

MINUTES
South Carolina Manufactured Housing Board
Committee Meeting
February 19, 2021 at 10:00 a.m.
Via Video/Teleconference
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, South Carolina

Meeting Called to Order

Richard Bagwell, Committee Chairman and board member called the meeting to order at 10:04 a.m. Other members attending the meeting included Randall Altman, Mark Dillard, Robbie Ethridge, Toni Massarelli, W. Marion Moore, and Christopher Tuttle.

Staff members present included: Molly Price, Board Administrator; Zahid Chinwalla, Program Assistant; Crystal Varn, Program Assistant; Hardwick Stuart, Office of Advice Counsel; and Robert Elam, Office of Disciplinary Council.

Members of the public attending the meeting included: Shell Suber, Manufactured Housing Institute of South Carolina.

Statement of Public Notice

Molly Price, Board Administrator, announced that public notice of the meeting was properly posted at the Synergy Business Park, Kingstree Building, and on the Agency's website, and provided to all requesting persons, organizations and news media in accordance with Section 30-4-80 of the South Carolina Freedom of Information Act. As a result of the public health emergency, this meeting is being conducted via teleconferencing with notice given to all parties of this teleconferencing platform.

Introduction of Committee Members and Others

Randall Altman, board chair; Mark Dillard, Manufactured Housing Institute of SC; Robbie Ethridge, Lexington Discount Homes; Toni Massarelli, Clayton Homes; W. Marion Moore, Board member and Christopher Tuttle, Tuttle and Associates.

Administrator's Remarks

Molly Price stated that the Board voted at the December 10, 2019, meeting to form a committee to review the Purchase Agreement/Form 500 used by retail dealers for the sale of new or used manufactured homes and to provide the Board with a recommendation for a standard form that would be available for use by all dealers statewide in accordance with Section 40-29-320, which says, "purchase agreements used by retail dealers for the sale of new or used manufactured homes must be standard and, in a form, prescribed by the board." Committee members received copies of a 2001 Purchase Agreement Memo from former administrator David Bennett, a blank purchase agreement from Jenkins Business Forms, a sample sales agreement from Clayton Homes, a sample addendum to the sales agreement form, and a blank Purchase Agreement from Southland Homes of Greenwood, Inc.

Review of Purchase Agreement Required Information (Form 500)

The Committee discussed revisions to the Purchase Agreement, based on the examples that were provided. The Board will be informed of the suggested changes at their next meeting and the committee will meet again soon to continue review of the document.

Adjournment

The meeting adjourned at 11:56am