

**South Carolina Manufactured Housing Board**  
**Meeting Minutes**  
**Columbia, South Carolina**  
**Via Video/Teleconference**

Tuesday, June 8, 2021

10:00 a.m.

**Call to Order**

In the absence of Chairman Randall Altman at the beginning of the meeting, Mr. Al Randall, Vice Chairman, called the meeting to order on Tuesday, June 8, 2021, at 10:16 a.m.

Other board members in attendance were: Jefferson Howell, Richard Bagwell, Dorothy Edwards, Steven Graham, Shannon Tanner, and Arthur Newton.

Staff members in attendance were: Molly Price, Board Administrator; Zahid Chinwalla, Program Assistant; Crystal Varn, Program Assistant; Hardwick Stuart, Office of Advice Counsel; Todd Bond, Office of Investigations and Enforcement; Erin Baldwin, Robert Elam, and Tracy Solet, Office of Disciplinary Counsel.

Members of the public in attendance were: Mark Dillard, MHISC; Clayton Evans, MHISC; Andrea Westmorland, MHISC; and Alan Field, HUD. The court reporter for the Board Meeting was Amanda Godfrey with Creel Court Reporting, Inc.

**Statement of Public Notice**

Mr. Randall announced that public notice of this 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. This meeting is being conducted via teleconferencing with notice given to all parties of this teleconferencing platform.

**Approval of Agenda**

**MOTION:**

Motion to approve the June 8, 2021 agenda.  
Bagwell/Graham/approved

**Approval of Excused Absences**

**MOTION:**

Motion to approve the excused absences of the board members: Randall Altman, Adam Reese, and Marion Moore.  
Bagwell/Edwards/approved

**Approval of Minutes**

**MOTION:**

Motion to approve the minutes from the March 3, 2021, Board Meeting.  
Edwards/Bagwell/approved

**Board Chair's Remarks – Al Randall**

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Mr. Randall informed the board that Mr. Altman had surgery a few weeks ago and that he is doing well. He will contact Mr. Altman later today and inform the Board, any provide any updates on his health if necessary.

**Staff Reports**

**Administrator's Report – Molly Price**

Ms. Price provided the Board members with a financial report as of April 30, 2021. She also gave an update on the licensure statistics for the Board. Moreover, she informed the board that the 2020-2022 renewal period is complete and that anyone who failed to renew would have to reapply for reinstatement of their license. There are currently 743 licensees, 116 contractors, 177 dealers, 38 manufacturers, 25 installers, 3 repairs, 177 multi-lot sales persons, 199 retail salespersons and 8 apprentice sales persons. She indicated that in the board member packet there was a list of dealer lot inspections and PSI examination statistics. Ms. Price was concerned about the low past rate on the Contractors exam and informed the Board that she would conduct more research on that particular exam to try and determine the cause of the low past rate. Mr. Howell, Mr. Bagwell, and Mr. Randall had a brief discussion with Ms. Price about possible reasons why the Contractor's Exam had a low past rate.

Ms. Price also informed the Board that she will be work with Mr. Stuart on regulation updates that were voted by the board members at the previous meeting. She will coordinate the updates with MHISC as well. Ms. Price also reported that the agency had just signed the 2021 SAA agreement with HUD, which would be in place through 2021.

**Office of Investigations and Enforcement (OIE) Report – Todd Bond**

Mr. Bond reported that as of June 8, 2021, OIE has received 61 complaints. So far this year, OIE has opened 36 cases and closed 56 cases.

**Investigative Review Committee (IRC) Report – Todd Bond**

Mr. Bond presented the IRC report from May 20, 2021. Thee IRC recommended 11 cases for dismissal and 1 case for formal complaint- citation.

**MOTION:**

Motion to approve the IRC Report.  
Bagwell/Graham/approved

**Office of Disciplinary Counsel (ODC) – Robert Elam**

Mr. Elam reported to the Board that currently there were 11 cases open in ODC. 4 of the cases are pending hearings. He hopes that 3 of the cases will be before the Board at their next meeting. As of this year, 1 case has been closed.

**Disciplinary Hearing – Formal Complaint  
Case Nos. 2018-11, 2018-33, and 2018-49**

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The respondent was not present before the Board for the hearing. Mr. Robert Elam represented the State in this matter. The hearing was recorded by a certified court reporter in the event a verbatim transcript is necessary. Ms. Shirley Brand, Ms. Russella Serna and Ms. Tracey Solet testified at witnesses at the hearing. All persons testifying were sworn in by the court reporter.

**MOTION:**

To go into Executive Session  
Bagwell/Graham/approved

**MOTION:**

To come out of Executive Session  
Bagwell/Howell/approved

**MOTION:**

Motion to find IMS, LLC in violation of the South Carolina Code Sections: Section 40-1-110 (1)(F), Section 40-29-80(A)(6), Section 40-29-80 (A)(13), Regulation 79-16, and Regulation 79-17. Assign a \$2,500 penalty for each of the violations, for all 3 parties, and permanently revoke license for all these violations.

Howell/Graham/approved

**MOTION:**

Authorize call on the bond for all 3 parties and authorizing LLR staff to do so.  
Howell/Bagwell/approved

**New Business**

**Approval of Updated Surety Bond Form**

Ms. Price informed the Board of changes staff had worked on with Mr. Stuart to update the Board's surety bond, which had not been updated in several years.

**MOTION:**

Motion to approve new bond form.  
Bagwell/Graham/approved

**Committee Reports**

**Retail Dealer Purchase Agreement**

Mr. Bagwell, Chairman of the Purchase Agreement Committee, reported to the Board that Mr. Stuart and Mr. Tuttle are working on a draft form of the new Retail Dealer Purchase Agreement and ironing out some of the legal questions that came up at the last committee meeting. Mr. Stuart informed the Board that some of the legal questions that came up with the agreement are in reference to Section 40-29-230 and Regulation 79-15.

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**Public Comments**

Mr. Mark Dillard, Manufactured Housing Institute of South Carolina (MHISC) provided an update to the Board. He stated that there are currently 5 zoom classes and 1-hour self-pace course available online. He also mentioned that there will be live classes next month throughout the state. There will be a new 1 hour install course created as well and updates are being made to the website to help licensees track CE.

**Adjournment**

**MOTION:**

To adjourn the Board Meeting  
Newton/Howell/approved

The Board Meeting adjourned at 12:39 p.m.