

MINUTES

BOARD OF MANUFACTURED HOUSING MEETING

Friday, December 20, 2019 1:00 PM

Office of Professional Licensure & Certification, Philbrook Building, Room B202
121 South Fruit Street, Concord, NH 03301

The following members were present: Chair Mark Tay, Esq., Vice Chair Rob Hunt, Esq., Rep. Thomas Laware, Kenneth Dame, Judy Williams, Adam Gidley, and Lois Parris.

The following members were not present: Anna Mae Twigg

Others in attendance included: Bobbie Carter & Diana Craigie – OPLC staff member. Also in attendance were Attorney Robert Shepard, Richard Lambert, Shirley Torres, Robyn Falso, Jerrilyn King and John Kelly. There were also four unidentified attendees.

The meeting was called to order at 1:20 p.m. by Chair Mark Tay.

- 1. Approval of Minutes:** The minutes of October 4, 2019 were reviewed. Board member Robert Hunt moved to approve the minutes, seconded by Adam Gidley. The Board unanimously voted to approve the minutes.
- 2. Complaint Hearing: Docket 20-01:** Kayleigh Ham was not present and did not notify Board staff that she would not be in attendance. Chairman Tay made a motion to dismiss the case due to the Complainant's absence. The motion was seconded by Vice Chairman Hunt. Motion passed unanimously, Chairman Tay to write the Dismissal on behalf of the Board.
- 3. Complaint Hearing docket 20-02, 20-03 and 20-04:**

Jerrilyn King v Woodstock Co-Op; Mary-Jane Anthony v Woodstock Co-Op; John Kelly v Woodstock Co-Op. The complainants, Jerrilyn King and John Kelly, were present and not represented by counsel, Mary-Jane Anthony was not present. The respondent, Woodstock Co-Op was present and was represented by Attorney Robert Shepard.

Jerrilyn King and John Kelly did not have any witnesses.

Attorney Robert Shepard and Woodstock Co-Op did not have any witnesses.

Chair Mark Tay administered the oath to all parties and explained the hearing process. The matter then proceeded to hearing.

Complainant Jerrilyn King alleges the park is violating:

- RSA 205-A:2, II(e) by imposing a non-refundable fee for processing an application and providing park rules in excess of \$125;
- RSA 205-A:XI by unreasonably exceeding 14 calendar days to provide written notice of approval/denial of membership;
- RSA 205-A:XI by unreasonably exceeding 14 calendar days to conduct and provide notification of deficiencies prior to a sale closing;
- RSA 205-A:XI by unreasonably withholding consent on deeds;
- RSA 205-A:XI by unreasonably requiring tenant to sign a "Declaration of Understanding and Agreement"; and
- RSA 205-A:XI by unreasonably applying a park rule to remove a tenant's pet.

Complainant Mary-Jane Anthony alleges the park is violating:

- g. RSA 205-A:2, II(e) by imposing a non-refundable fee for processing an application and providing park rules in excess of \$125;
- h. RSA 205-A:XI by unreasonably exceeding 14 calendar days to provide written notice of approval/denial of membership;
- i. RSA 205-A:XI by unreasonably exceeding 14 calendar days to conduct and provide notification of deficiencies prior to a sale closing;
- j. RSA 205-A:XI by unreasonably withholding consent on deeds;
- k. RSA 205-A:XI by unreasonably requiring tenant to sign a “Declaration of Understanding and Agreement”; and
- l. RSA 205-A:XI by unreasonably applying a park rule to remove a tenant’s pet.

Complainant John Kelly alleges the park is violating:

- m. RSA 205-A:2, II(e) by imposing a non-refundable fee for processing an application and providing park rules in excess of \$125;
- n. RSA 205-A:XI by unreasonably exceeding 14 calendar days to provide written notice of approval/denial of membership;
- o. RSA 205-A:XI by unreasonably exceeding 14 calendar days to conduct and provide notification of deficiencies prior to a sale closing;
- p. RSA 205-A:XI by unreasonably withholding consent on deeds;
- q. RSA 205-A:XI by unreasonably requiring tenant to sign a “Declaration of Understanding and Agreement”; and
- r. RSA 205-A:XI by unreasonably applying a park rule to remove a tenant’s pet.

Following testimonies and Board member questions of both parties, Chair Mark Tay made a motion to continue the hearing until the next Board meeting. Board Member Judy Williams seconded, the motion passed unanimously.

- 4. **Docket 20-05** Lauren Twombly vs. Exter Hampton Co-Op.
A threshold review was conducted. Board Member Judy Williams made a motion that the case should be heard. Motion seconded by Vice Chairman Robert Hunt. Motion passed unanimously.
- 5. **Next Board Meeting:** The Board scheduled the next meeting on February 21, 2020 at 1:00 p.m. with an alternative date set for March 13, 2020 at 1:00 p.m.
- 6. **Adjournment:** Board member Kenneth Dame moved to adjourn, seconded by Board member Judy Williams. The motion was unanimously approved at 2:45 pm.

Respectfully Submitted,

Diana Craigie
License Clerk