



Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
October 25, 2019

Sheila M. Vallés-Pankratz, Chair

Jason R. Denny, Member

Sylvia L. Guzman, Member

Ronnie Richards, Member

Keith C. Thompson, Member

**Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting**

October 25, 2019

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Sheila M. Vallés-Pankratz, Chair	_____	_____
Jason R. Denny, Member	_____	_____
Sylvia L. Guzman, Member	_____	_____
Ronnie Richards, Member	_____	_____
Keith C. Thompson, Member	_____	_____
Number Present	_____	
Number Absent		_____

_____, Presiding Officer

MANUFACTURED HOUSING BOARD MEETING
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
1500 N. Congress, Capitol Extension Committee Room E2.028
Austin, Texas 78701
October 25, 2019 11:00 a.m.

AGENDA

CALL TO ORDER, ROLL CALL Chair

CERTIFICATION OF QUORUM Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

ACTION ITEMS

- | | | |
|---------|--|------------|
| Item 1. | Consideration and action to approve the minutes of the board meeting on August 23, 2019. | Chair |
| Item 2. | Presentation, discussion and action to approve the request from the Texas Manufactured Housing School (TXMHS) to continue as a Continuing Education Provider. | Jim Hicks |
| Item 3. | Presentation, discussion and possible action to approve adoption of amendments to 10 Texas Administrative Code, Chapter 80 for publication as adopted in the Texas Register. | Joe Garcia |
| Item 4. | The Board will discuss Personnel Matters relating to the executive director's performance and compensation review pursuant to Sec. 551.074, Texas Government Code. | Chair |

REPORT ITEMS

- | | | |
|----|--|------------|
| 1. | Executive Director's Report to include issues relating to operations, budget and performance of the Manufactured Housing Division. | Joe Garcia |
| 2. | Presentation of the audit report of the Manufactured Housing Division. | Joe Garcia |

PUBLIC COMMENT Chair

EXECUTIVE SESSION Chair

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

- | | |
|-----|---|
| (a) | The Board will go into executive session to discuss Personnel Matters relating to the executive director's performance and compensation review pursuant to Sec. 551.074, Texas Government Code. |
| (b) | If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code. |

RECONVENE Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

ADJOURN Chair

To access this agenda or request information, please visit our website at www.tdhca.state.tx.us or contact Sharon Choate, TDHCA/MHD, 1106 Clayton Lane, Suite 270W, Austin, Texas 78723, 512-475-2206, sharon.choate@tdhca.state.tx.us.

Individuals who require auxiliary aids, services or translators for this meeting should contact Sharon Choate, at 512-475-2206 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.

**MINUTES OF THE REGULAR MEETING OF THE
MANUFACTURED HOUSING BOARD**

On Friday, August 23, 2019, at 11:01 a.m., there was a regular meeting of the Manufactured Housing Board (the “Board”) at 1500 N. Congress, Capitol Extension Committee Room E2.028, Austin, Texas. Sheila Vallés-Pankratz presided. Jason Denny, Sylvia Guzman and Keith Thompson constituting a quorum, attended. Ronnie Richards was absent. The following Manufactured Housing Division (the “MHD”) staff were present: Joe Garcia, Amy Morehouse, Jim Hicks, Kassu Asfaw and Sharon Choate.

Sheila Vallés-Pankratz called the roll and confirmed the presence of a quorum.

Sheila Vallés-Pankratz made a motion to approve the minutes from the board meeting on July 27, 2018. The motion was duly seconded by Keith Thompson, the motion was unanimously approved.

Kassu Asfaw presented the FY 2020 Operating Budget to the board and recommended approval. Upon motion of Jason Denny, duly seconded by Keith Thompson, the FY 2020 Operating Budget was unanimously approved.

Kassu Asfaw presented the FY 2020 Administrative Services Agreement between the Manufactured Housing Division and TDHCA and recommended approval. Upon motion of Keith Thompson, duly seconded by Sylvia Guzman, the agreement was unanimously approved.

Jim Hicks presented and discussed for approval the continuation of Texas Manufactured Housing Association (TMHA) as a continuing education provider. Upon motion of Jason Denny, duly seconded by Keith Thompson, the renewal was unanimously approved.

Joe Garcia presented and discussed for approval the proposed amendments to 10 Texas Administrative Code, Chapter 80 for publication as proposed in the Texas Register for public comment. Upon motion of Keith Thompson, duly seconded by Jason Denny, the rules were unanimously approved.

Joe Garcia presented and discussed for approval the adoption of proposed Manufacturer's Certificate of Origin to a Manufactured Home and Application for Statement of Ownership for Federal Governmental Agency. Upon motion of Sylvia Guzman, duly seconded by Jason Denny, the revised forms were unanimously approved

Joe Garcia delivered the Executive Director's Report.

The Board did not go into an Executive Session.

The next board meeting was tentatively set for Friday, October 25, 2019, to begin at 11:00 a.m.

There being no further business to come before the board, the meeting was adjourned at 1:05 p.m.

