



**MEETING MINUTES**

**Minutes of the Manufactured Housing Committee Meeting held on  
Friday, February 9<sup>th</sup>, 2018 at 5500 San Antonio Dr. NE, Albuquerque, NM 87109.**

**I. CONVENE, DETERMINATION OF QUORUM AND INTRODUCTIONS:**

**Committee and Audience**

A quorum of the Committee was present and the meeting was convened at approximately at 9:40 a.m.

**ATTENDING** this meeting were:

Scott Christensen, Chairman  
Nancy Erickson, Member  
Chris Starace, Member  
Gabe Romo, Member  
Jesus Carrasco, Acting Director  
Marylou Poli, Assistant Attorney General

Absent:

Marshal Jones, Member

**II. APPROVE AGENDA**

**MOTION:** Committee Member Starace moved for the approval of the agenda.

**SECOND:** Committee Member Erickson seconded the motion.

**VOTE:** All Committee Members present voted in favor of the motion.

**III. PUBLIC COMMENT**

Public comments were received.

**IV. DIRECTORS REPORT**

Director Carrasco presented the report to the Committee on behalf of Director McMurray.

**V. ADMINISTRATORS REPORT**

Director Carrasco presented his administrative report to the Committee.

**VI. OLD BUSINESS**

**a. Approval of October 13th, 2017 Minutes**

MOTION: Committee Starace moved for the approval of the minutes.  
SECOND: Committee Romo seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**VII. NEW BUSINESS**

**Approval of the 2018 Open Meeting Act**

MOTION: Committee Member Erickson moved to approve.  
SECOND: Committee Member Starace seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**VII. EXECUTIVE SESSION**

MOTION: Committee Member Erickson moved to enter into executive session to discuss the listed cases, pursuant to NMSA 1978, Sections 10-15-1(H) (1),(3) and (7).  
SECOND: Committee Member Starace seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

Chairman Christensen called for a roll call vote. The votes of all members present are recorded below:

Chairman Christensen	Yay
Committee Member Erickson	Yay
Committee Member Starace	Yay
Committee Member Romo	Yay

After a unanimous vote the meeting was closed to the public at 10:18 a.m.

The meeting was re-opened to the public at 11:12 a.m. pursuant to NMSA 1978, Section 10-15-1(J).

Chairman Christensen stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting.

**VIII. ACTION ON ITEMS DISCUSSED DURING EXECUTIVE SESSION**

**a. Deliberation on Licensee Disciplinary Action Cases**

MOTION: Committee Member Romo moved to dismiss agenda item VIII (a) case number:

238; 17-08-30 MH



## New Mexico Regulation and Licensing Department

### MANUFACTURED HOUSING DIVISION

2550 Cerrillos Road ▪ Santa Fe, NM 87504 ▪ (505) 476-4770 ▪ Fax (505) 476-4702  
5500 San Antonio Dr. NE ▪ Albuquerque, NM 87109 ▪ (505) 222-9870 ▪ Fax (505) 856-2045  
505 S. Main St., Suite 103 ▪ Las Cruces, NM 88004 ▪ (575) 524-6320 ▪ Fax (575) 524-6319  
[www.rld.state.nm.us/construction](http://www.rld.state.nm.us/construction)

SECOND: Committee Member Erickson seconded the motion.

VOTE: All Committee members present voted in favor of the motion

#### **b. Deliberation on Licensee Disciplinary Action Cases**

1) MOTION: Committee Member Starace moved to close agenda item VIII (b)(1) case number:

91; 17-03-30 MH

SECOND: Committee Member Erickson seconded the motion.

VOTE: All Committee members present voted in favor of the motion

2) MOTION: Committee Member Starace moved to close agenda item VIII (b)(2) case number:

263; 17-08-11 MH

SECOND: Committee Member Romo seconded the motion.

VOTE: All Committee members present voted in favor of the motion

#### **c. Deliberation on Licensee Disciplinary Action Cases**

1) MOTION: Committee Member Erickson moved to refer the case to the Attorney General for Notice of Contemplated Action on agenda item VIII (c) (1) Case Number:

255; 17-09-27 MH

SECOND: Committee Member Starace seconded the motion.

VOTE: All Committee members present voted in favor of the motion

2) MOTION: Committee Member Erickson moved to refer the case to office of the Attorney General for a Notice of Contemplated Action on agenda item VIII (c) (2) Case Number:

273; 17-10-26 MH

SECOND: Committee Member Romo seconded the motion.

VOTE: All Committee members present voted in favor of the motion

#### **d. Deliberation on Licensee Disciplinary Action Cases**

MOTION: Vice Chairman Christensen moved to table agenda item VIII (d) Case Number:

285; 15-08-17 MH

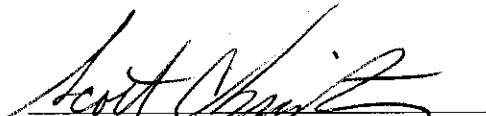
**IX. NEXT MEETING DATE**

Regular Meeting – APRIL 13<sup>TH</sup>, 2018, Regulation and Licensing Department main conference room, Albuquerque, NM


**X. ADJOURN**

With no further business to come before the Committee, the meeting was adjourned at approximately 11:15 a.m.

NEW MEXICO MANUFACTURED  
HOUSING COMMITTEE

  
SCOTT CHRISTENSEN  
CHAIRMAN

4-13-18  
DATE

  
JESUS CARRASCO  
DIRECTOR, MHD

4/13/18  
DATE