015-MFG-11503 (Close Complaint)

John Palmer made a motion to dismiss all the complaints listed above, seconded by John Verrier.

Vote 6-0-0

14. 2015-MFG-10264 (Close Complaint)
15. 2015-MFG-10839 (Close Complaint)

John Verrier made a motion to dismiss the above complaints without prejudice, seconded by Carol Roberts.

Vote 6-0-0

### **III. PRE-APPROVED LICENSE APPLICATIONS**

SnapSpace Solutions-Brewer, ME-Manufacturer Application  
Stephen Kniaz DBA Dimond & Kniaz Builders, LLC-Lee, NH-Dealer Application  
Andrew E. Leeman II-Ellsworth, ME-Installers Application  
SJ Overstreet Construction, Inc-Stoughton, MA-Dealer Application

### **IV. PRE-APPROVED EXPANSION APPLICATIONS**

None

### **V. ADMINISTRATION**

- A. Report from Assistant Attorney General

Nothing to report

- B. Report from Robert LeClair, Executive Director

Bob reported he and Ryan did a training presentation to the Midcoast CEO's and they were pleased with the presentation. They have also gotten a request to do a training for MEChips, the more trainings they do the better.

A fee decrease went into effect on January 16, 2016 and hope for more in the future. This was the second decrease within two years.

The Manufactured Housing staff worked on a package to send out to all communities with private water systems that contained information on the new rules and forms they will need for water testing. We also put everyone on the same testing schedule to make it easier for everyone.

Because last month's meeting was cancelled we sent Roger the Decision and Order for Tim Ames, he had wanted to appeal the Decision and Order but has yet to appeal and his time is almost up to do so. We will have two hearings next month, so it will be important to have a quorum.

Bob finished the letter for the third parties that the board asked him to do. The board reviewed the letter and voted on it. John Verrier made a motion to approve the letter and to have it sent to the third party inspection agencies and manufacturers, seconded by Carol Roberts.

Vote: 6-0-0

Bob reported he got a phone call from a counter-part in Pennsylvania that 6 homes were recalled regarding the roof loads. He then spoke to a code enforcement officer from Arundel who stated a homeowner in the town was in his office and they had a sticker in their home stating it was being de-rated from a 40lb wind load to 30lb wind load. She currently lives in the Southern zone but what if she moved to a Northern zone? And will they be reimbursing the customers? Bob contacted Champion Homes regarding the issue and he never got a call back so he called again, three people returned his call, the QA manager, the manager, and another staff member. They told Bob they figured Pennsylvania SAA would contact them if the homeowners complained enough. Bob doesn't think we should allow them to de-rate the homes. He has not experienced any roof load collapses in the past.

John Palmer and Theresa Desfosses have both been reappointed to the board. There is one seat open last he checked it had to be a manufacturer he will double check then possibly have someone from KBS or Excel.

The Manufactured Housing staff spoke to people from the Genesis Fund at the home show had interesting conversations, they are working hard to get more communities, after talking with them for a while we found out they get 1% of the sale of the community they help purchase.

## **V. ADJOURNMENT**

Meeting adjourned at 10:46am.

Respectfully submitted,

Heather Greenleaf  
Office Specialist I