

**Building Codes Division
Manufactured Housing Ownership & Dealer Regulation Committee
March 14, 2007 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
Jyl Meier, Representing Title/Escrow Companies

Absent: Paul Brewer, Representing Manufactured Home Park Owners
Pat Schwoch, Representing Manufactured Home Owners
Dallas Boggs, Representing Manufactured Housing Retailers (Dealers)

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
Roseanne Nelson, BCD Manufactured Home Ownership Program Manager
Albert Endres, BCD Manufactured Home Program
Sherry Mitchell, BCD Manufactured Home Ownership Program Specialist

1. Opening Comments:

Joan Fraser started the meeting and asked if everyone had an opportunity to review the minutes from the September 7, 2006 meeting. The Committee approved the minutes with no changes.

2. Program Update

Ms. Fraser updated the committee on the imaging project. The request for proposals has closed and DCBS will begin the process of reviewing the bids. Gary Basin indicated that the review and programming piece of the project may take two to three months.

Ms. Fraser reminded the group that BCD does not want to receive any extra transaction documents that may be recorded elsewhere. Counties are doing better as far as sending extra documents, the problems are mainly with title company records. BCD will create packets for training and reminders of which documents should be submitted to BCD.

Ms. Fraser introduced Roseanne Nelson as the new manager for the Manufactured Structure Ownership Program.

3. Items from Previous Meeting

Ms. Fraser advised the committee that switching the Sales Info and Home Info tabs on the Supplemental tabs has not been completed yet. To save in IT costs, BCD will implement that at the time changes are made for the imaging project , along with other changes to the LOIS system.

Ms. Fraser reported that SB 440 has passed out of senate committee and is on it's way to senate floor. This senate bill was introduced by counties and worked on by the counties and BCD to file the necessary amendments. This bill will make dealers or sellers responsible for supplying the sale date, sales price, and all additional supplemental information which will be required to process the ownership document. If the bill passes, by January 1, BCD will have a system in place to make that information required in order to transfer ownership. This information will also be made available to the public, which may be an advantage to consumers.

Ms. Fraser also discussed HB 2233, which is being heard in the House. This bill will place the Department of Revenue on a home as a security interest for Senior Deferrals. The bill is effective January 1, 2008. Ownership documents will be produced on all of the homes with the senior deferral.

The group discussed the issue of duplicate home entries. Dealers are not creating as many duplicate homes, however title companies are creating more. The issue may exist because users are not performing a thorough search before entering a home in the LOIS system. BCD has committed in previous meetings to research what the LOIS system can do to minimize the number of duplicate homes entered. This issue should be listed on the LOIS Enhancement list. BCD may establish a group to discuss the search criteria for duplicate entries. Bryan Peck volunteered to participate in the process if BCD needs assistance. Mr. Basin will advise the committee as to what options may be available at the next meeting .

Diane Belt asked for clarification on requesting enhancements to the LOIS system and asked if BCD kept a list of requested changes. A list of all requested enhancements was distributed to the committee and each item was discussed. Additional items will be added to the list, as requests are received by BCD, and the committee will review the list at the September meeting. Ms. Fraser reminded the group that the department will make decisions on what changes to implement and then reprogram for these changes once a year.

Ms. Fraser discussed the Intergovernmental Agreements (IGAs) between BCD and County offices. Some counties may not be able to participate, but other counties may be able to take over LOIS functions for those counties unable to participate. . There may not be a final word until some time in September and this could affect a counties' decision to continue to participate in the LOIS system. BCD may be able to do a temporary extension to the IGAs that are presently in affect. BCD does not plan to make any changes to the previous IGA. If counties agree to take over work for another county, they should contact Joan Fraser.

Diane Belt discussed training on the LOIS at the Assessor Conference in August. Many counties are not sure how to handle some of the more difficult LOIS transactions. Diane Belt, Kelly Gladden, Theresa Swearingen, Sherry Mitchell, Jyl Meier and Kathy Swanson will work together to develop training on these situations along with a reference manual for counties and

title companies. The invitation could be extended to dealers and factories as well. Ms. Belt indicated that there may be a possibility to tape the training session for anyone not able to attend the conference. Mr. Basin stated that BCD will look into what it would take to create a tutorial.

Ms. Mitchell stated that changes have been made to the pending county exempt overdue letter. Since the letter is not available to be generated directly from the LOIS system and the procedure is being tested, counties are currently asking for individual letters to be sent out until the change is completed. Counties are also working on the exemption manual for title companies and counties to use to make the process work more smoothly.

Ms. Fraser discussed billing accounts and “shopping carts” for the LOIS system. After researching the issue, BCD could not find a solution that would not require more staffing. The State is looking at a new fiscal program which may create more avenues such as “shopping carts” and draw down accounts. This new system may not be in place for several years, and it is not currently known what features would be available.

Mr. Basin discussed problems outside users are having accessing the LOIS system. Entities are adding security systems and firewalls that do not function well with LOIS. In some instances, BCD has issued “fobs” to outside users to fix the problems, however, the fobs are not a long-term solution. In addition to security and firewall issues, Microsoft has come out with Vista and Internet Explorer, Version 7. The JInitiator has not been upgraded to work along with these new programs. BCD’s IT group is working on a solution for this problem. Mr. Basin stated this has become a number one priority because of the problems these issues could create.

4. New items

Don Miner asked to discuss abandonment vs. landlord foreclosure. This has become an issue with OMHA and some counties. Mr. Miner is comfortable that the abandonment process is being followed, but there may be a bill in the legislature to discuss this issue. Ms. Fraser stated that BCD is working closely with our Attorney General’s office to make sure that processes in place are legally correct. BCD, along with DOJ, is in the process of creating documents that outline what the law requires when going through the abandonment process. BCD can distribute that information to people to assist in following the process correctly. BCD does not regulate the abandonment process and, if there is a dispute, it is a civil matter to be resolved in the court system.

Ms. Swearingen discussed problems with homes in the LOIS system with a pending site entered before December 31, with no trip permits before January 1. As long as the pending site is in the system transporters can purchase a trip permit to move the home, regardless of any taxes owing. The tax block in the LOIS system does not stop a person from purchasing the trip permits. Mr. Basin stated that BCD will hold discussions regarding this issue and report at the next committee meeting.

5. Next meeting

Next committee meeting is scheduled for June 13, 2007 at 9:30 at the Building Codes Division.