

**Building Codes Division
Manufactured Housing Ownership & Dealer Regulation Committee
September 7, 2006 Meeting Minutes**

Present: **Committee Members**
Bryan Peck, CU Factory Built Lending
Lee Peterson, Oregon Department of Revenue
Diane Belt, Washington County Collector's Office
Theresa Swearingen, Marion County Assessor's Office
Dallas Boggs, Representing Manufactured Housing Retailers (Dealers)
Jyl Meier, Representing Title/Escrow Companies

Absent: Paul Brewer, Representing Manufactured Home Park Owners
Pat Schwoch, Representing Manufactured Home Owners

Guests/Interested Parties:
Don Miner, OMHA
Ron Northcraft, Douglas County Assessor's Office
Janice Lance, First American Title

BCD Staff:
Joan Fraser, BCD Deputy Administrator
Barry Jones, BCD Manufactured Home Ownership Program Manager
Albert Endres, BCD Manufactured Home Program
Sherry Mitchell, BCD Manufactured Home Ownership Program

1. Opening Comments:

Barry Jones started the meeting and asked if everyone had an opportunity to review the minutes from the June 14, 2006 meeting. The Committee approved the minutes with one change. The repetitious sentence will be removed from the paragraph regarding an additional search function in the LOIS system.

2. Program Update

Mr. Jones updated the Committee with the status of pending LOIS modifications submitted to BCD.

County status documents are now available for printing by the counties. An e-mail will be sent the county contacts and a message will be added to the LOIS Start Page.

Owner names have been added to the exemption confirmation letter. Only fist owner name is listed on the letter.

Supplemental information has been added to the county data download report.

Counties can now access reports for all counties with the exception of the billing statement.

BCD agreed to send an e-mail to counties when letters such as the trip permit letter are to be sent out so that they can be prepared for phone calls from customers.

Mr. Jones advised the Committee that BCD sent out over 1000 letters to homeowners on homes with a pending site, but no trip permits. BCD has received several responses and has cleaned up quite a few of them. Mr. Jones thank the counties for their patience in handling the calls these letters created.

Mr. Jones advised the Committee that BCD has received a final proposal for imaging project after a review of our documents and processes. The final recommendation was that BCD contract with an outside vender to image and store document images used to process transactions. BCD is in the process of drafting a request for bids from outside vendors. BCD will have the ability to redact items that may be sensitive information. Once the documents are imaged and backed up, they will be destroyed. BCD will establish a quality review before documents destroyed. Any documents rejected by the vendor will go to BCD for correction. The vendor will not check to make sure that all necessary documents are submitted, but BCD will perform spot checks to make sure. BCD is still discussing whether to scan the backlog of documents on file. Once a contract is signed the goal is to have the process established within two to three months.

3. Items carried over from last meeting:

Mr. Jones discussed the supplemental information in the LOIS system. BCD will combine the first two tabs under the view option (sale/transfer and sections) and will switch the Sales Information and Home Information sub-tabs on the Supplemental tab in Ownership/Site Mod. The Sales Information tab will be the first tab for entry rather than home info. BCD is doing outreach to dealers as we train and speak to them. Diane Belt stated that ORS 446.566(4), which discusses Ownership Document contents, says "...any other information required by department rule". Ms. Belt asked if BCD's AG advised BCD that Administrative Rule could not contain any additional information not listed in statute. Joan Fraser stated that BCD's AG did not say that, but that BCD decided that any additional information not required by statute would not be collected unless statute was changed through legislation. Ms. Belt asked that BCD provide their position on the supplemental information in writing.

Jyl Meyers asked if the purchase price in the LOIS system was intended for the home only or for the land as well since the LOIS system does not have an option to indicate if the sale included land. Ron Northcraft stated that counties want the purchase price the both land and home since they will be able to determine the actual value of the home.

Bryan Peck had asked about the availability for new billing accounts as well as a "deposit and draw" account. Mr. Jones stated that BCD does not have the fiscal staff to process additional accounts because of the amount of time spent correcting information and collecting funds. Mr. Jones also stated that the state does not support a pre-pay, or "deposit and draw" system. Mr. Jones has asked DCBS to provide a more detailed explanation as to why this could not be an option for LOIS users. Mr. Peck asked if BCD could create criteria for users to have maintain an account, such as a required number of transactions each month. Mr. Peck also asked if BCD

could we give accounts to “super users”, or those user who process the most transactions in LOIS on a monthly basis. BCD will discuss the possibility of adding a limited number of additional accounts for “super users”.

4. New items

Each member of the Committee was given a list of proposed dates for 2007 meetings. This list includes proposed dates for January in case the Committee does not want to wait six months to meet again. The Committee agreed that a January meeting would not be necessary and will contact Sherry Mitchell regarding their availability for 2007 meetings.

Ms. Belt advised the Committee that she is turning over establishing procedures for the exemption process to Theresa Swearingen. Title company and county representatives will be meeting to compose a manual on the exemption process. Counties will also review to see if legislation is necessary to help with the process.

Mr. Jones reminded the Committee that any ideas for making the LOIS system better should be submitted throughout the year. BCD will discuss creating a form for submission of requests. Any ideas submitted will be discussed by both the LOIS User Group and the Advisory Committee.

The Committee agreed that the next user group meeting should be scheduled for the first part of December.

Theresa Swearingen asked that the NSF Check instructions be revised to instruct counties that information on NSF checks should be submitted to BCD before the end of the month.