

AGENDA

MANUFACTURED HOUSING BOARD
Wednesday, June 24, 2026
Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060

- I. Roll Call
- II. Welcome New Board Members and Reappointments
- III. Election of Officers
- IV. Approval of November 12, 2025 Meeting Minutes
- V. Public Comment
- VI. New Business
 - a. Final Regulations Status Update (Jeff or Florin item)
 - b. Periodic Review of Regulations (Chase Sawyer item)
 - i. Public Participation Guidelines
 - ii. Manufactured Housing Licensing and Transaction Recovery Fund
- VII. Old Business (Reminder List for Next Code Cycle)
 - a. Future Regulations for Discussion:
 - i. Elimination of the salesperson license (Article 4)
 - ii. Termination of employment (13VAC6-20-150)
 - iii. Felony (13VAC6-20-170 B5)
 - iv. Inspection prior to sale (13VAC6-20-80 A&B)
 - v. Transaction Recovery Fund Cost/Fees - possible reduction (Part VII)
- VIII. Construction Regulation Administrator's Report (Brian Hilderbrand)
 - a. Update on the cases being processed by SBCO staff
 - b. Update on the Off-Site Construction training being provided throughout the Commonwealth
- IX. Secretary's Report
 - a. Manufactured Housing Board Policy #2 (Annual readoption in accordance with §2.2-3708.3)
 - b. Manufactured Housing Board Policies #3, #4, and #5 (Still under staff Review)
 - c. Transaction Recovery Fund Balance Report (March 31, 2026)
 - d. OAG Payment Balance Report (April 30, 2026)
 - e. Staff proposed next meeting date - October 15, 2026
 - f. Staff proposed location - Virginia Housing Center (VHC)
- X. Adjournment

VIRGINIA MANUFACTURED HOUSING BOARD

Walter Cleaton
(Director's Designee)

Stephan Geiser
(Manufactured Home Dealer Representative)

Keith W. Hicks
(Public Representative)

Mark Pressley
(Public Representative)

Scott Yates
(Manufactured Home Dealer Representative)

Jamey Young
(Manufacturer Representative)

Vacant
(Manufacturer Representative)

Vacant
(Public Representative)

Vacant
(Public Representative)

VIRGININA MANUFACTURED HOUSING BOARD
MEETING MINUTES
November 12, 2025
Virginia Housing Center
4224 Cox Road, Glen Allen, Virginia 23260

Members Present

Mr. Michael Sandkuhler, Chair
Ms. Carey L. Allen, Vice-Chair
Mr. Walter Cleaton
Mr. Stephen Geiser
Mr. Keith W. Hicks
Mr. Daniel J. McCormick (arrived after
proposed regulation updates)
Mr. Jamey Young

Members Absent

Mr. Mark Pressley
Mr. Robbie B. Rutherford

Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Chair Sandkuhler.

Roll Call

The roll was called by Secretary Travis Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board, from the Attorney General’s Office, was not present.

Approval of Minutes

The draft minutes of the September 26, 2024 meeting in the Board members’ agenda package were considered. Mr. Cleaton moved to approve the minutes as presented. The motion was seconded by Mr. Hicks and passed unanimously.

Public Comment

Chair Sandkuhler opened the meeting for public comment. Mr. Luter advised that Randy Grumbine signed up to speak. Mr. Grumbine provided an industry update.

New Business

Proposed Regulations Update:

Jeff Brown, Deputy Director of Building and Fire Regulation, provided the members with an update on the status of the proposed regulations which had been published for public comment. Mr. Brown further informed the members the next step would be to draft the final regulations.

Old Business

Future Regulations for Discussion:

- No action taken (Reminder list for next code cycle)
1. Elimination of the salesperson license (Article 4)
 2. Termination of employment (13VAC6-20-150)

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3. Felony (13VAC6-20-170 B5)
4. Inspection prior to sale (13VAC6-20-80 A&B)
5. Transaction Recovery Fund Cost/Fees – possible reduction (Part VII)
- 43 Committee Reports None
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- 46 Construction Regulation Administrator’s Report Brian Hilderbrand, Construction Regulation Administrator, provided updates on the following:
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 - Significant changes to the HUD Standards (CFR 3280 and 3285)
 - Editorial changes to the HUD Standards (CFR 3282 and 3286)
 - Current cases being processed by SBCO staff
 - Off-Site Construction training being provided throughout the Commonwealth.
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- 55 Secretary’s Report Mr. Luter pointed the Board members to the copy of Manufactured Housing Board Policies #2 presented in the Board members’ agenda package on page 12. After a brief discussion, Ms. Allen moved to re-adopt Policy #2 as written in compliance with §2.2-3708.3. The motion was seconded by Mr. Hicks and passed unanimously.
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- 61 Mr. Luter informed the Board the next scheduled meeting was January 8, 2026 and to be held at the Virginia Housing Center.
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- 64 Mr. Luter provided an update on the three draft policies staff is currently working on and informed the members that staff will have them ready to present for review and consideration at a future meeting after January 8, 2026.
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- 69 Adjournment There being no further business, the meeting was adjourned by proper motion at approximately 12:00 pm.
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- 75 Chair, Virginia Manufactured Housing Board
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- 80 Secretary, Virginia Manufactured Housing Board