Sharon Choate, Secretary

Approved:

Sheila Vallés-Pankratz, Presiding Chair



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MANUFACTURED HOUSING DIVISION**

Greg Abbott
GOVERNOR

Joe A. Garcia
EXECUTIVE DIRECTOR

Board Members
Presiding Officer, Sheila M. Vallés-Pankratz
Jason R. Denny
Sylvia L. Guzman
Ronnie Richards
Keith C. Thompson

Agenda Action Item No. 2

TO: Governing Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs

FROM: Jim R. Hicks, Deputy Executive Director

THROUGH: Joe A. Garcia, Executive Director

SUBJECT: Texas Manufactured Housing School (TXMHS), Request for Approval to Continue as a Continuing Education Provider

DATE: October 25, 2019

Texas Manufactured Housing School, (“TXMHS”) is currently approved as a Continuing Education Provider offering both classroom and online classes until December 31, 2019. TXMHS has been an approved provider since November 10, 2003. TXMHS satisfies the statutory requirements regarding providing continuing education as set forth in Section 1201.113 of the Texas Occupations Code. Changes to the course include updated laws and rules.

The Department has reviewed the renewal submission, materials, and online course of TXMHS and recommends that its request be approved.

Agenda Action Item No. 3

Preamble for Adoption of Manufactured Housing Rules

*Administrative Rules of the Texas Department of Housing and Community Affairs
10 Texas Administrative Code, Chapter 80*

The Manufactured Housing Division of the Texas Department of Housing and Community Affairs (the “Department”) adopts without changes amendments 10 Texas Administrative Code, Chapter 80, §§80.2, 80.21 and 80.73, relating to the regulation of the manufactured housing program. The amendments to §80.41 and 80.95 are adopted with non-substantive changes to correct punctuation (changed semi-colon to a period in §80.41(g)(2)(C) and removed a comma in §80.95(c)). The rules are revised to comply with House Bill 2315 (86th Legislature, 2019 regular session) that amends the Manufactured Housing Standards Act and for clarification purposes. The text to the adopted rules with changes will be republished in the *Texas Register* and the text to the rules adopted without changes will not be republished in the *Texas Register*. The proposed amendments were published in the September 6, 2019, issue of the *Texas Register* (44 TexReg 4811).

The adoption of §80.21 relating to installation standards is effective sixty (60) days following the date of publication in the *Texas Register* of notice that the rules are adopted. All other rules are effective thirty (30) days following the date of publication in the *Texas Register*.

The rules as proposed on September 6, 2019, are adopted as final rules with the exception of the punctuation changes in §80.41 and §80.95.

There were no comments received suggesting changes to the proposed rules during the comment period and no requests were received for a public hearing to take comments on the rules.

The Texas Manufactured Housing Association submitted a response in support of the proposed rules.

The following is a restatement of the rules’ factual basis:

10 Tex. Admin. Code §80.2(26) is adopted without changes to define a serious violation. §1201.605(c)(1) of the Texas Occupations Code allows the Department to use the seriousness of a violation to help determine the proper penalty amount. However, the term “seriousness of a violation” is vague. A definition will assist to determine how and when the department should consider a violation as serious when determining the penalty.

10 Tex. Admin. Code §80.21(h) is adopted without changes to remove the rental community exception for drainage site preparation. The installer is responsible for proper site drainage where a new manufactured home is installed, pursuant to 24 CFR §3285.203. The Code of Federal Regulation does not allow an exception for rental communities. The Code of Federal Regulation does not apply to the installation of used manufactured homes.

10 Tex. Admin. Code §80.41 (g)(1)(B), (2)(D), (3)(D) is adopted with a non-substantive change in (g)(2)(C) to correct the semi-colon at the end of the sentence to a period. The amendments to clarify the exemption for retailer’s licenses. The Department wanted to clarify that this exemption only applies to the sale of up to three manufactured homes within a twelve (12) month period to ensure it was consistent with the statutory authority found in §1201.1025 of the Texas Occupations Code. Clarification was also needed to demonstrate the homes may not be sold until the letter of exemption is granted.

10 Tex. Admin. Code §80.73(b)(3) is adopted without changes to clarify the timeline for conducting a proper warranty inspection. Pursuant to §1201.355 of the Texas Occupations Code, if a *proper* warranty service is not provided, and an inspection is requested the Department has thirty (30) days to conduct an inspection from the date the request is made. When a complaint is received it may not be a valid complaint within the Department's jurisdiction. It must be determined that a proper warranty service was not provided within the warranty deadline. The thirty (30) day deadline to conduct an inspection should begin after the complaint is validated, to ensure Department's resources are not wasted on inspections that are not within the Department's jurisdiction.

10 Tex. Admin. Code New §80.95 is adopted with a non-substantive change to implement House Bill 2315 introduced during the 86th Texas Legislative Session. House Bill 2315, adopted in the 86th Texas Legislative Session, required the Department to adopt rules for the application for and automatic issuance of a Statement of Ownership for a federal governmental agency providing temporary housing in response to a natural disaster or other declared emergency. The addition of §1201.2071 of the Texas Occupations Code, Exemption for Certain Emergency Housing, will take effect September 1, 2019.

