

**PLEASE NOTE:** The following is a brief summary of the minutes of the North Carolina Manufactured Housing Board meeting of July 19, 2005. (The official record is recorded and maintained on CD)

**MINUTES OF THE**  
**NORTH CAROLINA MANUFACTURED HOUSING BOARD**  
**July 19, 2005**

**RALEIGH, NORTH CAROLINA**

Tim Bradley chaired the July 19, 2005 meeting. Members of the North Carolina Manufactured Housing Board present were: Linda Willey, Lynn Carlson, Larry Garner, Johnnie Burgess, and Clark Crowther. Board Members Dennis Jones, Danny Chandler and Wesley Layton were not present. Staff present: Hazel Stephenson, Pat Walker, Karen Holden, Ellen Tyndall and LaShawn Strange, Staff Attorney. Others in attendance were as follows:

Chris Estes, LIHC  
John Welch, W & W Mobile Home Service  
Hilda Garrett (DOI)  
Alan Greene (DOI)  
Brad Lovin, Manufactured Housing Institute (NCMHI)  
Brian Behr, Dept. of Justice

1. Chairman Bradley called the meeting to order.
2. Chairman Bradley introduced Michael Hamm, who has recently joined the Manufactured Building Division as an engineer. Mike received a warm welcome.
3. Minutes of April 26, 2005 Meeting were reviewed. Motion was made and seconded to accept the minutes as written. Motion passed.
4. Minutes of the June 21, 2005 Public Hearing were reviewed. Motion was made and seconded to accept the minutes as written. Motion passed.
5. **Hearings**
  - A. **NCMHB vs. John A. Welch dba W & W Mobile Home Service, License # 3081; RE:** Latoshia Abbott, Case #05-0061. Hazel Stephenson introduced the file into evidence. Welch is a licensed set up contractor. This case concerned the repeated failure of Welch to properly set the home of Latoshia Abbott for the home to pass the inspection of the local inspection department. The home was set up on February 7, 2005. The set up failed local county inspection on 2 occasions. Inspector Hilda Garrett of the Manufactured Building Division inspected the home, listed items that were not in compliance with the set up of the home and testified regarding her inspection of the set up. A pre hearing conference was held in the matter and the Respondent failed to follow the instructions given during the conference. The local inspection department advised on June 2, 2005 that the home had passed final inspection.

Welch appeared and testified to his actions regarding the set up of this home. Welch responded to questions from the Board.

## Minutes of July 19, 2005 Manufactured Housing Board Meeting

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The Board advised they would meet in Executive Session and all parties would be notified of their decision.

#### 5. Old Business

- A. **Update on the Lawsuit filed by the NCJC** - LaShawn Strange gave the Board an update on the pending lawsuit. She advised the Board the Motion to Dismiss had changed to Motion to Continue until third week in September. The was based upon pending legislation regarding dealers establishing and handling of escrow funds. The language of the legislation will make the matters of the lawsuit moot.
- B. **Update on Legislation involving Manufactured Housing –** Copies of pending and passed legislation involving Manufactured Housing was provided to the Board members for their review information.
- C. **Organizational Chart for Manufactured Building Division:**
- Staff handed out Organizational Chart to Board Members, Chairman Bradley explained. Chairman Bradley explained to the Board the recent organizational changes that have been made in the Manufactured Building Division. Chairman Bradley advised Hazel Stephenson is the Acting Deputy Director of Manufactured Building Division Consumer Services. Pat Walker is the Technical Services Manager and will be the supervisor for the Field Staff. Chairman Bradley also advised the Board of the creation of two new positions.
- D. Hazel Stephenson requested direction from the Board members with regards to a question received from a licensee concerning Fixed Value Equivalent vs. Bond regarding a dealer bond. The Board agreed this would be handled in the same manner as in the past. A bond on a form approved by the Board must be provided or cash in the amount of the bond required must be provided to the Board in order for a license to be issued.

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Hazel T. Stephenson  
Secretary, N.C. Manufactured Housing Board

**BOARD'S DECISION**  
**July 19, 2005**

**Hearings:**

- A. NCMHB vs.. John A. Welch dba W & W Mobile Home Service, License # 3081; RE: Latoshia Abbott, Case #05-0061**

A letter of reprimand will be issued to the licensee concerning Welch's lack of proper record keeping. Welch is to maintain detailed, written contracts setting out work to be completed as agreed upon between Welch and consumers. The letter of reprimand is to contain a warning that the Board will not tolerate noncompliance with statutes, rules and regulations.