

**MINUTES**  
**Manufactured Housing Board**  
**Committee Meeting**  
**January 25, 2022 at 10:00 a.m.**  
**Via Video/Teleconference**

**Meeting Called to Order**

Richard Bagwell, Committee Chair and Board member, called the meeting to order at 10:03 a.m.

**Statement of Public Notice**

Mr. Bagwell 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.

**Introduction of Committee Members and Others**

Committee members present were Richard Bagwell, Committee Chair and Board member; Randall Altman, Board Chair; Mark Dillard, MHISC; Robbie Ethridge, Lexington Discount Homes; Tony Massarelli, Clayton Homes; and Shell Suber, MHISC

Staff members present were Hardwick Stuart, Advice Counsel and Molly Price, Board Administrator.

**Administrator's Remarks**

Ms. 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."

**Review of Purchase Agreement Required Information**

The committee discussed the previous meeting and where they left off with reviewing the purchase agreement. There was a detailed discussion about the requirements in Regulation 79-15 and the whether or not there was any possibility of having one document that could serve as a purchase agreement and sales contract. The committee could not agree on how to make one form work under the current statutes and regulations for the Board. The committee also went through a "terms and conditions" draft for a standard purchase agreement and discussed each item to try and identify language that was acceptable and sections that needed more work.

The committee decided to reconvene again on February 9, 2022.

**Adjournment**

The meeting adjourned at 12:05 p.m.