

**STATE OF NEW MEXICO  
MANUFACTURED HOUSING COMMITTEE MEETING  
August 31, 2015  
MINUTES**

The Manufactured Housing Committee Special meeting held on August 31, 2015. Officially attending the meeting was:

Becky Nottke, Vice Chairman  
Chris Starace, Member  
Nancy Erickson, Member  
Robert Kear, Member  
Jesus Carrasco, MHD Administrator  
Pat McMurray, Director  
Rick Word, Assistant Attorney General

ABSENT: Scott Christensen, Member  
Bruce Hoover, Member

**1. Convene, Determination of Quorum and Introductions: Commissioners and Audiences**

Sam Saucedo, MHC Committee Administrator established that a quorum of the Committee Members thru roll call, all members were present and convened the meeting at 9:34 a.m.

**2. Approve Agenda**

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

**3. Approval Minutes**

MOTION: Committee Member Kear moved for the approval of the minutes from June 19, 2015 meeting.  
SECOND: Member Erickson seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**4. Public Comment**

Public comments were received.

**5. MHD Director’s Report**

Director Pat McMurray presented his report to the Committee Members.

**6. MHD Administrator’s Report**

Administrator Jesus Carrasco presented his report to the Committee Members.

**7. New Business – Tracking of complaints**

Vice Chair Nottke proposed to implement a process for all MHD complaints.

**8. Executive Session:**

Member Kear moved that the Manufactured Housing Committee go into Executive Session to discuss matters pertaining to the issuance, suspension, renewal or revocation of a license; to deliberate pending cases; and to discuss pending litigation.

SECOND: Committee Member Erickson seconded the motion.

VOTE: Vice Chair Erickson called for a roll call vote. The votes of all members present are recorded below:

Vice Chair Nottke	Yay
Committee Member Starace	Yay
Committee Member Erickson	Yay
Committee Member Kear	Yay

Noting that the motion to close passed unanimously, Vice Chairman Nottke declared the meeting closed to the public at 9:56 a.m.

Vice Chairman Nottke re-opened the meeting to the public at 11:15 a.m.

**9. Action on items discussed during Executive Session –**

MOTION: Vice Chairman Nottke entertained a motion to open the meeting to the public. She further affirm that only matters exempt from the open meeting requirement, NMSA 1978, 10-15-1(J). No other matters were discussed, and no other actions were taken during executive session.

SECOND: Committee Member Erickson seconded the motion.

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

**a.**

MOTION: Committee Member Erickson moved to close case 271; 13-07-08 MHD.

SECOND: Member Starace seconded the motion.

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

MOTION: Committee Member Erickson moved to close case 317; 14-08-11 MHD.  
SECOND: Member Kear seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**b.**

MOTION: Committee Member Kear moved to issue NCA in case 122; 14-03-24 MUL.  
SECOND: Member Starace seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Committee Member Kear moved to issue NCA in case 444; 14-1030 MHD.  
SECOND: Member Erickson seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**c.**

MOTION: Vice Chairman Nottke moved to table case 09-11-028.  
VOTE: All Committee Members present voted in favor of the motion.

**d.**

MOTION: Vice Chairman Nottke moved to table case NM-12-04-012.  
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Vice Chairman Nottke moved to table case NM-12-06-014.  
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Vice Chairman Nottke moved to table case NM-12-02-022.  
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Member Starace reconsiders prior decision, we vote to resend order of December 2014 and move to issue a NCA in case 227; 14-02-12 MHD.  
SECOND: Member Erickson seconded the motion.  
VOTE: All Committee Members present voted in favor of the motion.

**e.**

MOTION: Vice Chairman Nottke moved to table case 142; 13-04-18 MHD.  
VOTE: All Committee Members present voted in favor of the motion.

**10. NEXT MEETING DATE:** October 9, 2015, 9:30 a.m., Construction Industries Office, 5500 San Antonio Dr. NE, Albuquerque NM, Main Conference Room

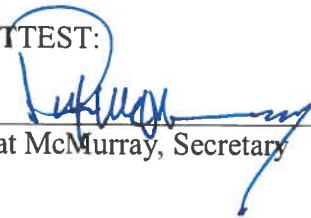
**11. Adjourn**

MOTION: Committee Member Kear made a motion to adjourn at 11:19 a.m.

SECOND: Committee Member Starace seconded the motion.

VOTE: All voted in favor of the motion.

  
Becky Nottke, Vice Chairman      9 OCT 2015  
Date

ATTEST:  
  
Pat McMurray, Secretary      10-09-2015  
Date