



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, December 14, 2018
9:30 a.m.

“DRAFT” MEETING MINUTES

I. CONVENE AND ROLL CALL

Chair, Scott Christensen called the New Mexico Manufactured Committee meeting to order at 9:30 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
Nancy Erickson, Member
Gabe Romo, Member

OTHERS PRESENT: Lori Chavez, Assistant Attorney General

STAFF PRESENT: Sally Galanter, CID/MHD Counsel
Jesus Carrasco, Acting Director
Rudy Checkley, Investigations and Enforcement
Amanda Roybal, Manager for Investigations and Enforcement

II. APPROVAL OF AGENDA

Committee member Ulibarri made a **MOTION** to approve the December 14, 2018 meeting agenda with amendments. Amendments as follows, move Item E. Sales licensing requirements, under New Business IV. be moved to Old Business (V.) Committee member Jones **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.

III. PUBLIC COMMENT

No public comments were heard.

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 October 12, 2018 meeting minutes.
Committee Member Starace made a **MOTION** to approve the October 12, 2018. Regular Committee Meeting minutes as written. Committee member Marshall, **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.
- B.** Salesperson licensing requirements.

VI. NEW BUSINESS

- A.** Committee update on unlicensed activity process
Ms. Roybal spoke on this matter. For information purposes only- no action taken.
- B.** NMMHA Industry update.
Mr. Mark Duran spoke on this. For information purposes only- no action taken.
- C.** Discussion on Acella permitting issues.
Mr. Carrasco spoke on this topic. For information purposes only- no action taken
- D.** Permitting of skirting and other accessories
Mr. Carrasco spoke on this topic. For information purposes only- no action taken
- E.** Scheduling of 2019 committee meetings. For information purposes only- no action taken

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	Yes
Marshal Jones, Member	Yes
Carl Ulibarri, Member	Yes
Nancy Erickson	Yes

The motion **PASSED** by **UNANIMOUS APPROVAL**. Let the record show that the Committee entered into Executive Session at 11:07 a.m. and the recorder was turned off.

Back in Open Session

Let the record show that the Committee returned to open session at 11:38 a.m.

The meeting was re-opened to the public at 11:38 a.m. pursuant to NMSA 1978, Section 10-15-1(J).



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

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. 189; 18-08 MH- Ms. Erickson made a MOTION to dismiss 189; 18-08 MH. Mr. Romo SECONDED the motion. Motion PASSED by UNANIMOUS APPROVAL.
2. 216; 17-08-17 MH- Ms. Erickson made a MOTION to dismiss 189; 18-08 MH. Mr. Romo SECONDED the motion. Motion PASSED by UNANIMOUS APPROVAL.

VIII. NEXT MEETING DATE

Regular Meeting – February 8, 2019, 9:30 a.m., Regulation and Licensing Department in Rio Grande Room, 2550 Cerillos Road, Santa Fe, NM.

IX. ADJOURN

With no further business to come before the Committee, the meeting was adjourned at approximately 11:45 a.m.

New Mexico Manufactured Housing Committee

Scott Christensen
Chairman

Date

Jesus Carrasco
Director, MHD

Date