

**MINUTES**  
**Manufactured Housing Board**  
**Committee Meeting**  
**October 5, 2022 at 10:00 a.m.**  
**110 Centerview Drive, Columbia, SC**  
**Kingstree Building, Room 108**

**Meeting Called to Order**

Richard Bagwell, Committee Chair and Board member, called the meeting to order at 10:00 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.

**Introduction of Committee Members and Others**

Committee members present were Mark Dillard, Manufactured Housing Institute of SC (MHISC); Tony Massarelli, Clayton Homes; Chris Tuttle, Tuttle & Associates; Shell Suber, Manufactured Housing Institute of SC; Jake Randall, Elite Builders and SC Manufactured Housing Licensing Academy; Lynn Cook, Oakwood Mobile Homes, Inc; Jay Phillips, Clayton Homes; and Joanne Polston, Sun Homes Services, Inc. and SC Manufactured Housing Licensing Academy.

Staff members present were Molly Price, Board Administrator; Hardwick Stuart, Advice Counsel; Maggie Smith, Program Coordinator

**Administrator's Remarks**

Ms. Price stated that the Committee was appointed by the Board at their meeting on March 1, 2022. The purpose of the committee is for key stakeholders in the industry to look at the Board's current statutes and regulations and identify potential updates that may be needed. The committee will make recommendations back to the full Board once a full review is complete. She stated that the Board would be able to submit proposed regulation changes through the legislative process, but any proposed statutory changes would require assistance from MHISC.

**Review of Board Statutes and Regulations**

The Committee discussed the Board's Practice Act, Chapter 29, Uniform Standards Code for Manufactured Housing, and attempted to identify which sections were currently okay as written and which sections may need changes or additional clarification. Most notably, the definitions in Section 40-29-20 were reviewed to determine if updates were needed or if additional definitions should be added. The committee also discussed the current initial application requirements for financial documents and credit scores and whether or not the current licensure bond amounts should be changed.

Mr. Dillard offered to reach out to members of the insurance industry to gather additional information about any potential changes to bond amounts.

Ms. Price stated that she would send notes from the meeting to the committee members and the plan is to review the Board's Regulations, Chapter 79, at the next meeting.

The committee agreed to meet again in the near future and to utilize a virtual format for follow up meetings when possible.

**Adjournment**

The meeting adjourned at 1:27 p.m.