

MINUTES
South Carolina Manufactured Housing Board
Board Meeting
June 3, 2025 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, SC

Call to Order

Chairman Randall Altman, called the meeting to order at 10:01 a.m.

Statement of Public Notice

Mr. Altman 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.

Approval of Agenda

MOTION: Mr. Moore made a motion to approve agenda. Mr. Newton seconded the motion, which was approved unanimously.

Introduction of Board Members

Board members in attendance were: Randall Altman; W. Matthew Bullard; Arthur Newton; Steve Graham; W. Marion Moore; and Tony Massarelli.

Staff members in attendance were: Maggie Smith, Board Executive; Teresa Martin, Administrative Coordinator; Carolyn Sutherland, Office of Advice Counsel; Maurice Smith, Office of Investigations and Enforcement (OIE); and Robert Elam, Office of Disciplinary Counsel (ODC).

Approval of Excused Absences

MOTION: Mr. Moore made a motion to approve the absence of Dorothy Edwards due to illness. Mr. Graham seconded the motion, which was approved unanimously.

It is noted for the record that Adam Reese and Richard Bagwell were not excused from the meeting.

Approval of Meeting Minutes

MOTION: Mr. Graham made a motion to approve the minutes for the March 4, 2025, Board meeting. Mr. Moore seconded the motion, which was approved unanimously.

Board Chairman's Remarks

Mr. Altman thanked everyone for attending.

Staff Reports

Legislative Update – Virginia Wetzel

Ms. Wetzel provided a brief description and status House Bill 3021/SB254, Small Business Regulatory Freedom Act, for the Board's knowledge. She also asked the Board to consider appointing a member as a legislative representative, and detailed what the role will require.

Board Executive's Report – Maggie Smith

Ms. Smith presented the Board with current licensure statistics, citing 909 total licenses as of May 28, 2025; and the Board's cash report, noting a balance of \$420,466.72 as of April 30, 2025. Ms. Smith also provided PSI exam statistics, which included pass/fail rates for each exam type, followed by survey results from the examinees.

At the previous Board meeting, Ms. Smith explained that several requests had been received from the industry for a review of the licensure exams, and at that time Board members were asked if they would volunteer their time to review the current exams. Mr. Moore volunteered at that time to review the contractor exam, and Ms. Smith provided the following update. Ms. Price contacted PSI to obtain the current exam form, and staff has been working to coordinate the exam review with PSI and Mr. Moore. Staff anticipates that a report of the contractor licensing exam review will be available for the Board at the next meeting.

Lastly, Ms. Smith provided the Board with an update on the status of the drafted statute changes that the Manufactured Housing Institute of South Carolina (MHISC) has taken up. The first draft is prepared, and staff is scheduling a time to meet, either later this month or in July, to review it as a group and make any necessary changes. Staff will continue to keep the Board informed on the progress.

Office of Investigations and Enforcement (OIE) – Maurice Smith

OIE Report

Mr. Smith reported that from January 1, 2025, through June 3, 2025, 54 complaints were received by staff. Currently, OIE has 11 active investigations, and has closed 24 cases, with three cases pending further information. OIE is presenting 19 cases to the Board with recommendations from the Investigative Review Conference (IRC). Mr. Smith noted that any remaining cases are either under review by the OIE staff or are with the Office of Disciplinary Counsel (ODC).

Investigative Review Conference (IRC) Report

Mr. Smith advised that the IRC met on May 22, 2025, and their recommendations are reflected in the IRC report for the Board's consideration and approval. The IRC recommended 14 cases for dismissal, four for formal complaint and one case for a Cease and Desist Order.

MOTION: Mr. Newton made a motion to approve the recommendations reflected in the May 22, 2025 IRC Report, as presented. Mr. Moore seconded the motion, which was approved unanimously.

Office of Disciplinary Counsel (ODC) – Robert Elam

Mr. Elam reported that ODC currently has seven open cases, with two cases pending hearings or agreements, and three cases closed.

Application Hearing

a. Mountain View Custom Cabins, LLC

The applicant was present and not represented by an Attorney. A quorum of the Board was present. All persons testifying were sworn in by the court reporter.

MOTION: Mr. Moore made a motion to go into executive session for legal advice, with staff

remaining. Mr. Graham seconded the motion, which was approved unanimously.

MOTION: Mr. Graham made a motion to come out of executive session. Mr. Newton seconded the motion, which was approved unanimously.

It is noted for the record that no votes were taken during executive session.

MOTION: Mr. Moore made a motion to grant the license. Mr. Graham seconded the motion, which was approved unanimously.

b. Gaston Home Services, LLC

The applicant was present and not represented by an Attorney. A quorum of the Board was present. All persons testifying were sworn in by the court reporter.

MOTION: Mr. Moore made a motion to go into executive session for legal advice with staff remaining. Mr. Graham seconded the motion, which was approved unanimously.

MOTION: Mr. Newton made a motion to come out of executive session. Mr. Moore seconded the motion, which was approved unanimously.

It is noted for the record that no votes were taken during executive session.

MOTION: Mr. Moore made a motion to approve the application with a probationary period for the first licensing period of one year. He clarified his motion, adding that the Board wants him to have someone with experience present for his first couple of home sets. Mr. Bullard seconded the motion, which was approved unanimously.

Old Business

Appointment of Hearing Officer(s) pursuant to §40-29-30 and §40-29-60

Ms. Smith provided a summary of the role of a hearing officer, and reminded the Board that a call for volunteers to serve as hearing officers was made after the last meeting. She also reviewed the vetting criteria for volunteers set by the Board the last scheduled meeting. Since that meeting, the MHISC assisted the Board by notifying their membership of the call for volunteers, and presented staff with one candidate for the Board's consideration, Jacob Randall.

MOTION: Mr. Massarelli made a motion to appoint Mr. Jacob Randall as a hearing officer. Mr. Graham seconded the motion, which was approved unanimously.

Election of Officers

Mr. Altman stated that he will be stepping down from Board after the last meeting in December 2025, and for that reason does not wish to serve as the Board Chair for another full term.

MOTION: Mr. Moore made a motion to appoint Mr. Altman as Board Chair until December. Mr. Graham seconded the motion, which was approved unanimously.

MOTION: Mr. Moore made a motion to appoint Mr. Massarelli as Vice-Chair. Mr. Newton seconded the motion, which was approved unanimously.

Public Comments

Mark Dillard, with the MHISC, thanked Mr. Altman for his service to the Board. He also thanked the Board for appointing a hearing officer to address unlicensed practice in the industry.

Adjournment

MOTION: Mr. Newton made a motion to adjourn the meeting at 10:47 am. Mr. Moore seconded the motion, which was approved unanimously.

The next meeting is scheduled for September 2, 2025, at 10:00 a.m.