The Manufactured Housing Committee was called to order by Chair Chester Anderson, on the above-cited date at approximately 9:30 a.m. in the Toney Anaya Building, 2250 Cerrillos Rd., 2nd Floor, Rio Grande Conference Room, Santa Fe, New Mexico.

Roll call indicated the presence of a quorum as follows:

**Members Present:**
Chester Anderson  
Becky Nottke  
Bruce Hoover  
Robert Kear

2. **APPROVAL OF AGENDA**

**MOTION:** Committee Member Hoover moved for the approval of the agenda.  
**SECOND:** Committee Member Kear seconded the motion.  
**VOTE:** All Committee Members voted in favor of the motion.

3. **FIELD OPERATIONS MANAGER REPORT – Jesus Carrasco**
- On July 30, 2013, the Manufactured Housing Division Sub-Committee met to have a formal discussion on common work practices that would benefit from CID, GB, Specialty and MHD cross-over licensure requirements. The MHD sub-committee unanimously approved the new language in your packet for your review and consideration to take to public hearing. The following Sub-Committee members were in attendance, Mr. Mark Duran representing the New Mexico Manufactured Housing Association, Mr. Carl Ulibarri representing Magic Mobile Homes, Mr. Tom Lucero representing Pinoreal Construction, Mr. David Torres representing TNT Construction and Mr. Mike Moore representing Moore Manufactured Home Services.
- On August 16, 2013, the HUD Monitoring Contract was awarded and executed by HUD, to The Institute for Building Technology and Safety (IBTS). As I was tasked by Director Katherine Martinez and Superintendent Dee Dennis to assist in issuing and requesting HUD labels, I registered with IBTS as a Label Coordinator and was granted access on August 23, 2013. I then proceeded and requested 200 labels.
• As of September 5, 2013, the Karsten Homes plant has 20 labels in stock. The Solitaire Homes plant has 30 labels in stock. At the current moment, our headquarters is out of labels and awaiting the arrival of labels soon.

• On July 17 and 18, 2013, IBTS conducted a record review visit at the Karsten Homes plant. The audit revealed that improvements were accomplished in their record keeping. There is room for improvement on identifying failures to conform by their quality control team and the State IPIA inspector. As previously requested by both Plants, we are currently in the process of relinquishing all State IPIA inspections back to HUD.

• To those whom are victims of the recent hail storms in Santa Rosa, the State of New Mexico Construction Industries/Manufactured Housing Division will be issuing MHD Major Repair permits and conducting inspections for roof repairs during this emergency situation. Contractors will be required to be properly licensed with CID as a GB98, GB2, or GS21 and acquire a ‘Consumer Protection Bond’ in the amount of $10,000.00 to cover the work being permitted. Please note: this bond is aside from the ‘Code Bond’ required by CID. Major Repair permits will be processed in the Albuquerque and Santa Fe Offices.

• After several hours of discussion between manufactured housing industry members and MHD/CID staff members, we have addressed the mechanical installation of Comfort Cooling Systems. Currently, Electrical Bureau Chief Mr. James (Kelly) Hunt is reviewing Article 550 in the National Electrical Code (NEC) to provide us an interpretation to the electrical connections of Comfort Cooling Systems to the homes electrical panel.

4. APPROVAL OF MINUTES: June 19, 2013

   MOTION: Committee Member Hoover moved to Approve Minutes for June 19, 2013 with the following change, Page 4, “Recommendation for NCA” should be “NM-11-09-021 and NM-12-07-017. That should be changed to read “MHC Vice Chairman Christensen moved to issue as an NCA on those cases.”
   SECOND: Committee Member Kear seconded the motion.
   VOTE: All Committee Members present voted in favor of the motion.

4. NEW BUSINESS

   a. Request for approval to adopt:
      1. NMAC 14.12.2.14(l) – Installer and Repairmen

         Presented by FERMIN ARAGON:

   b. Licensing as recommended by MH Task Force

         Presented by ANDY DALMY:
c. Status of SAA with Federal Government
   Presented by JESUS CARRASCO:

d. Contract Status Between HUD and IBTS as it related to HUD Labels
   Presented by JESUS CARRASCO:

e. Calling of Public Hearing of Cross-Over MHD and CID
   Presented by ANDY DALMY:

f. Committee Appointment Discussion
   Presented by CLAY BAILEY:

6. Executive Session – The Committee will close the meeting to the public and enter into executive session to discuss the cases listed under agenda items 7.a. (1-4) and 7.b. (1-6) pursuant to NMSA 1978, Sections 10-15-1(H)(1), (3) and (7). Such discussions pertain to the issuance, suspension, renewal or revocation of a licenses(s), deliberations on pending administrative adjudicatory proceedings and pending or threatened litigation

   MOTION: Member Kear moved to go into Executive Session citing NMSA 1978 Sections 10-15-1(H)(1), (3) and (7) as cited in the caption above.
   SECOND: Member Hoover seconded the motion.
   PASSED: Roll call vote as follows: Members Kear, Hoover, Nottke, and Anderson all voting in the affirmative.

   Upon motion and returning to open session, Chair Anderson said the only items discussed during executive session were those items listed on the agenda under caption 6.

7. Disciplinary Matters
   a. Complaint Committee Recommendation: Dismissal:
      1. 03;13-01-03       3. 81;13-03-06
      2. 33;13-01-30       4. 143;13-04-19
   MOTION: Member Nottke moved to recommend closure on items 1-4 as listed above.
   SECOND: Member Kear seconded the motion.
   PASSED: All Committee Members present voted in favor of the motion.

   b. Deliberation on Licensee Disciplinary Action Cases in which issuance of Notice of Contemplated Action (NCA) is Recommended:
Complaint Committee Recommendation: Issuance of NCA

1. 75:13-03-01     4. 94;13-03-13
2. 88:13-03-08     5. 104;13-03-20
3. 89;13-03-11     6. 106;13-03-21

MOTION: Member Nottke moved to recommend the issuance of NCAs on items 1-6 as listed above.
SECOND: Member Kear seconded the motion.
PASSED: All Committee Members present voted in favor of the motion.

8. **Public Comment**
   None

10. **Adjournment**

   Having completed the agenda Member Kear moved to adjourn and Member Hoover seconded. Upon unanimous voice vote, Chair Anderson declared this meeting adjourned at approximately 12:20 p.m.

   Approved by:

   ________________________________
   Chester Anderson, Chair

   ________________________________
   Clay Bailey, Secretary