



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

MANUFACTURED HOUSING DIVISION
Regular Committee Board Meeting
New Mexico Manufactured Housing Division
5500 San Antonio Drive NE
Albuquerque, NM 87109
Friday, October 12, 2018
9:37 a.m.

“DRAFT” MEETING MINUTES

I. CONVENE AND ROLL CALL

Chair, Scott Christensen called the New Mexico Manufactured Committee meeting to order at 9:37 a.m.

Gabriella Romero, Licensing Manager took roll call and a quorum was present.

MEMBERS PRESENT: Scott Christensen, Chair
Chris Starace, Member
Marshall Jones, Member
Carl Ulibarri, Member

MEMBERS ABSENT: Nancy Erickson, Member
Gabe Romo, Member

OTHERS PRESENT: Lori Chavez, Assistant Attorney General

STAFF PRESENT: Sally Galanter, CID/MHD Counsel
Jesus Carrasco, Acting Director
Carolyn Hernandez, Investigations and Enforcement
Deloisa Trujillo, Investigations and Enforcement
Amanda Roybal, Manager for Investigations and Enforcement

II. APPROVAL OF AGENDA

Committee member Ulibarri made a **MOTION** to approve the October 12, 2018 meeting agenda. Committee member Jones **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.

III. PUBLIC COMMENT

Public comments were heard from Committee member Ulibarri. Topics that were discussed was the modular transition process and salesperson testing questions.

IV. ACTING DIRECTOR’S REPORT

Acting Director Carrasco presented his director’s report to the Committee. For informational purposes only- no action taken

V. OLD BUSINESS

- A. Approval of the June 8, 2018 meeting minutes.
Committee Member Starace made a **MOTION** to approve the June 8, 2018. Regular Committee Meeting minutes as written. Committee member Marshall, **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.

VI. NEW BUSINESS

- A. Introduction of Committee Member Carl Ulibarri.
For information purposes only- no action taken.
- B. Committee update on Unlicensed Activity process.
Amanda Roybal spoke on this matter.
- C. NMMHA Industry update.
No discussion on this topic.
- D. Discussion on the requirement to inspect skirting on set permit.
Mr. Carrasco spoke on this matter.

VII. EXECUTIVE SESSION

Chairman Christensen made a **MOTION** that the New Mexico Manufactured Housing Committee enter into Executive Session to discuss the item listed on the agenda, pursuant to Section 10-15-1(J) of the Open Meetings Act authorizing closed sessions for matters related to issuance, suspension, renewal, or revocation of a license. Committee Member Starace **SECONDED** the motion.

Ms. Romero took a roll call vote to enter into Executive Session.

<u>BOARD MEMBERS</u>	<u>VOTE</u>
Scott Christensen, Chair	Yes
Chris Starace, Member	Yes
Gabe Romo, Member	Absent
Marshal Jones, Member	Yes
Carl Ulibarri, Member	Yes
Nancy Erickson	Absent

The motion **PASSED** by **UNANIMOUS APPROVAL**. Let the record show that the Committee entered into Executive Session at 10:10 a.m. and the recorder was turned off.

Back in Open Session

Let the record show that the Committee returned to open session at 12:30 p.m.

The meeting was re-opened to the public at 12:30 p.m. pursuant to NMSA 1978, Section 10-15-1(J).



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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.

A:

- 1. 154; 17-06-09 MH
2. 110; 18-05 MH
3. 116; 18-05 MH
4. 118; 18-05 MH

B:

- 1. 292; 16-07-08 MH

C:

- 2. 138; 18-06 MH

D:

- 1. 89; 16-03-30 MH Berrones Construction
2. 84; 17-03-23 MH & MHD 151; 15-05-18 Aragon Enterprises

E:

- 1. 131; 16-05-10 MH
2.

Motions to follow

VIII. NEXT MEETING DATE

Regular Meeting – December 14m 2018, 9:30 a.m., Regulation and Licensing Department main conference room, Albuquerque, NM.

IX. ADJOURN

With no further business to come before the Committee, the meeting was adjourned at approximately 12:34 p.m.

New Mexico Manufactured Housing Committee

Scott Christensen
Chairman

Date

Jesus Carrasco
Director, MHD

Date