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**Texas Department of Housing and Community Affairs**  
**Manufactured Housing Board Meeting**  
**July 20, 2007**

Valeri Stiers Malone, Chair

Carlos Amaral, Member

Michael H. Bray, Member

Kimberly A. Shambley, Member

Frances Shannon, Member

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

**July 20, 2007**

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Valeri Stiers Malone, Chair	_____	_____
Carlos Amaral, Member	_____	_____
Michael H. Bray, Member	_____	_____
Kimberly A. Shambley, Member	_____	_____
Frances Shannon, 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 E2.036, Austin, Texas 78701**  
**July 20, 2007**                      **11:00 a.m.**

**AGENDA**

**CALL TO ORDER, ROLL CALL**  
**CERTIFICATION OF QUORUM**

Chair  
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 to approve the minutes of the board meeting of May 11, 2007.   | Chair         |
| Item 2. | Report of the Finance and Audit Committee, presentation, discussion and consideration to approve the following:  | Carlos Amaral |
|         | (a) FY 2008 Operating Budget.  |               |
|         | (b) Execution of amendment to the Administrative Services Agreement for FY 2008 between the Manufactured Housing Division and TDHCA.   |               |
|         | (c) Report of the audit of the Texas Manufactured Homeowners' Recovery Trust Fund.   |               |
| Item 3. | Presentation, discussion and consideration to approve adoption of a limited waiver of rules assessing fees on certain applications for statements of ownership and location. | Tim Irvine    |
| Item 4. | Presentation, discussion and consideration to approve the formation of an Advisory Committee on generic installation standards.  | Tim Irvine    |

**REPORT ITEMS**

- |                                   |              |
|-----------------------------------|--------------|
| 1. Executive Director's Report    | Tim Irvine   |
| 2. Report on Wind Zone Task Force | Randy Witzke |

**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) If necessary, the Board will go into executive session to discuss Personnel Matters 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.

**PUBLIC COMMENT**

Chair

**ADJOURN**

Chair

*To access this agenda or request information, please visit our website at [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) or contact Sharon Choate, TDHCA, E. 11th Street, Austin, Texas 78701, 512-475-2206, [sharon.choate@tdhca.state.tx.us](mailto:sharon.choate@tdhca.state.tx.us).*

*Individuals who require auxiliary aids, services or translators for this meeting should contact Gina Esteves, ADA Responsible Employee, at 512-475-3943 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.*

*Agenda Action Item No. 1*

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

On Friday, May 11, 2007, at 10:00 a.m., there was a regular meeting of the Manufactured Housing Board (the "Board") in Room 116 of the State Insurance Annex Building, 221 East 11<sup>th</sup> Street, Austin, Texas. Valeri Stiers Malone presided. Carlos Amaral, Michael Bray, and Kim Shambley constituting a quorum, were in attendance. Frances Shannon was absent. The following Manufactured Housing Division (the "MHD") staff were present: Tim Irvine, Kassu Asfaw, Lynn Brandstetter, Phoebe Carroll, Sharon Choate, Joe Garcia, Jim Hicks, and Charles Siepert. From the Texas Department of Housing and Community Affairs (other than the MHD) Michael Gerber, David Gaines, and Elena Peinado were present.

Ms. Malone called the roll, confirmed the presence of a quorum, and asked for a motion to approve the minutes from the board meeting on January 12, 2007. Upon motion of Michael Bray, duly seconded by Carlos Amaral, the minutes of the previous meeting were unanimously approved.

Jim Hicks presented and recommended approval of All Star Professional Training, Inc. as a Continuing Education Provider. Upon motion of Michael Bray, duly seconded by Carlos Amaral, the recommendation was unanimously approved.

Tim Irvine presented a recommendation to formulate revisions to the wind zone classifications in Texas and present the recommendations to HUD for consideration. The Board recommended that a task force be created for this issue and to have a report from the task force presented at the next board meeting. Upon motion by Valeri Malone, duly seconded by Michael Bray, the Board unanimously agreed to table this issued until further information is presented.

Tim Irvine presented the recommendation to suspend fees on applications for Statements of Ownership and Location subject to disaster relief assistance. Mr. Bray recommended that staff research the issue further and present a more comprehensive proposal at the next board meeting. Upon motion by Valeri Malone, duly seconded by Carlos Amaral, the Board unanimously agreed not to approve this issue until further information is presented.

