

MINUTES
South Carolina Manufactured Housing Board
Board Meeting
March 3, 2026 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, SC

Call to Order

Chairman Tony Massarelli, called the meeting to order at 10:02 a.m.

Statement of Public Notice

Mr. Massarelli 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. Edwards made a motion to approve the agenda. Mr. Moore seconded the motion, which was approved unanimously.

Introduction of Board Members

Board members in attendance were R. Bryan Gaines, W. Matthew Bullard, Dorothy Edwards, Tony Massarelli, Steve Graham, Arthur Newton, Richard Bagwell, and W. Marion Moore.

Staff members in attendance were Maggie Smith, Board Executive; Teresa Martin, Administrative Coordinator; Hardwick Stuart, 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: None; it is noted for the record that Mr. Adam Reese's absence was unexcused.

Approval of Meeting Minutes

MOTION: Mr. Graham made a motion to approve the minutes for the December 2, 2025 Board meeting. Mr. Moore seconded the motion, which was approved unanimously.

Board Chairman's Remarks

Mr. Massarelli thanked everyone for attending.

Staff Reports

Board Executive's Report – Maggie Smith

Ms. Smith presented the Board with current licensure statistics, citing 1011 total licenses as of February 25, 2026; and the Board's cash report, noting a 2025 year-end balance of \$413,721.06. Ms. Smith also provided PSI exam statistics, which included pass/fail rates for each exam type from January 1, 2026 to present, followed by survey results from the examinees. She noted that Mr. Moore is working with PSI to perform a review of the Manufactured Home Contractor exam, and will provide a report to the Board once that is complete. Mr. Moore added that the pass rate was below 30% and would like to get that higher. He is also working with PSI to offer the exam in Spanish.

Ms. Smith closed by updating the Board on staff's preparation for license renewals, set to open in early April, and recognizing Mark Dillard's retirement as Executive Director of the Manufactured Housing Institute of South Carolina.

Office of Investigations and Enforcement (OIE) – Maurice Smith

OIE Report

Mr. Smith reported that from January 1, 2025 to December 31, 2025, 145 complaints were received by staff. Currently, OIE has closed 121 cases, with 10 active cases, 5 cases pending further information, and 9 pending board action.

Investigative Review Conference (IRC) Report

Mr. Smith advised that the IRC met on February 19, 2026, and their recommendations are reflected in the IRC report for the Board's consideration and approval. The IRC recommended 9 nine cases for dismissal, three for formal complaint and one for citation.

MOTION: Mr. Newton made a motion to approve the recommendations reflected in the February 19, 2026 IRC Report, as presented. Mr. Graham seconded the motion, which was approved unanimously.

Office of Disciplinary Counsel (ODC) – Robert Elam

Mr. Elam reported that as of February 19, 2026, ODC currently has 10 open cases, with six pending hearings, and four pending closure. Mr. Elam noted that he would be retiring and this would be his last board meeting, and introduced Chris Elliot as the Disciplinary Counsel for the Manufactured Housing Board moving forward.

Legislative Update- Virginia Wetzel

Ms. Wetzel with LLR's Office of Communications and Governmental Affairs provided the Board with an overview of pending legislation, specifically reviewing H.3021 and H.5113, and offered to answer any questions.

Old Business

a. Retail Dealer Lot Inspections-Overview & Status Update

Ms. Smith began by reviewing the Board's current inspection process for licensed retail dealers, updated and approved in 2024, and providing inspection statistics to date. Investigator John Abrams then presented to the Board on the inspection process and its success to date. He also identified challenges with community retail dealer inspections, and asked for the Board's guidance. Ms. Smith closed by requesting that the Board also consider a cut-off date for scheduled inspections.

MOTION: Mr. Moore made a motion to end the announced dealer lot inspections on June 30, 2026 and continue with regular inspections. Mr. Newton seconded the motion which was approved unanimously.

MOTION: Mr. Moore made a motion to establish a two- or three-person committee to discuss community lot inspection requirements. Mr. Gaines seconded the motion which was approved unanimously.

MOTION: Mr. Moore amend his first motion to establish a committee to study guidelines for parks, to have a cut of date of June 30, 2026 for announced inspections, to suspend community lot inspections until guidance is determined, and for staff to post the inspection materials. Mr. Newton seconded the motion which was approved unanimously.

b. Bond Claim Process

Mr. Stuart, Office of Advice Counsel, provided the Board with an overview of its ability to interpret statutes and regulations.

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

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

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

MOTION: Mr. Bagwell made a motion for the Board to apply Section 40-29-230 and Regulation 79-37 regarding the bond claim process as follows. For Regulation 79-37, that the Department will determine the reasonableness of all claims and present to the Board chair with the authorization to pay claim which would include claims under Regulation 79-37(A)(4), where the department waives the consumer providing the estimates because of unsuccessful obtainment. The Department is defined in Regulation 79-1(H) as Department of Labor, Licensing, and Regulations and all staff responsible for providing administrative support to the Manufacturing Housing Board. Mr. Moore seconded the motion which was approved unanimously.

New Business

a. Experience Acceptable to the Board-Section 40-29-200(G)

The Board discussed potential parameters for Board staff's use in evaluating an applicant's experience for the manufactured home retail dealer license, for approval at the staff level, in accordance with Section 40-29-200(G).

MOTION: Mr. Bagwell made a motion to nominate Board member Art Newton to be the Board's representative to obtain information and come back with recommendations. Mr. Gaines seconded the motion which was approved unanimously.

b. License Requirements for Brokering Sales

Ms. Smith asked for the Board's guidance on licensure requirements in cases where the Purchase Agreement is facilitated and maintained by the broker, and the title is transferred directly from the manufacturer to the investor/owner, is a license as a manufactured home retail dealer required for such broker.

MOTION: Mr. Bagwell made a motion that the Board's interpretation is that brokering sales requires a retail dealer license in South Carolina. Mr. Gaines seconded the motion,

which was approved unanimously.

c. License Requirements for the Installation of Underpinning and Skirting

Ms. Smith asked the Board for guidance to provide to the industry regarding where a license is required for the installation of underpinning and skirting.

MOTION: Mr. Gaines made a motion that if underpinning is part of an installation that meets Federal Regulatory standards or other then it must be performed by a licensed contractor. He clarified that in other applications it does not require a license with the Board. Mr. Bagwell seconded the motion, which was approved unanimously.

Election of Officers

Ms. Smith called for nominations for the Board's Chair seat.

MOTION: Mr. Bagwell made a motion to nominate Tony Massarelli as Chair. Ms. Edwards seconded the motion, which was approved unanimously.

Chairman Massarelli called for nominations for the Board's Vice-Chair seat.

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

Public Comments

Andrea Westmoreland introduced herself as the newly appointed interim Executive Director for the Manufacturing Institute of SC (MHISC), and Nicole Robinson as MHISC's new Research Director.

Adjournment

MOTION: Mr. Moore made a motion to adjourn the meeting at 1:49pm. Mr. Graham seconded the motion, which was approved unanimously.

The next meeting of the Board is scheduled for June 2, 2026, at 10:00 a.m.