The amended rules are adopted under §1201.052 of the Texas Occupations Code, which provides the Director with authority to amend, add, and repeal rules governing the Manufactured Housing Division of the Department and §1201.053 of the Texas Occupations Code, which authorizes the board to adopt rules as necessary and the director to administer and enforce the manufactured housing program through the Manufactured Housing Division.

No other statutes, codes, or articles are affected by adoption of the amended rules.

The agency hereby certifies that the adoption has been reviewed by legal counsel and found to be within the agency's legal authority to adopt.

Adoption: Manufactured Housing of Rules

*Administrative Rules of the Texas Department of Housing and Community Affairs
10 Texas Administrative Code, Chapter 80*

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SUBCHAPTER A. CODES, STANDARDS, TERMS, FEES AND ADMINISTRATION

§80.2. Definitions.

Terms used herein that are defined in the Code and the Standards Act have the meanings ascribed to them therein. The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

(1) - (25) No change.

(26) Seriousness of Violation – Pursuant to Section 1201.605(c)(1) of the Texas Occupations Code the Department shall assess a higher administrative penalty if the consumer harm or burden is great, as a result of the violation.

(27)~~(26)~~ Stabilization systems--A combination of the anchoring and support system. It includes, but is not limited to the following components:

(A) - (K) No change.

SUBCHAPTER B. INSTALLATION STANDARDS AND DEVICE APPROVALS

§80.21. Requirements for the Installation of Manufactured Homes.

(a) - (g) No change.

(h) Drainage: The Installer is responsible for proper site drainage where a new manufactured home is to be installed~~[unless the home is installed in a rental community]~~. The consumer is responsible for proper site drainage where a used manufactured home is to be installed unless the home is installed in a rental community. Drainage prevents water build-up under the home. Water build-up may cause shifting or settling of the foundation, dampness in the home, damage to siding and bottom board, buckling of walls and floors, delamination of floor decking and problems with the operation of windows and doors.

(i) - (j) No change.

SUBCHAPTER D. LICENSING

§80.41. License Requirements.

(a) - (f) No change.

(g) Exemption for Retailer's License Requirement.

(1) Application for Exemption of Retailer's License Requirement.

- (A) A person requesting exemption from the Retailer’s licensing requirement of §1201.101(b) of the Occupations Code, shall submit the required application outlining the circumstances under which they are requesting exemption from licensure.
 - (B) Applications should identify the HUD label or serial number(s) of up to three (3)~~[the]~~ homes being sold under the exemption;
 - (C) Applications will be processed within seven (7) business days after receipt of all required information.
- (2) The circumstances under which this exemption is granted are:
- (A) One-time sale of up to three (3) manufactured homes in a 12-month period as personal property;
 - (B) Non-profit entity transferring ownership of up to three (3) manufactured homes in a 12-month period; and/or
 - (C) No other manufactured homes have been purchased and resold in the previous twelve (12) months, even with a previous exemption.~~;~~
~~and/or~~
 - ~~[(D) — Other circumstances deemed appropriate by the Executive Director.]~~
- (3) Letter of Exemption.
- (A) Once granted, a Letter of Exemption from licensure will be issued by the Executive Director to the applicant.
 - (B) Letter of Exemption is valid only for the manufactured home(s) specified.
 - (C) Letter of Exemption is valid only for twelve (12) months.
 - (D) The homes may not be sold until the Letter of Exemption is granted.

SUBCHAPTER E. ENFORCEMENT

§80.73. *Procedures for Handling Consumer Complaints.*

- (a) No change.
- (b) The Department shall make a consumer complaint home inspection upon request.
 - (1) - (2) No change.
 - (3) All complaints transferred to the field shall be inspected within 30 calendar days from the date the verified complaint was received. A complaint is

deemed verified once it is established that the Department has jurisdiction over the matter. ~~[The Department will perform the inspection within thirty (30) calendar days from the date an inspection is requested.]~~

- (A) The consumer, manufacturer, retailer, and installer, as applicable, shall be notified of the scheduled inspection.
- (B) The person conducting the inspection shall inspect all matters (relating to the home and/or the installation of the home) set forth in the complaint and any other items raised at the inspection.
- (C) The person conducting the inspection will issue a report of inspection, completed to reflect the findings of the inspection.

(c) - (i) No change.

SUBCHAPTER G. STATEMENTS OF OWNERSHIP

§80.95. Recording Ownership for Emergency Housing.

- (a) A federal government agency that purchases a manufactured home to provide temporary housing in response to a natural disaster or other declared emergency may apply for a statement of ownership using the Statement of Ownership Application for Federal Governmental Agency.
- (b) The Department may also accept a Certificate to Obtain Title signed by the federal government agency or their authorized representative in lieu of the Statement of Ownership Application for Federal Governmental Agency.
- (c) The Department shall apply priority and special handling when an application for emergency housing in conjunction with a natural disaster or declared emergency is received.
- (d) The Department may waive or refund any fees for emergency housing affiliated with a governor's executive order or proclamation that declares a state of disaster under Chapter 418 of the Government Code in the affected area.