Tim Irvine delivered the Executive Director's Report and discussed the pending legislation in the 80th Legislative Session. Bradlee Dansbee reported on the activities in the field offices and Kassu Asfaw presented the financial report.

At 12:23 p.m. the Board went into an Executive Session pursuant to §551.074, Texas Government Code to discuss personnel matters and for consultation with attorney pursuant to §551.071, Texas Government Code to discuss pending or threatened litigation. The Board reconvened at 12:48 p.m. with no additional items to take up or discuss.

There being no further business to come before the Board, the meeting was adjourned at 12:50 p.m.

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Sharon Choate, Secretary

Approved:

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Valeri Stiers Malone

*Agenda Action Item No. 2(a) and (b)*

**RESOLVED**, that the FY2008 Operating Budget for the Manufactured Housing Division of TDHCA, in the form presented to this meeting, be and it hereby is approved and adopted and

**FURTHER RESOLVED**, that the Executive Director and the Deputy Executive Director and each of them be and they hereby are authorized, empowered, and directed, for and on behalf of the Manufactured Housing Division (the “Division”) of TDHCA, to enter into an amendment to the Division’s Administrative Services Agreement with TDHCA to provide for the obtaining of administrative and support services, consistent with the FY2008 Operating Budget and the General Appropriations Act.

Texas Department of Housing and Community Affairs  
 Historical Budget Analysis  
 Manufactured Housing Division  
 For FY 2008 and 2007

Agenda Action Item 2(a)

D R A F T

Budget Categories	FY 08 Budget (a)	FY 07 Budget (b)	Variance (a-b)	Percentage Change
Salaries and Wages	\$ 3,121,363	\$ 2,868,656	\$ 252,707	8.1%
2 % & 3% Salaries Increase	62,428	82,654	-20,226	-32.4%
Payroll Related Costs	891,461	825,000	66,461	7.5%
Travel In-State	200,000	200,000	0	0.0%
Travel Out-of State	0	0	0	0.0%
Home Owner Consumer Claims ( Rider # 18 )	300,000	100,000	200,000	66.7%
Professional Fees	209,000	20,000	189,000	90.4%
Materials and Supplies	146,790	65,000	81,790	55.7%
Repairs/Maintenance	55,000	40,000	15,000	27.3%
Printing and Reproduction	56,000	60,000	-4,000	-7.1%
Rental/Lease	43,000	90,000	-47,000	-109.3%
Membership Dues	802	500	302	37.7%
Registration Fees	36,978	500	36,478	98.6%
Texas Online	19,120	19,120	0	0.0%
Professional Liability Insurance	10,000	13,000	-3,000	-30.0%
Employee Tuition	0	0	0	0.0%
Advertising	250	200	50	20.0%
Freight/Delivery	1,500	3,000	-1,500	-100.0%
Temporary Help	100,000	100,000	0	0.0%
Furniture/Equipment	16,500	0	16,500	100.0%
Communications/Utilities	107,000	130,500	-23,500	-22.0%
Capital Outlay	40,625	58,800	-18,175	-44.7%
State Office of Risk Management	10,000	10,000	0	0.0%
Subtotal	5,427,817	4,686,930	740,887	15.8%
Indirect Support	476,291	490,506	(14,215)	-2.9%
Total Manufactured Housing *	<b>\$ 5,904,108</b>	<b>\$ 5,177,436</b>	<b>\$ 726,672</b>	<b>14.0%</b>
FTE's	64	64	-	0%
<b>Method of Finance:</b>				
General Revenue	19,120	119,120	(100,000)	-83.9%
Appropriated Receipts	5,584,988	4,570,316	1,014,672	22.2%
Federal Funds	300,000	488,000	(188,000)	-38.5%
Total Method of Finance	<b>\$ 5,904,108</b>	<b>\$ 5,177,436</b>	<b>\$ 726,672</b>	<b>14.0%</b>

\* NOTE: Breakdowns of the total budget:

- \$ 4,473,928 - Total Direct Strategies Appropriations to MHD
- \$ 62,428 - An additional direct appropriation request due to 2% salary increase, per 80th Legislature
- \$ 891,461 - Payroll related costs - an indirect appropriation, which is a state-wide allocation by the Comptroller; it's included here for assessment or information purposes
- \$ 476,291 - Administrative Support costs - an indirect appropriation, which is the service contract fees with the TDHCA; it's included here for assessment or information purposes

