

**LLR - SOUTH CAROLINA MANUFACTURED HOUSING BOARD**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Kingstree Building, Room 105**  
**Columbia, South Carolina 29210**

**MINUTES**

**Tuesday, March 8, 2016**

**10:00 A.M.**

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Mr. Randall Altman, Board Chairman announced that the meeting was held in accordance with §30-4-80 of the South Carolina Freedom of Information Act and, by notice, mailed to all requesting persons, organizations, and news media. In addition, notice was posted on the bulletin boards at the main entrance of the Kingstree Building.

**WELCOME AND CALL TO ORDER:**

Chairman Altman called the regular meeting of the South Carolina Manufactured Housing Board to order at 10:00 a.m. Other board members present for the meeting included: Wayne Iseman, Michael Levy, W. Marion Moore, Arthur Newton, David Randall, Adam Reese and Patrick Smith.

Staff members participating in the regular meeting included: Hardwick Stuart, Advice Counsel, Kyle Tennis, Disciplinary Counsel, Todd Bond, Chief Investigator, Gwyn Morris, Investigator, R.J. Kirby, Investigator, Roger Lowe, Administrator and Crystal George, Program Assistant.

Others present participating in the meeting included Mark Dillard, Manufactured Housing Institute of South Carolina, Bruce Kelly, South Carolina Manufactured Housing Academy, Corporal Spivey, Department of Public Safety and Nadine Garrett, Court Reporter.

**Approval of Agenda:**

*Tuesday, March 8, 2016*

**MOTION:**

Mr. Newton made a motion to accept the Tuesday, March 8, 2016 Agenda. Mr. Randall seconded the motion, which carried unanimously.

**Election of Officers:**

**MOTION:**

Mr. Randall made a motion to nominate Mr. Randall Altman as chairperson. Mr. Smith seconded the motion, which carried unanimously.

**MOTION:**

Mr. Newton made a motion to nominate Mr. David A. Randall as vice chairperson. Mr. Levy seconded the motion, which carried unanimously.

**Approval of Minutes:**

*Tuesday, December 8, 2015*

**MOTION:**

Mr. Iseman made a motion to approve the December 8, 2015 Minutes. Mr. Newton seconded the motion, which carried unanimously.

**Approval/Disapproval of Absent Members:**

Mr. Iseman made a motion to approve the absence of Dorothy W. Edwards and Mr. Richard L. Bagwell. Mr. Levy seconded the motion, which carried unanimously.

**Chairman's Remarks:**

Chairman Altman thanked the board for reelecting him as chair.

**Administrator's Remarks:**

Mr. Lowe congratulated Mr. Newton on another term with the board. Legislation passed, in both houses, for Authorized Official to hold a salesperson's license. Mr. Lowe informed the board that he will attend HUD's Administrative Agency Conference. The conference will take place in Washington, DC from June 13-17, 2016. Mr. Lowe has been working closely with Mr. Dillard and Hardwick Stuart regarding old policies. Rather than reposting some of the old policies, a Frequently Asked Questions document will be added to the

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website. Mr. Lowe also met with PSI regarding the removal of technical questions on the sales exam. The technical questions should be removed by the next meeting.

**Office of Investigations and Enforcement (OIE):**

*Todd Bond*

**IRC Report** – IRC met February 23, 2016 to discuss 35 cases. 24 cases were dismissed, 1 case was dismissed with a Cease and Desist, 7 formal complaints, 2 formal complaints with a Citation, and 1 letter of caution.

**MOTION:**

Mr. Randall made a motion to accept the IRC Report as presented. Mr. Newton seconded the motion, which carried unanimously.

**OIE Status Report** –There are 31 cases, 8 active investigations and 23 cases pending IRC. Since 2015 there were 88 complaints received, 3 active investigations, 32 pending board action and 64 closed cases. Since 2016 there have been 11 complaints received, 7 active investigations and 0 closed cases.

**Office of General Counsel (OGC):**

*Kyle Tennis*

**OGC Report** – There is 1 case before the Administrative Law Court. The state is petitioning rule to Show Cause.

**MOTION:**

Mr. Randall made a motion to accept the IRC Report as presented. Mr. Iseman seconded the motion, which carried unanimously.

**Unfinished Business:**

*No unfinished business at this time.*

**New Business:**

No new business to discuss.

**Public Comments:**

Mark Dillard, Manufactured Housing Institute of South Carolina, thanked Investigators Bond and Kirby for doing a series of informative seminars for licensees.

**Date of Next Meeting:**

Chairman Altman announced that the next regular meeting of the South Carolina Manufactured Housing Board will be Tuesday, June 14, 2016.

**Adjournment:**

**MOTION:**

Mr. Iseman made a motion to adjourn the Tuesday, March 8, 2015 meeting. Mr. Randall seconded the motion, which carried unanimously. There being nothing further, the meeting adjourned at 10:26 a.m.

*(These proceedings were recorded by a court reporter in order to produce a verbatim transcript, if requested, in accordance with the law.)*