

**LLR - SOUTH CAROLINA MANUFACTURED HOUSING BOARD**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Kingstree Building, Room 108**  
**Columbia, South Carolina 29210**

**MINUTES**

**Tuesday, December 12, 2017**

**1000 A.M.**

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Mr. Randall Altman, Board Chairman announced that the meeting was held in accordance with §30-4-80 of the South Carolina Freedom of Information Act and, by notice, mailed to all requesting persons, organizations, and news media. In addition, notice was posted on the bulletin boards at the main entrances of the Kingstree Building.

**WELCOME AND CALL TO ORDER:**

Chairman Altman called the regular meeting of the South Carolina Manufactured Housing Board to order at 10:00 a.m. Other board members present for the meeting included: Richard Bagwell, Dorothy Edwards, Wayne Iseman, Jonathan Jones, Michael Levy, W. Marion Moore, Arthur Newton, David Randall, Adam Reese and Patrick Smith.

Staff members participating in the regular meeting included: Hardwick Stuart, Advice Counsel, Kyle Tennis, Disciplinary Counsel, Todd Bond, Chief Investigator, Roger Lowe, Administrator and Crystal Varn, Program Assistant.

Others present, participating in the meeting, included Mark Dillard, Manufactured Housing Institute of South Carolina Shell Suber, Manufactured Housing Institute of South Carolina, Con Eargle, South Carolina Manufactured Housing Academy and Kathy L. Young, Court Reporter.

**Approval of Agenda:**

*Tuesday, December 12, 2017*

**MOTION:**

Mr. Iseman made a motion to accept the Tuesday, December 12, 2017 Agenda. Mr. Moore seconded the motion, which carried unanimously.

**Approval/Disapproval of Absent Members:**

All members present.

**Approval of Minutes:**

*Tuesday, October 3, 2017*

**MOTION:**

Mr. Randall made a motion to accept the Tuesday, October 3, 2017 Minutes. Mr. Smith seconded the motion, which carried unanimously.

**Chairman's Remarks:**

Chairman Altman thanked everyone for participating.

**Administrator's Remarks:**

No Remarks at this time.

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**Office of Investigations and Enforcement (OIE):**

*Todd Bond, Chief Investigator*

**OIE Status Report** – There was a total of 85 cases received since January 1, 2017. Currently there are 12 active investigations. 56 cases have been closed.

**IRC Report** – IRC met November 30, 2017 to discuss 12 cases. All 12 cases are being recommended for dismissal. There were 9 warranty cases which are required to be dismissed after thirty days and 3 were claims of unlicensed practice that were unfounded.

**MOTION:**

Mr. Randall made a motion to accept the IRC Report as presented. Mr. Moore seconded the motion, which carried unanimously.

**Office of Disciplinary Counsel (ODC):**

*Kyle Tennis – Disciplinary Counsel*

**ODC Report** – There are 6 cases open, 1 pending new OIE case, 5 pending ALC drafting, 1 closed case.

**MOTION:**

Mr. Moore made a motion to accept the ODC's Report as presented. Mr. Randall seconded the motion, which carried unanimously.

**New Business:**

Mr. Moore inquired about regulations for tiny homes. Mr. Lowe informed the board that the South Carolina Building Code Council scheduled to meet January 10, 2018 for an emergency modification to adopt a building code that would apply to site built tiny homes. There are no regulations for tiny homes being built on trailers other than the Department of Transportation's regulation that regulates weight, height, width and the type of glass used. Mr. Randall requested that each board member be notified, by email, the outcome of the South Carolina Building Code Council's meeting. Mr. Randall also requested that staff prepare and bring before the board, at the next meeting, the Regulations regarding Real Estate Agents selling used manufactured homes, as well as, selling homes in parks and communities. Mr. Lowe will invite Mr. Rod Atkinson, Real Estate Administrator, to the next meeting to discuss the Real Estate side of selling manufactured homes.

**Unfinished Business:**

*South Carolina Installation Program – Mark Dillard, Manufactured Housing Institute of SC*

Mr. Dillard reported that HUD conducted an audit to ensure that state agencies meet certain requirements. Mr. Dillard and Mr. Lowe are working together to come to a resolution of raising the installation standards by 1) making specific changes in current regulation, or 2) adopt the Federal standards on installation by reference. Mr. Lowe reported that rather than adopt the 3285, which is for new homes, as a blanket document, we can continue to use 7942, the old regulation, for used or preowned homes. HUD requires that some of the verbiage be changed to specifically state that if the design for a particular installation does not meet the manufacturer's installation for used homes nor meet the requirements of 7942, then it has to be designed by a design professional and approved by the manufacturer, if they are still in business. The other HUD requirement covers stabilizing devices and foundations. HUD is concerned with our drawings, Appendix A, in our Regulations. The drawings do not have any engineering data to back them up. The other requirement is to be able to use our

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existing ordinance for used homes was to take the foundation requirement of 3285 and move those over to our state Regulation. Mr. Dillard with review the changes would be involved with his staff. We may want to move for withdrawal of the 3285 blanket adoption. Mr. Lowe with continue to move forward with HUD and report back to the board, hopefully by the March meeting, to reintroduce into the next Legislative Session.

**MOTION:**

Mr. Randall made a motion to remove 3285 from our Legislative Session this year. Mr. Bagwell seconded the motion, which carried unanimously.

**MOTION:**

Mr. Randall made a motion to have the administrator and staff to continue to work with Mr. Dillard and his staff to iron out the issues and then present the board with a completed package, hopefully at the next meeting. Mr. Bagwell seconded the motion, which carried unanimously.

**AMENDED MOTION:**

Mr. Randall made a motion to amend the motion to include Mr. Lowe to verify with LLR the procedure to hire a professional engineer, if necessary. Mr. Bagwell seconded the motion witch carried unanimously.

**Public Comments:**

Mark Dillard, Manufactured Institute of South Carolina, requested clarification on exactly what he structural engineer is going to do, if hired. Mr. Dillard was informed that the engineer would be hired to review existing documents and compare them to 3285 and come up with something that is reasonable to protect the citizens of South Carolina.

**Next Meeting: Tuesday, March 13, 2018 at 10:00.**

**Adjournment:**

**MOTION:**

Mr. Randal made a motion to adjourn the meeting. Mr. Moore seconded the motion, which carried unanimously. There being nothing further, the meeting adjourned at 11:15 am.

*(These proceedings were recorded by a court reporter in order to produce a verbatim transcript, if requested, in accordance with the law.)*