**Texas Department of Housing and Community Affairs  
 Manufactured Housing Division  
 Operating Budget Allocation to Direct Strategies  
 For FY 2008**

Description	Expenditures	E.1.1. Titling & Licensing	E.1.2. Inspections	E.1.3. Enforcement	E.1.4. Texas Online	Total Budget
Salaries and Wages	\$ 3,121,363	\$ 1,091,284	\$ 1,083,802	\$ 946,277	\$ -	\$ 3,121,363
2 % Salaries Increase	62,428	21,826	21,676	18,926	-	62,428
Payroll Related Costs	891,461	311,671	309,534	270,257	-	891,461
Travel In-State	200,000	7,000	135,100	57,900	-	200,000
Travel Out-of State	0	0	0	0	-	0
Home Owner Consumer Claims ( Rider # 18 )	300,000	0	0	300,000	-	300,000
Professional Fees	209,000	125,400	43,890	39,710	-	209,000
Materials and Supplies	146,790	84,332	32,825	29,633	-	146,790
Repairs/Maintenance	55,000	20,900	19,250	14,850	-	55,000
Printing and Reproduction	56,000	39,000	2,000	15,000	-	56,000
Rental/Lease	43,000	10,000	23,100	9,900	-	43,000
Membership Dues	802	442	160	200	-	802
Registration Fees	36,978	18,378	10,080	8,520	-	36,978
Texas Online	19,120				19,120	19,120
Professional Liability Insurance	10,000	2,040	5,000	2,960	-	10,000
Employee Tuition	0	0	0	0	-	0
Advertising	250	100	100	50	-	250
Freight/Delivery	1,500	950	500	50	-	1,500
Temporary Help	100,000	97,500	0	2,500	-	100,000
Furniture/Equipment	16,500	12,000	2,800	1,700	-	16,500
Communications/Utilities	107,000	48,893	56,500	1,607	-	107,000
Capital Outlay	40,625	15,438	14,219	10,968	-	40,625
State Office of Risk Management	10,000	3,800	3,500	2,700	-	10,000
	<b>\$ 5,427,817</b>	<b>\$ 1,910,954</b>	<b>\$ 1,764,036</b>	<b>\$ 1,733,707</b>	<b>\$ 19,120</b>	<b>\$ 5,427,817</b>

FTE's 64 29.66 18.47 15.87 64

**Method of Finance:**

	General Revenue	Appropriated Receipts	Federal Funds	Total
Strategy One:	1,910,954	0	1,910,954	1,910,954
Strategy Two:	1,764,036	0	100,000	1,764,036
Strategy Three:	1,733,707	0	200,000	1,733,707
Strategy Four:	19,120	19,120	0	19,120
	<b>\$ 5,427,817</b>	<b>\$ 19,120</b>	<b>\$ 300,000</b>	<b>\$ 5,427,817</b>

**Indirect Support:**

	F.1.1.	F.1.2.	F.1.3.	Total
Financial Administration	190,161	190,161		190,161
Information Resource Technologies	138,436	138,436		138,436
Operating Support	147,694		147,694	147,694
	<b>\$ 476,291</b>	<b>\$ 190,161</b>	<b>\$ 147,694</b>	<b>\$ 476,291</b>

**Method of Finance:**

Appropriated Receipts	<b>\$ 476,291</b>	<b>\$ 190,161</b>	<b>\$ 138,436</b>	<b>\$ 147,694</b>	<b>\$ 476,291</b>
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**Manufactured Housing Division  
Revenue Summary and Projections  
For FY 2007-08**

<b>FEE TYPE</b>	<b>FY 2008 Projected (c)</b>	<b>FY 2007 Act/Est. (d)</b>	<b>Variance (c-d)</b>	<b>Percentage Change</b>
Training	38,593	38,593	-	0.0%
SOL - Titles	5,117,415	5,117,415	-	0.0%
Licenses	767,347	767,347	-	0.0%
Inspections	1,341,580	1,341,580	-	0.0%
Admin. Penalties	10,597	10,597	-	0.0%
Public Information	6,422	6,422	-	0.0%
Reimbursement - HORTF	696,721	696,721	-	0.0%
Returned Check Charge	-	-	-	0.0%
	<b>7,978,675</b>	<b>7,978,675</b>	-	0.0%
<b>Federal Funds:</b>				
Floors Shipped	461,532	461,532	-	0.0%
Floors Produced	130,176	130,176	-	0.0%
	<b>591,708</b>	<b>591,708</b>	-	0.0%
<b>Total</b>	<b>\$ 8,570,383</b>	<b>\$ 8,570,383</b>	<b>\$ -</b>	<b>0.0%</b>