Manufactured Housing Board Policy #2

Title: Remote Participation of Manufactured Housing Board Members

Authority: Section 2.2-3708.3 of the Code of Virginia and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Code of Virginia Section 2.2-3700—3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

Policy Statement: **DEFINITIONS**

- a. **“BOARD”** means the Manufactured Housing Board or any committee, subcommittee, or other entity of the Manufactured Housing Board.
- b. **“Member”** means any member of the Manufactured Housing Board.
- c. **“Remote participation”** means participation by an individual member of the Manufactured Housing Board by electronic communication means in a public meeting where a quorum of the Board is physically assembled, as defined by Va. Code § 2.2-3701.
- d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.
- e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the Board must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

PROCESS TO REQUEST REMOTE PARTICIPATION

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Board Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the Board Secretary of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the Board has assembled for the meeting, the Board shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

RECORDING IN MINUTES:

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes (1) the Board's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

CLOSED SESSION

If the Board goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

**Approval
and Review:**

This Board policy was reviewed and approved on 10/13/2022.

Supersession:

This Board policy was re-adopted on 06/24/2026.

**Board Chair
at Last Review:**

TBD

DHCD Director:

Tamarah Holmes



Department of Housing and Community Development

Virginia Manufactured Housing Transaction Recovery Fund (09253)

Quarterly Cash Balance Report

As of March 31, 2026

Beginning Balance - July 1, 2025 **968,019.21**

Revenue:

Manufactured Home Assessment Fees	16,575.00
Interest	21,285.25
Total Revenue	<u>37,860.25</u>

Expenses:

Postage	0.00
Travel	0.00
Fiscal Services	0.00
Individual Claims & Settlements	0.00
Total Expenses	<u>0.00</u>

Ending Balance: **1,005,879.46**

Debtor Balance Report

Detail

Interest As Of: 04/30/2026

Client: Department of Housing & Community Development
 Main Street Centre 600 East Main Street, Suite 300
 Richmond, VA 23219

Member: None
 Status: All

Report Group: None

Sort Order: Debtor Name

Type: All

Debtor Name Claim No.	Ref. Acct. No.	Open Date	Initial Balance	Last Pmt Date	Principal Balance	Interest Balance	Fees Balance	Costs Balance	Other Balance	Current Balance
C & K Homes, Inc. 202000073.001	T-2018-06-Transaction Fund	01/16/2020	1,338.05		0.00	0.00	0.00	0.00	0.00	0.00
Court: RICGD - City of Richmond General District Court -- For: Final Order 12-13-18 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2020 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2020 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
C & K Homes, Inc. 202000073.002	D-2018-06-Disciplinary Fine	01/16/2020	10,400.00		8,000.00	3,402.08	2,400.00	0.00	0.00	13,802.08
Court: RICGD - City of Richmond General District Court -- For: Final Order entered 1-23-19 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2023 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702015.001	T-2014-14 Transaction Recovery	11/29/2017	28,600.00	06/01/2023	22,000.00	9,189.37	5,345.00	0.00	0.00	36,534.37
Court: RICGD - City of Richmond General District Court -- For: Claimant:Terry Tatum-Final Order-3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702015.002	D-2014-14 Disciplinary	11/29/2017	2,600.00		2,000.00	835.40	600.00	0.00	0.00	3,435.40
Court: RICGD - City of Richmond General District Court -- For: Claimant:Terry Tatum-Final Order 3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 05/16/2019 302 - JUDGMENT -- Status Code: 302 -- Status Date: 05/16/2019 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702016.001	T-2016-01 Transaction Recovery	11/29/2017	20,800.00	06/01/2023	16,000.00	6,683.10	3,935.00	0.00	0.00	26,618.10
Court: RICGD - City of Richmond General District Court -- For: Claimant:Elia Devora-Final Order 6-30-16 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702016.002	D-2016-01 Disciplinary	11/29/2017	3,250.00		2,500.00	1,044.25	750.00	0.00	0.00	4,294.25