*\* Note: The assumptions for FY 2008 revenues use the actual/estimates for FY 2007 and modified historical trends.*



**Texas Department of Housing and Community Affairs  
 Manufactured Housing Division  
 Budget and Expense Status  
 From September to August  
 For FY 2007**

<b>Budget Categories</b>	<b>Annual Budget (a)</b>	<b>*1 YTD Act/Est. Expenses Sep - Aug (b)</b>	<b>YTD Variance Sep - Aug (a-b)</b>	<b>Remaining Budget As of August</b>
Salaries and Wages	\$ 2,951,310	2,773,377	177,933	177,933
Payroll Related Costs	825,000	695,543	129,457	129,457
Travel In-State	200,000	193,777	6,223	6,223
Travel Out-of State	0	0	0	0
Home Owner Consumer Claims ( Rider # 18 ) *2	100,000	934,455	(834,455)	(834,455)
Professional Fees	20,000	3,357	16,643	16,643
Materials and Supplies	65,000	30,521	34,479	34,479
Repairs/Maintenance	40,000	46,173	(6,173)	(6,173)
Printing and Reproduction	60,000	9,281	50,719	50,719
Rental/Lease	90,000	58,116	31,884	31,884
Membership Dues	500	538	(38)	(38)
Registration Fees	500	2,626	(2,126)	(2,126)
Texas Online	19,120	1,418	17,702	17,702
Professional Liability Insurance	13,000	6,183	6,817	6,817
Employee Tuition	0	0	0	0
Advertising	200	0	200	200
Freight/Delivery	3,000	1,249	1,751	1,751
Temporary Help	100,000	42,993	57,007	57,007
Furniture/Equipment	0	2,945	(2,945)	(2,945)
Communications/Utilities	130,500	105,396	25,104	25,104
Capital Outlay	58,800	8,651	50,149	50,149
State Office of Risk Management	10,000	11,104	(1,104)	(1,104)
Subtotal	4,686,930	4,927,705	-240,775	(240,775)
Indirect Support	490,506	436,789	53,717	53,717
<b>Total Manufactured Housing *3</b>	<b>\$ 5,177,436</b>	<b>\$ 5,364,494</b>	<b>\$ (187,058)</b>	<b>\$ (187,058)</b>

\* 1 YTD expenses column represents actual expenditures from September to May, and projected expenditures from June to August.

\* 2 The Consumer Claims payment of \$934,455 has been projected to be reduced by actual/projected reimbursement of \$696,721. The remaining balance of \$237,734 was assumed unrecoverable because of bond depletion and/or receivership.

\* 3 Had the negative remaining budget balance of \$187,058 been adjusted for actual/projected reimbursement of \$696,721, it would have had a positive remaining balance of \$509,663.

**Exhibit A**

**Manufactured Housing  
Administrative Support Schedule  
Fiscal Year 2008**

	<b>FTE's</b>	<b>Salaries</b>	<b>Payroll Related Costs</b>	<b>Total</b>
<b>Support:</b>				
Executive Office	0.10	\$ 10,716	\$ 2,465	\$ 13,181
Internal Audit	0.40	24,857	5,717	30,574
Policy and Public Affairs	0.30	17,892	4,115	22,007
Human Resources	0.70	41,144	9,463	50,607
Facilities and Space Management	0.60	25,469	5,858	31,327
Information Systems	1.80	112,549	25,886	138,435
<b>Financial Administration:</b>				
Director, Financial Administration	0.15	14,407	3,314	17,721
Payroll	0.30	18,536	4,263	22,799
Accounting Manager	0.10	8,728	2,008	10,736
Travel	0.30	15,103	3,474	18,577
Payables	0.25	15,661	3,602	19,263
Program Accountant	1.00	54,076	12,438	66,514
Purchasing	0.50	28,089	6,461	34,550
<b>Total Support, Manufactured Housing</b>	<b>6.50</b>	<b>\$ 387,227</b>	<b>\$ 89,064</b>	<b>\$ 476,291</b>

**DRAFT**

**ADMINISTRATIVE SERVICES AND COST REIMBURSEMENT AGREEMENT**

**AMENDMENT NO. 8**

SECTION 1. The **Texas Department of Housing and Community Affairs**, a public and official department of the State of Texas ("TDHCA"), and the **Manufactured Housing Division**, an independent entity within TDHCA ("MH Division") do hereby contract and agree to amend their original agreement as initially executed by the Executive Director of TDHCA effective September 1, 2001 through August 31, 2008 for the performance of administrative services.

SECTION 2. The parties hereto agree to amend the agreement identified in Section 1 above so that Exhibit A is revised hereafter to read as given in Exhibit A to this amendment.

SECTION 3. The parties hereto agree that this amendment shall become effective September 1, 2007.

SECTION 4. The parties hereto agree that all of the terms of the agreement identified in Section 1 above shall remain in effect and shall continue to govern to the extent that they conflict with the terms of this amendment.

SECTION 5: By the signing of this amendment, the parties hereto expressly understand and agree that this amendment shall become a part of the agreement identified in Section 1 above as though it were set forth word for word herein.

**WITNESS OUR HANDS EFFECTIVE SEPTEMBER 1, 2007.**

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

By: \_\_\_\_\_  
Michael G. Gerber  
Executive Director

**MANUFACTURED HOUSING DIVISION**

By: \_\_\_\_\_  
Timothy K. Irvine  
Executive Director

**Exhibit A**

**Manufactured Housing  
Administrative Support Schedule  
Fiscal Year 2008**

	<b>FTE's</b>	<b>Salaries</b>	<b>Payroll Related Costs</b>	<b>Total</b>
<b>Support:</b>				
Executive Office	0.10	\$ 10,716	\$ 2,465	\$ 13,181
Internal Audit	0.40	24,857	5,717	30,574
Policy and Public Affairs	0.30	17,892	4,115	22,007
Human Resources	0.70	41,144	9,463	50,607
Facilities and Space Management	0.60	25,469	5,858	31,327
Information Systems	1.80	112,549	25,886	138,435
<b>Financial Administration:</b>				
Director, Financial Administration	0.15	14,407	3,314	17,721
Payroll	0.30	18,536	4,263	22,799
Accounting Manager	0.10	8,728	2,008	10,736
Travel	0.30	15,103	3,474	18,577
Payables	0.25	15,661	3,602	19,263
Program Accountant	1.00	54,076	12,438	66,514
Purchasing	0.50	28,089	6,461	34,550
<b>Total Support, Manufactured Housing</b>	<b>6.50</b>	<b>\$ 387,227</b>	<b>\$ 89,064</b>	<b>\$ 476,291</b>

*Agenda Action Item No. 2(c)*

**RESOLVED**, this Board, having received and reviewed the Report of the Audit of the Texas Manufactured Homeowners' Recovery Trust Fund, including management's responses, hereby accepts that report and

**FURTHER RESOLVED**, that staff is hereby directed to provide this board with reports at each future regular board meeting until all such audit findings have been addressed.



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

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**Rick Perry**  
GOVERNOR

**Timothy K. Irvine**  
EXECUTIVE DIRECTOR

**Board Members**  
*Presiding Officer*, Valeri Stiers Malone  
Carlos Amaral  
Michael H. Bray  
Kimberly A. Shambley  
Frances Shannon

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

FROM: Jim R. Hicks, Consumer Protection Manager

THROUGH: Timothy K. Irvine, Executive Director

SUBJECT: Summary of Internal Audit of Homeowners' Recovery Trust Fund

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**Background**

The Internal Auditing Division has completed its audit of the Homeowners' Recovery Trust Fund ("HORTF"). The Manufactured Housing Division administers the processing of claims on the HORTF and prepares the necessary documents to support disbursement of HORTF claims ensuring controls over disbursements provide reasonable assurance each payment is appropriately supported, authorized, and in compliance with applicable laws and regulations. However, the Internal Auditing Division noted six exceptions related to the management of the HORTF program. They are as follows:

**Finding #1**

The administrator's spreadsheet lacks completeness and accuracy. It also lacks timeliness to capture certain actions or documentations.

## **Response**

MHD agrees with the finding and will ensure that the CFO works in coordination with the HORTF administrator on a regular basis to improve the completeness and effectiveness of the administrator's spreadsheet. Formal policies and procedures will be established and complied with to ensure bonding companies are promptly billed for HORTF claim reimbursements, collections efforts are pursued timely by referring all unsatisfied claims to the OAG, and uncollectible claims be accounted for and reported correctly.

## **Finding #2**

A separate accounting of HORTF transactions and balances by appropriation and method of finance is not maintained.

## **Response**

MHD agrees with the finding and will ensure the CFO establishes a separate accounting of HORTF transactions and balances by appropriation and method of finance to account for HORTF claim payments. In addition, the CFO will provide the HORTF administrator a statement of transactions and appropriated fund balance available on a current basis.

## **Finding #3**

Documentation to support appropriate notification of licensees was not consistently maintained.

## **Response**

MHD Management discovered this finding on its own and took corrective action approximately six to eight months ago.

## **Finding #4**

Establish a quality control functions and cross train a back-up administrator.

## **Response**

MHD agrees with the finding and is establishing a quality control function to provide reasonable assurance that the posting to the program records used to administer HORTF claims are accurate and complete. Additionally, the MHD is training another employee as a back-up administrator to implement the quality control mechanism and to serve in the absence of the administrator.

**Finding #5**

There's no restriction in access to HORTF program files.

**Response**

When MHD Management was notified of this finding approximately four months ago, it took immediate corrective action.

**Finding #6**

SOP is not updated.

**Response**

MHD agrees with this finding and is updating the MHD formal SOPs to align with actual procedures in place, applicable laws, regulations, rules, and the policies of management and the board.



*Agenda Action Item No. 3*

**WHEREAS**, the Disaster Relief Division of the Texas Department of Housing and Community Affairs (“TDHCA”) estimates that potential participants in the CDBG disaster recovery program could involve owners of manufactured home owners whose required fees for applications for necessary Statements of Ownership and Location would amount to as much as \$25,000;

**WHEREAS**, the payment of such fees would not, according to the Disaster Relief Division of TDHCA, be eligible for reimbursement with those CDBG funds or other funds administered by TDHCA; and

**WHEREAS**, waiver of those fees will provide important assistance to those Texans participating in this program and recovering from the devastating effects to their homes caused by Hurricane Rita,

**NOW, THEREFORE, IT IS HEREBY**

**RESOLVED**, that in order to effectuate a limited waiver of the assessment and collection of fees relating to applications for Statements of Ownership and Location for manufactured homes that are to be repaired or replaced using CDBG funds awarded to the State of Texas for relief from Hurricane Rita and administered by the TDHCA Disaster Relief Division, the rule providing for such fees is hereby suspended in the following limited manner:

This suspension relates solely to the waiver the fees in connection with the documentation of ownership of and liens on a manufactured home in order to enable it to be repaired or replaced using CDBG funds awarded to the State of Texas for relief from Hurricane Rita and administered by the TDHCA Disaster Relief Division under the CDBG Hurricane Disaster Recovery Program.

Management must provide the board a quarterly report of the fees waived pursuant to the foregoing.

The waiver effectuated by this limited suspension of rules terminates without need of any further action by this board upon the earlier of one year from the date hereof or when the aggregate amount of fees so waived reaches \$25,000.

This waiver may be rescinded at anytime by this board without need of any reason or any notice, other than posting of such proposed action in accordance with the requirements of TEX. GOV'T. CODE, Chapter 551.

*Agenda Action Item No. 4*

**WHEREAS**, the Texas Manufactured Housing Standards Act, TEX. OCC. CODE, Chapter 1201, as amended by HB 1460 (80<sup>th</sup> Legislature, Regular Session) provides for the establishment of an advisory committee to review and make recommendations with respect to the promulgation of generic installation standards, and

**WHEREAS**, HB 1460 takes effect January 1, 2008, and

**WHEREAS**, TEX. GOV'T. CODE, Chapter 2110, provides for the establishment of advisory committees by state agencies, and

**WHEREAS**, this board desires, to the extent feasible, to provide for the advance preparation of rules to implement HB 1460 and in connection therewith desires to proceed with the formation of an advisory committee under the authority of TEX. GOV'T. CODE, Chapter 2110 which may later become the advisory committee contemplated by HB 1460,

**NOW, THEREFORE, IT IS HEREBY**

**RESOLVED**, that the formation of an advisory committee to advise this board with respect to the promulgation of generic installation standards be and it hereby is approved, and

**FURTHER RESOLVED**, that presiding officer be and she hereby is authorized, for and on behalf of this board, to extend invitations to appropriate individuals to become members of such committee, the membership of said committee to be reported back to this board at its next regular meeting.